

# i3, LLC SBA 8(a) Ordering Guide

## Ordering Guide Information

The Small Business Administration's (SBA) 8(a) Business Development Program is a business assistance program that permits agencies to directly procure services and products from those small disadvantaged businesses (SDBs) that are certified under the SBA's program.

i3, LLC (i3) is an SBA 8(a) certified company with a valid designation through July 2027. The regulations governing the 8(a) BD program are located in Title 13 of the Code of Federal Regulations, Subpart A, Section 124. (13 CFR § 124)

## Program Benefits

The 8(a) sole source vehicle provides agencies a simplified and shortened acquisition procedure:

- **Sole Source:** contracting for up to a ceiling of \$4 million for goods and services.
- **Reduced decision cycle:** the time required to award an 8(a) sole source contract can be as short as 5 working days.
- **Streamlined Acquisition Process:** procurement process and time is reduced to a minimum.
- **Prices reflecting the best value:** agency negotiates with the firm directly to get the best value.
- **Small Business Credits:** credit for promoting small business participation within agency.



### Set-aside Designations

SBA 8(a) Certified (C004Xa)  
Small Disadvantaged Business

### Primary NAICS Code

541511

### Secondary NAICS Codes

511210, 541511, 541512, 541513, 541514,  
541519, 541611, 518210, 611420, 561611

### DUNS #

079478768

### Small Business Administration (SBA)

Small Business Administration  
Email: [dcofferletters@sba.gov](mailto:dcofferletters@sba.gov)  
409 3<sup>rd</sup> ST SW, 2<sup>nd</sup> Floor  
Tel: (202) 205-8800

### Cage Code

76E03

## Contact Us

Nicholas Nguyen  
571.765.6090  
[ncnguyen@i3its.com](mailto:ncnguyen@i3its.com)  
[www.i3llc.us](http://www.i3llc.us)

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## Process for 8(a) Sole Source Contracts

If you would like to take advantage of the IT and professional services offered by i3, please use the following process for a quick acquisition:

1. Identify the support/service requirements, performance time frame, and available funding.
2. Contact your Department/Division's Contracting Officer (CO) or Agency's Small Business Specialist for assistance with developing your FAR 19.804-2 Agency Offer letter that includes the requirements description, estimated period of performance, applicable NAICS code, and anticipated dollar value. i3's dedicated SBA Business Opportunity Specialist (BOS) is also available to assist your CO with the preparation of the acquisition package, if needed.
3. Your CO will send the "Offering letter" to [dcofferletters@sba.gov](mailto:dcofferletters@sba.gov) requesting permission to conduct sole source negotiations with i3, LLC.
4. The SBA confirms i3's eligibility in the 8(a) Program and authorizes the negotiations.
5. The CO negotiates with i3.
  - a. Simplified Acquisition efforts do not require a Technical proposal; the CO sends RFQ to i3 requesting cost proposal; upon receipt, CO negotiates cost and terms with i3.
  - b. If the estimate exceeds the Simplified Acquisition Threshold, the CO sends RFP to i3 requesting technical and cost proposals; upon receipt, CO negotiates cost and terms with i3.
6. Upon completion of negotiations, the CO prepares a contract award document and sends to i3 for signature.
7. Upon receipt of the executed contract from i3, the CO signs contract and sends it to the SBA.
8. Contract performance begins.



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## Other 8(a) Utilization Methods

The SBA 8(a) Business Development program has two additional mechanisms that can be used alternatively to procure i3's services.

**Sole-Source IDIQ:** When an agency finds an 8(a) company that they would like to utilize on a regular basis, the agency may choose to award a Sole-Source Services IDIQ (Indefinite Delivery/Indefinite Quantity) contract. Preparation of this IDIQ is very cost-effective for the agency as it minimizes the length of time involved in contracting out individual task orders and it is not as costly and time-consuming to award as a competitive IDIQ. This type of contracting mechanism can be awarded similar to the sole source contracting process.

**Basic Ordering Agreement (BOA):** A BOA can also be awarded on a sole-source basis under the 8(a) Program. A BOA is a written instrument of understanding, negotiated between an agency, contracting activity, or contracting office and a contractor, that contains the following items:

- Terms and clauses applying to future contracts (orders) between the parties during its term.
- A description, as specific as practicable, of supplies or services to be provided.
- Methods for pricing, issuing, and delivering future orders under the Basic Ordering Agreement.
- Any of the contracting vehicles described above can be used to provide both services (e.g. Engineers, Business Analysis, etc.) and/or supplies (e.g. Software Licenses, Specialized Embedded Equipment, Hardware, etc.).



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## **8(a) Offering Letter Template to Washington Metropolitan Area District Office**

➤ E-mail 8(a) Offering Letter to [dcofferletters@sba.gov](mailto:dcofferletters@sba.gov).

The Offering Letter must include the following information:

1. A description of the work to be performed.
2. The estimated period of performance.
3. The NAICS Code that applies to the principal nature of the acquisition.
4. The anticipated dollar value of the requirement, including options, if any.
5. Any special restrictions or geographical limitations on the requirement.
6. The location of the work to be performed for construction procurements.
7. Any special capabilities or disciplines needed for contract performance.
8. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.
9. The acquisition history, if any, of the requirement.
10. The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months.
11. A statement that prior to the offering 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.
12. Identification of any specific participant that the procuring activity contracting officer nominates for award of a sole source 8(a) contract, if appropriate, including a brief justification for the nomination, such as one of the following:

- (i) The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or
  - (ii) The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent.
1. Bonding requirements, if applicable.
  2. Identification of all Participants which have expressed an interest in being considered for the acquisition.
  3. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) BD Program.
  4. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) sole source contract and
  5. Any other information that the procuring activity deems relevant or which SBA requests.
    - Include a Statement of Work (SOW).
    - Include contact person's name, telephone, E-mail address, physical address, and FAX Number.

Please address the 8(a) Offering Letter to:

Ms. Alisa Sheard  
Supervisor/8(a) Business Development Team  
Washington Metropolitan Area District Office  
409 3rd Street, SW  
2nd Floor  
Washington, DC 20416