**Example Offering Letter for Concerted Solutions:**

George Carlisle

Business Opportunity Specialist

Small Business Administration

[george.carlisle@sba.gov](mailto:george.carlisle@sba.gov)

[*today’s date*]

Mr. Carlisle,

We are submitting this Offering Letter to confirm that Concerted Solutions is still eligible to participate in the SBA 8(a) program. We intend to award them a sole-source contract for the work described below. We have selected Concerted Solutions as the sole source because they marketed this specific course to us and informed us they were eligible for the 8(a) Program. [*or, if this is a renewal of previous work done, you can replace the last sentence with:* Concerted Solutions is selected as the sole source because this is a renewal contract.]

**Work Description:** The vendor will customize and deliver the [*training course name*] training course for NIH employees at the NIH facilities in the greater Washington, DC metro area. There will be four deliveries of the course scheduled throughout 2013. [*For more complex tasks and services, you can attach the SOW.*]

**Period of Performance:** January 1, 2013 through December 31, 2013.

**NAICS Code:** 611430 (SIC Code 8299)

**Government Estimate of the Work:** $[*insert estimated cost for all deliveries*]

There have been no solicitations for this specific acquisition that have been issued as a small business set-aside or a small disadvantaged business set-aside. No other public communication (such as a notice in the Commerce Business Daily) has been made evidencing the contracting agency's clear intention to set aside the acquisition for small business or small disadvantaged business.

If you need any additional information, please contact me using the contact information below.

Regards,

[*Contracting Officer Name*]

[*Contracting Officer Organization*]

[*Street Address*]

[*City, State, Zip Code*]

[*Contracting Officer Phone Number*]

[*Contracting Officer Email Address*]