



**Procuring Agency**  
**Department Building, Suite**  
**123 Main Street**  
**Richmond, VA 23219-4829**

February, 23 2023

Small Business Administration  
Richmond District Office, VA  
Attn: Igor Soares  
400 N. 8<sup>th</sup> Street, Suite 1150  
Richmond, VA 23219  
Sent via email to: [rdo8aprogram@sba.gov](mailto:rdo8aprogram@sba.gov)

**SUBJECT: 8(a) SOLE SOURCE OFFER LETTER FOR eTRANSERVICES CORP.**  
**(UEI # Y56GTH99ZG29)**

Dear Ms. Chapman,

This letter is to offer an 8(a) sole source contract in accordance with the signed Partnership Agreement between **ABC Agency** and the Small Business Administration.

- (1) Description of the work to be performed, items to be delivered or attach a SOW with details.  
*ABC Agency has a requirement for Information Technology (IT) Support Services covering the complete systems development lifecycle (SDLC) of the Department's IT systems. This includes IT Planning, Program Management, Systems Engineering and Development, Infrastructure Support, IT Security, Operations and Maintenance, and other IT related services. Work will be performed at Fort Bragg, NC.*

Statement of Work is attached:      ☐ YES                              ☐ NO

- (2) The estimated period of performance.  
*Base period + option periods after receipt of the Notice to Proceed.*
- (3) The NAICS code that applies to the principal nature of the acquisition.  
*541512 Computer Systems Design Services with size standard \$27.5 million*
- (4) The anticipated dollar value of the requirement, including options, if any.  
*Up to \$4,000,000.00 including all options as allowed by the SBA 8(a) program.*
- (5) Any special restrictions or geographical limitations on the requirement (for construction, include the location of the work to be performed).  
*None*
- (6) Any special capabilities or disciplines needed for contract performance.  
*eTRANSERVICES possess all the capabilities to perform the tasks required. The company's unique certifications that enable them to perform the task are its CMMI ML3 (DEV/SVC); ISO 9001:2015, ISO 20000-1:2018; and ISO 27001:2013*
- (7) The type of contract anticipated.  
*Firm Fixed Price*



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- (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.  
*Not applicable, this is a new requirement.*
- (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.  
*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—
- The 8(a) participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) program; or
  - The acquisition is a follow-on or renewal contract and the nominated 8(a) participant is the incumbent.
- eTRANSERVICES Corp. (UEI # Y56GTH99ZG29)*  
*24 Onville Road*  
*Suite 101-11*  
*Stafford, VA 22556*  
*The 8(a) participant, through its own efforts, marketed the requirement and caused it to be reserved for the 8(a) program.*
- (11) Bonding requirements, **if applicable**.  
*Not Applicable*
- (12) Identification of all 8(a) 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.*



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- (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 (see [19.805-1\(d\)](#)).

*Not Applicable*

- (15) A request, if appropriate, that a requirement with a contract value over the applicable competitive threshold be awarded as a sole source contract (see [19.805-1\(b\)](#)).

*Not Applicable.*

- (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.mil](mailto:email@email.mil).

Sincerely,

**Jon Bonjovi**  
Contracting Officer