***[Procuring Agency Name]***

*[Agency Address]*

*[State, City, Zip code]*

October 14, 2021

Business Opportunity Specialist

Richmond District Office

U.S Small Business Administration

Attention: Mr. Igor Soares

[RDOfferLetters@sba.gov](mailto:RDOfferLetters@sba.gov)

Tel: (804) 253-8134

**Subject: 8(a) Sole Source Offer Letter for AMS Networks LLC (DUNS: 030794441)**

Mr. Igor,

This letter is to offer an 8(a) sole source contract in accordance with the signed Partnership Agreement between *[Procuring Agency Name]* and AMS Networks LLC and requests your approval.

**1.** **A description of the work to be performed and a copy of the statement of work (SOW), if available.**

*[Procuring Agency Name] has a requirement for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Please see attached SOW for detailed information on this requirement.*

**2. The estimated period of performance (including all options):**

*Base Period: <Start Date> to <End Date>*

*Option Period 1: <Start> to <End>*

*Option Period 2: <Start> to <End>*

*Option Period 3: <Start> to <End>*

*Option Period 4: <Start> to <End>*

**3. The NAICS code that applies to the principal nature of the acquisition**

*[Please enter NAICS code]*

**4. The anticipated total dollar value of the requirement, including options:**

*[Enter dollar amount] including all options*

**5. Any special restrictions or geographical limitations on the requirement**

*[There are no special restrictions or geographical limitations on this requirement]*

**6. Any special capabilities or disciplines needed for contract performance**

*[None]*

**7. The type of contract anticipated**

*[Firm Fixed Price, Cost Reimbursement, or Time and Materials]*

**8. The acquisition history, if any, of the requirement:**   
*[Include the names and addresses of any small business contractors that have performed this requirement during the previous 24 months or not applicable, this is a new requirement.]*

**9. Required Statement:** Prior to the offering no solicitation for the specific acquisition has been issued as a small business, HUBZone, service-disabled veteran-owned small business set-aside, or a set-aside under the Women-Owned Small Business (WOSB) Program, and that no other public communication(such as a notice through the Governmentwide point of entry (GPE) has been made showing the contracting agency’s clear intention to set-aside the acquisition for small business, HUBZone small business, service-disabled veteran-owned small business concerns, or a set-aside under the WOSB Program.

*[No solicitation has been prepared for this specific acquisition for any other concern.]*

**10. Identification of any particular 8(a) participant designated for consideration, including a brief justification, such as:***[AMS Networks through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program OR the acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.]*

**11. Bonding Requirements:**

*[Performance and payment bonds will not be required.]*

**12. Identification of all participants which have expressed an interest in being considered for the acquisition:**

*[Not applicable]*

**13. Identification of all SBA field offices that have asked for the acquisition for the 8(a) program.**

*[Not applicable]*

**14. A request, if appropriate, that a requirement with an estimated contract value under the applicable competitive threshold be awarded as an 8(a) competitive contract:**

*[No]*

**15. A request, if appropriate, that a requirement with a contract value over the applicable competitive threshold be awarded as a sole source contract**

*[No]*

**16. Any other pertinent and reasonably available data.**

*[No other information pertinent to this requirement.]*

If you have any questions or concerns, please contact the below signed Contracting Officer or Specialist at *[XXX-XXX-XXXX]* or *[email@email.com].*

Sincerely,

[Contracting Officer’s Name]

Contracting *[Officer/Specialist]*