

# NHO 8(a) DIRECT AWARD PROCESS



Decision is reached by Contracting Officer (KO) to sole source to Mano Lani.

**01**  
STEP



KO issues an Intent to Award letter with project description and sends to Mano Lani SBA Representative.

**02**  
STEP



SBA reviews the project and makes a determination that Mano Lani is capable of successfully performing the work.

**03**  
STEP



SBA issues a letter of acceptance to KO.

**04**  
STEP



KO informs Mano Lani and may now enter into negotiations and/or joint development of project plan.

**05**  
STEP



Once mutually acceptable terms are negotiated the contract is awarded.

**06**  
STEP

## BENEFITS



NHO 8(a)s can receive sole source awards (up to \$100M) with no competition and no prior advertisement



Sole-source procurements to an NHO 8(a) may not be protested

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



Reduced acquisition cycle, measured in days



Lowered administrative costs



Initiate contract with a high-level statement of work



Directly negotiated best value pricing



Credit for small business promotion within the Agency

## CONTACT

**MANO LANI**  
Technical. Service. Excellence.

Mano Lani, LLC | 808-457-3093  
3111 Camino Del Rio N Ste 400  
San Diego, CA 92108  
info@manolani.com

# OFFER LETTER

The Contract Officer indicates formal intent to award a procurement requirement as an 8(a) contract by submitting a written offering letter to SBA.

The procuring activity may transmit the offering letter to SBA by email, fax, as well as postal mail.

## SBA Points of Contact for Questions:

**Michael Youth**

Lead Business Opportunity Specialist  
Hawaii District Office

U.S. Small Business Administration  
(808) 541-2990 x214

Fax (808) 541-2976

michael.youth@sba.gov

# CONTENT

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) 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:
  - a. The Participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) BD program; or
  - b. The acquisition is a follow-on or renewal contract and the nominated concern is the incumbent;
13. Bonding requirements, if applicable;
14. Identification of all Participants which have expressed an interest in being considered for the acquisition;
15. Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) BD program;
16. A request, if appropriate, that a requirement whose estimated contract value is under the applicable competitive threshold be awarded as an 8(a) competitive contract; and
17. Any other information that the procuring activity deems relevant or which SBA requests.