



# Small Business Administration (SBA) 8(a) Sole Source Process

## SBA 8(A) SOLE SOURCE PROCESS

The Small Business Administration (SBA) 8(a) business development program enables Federal Government agencies to contract directly with certified 8(a) contractors. The Efficiency Group is a certified SBA 8(a) program participant through September 2030.

## BENEFITS

The 8(a) sole source vehicle provides agencies a simplified and shortened acquisition process, offering:

- ❖ Reduced decision cycle: the time required to award an 8(a) sole source contract is typically weeks.
- ❖ Lowered administrative costs: shorter procurement process saves both time and money.
- ❖ Best value pricing: agencies negotiate with the firm directly to get the best value.
- ❖ Best value services: agencies can evaluate the capability and qualifications of an 8(a) firm before making award.
- ❖ Credit for promoting small business participation with the agency.
- ❖ A contract can be initiated with a simple, high-level statement of work.

## Steps to Establish 8(a) Sole Source Contract with The Efficiency Group

1. The Government program manager or interested party develops a statement of work, prepares a government estimate, and obtains the necessary funding.
2. The Government program manager or interested party chooses The Efficiency Group to perform the work and submits a procurement request to their agency contracting officer.
3. The agency contracting officer prepares and submits an "Offering Letter" directly to the Small Business Administration (SBA) office in Washington, DC (company profile information is provided on page 2 of this document). If the SBA accepts the Offering Letter, the agency can proceed with developing a contract with The Efficiency Group.
4. The Efficiency Group submits the proposal which is then evaluated and negotiated (if necessary) by the agency.
5. A contract is awarded to The Efficiency Group.

These steps can be accomplished quickly based on the schedule established by the agency. The Efficiency Group has a great working relationship with the SBA-assigned Business Opportunity Specialist (BOS) who is willing to help clarify any issues related to the 8(a) program and facilitate any contract award.