

MPG SBA 8(a) Ordering Guide

MPG 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 disadvantage businesses (SDBs) that are certified under the SBA's program.

MindPoint Group, LLC (MPG) is a SBA 8(a) certified company with a valid designation through November 2020. 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 10 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.
 - **MPG Multiple SB credits:** 8a, WOSB, EDWOSB and Minority-Owned SB



We Specialize in One Thing:
Cybersecurity. Period.

Small Business

SBA Certified 8a (#305018),
WOSB, EDWOSB

Primary NAICS Code

541519

Secondary NAICS Codes

518210, 519190, 541330, 541511,
541512, 541513, 541611, 541618,
541690, 541990, 561990 and 611430

DUNS

829296669

Small Business Administration (SBA)

Jerron Duff
MPG's Business Opportunity
Specialist (BOS)
Tel: (202) 205-0130
Email: dcofferletters@sba.gov

Cage Code

5DMT0

Contact Us

703.636.2033

bd@mindpointgroup.com
www.mindpointgroup.com

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High-Level Process for 8(a) Sole Source Contracts

If you would like to take advantage of the security services offered by MPG through the SBA 8(a) Program, please adhere to the following process:

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

Basis 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, Technicians, other staff, etc...) and/or supplies (e.g. Software Licenses, Computers, Specialized Embedded Equipment, Hardware, Network Equipment, etc...).



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

- E-mail 8(a) Offering Letter to 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;

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.

- 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:

Mr. Anthony Ruiz
ADD/8(a) Business Development
Washington Metropolitan Area District Office
409 3rd Street, SW
2nd Floor
Washington, DC 20416