

## SBA 8(a) Direct Award Procedure

IT Data Consulting LLC (ITDC) has been certified by the U.S. Small Business Administration (SBA) in the 8(a) Business Development (BD) and Small Disadvantaged Business (SDB) Program. ITDC is 8(a) certified by the U.S. SBA through year 2025. The 8(a) certification enhances our ability to compete in serving the federal government by providing business development assistance and the opportunity to pursue contracts specifically set-aside for 8(a) participants. As an 8(a) certified company, ITDC can be awarded federal government contracts of up to \$4 million on a sole-source (non-competitive) basis. This extraordinary benefit enables agency initiatives to get rapidly underway by streamlining the contract award process. Our status facilitates non-protestable awards in as short as 5 business days – saving the government time and resources.

### Direct Award Procedure:

1. Develop a brief statement of work (SOW) describing the work to be done and a government estimate of the anticipated cost.
2. Draft an “Offering Letter” to SBA using sample attached.
3. Contact your group’s contracting officer and request to make an 8(a) procurement. Send the officer the draft Offering Letter (and the SOW if it is too big to be included in the body of the Offering Letter).
4. Your group’s contracting officer reviews and submits the Offer Letter to the SBA. The offer letter (and SOW if applicable) can be emailed to: [dcofferletters@sba.gov](mailto:dcofferletters@sba.gov) with Reginald Walden (ITDC’s Business Opportunity Specialist) copied at [Reginald.Walden@sba.gov](mailto:Reginald.Walden@sba.gov).
5. After processing the Offering Letter, SBA will contact your group’s contracting officer to confirm 8(a) sole source eligibility. (And if they don’t contact you within five business days, you can assume we are eligible and proceed to the next step.)
6. Your agency contracting officer can then send the work description (or SOW, if applicable) to ITDC and begin negotiations.
7. ITDC will submit our proposal and upon agreement, your agency contracting officer can then prepare a purchase order (SF-1449 attached) that awards the work to ITDC. Your agency contracting officer sends a copy of the purchase order to SBA for their records, and the contract performance can now begin.



ITDC\_8(a)\_Offering\_ Letter\_Example\_v1.0.



SF1449-12a2.pdf