

## 19.804-2 Agency offering.

(a) After completing its evaluation, the *contracting office shall* notify the SBA of the extent of its plans to place 8(a) contracts with the SBA for specific quantities of items or work, including 8(a) contracts that are reserved in accordance with 19.503. The notification, referred to as an offering letter, *shall* identify the time frames within which resulting 8(a) awards *must* be completed in order for the agency to meet its responsibilities. The offering letter *shall* also contain the following information applicable to each prospective contract:

- (1) A description of the work to be performed or items to be delivered, and a copy of the statement of work, if available.
- (2) The estimated period of performance.
- (3) The NAICS code that applies to the principal nature of the *acquisition*.
- (4) The anticipated dollar value of the requirement, including *options*, if any.
- (5) Any special restrictions or geographical limitations on the requirement (for *construction*, include the location of the work to be performed).
- (6) Any special capabilities or disciplines needed for contract performance.
- (7) The type of contract anticipated.
- (8) The *acquisition* history, if any, of the requirement, including the names and addresses of any small business contractors that have performed this requirement during the previous 24 months.
- (9) A statement that prior to the offering no *solicitation* for the specific *acquisition* has been issued as a small business, *HUBZone*, service-disabled veteran-owned small business set-aside, or a set-aside under the Women-Owned Small Business (WOSB) Program, and that no other public communication (such as a notice through the *Governmentwide point of entry (GPE)*) has been made showing the *contracting* agency's clear intention to set-aside the *acquisition* for small business, *HUBZone* small business, service-disabled veteran-owned small business *concerns*, or a set-aside under the WOSB Program.
- (10) Identification of any particular 8(a) participant designated for consideration, including a brief justification, such as-
  - (i) The 8(a) participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) program; or
  - (ii) The *acquisition* is a follow-on or renewal contract and the nominated 8(a) participant is the incumbent.
- (11) Bonding requirements, if applicable.
- (12) Identification of all 8(a) participants which have expressed an interest in being considered for the *acquisition*.
- (13) Identification of all SBA field offices that have asked for the *acquisition* for the 8(a) program.

(14) A request, if appropriate, that a requirement with an estimated contract value under the applicable competitive threshold be awarded as an 8(a) competitive contract (see [19.805-1\(d\)](#)).

(15) A request, if appropriate, that a requirement with a contract value over the applicable competitive threshold be awarded as a sole source contract (see [19.805-1\(b\)](#)).

(16) Any other pertinent and reasonably available data.

(b)

(1) An agency offering a *construction* requirement for which no specific *offeror* is nominated *should* submit it to the SBA District Office for the geographical area where the work is to be performed.

(2) An agency offering a *construction* requirement on behalf of a specific *offeror should* submit it to the SBA District Office servicing that *concern*.

(3) Sole source requirements, other than *construction*, *should* be forwarded directly to the district office that services the nominated 8(a) participant. If the *contracting officer* is not nominating a specific 8(a) participant, the offering letter *should* be forwarded to the district office servicing the geographical area in which the *contracting office* is located.

(c) All requirements for 8(a) competition, other than *construction*, *should* be forwarded to the district office servicing the geographical area in which the *contracting office* is located. All requirements for 8(a) *construction* competition *should* be forwarded to the district office servicing the geographical area in which all or the major portion of the *construction* is to be performed. All requirements, including *construction*, *must* be synopsisized through the GPE. For *construction*, the synopsis *must* include the geographical area of the competition set forth in the SBA's acceptance letter.

**Parent topic:** [19.804 Evaluation, offering, and acceptance.](#)