



U.S. Small Business  
Administration

[Gabrielle.coner@sba.gov](mailto:Gabrielle.coner@sba.gov) | (202) 941-8129 | [Michigan | U.S. Small Business Administration \(sba.gov\)](https://www.sba.gov)

Michigan District Office | 477 Michigan Ave Suite 1819 | Detroit, MI 48226

**8(a) Offering Letter to Michigan Area District Office: [8amichiganofferletters@sba.gov](mailto:8amichiganofferletters@sba.gov)**

Please address the 8(a) Offering Letter to:

8(a) Business Development  
Michigan District Office  
477 Michigan Avenue Suite 1819  
Detroit, Michigan 48226

**The Offering Letter must include the following information:**

1. A description of the work to be Performed; copy of SOW/PWS
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; for construction, include the location of the work to be performed.
6. Any special capabilities or disciplines needed for contract performance
7. The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials.
8. The acquisition history, if any, of the requirement, including the names and addresses of any small business contractors that have performed this requirement during the previous 24 months
9. A statement that 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.
10. Identification of any particular 8(a) participant designated for consideration, including a brief justification
11. Bonding requirements, if applicable
12. Identification of all 8(a) participants which have expressed an interest in being considered for the acquisition.
13. Identification of all SBA field offices that have asked for the acquisition for the 8(a) program.
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

*All SBA programs and services are extended to the public on a nondiscriminatory basis.*

15. A request, if appropriate, that a requirement with a contract value over the applicable competitive threshold be awarded as a sole source contract
16. Any other pertinent and reasonably available data (Include contact person's name, telephone, E-mail address, physical address, and FAX Number).

Sincerely,

Gabrielle Coner  
Business Opportunity Specialist

