

{USE YOUR LETTERHEAD}

January 1, 2016

U.S. Small Business Administration  
ADD/8(a) Business Development  
Washington Metropolitan Area District Office  
740 15th Street, NW  
Third Floor  
Washington, DC 20005

SUBJECT: Contract {Fill in contract number and complete title}

This office would like to offer the subject project to Agil3 Technology Solutions, LLC (Agil3Tech) under the Partnering Agreement between the SBA and the Department of {Fill in your department name, i.e. Defense, etc.} Agil3Tech Solutions is certified as an 8(a) contractor in the SBA's SAM database.

Enclosure (1) describes the statement of work and the contract requirements. The contract must be awarded within a very short time, so your prompt response is appreciated. If you have any questions, please contact me {Fill in your name, telephone, E-mail, address and FAX}.

Sincerely,

{Type in name of authorized signee}  
{Type in title of signee}

Enclosure 1: Summary of Project

Copy to: {fill in if appropriate}

## SUMMARY OF PROJECT

- (1) **Description of the Work:** {Enter in a full description of the work to be performed}
  
- (2) **Period of Performance:** {Enter the expected duration of the project and what is to be covered within that time line}
  
- (3) **NAICS Code:** {Provide the NAICS code number under which the work will be performed}
  
- (4) **Estimated Dollar Value:** {Enter dollar value of the project}
  
- (5) **Location of the Work:** {Fully describe where the project site(s) is/are located}
  
- (6) **Special Capabilities Needed:** {Describe what specialty services are required to perform the work}
  
- (7) **Type of Contract:** {Describe contract type such as firm fixed price, cost reimbursement, or time and materials}
  
- (8) **Acquisition History:** {Describe, including expected award date}
  - a. {Describe, the names and addresses of any small business contractors which have performed on this requirement during the previous 24 months}
  
- (9) **Required Statement:** Prior to offering this work to SBA under the 8(a) program, no solicitation for the specific acquisition has been issued as a small business set-aside, or as a small disadvantaged business set-aside if applicable, and that no other public communication (such as a notice in the Commerce Business Daily/FBO) has been made showing the procuring activity's clear intent to use any of these means of procurement. {or modify this statement as appropriate}
  
- (10) **Justification for Recommended Contractor:** Agil3Tech has performed well on projects of this type in {name location(s) where similar work was completed by Agil3Tech for the Army Network Communications Command, 9<sup>th</sup> SC and U.S Special Operations Command. It is a logical choice to have the subject project completed by Agil3Tech because of their proven demonstrated past performance and dedication to high quality work. {or modify this statement as appropriate}

**SUMMARY OF PROJECT  
(Continued)**

- (11) **Bonding Requirements:** Performance and payment bonds will not be required {or modify this statement as appropriate}
- (12) **Other Participants which have expressed an interest in being considered in the project:** None {or modify this statement as appropriate}
- (13) **Other SBA Field Offices Interested in the Project:** None {or modify this statement as appropriate}
- (14) **Request That This Contract Be Issued 8(a) Competitive:** No {or modify this statement as appropriate}
- (15) **Sole Source or Competitive:** This acquisition will be sole source {or modify this statement as appropriate}
- (16) **Other Pertinent Data:** This office has discussed project requirements, priorities, and objectives with Agil3Tech {or modify this statement as appropriate}