

Procedures for 8(a) Directed Award to Electrosoft

Electrosoft 8(a) Program Particulars

Electrosoft is a SBA Certified 8(a) Business as described below:

- SBA 8(a) Case Number: 306586
- SBA 8(a) Entrance Date: 03/28/2015
- SBA 8(a) Exit Date: 03/28/2025

Directed Award Process

Government Agencies may choose to contract directly (sole source) with Electrosoft as a SBA 8(a) participant. If this option is chosen, then the Contracting Office (Government / Customer) has to comply with **FAR Parts 19.804-2** and **19.805-1 (b) (2)**. The Agency can either:

- Answer the 15 questions that are in the narrative FAR document; OR
- Complete the attached “PROPOSED PROJECT FOR 8(A) PROGRAM Re: FAR 19.802-2” Offering Letter template.

Detailed Procedures for 8(a) Directed Award

Step 1 - Complete a 8(a) Offer Letter (sample letter format attached) requesting approval to issue a sole source contract to Electrosoft Services, Inc. to support a targeted scope of work.

- Prepare the Statement of Work (SOW) for the work to be completed.

Step 2 – E-mail 8(a) Offer Letter to dcofferletters@sba.gov.

- Include contact person’s name, telephone, email address.
- Include the Statement of Work (SOW).

Step 3 – It usually takes no more than a few days for SBA to approve the request.

- SBA will then send the requesting agency an approval letter. The approval letter(s) simply states that the requesting agency and Electrosoft Services, Inc. are now allowed to enter into contract negotiations.

Step 4 – The government agency and Electrosoft enter into contract negotiations.

- The government agency requests a quote from Electrosoft
- If the quote is acceptable, the government agency submits a purchase order to Electrosoft for the work to be performed

Step 5 - Once negotiations are complete and the contract is executed, a copy of the contract along with the SBA approval letter needs to be sent to the SBA representative.

DATE:

Mr. Antonio Doss
District Director
Washington Metropolitan Area District Office
409 3rd Street, SW
2nd Floor
Washington, DC 20416

Re: PROPOSED PROJECT FOR 8(A) PROGRAM Re: FAR 19.802-2

PROCURING AGENCY: _____

CONTACT Person, Phone/Fax, Email: _____

Physical Address: _____

PROJECT LOCATION (INCL COUNTY): _____

SPECIAL RESTRICTIONS OR GEOGRAPHICAL LIMITATIONS: None

NAICS CODE: _____ **SIZE STANDARD:** _____ **BONDING REQUIREMENTS:** NONE

DATE RFP PACKAGE AVAILABLE: _____ **START DATE:** _____ **MOU:** YES _____ No X

PERFORMANCE PERIOD: _____ **OPTIONS:** _____

DESCRIPTION OF SCOPE OF WORK:

SPECIAL CAPABILITIES OR DISCIPLINES NEEDED FOR CONTRACT PERFORMANCE

Scope of Work requires personnel with skills and experience in cyber security and identity management. The work also requires ISO 9001 compliant quality management system and CMMI Level 3 rated processes.

CONTRACT TYPE (Choose one) FFP/T&M/Cost-Plus **ESTIMATED DOLLAR VALUE:** _____

ACQUISITION HISTORY, IF ANY (INCL NAMES/ADDRESSES OF ANY SMALL BUSINESS CONTRACTORS WHO HAVE PERFORMED ON THIS SPECIFIC RQUIREMENT DURING THE LAST 24 MONTHS): _____

ALL 8(a) CONCERNS WHICH HAVE EXPRESSED AN INTEREST IN BEING CONSIDERED FOR THE ACQUISITION:

Electrosoft Services, Inc.
1893 Metro Center Drive #228; Reston, VA 20190
DUNS: 022665041

FIRM NOMINATED FOR AWARD OF SOLE SOURCE 8(a) CONTRACT: Electrosoft Services, Inc.

JUSTIFICATION: (Choose one)

Electrosoft, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program. Electrosoft is uniquely qualified in terms of capabilities, past performance, and personnel have demonstrated that they possess the appropriate expertise required to support this initiative.

THE PROPOSED PROCUREMENT HAS NOT BEEN OFFERED PREVIOUSLY BY PUBLIC SOLICITATION UNDER A SMALL OR SMALL DISADVANTAGED BUSINESS SET-ASIDE AND NO PUBLIC COOMMUNICATION HAS BEEN MADE EVIDENCING THE PROCURING AGENCY’S CLEAR INTENT TO DO SO.

PREPARED BY _____ **DATE** _____

Title: _____