

## What is the Small Business Administration (SBA) 8(a) Program?

The U.S. Small Business Administration (SBA) 8(a) Business Development Program was designed to simplify the federal procurement process for certified business participants, such as GovSmart. The 8(a) Program was developed to enable federal government Program Managers to save time, effort and cost in the procurement process and to protect the interests of small business concerns. Overall, this program serves to preserve free competitive enterprise and to maintain and strengthen the overall economy of our nation.

With projects up to \$6.5 million for certain types of IT hardware, the 8(a) Program allows for directed contracting without a lengthy competitive process. This allows a project to begin in a timely manner. In speeding up the process, time sensitive projects can get started in days instead of months.

## Why Use an 8(a) Contract Vehicle?

Choosing GovSmart allows your organization to work directly with a company that is both experienced and efficient in consulting to develop and implement business technology solutions. The benefits of using an 8(a) contract vehicle include:

- » Significantly faster procurement process – start the project in days instead of months
- » Lower overhead costs - working with smaller businesses
- » Streamlined approach to the project - due to reduction in bureaucracy
- » Ability to procure both goods and services quickly and easily

## How to Use an 8(a) Contract:

Following are the steps to use the SBA 8(a) Program to work with GovSmart (as defined in the Code of Federal Regulation, Title 13, Chapter I):

**Step 1:** Define scope of project (Sec.124.502(a)).

**Step 2:** Send letter of intent to SBA district officer (Sec. 124.502(b)).

The written letter of intent to award procurement to GovSmart should be emailed to Cassandra Zeigler, our Business Development Specialist at the SBA via email [Cassandra.Zeigler@sba.gov](mailto:Cassandra.Zeigler@sba.gov) or fax (202) 481-4903. You may also contact her directly at (804) 771-2400 x. 120. Address: Suite 1150, 400 North 8<sup>th</sup> Street, Richmond, VA 23219. Please include the following in the letter:

- » A description of the work to be performed
- » An estimated period of performance
- » The NAICS code that applies to the principal nature of the acquisition
- » The anticipated dollar value of the requirement, including options, if any
- » The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials
- » Identification of any specific Participant (GovSmart) that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following:
  - » The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) Program
  - » The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials
  - » The acquisition history, if any, of the requirement

**Step 3:** SBA accepts offer within 3 (if contract is below \$4M) to 10 (if it is above \$4M) days of receiving letter of intent (Sec 124.503(a)).

**Step 4:** Either an SBA delegated contract or a three-party agreement is signed within 3 days of receipt (Sec 124.508(a-c)).

**You are DONE!** If you have any questions about this process, feel free to call us at the number below