

## How to award a streamlined 8(a) Sole Source Contract:

As a Service-Disabled Veteran Owned Small Business (SDVOSB) 8(a) concern, JCTM is afforded key procurement and technical advantages in supporting our government customers. Primarily, our 8(a) status allows our government customers to issue sole-source awards up to the \$4.5M threshold. Sole source is a non-competitive purchase or procurement process accomplished after soliciting and negotiating. Sole source contracts expedite procurement and delivery of products and services and can be used when other procurement methods are not applicable or are unrealistic.

Here are the steps to award a streamlined 8(a) sole source contract to JCTM:

- 1) The Government Program Manager (PM) develops a Statement of Work and secures funding.
- 2) Having chosen JCTM to perform the work, the PM submits a Procurement Request to his/her agency's Contracting Officer (CO), likely the small business office someone familiar with the SBA/8a process.
- 3) The CO sends an Offer Letter (including agency contact person's name, telephone, e-mail address and FAX....pls find draft letter attached) and a Statement of Work (SOW) via email to: [Joeann.shaeffers@sba.gov](mailto:Joeann.shaeffers@sba.gov) requesting permission to conduct sole source negotiations with JCTM. (JCTM will have already alerted the Business Opportunity Specialist to expect the package in order to expedite the process.)
- 4) The SBA confirms eligibility of JCTM and authorizes the negotiations – usually within 48 hours.
- 5) The CO sends JCTM the Statement of Work and a Request for Proposal (RFP) or Request for Quotation (RFQ).
- 6) JCTM submits a proposal to the Government Program Manager, CO, and SBA rep for evaluation.
- 7) The CO negotiates with JCTM.
  - a) Simplified Acquisition efforts do not require a technical proposal; the CO sends RFP to JCTM requesting cost proposal; upon receipt, CO negotiates cost and terms with JCTM.
  - b) If the estimate exceeds the Simplified Acquisition Threshold, the CO sends RFP to JCTM requesting technical and cost proposals; upon receipt, CO negotiates cost and terms with JCTM.
- 8) Upon completion of negotiations, CO prepares a contract award document and sends to JCTM for signature.
- 9) Upon receipt of the fully executed contract from the CO, the contract period of performance begins at the stated date in the contract.

This entire acquisition process could be two weeks or less in duration or as long as 90 days. Hopefully, with the right oversight and emphasis it can be on the lower range of that time window.



**REQUESTING AGENCY**

**LETTERHEAD**

July, 2 2020

Dear, U.S. Small Business Administration (SBA) North Carolina District Office

**Attention:** SBA Business Opportunity Specialist, Ms. Joe Ann Shaeffers [joeann.shaeffers@sba.gov](mailto:joeann.shaeffers@sba.gov)

**Requesting Agency** offers the following *sole source* requirement to the SBA pursuant to Section 8(a) of the Small Business Act, as amended (15 U.S.C. 637(a)), in accordance with Federal Acquisition Regulation Subpart 19.8, and the current Partnership Agreement between SBA and the Department of Defense (DoD).

**Description of Work:** The contractor will support ...

**Estimated Period of Performance:** 24 months (one 12-month base year and one 12-month option year).

**Place of Performance:** Fort Meade, Maryland and Contractor locations as required.

**Estimated Dollar Value (including options):** \$2,225,000 per year (\$4,500,000 including all options)

**Principal NAICS Code/Size Standard:** 541715/Size Standard is 1000 Employees.

**Type of Contract:** Firm Fixed Price.

**Small Business Awardee(s) in Past 24 months:** This is a new offer to the 8(a) Business Development Program.

**Acquisition History/Prior Solicitation for this Requirement:** Prior to this offering as required by Federal Acquisition Regulation 19.804-2(a)(9), no solicitation for this specific acquisition has been issued and no other public communication (e.g., FEDBIZOPPS, Navy Electronic Commerce Online, procuring activity website) has been made showing the procuring activity's clear intent to use any other means of procurement.

**Sole Source 8(a) Nominee & Justification:**

**Nominee:**

Name: JCTM LLC  
Address: 16710 Tulloch Road Charlotte NC 28278  
Telephone: 252-571-8678  
CAGE Code: 7D8K7  
SBA 8(a) Entrance Date: 3/8/2020  
SBA 8(a) Exit Date: 3/7/2029

**Justification:** The nominated 8(a) firm possesses the specialized expertise and technical capability to perform the required work tasks/requirements. Specified requirements include direct specialized DoD intelligence, surveillance, and reconnaissance (ISR) subject matter expertise, related past performance, and approved Defense Counterintelligence Security Agency (DSCA) vendor Top Secret Facility Clearance. No other 8(a) nominees have expressed an interest and no other SBA offices have requested that the requirement be awarded through the 8(a) Program.





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As prescribed in the SBA/DoD Partnership Agreement, please advise this activity of your acceptance or rejection, preferably via email to **Insert Contracting Officer Email Here**, within five (5) working days, or sooner if possible. Unless the undersigned and SBA mutually agree to an extension, acceptance will be assumed after five (5) working days of receipt of this letter.

If we can assist you further, please contact:

**Insert CO Contact Info Here**

Sincerely,

**Insert CO Name Here**

Contracting Officer

Enclosure:

**Requesting Agency Statement of Work**

