

8(a) REQUIREMENT/SEARCH LETTER

FACT SHEET

A Requirement Letter is a formal request by the Small Business Administration to a Federal Agency asking for consideration in providing a specific requirement for execution under the 8(a) Program for a stated approved 8(a) firm.

A Search Letter is a general request by SBA to a procuring agency to identify and reserve requirements to support an 8(a) concern's marketing objectives. This letter should include a copy of the 8(a) concern's current capability statement. When requesting that your assigned Business Development Specialist send a search letter, the name and address of the recipient must be provided. You can also work with your BDS to determine potential recipients of this letter.

The following information must be supplied to your assigned Business Development Specialist in order for a Requirement/Search Letter to be initiated.

1. Name of Agency
2. Contact Person
3. Telephone Number
4. Description of Project
5. Cost Range of Project (if known)
6. North American Industry Classification System (NAICS) Code
7. Contract Office or Small Business Specialist/Address/Telephone Number
8. Narrative summary or documentation (letters, etc.) explaining marketing efforts

Compliance with the above will assist SBA personnel in delivering timely and effective service to 8(a) concerns.