



## U.S. SMALL BUSINESS ADMINISTRATION

BALTIMORE DISTRICT OFFICE  
100 SOUTH CHARLES STREET  
12<sup>th</sup> FLOOR  
BALTIMORE, MARYLAND 21201

### 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 Conquest Solutions. 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 \$4.5 million for services, supplies and products, or \$7.5 million for manufacturing NAICS codes (13CFR124.506 (a)(II)(i)), 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 Conquest Solutions allows your organization to work directly with a company that is both experienced and efficient in Building Automation Systems (BAS) to optimize outcomes for a totally new control system architecture. CQS regularly serves as a General Contractor to manage the expansion, upgrade or modification of existing and new infrastructure in support of its core competencies. 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 Conquest Solutions (as defined in the Code of Federal Regulation, Title 13, Chapter I):

**Step 1:** Define scope of project (13 CFR.124.502(a)).

**Step 2:** Send letter of intent to SBA district office (13 CFR. 124.502(b)).

The written letter of intent to award procurement to Conquest Solutions should be emailed to [MDOfferletters@sba.gov](mailto:MDOfferletters@sba.gov), and should be directed to the attention of our Business Opportunity Specialist, Justin Chen. You may also contact him directly at [Justin.Chen@sba.gov](mailto:Justin.Chen@sba.gov) or via his government cell phone at (410) 244-3353. Address: SBA, Baltimore District Office, 100 S. Charles St, 12<sup>th</sup> Floor Suite 1201, Baltimore, MD 21201.

Please include the following in the letter:

- » A brief 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 (if for base + option periods – please include a breakout segregating base period from total possible offer, as it helps the office conduct “adverse impact analysis”)
- » Any special restrictions or limitations that apply to the offer (bonding requirements, location requirements, etc...)
- » Any special capabilities or disciplines that apply to the offer (certifications, degrees, etc...)
- » The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials
- » Identification of any specific Participant (Conquest Solutions) 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 (with the name of any incumbent firm identified)

**Step 3:** SBA accepts offer within 5 (if contract is below \$4.5M) to 10 (if it is above \$4.5M) days of receiving letter of intent (13 CFR 124.503(a)).

**Step 4:** Either an SBA delegated contract or a three-party agreement is signed within 3 days of receipt (13 CFR 124.508(a-c)).

**You are DONE!** If you have any questions about this process, feel free to call either Conquest Solutions at: (202) 888-6458, or Justin Chen, Business Opportunity Specialist at (410) 244-3353.