

## CIRCUIT MEDIA DIRECT AWARD INFORMATION

Circuit Media is a certified SBA 8(a) Small Disadvantaged Business and is eligible to receive direct contract awards under 13 CRF 124.502-3(c).

### PRIMARY NAICS CODE (BY WORK AMOUNT):

541611

### SECONDARY NAICS CODES:

511110  
511120  
512110  
541430  
541490  
541613  
541810  
541820  
541922  
541990  
561320  
561410

### SOCIO-ECONOMIC DATA:

8(a)  
Small Business  
WOSB  
EDWOSB  
ISBEE

**DUNS #:** 153780031  
**CAGE Code:** 668P0  
**GSA Schedule:**  
47QRAA18D00EN

### Direct Award Benefits

- Efficient procurement and seamless contract implementation
- Allows you to meet your socio-economic/set-aside goals
- Low risk; high performance and strong execution
- Lowered administrative acquisition costs
- Open to negotiation

### Direct Award Process Overview



#### STEP 1:

Agency contracting officer develops Statement of Work for procurement



#### STEP 2:

Agency contracting officer drafts and sends offer letter for 8(a) company to SBA



#### STEP 3:

SBA certifies 8(a) eligibility and processes offer letter



#### STEP 4:

Agency drafts and sends RFP/RFQ to 8(a) company



#### STEP 5:

8(a) company responds to RFP/RFQ, which is evaluated and negotiated



#### STEP 6:

Contract Award/Purchase Order is prepared by Agency, signed by both parties, and a copy is sent to SBA

### CIRCUIT MEDIA SBA POINT OF CONTACT FOR QUESTIONS

#### Justin A. Smith

Business Opportunity Specialist  
Colorado District Office  
U.S. Small Business Administration

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## OFFER LETTER REQUIREMENTS AND CONTENT

The procuring Agency contracting officer indicates formal intent to award a procurement requirement as an 8(a) contract by submitting a written offering letter to SBA. The procuring Agency may transmit the offer letter to our SBA Point of Contact by email, fax, or postal mail. The offer letter must contain the following information:

1. A description of the work to be performed.
2. The estimated period of performance.
3. The SIC (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 & Materials.
9. The acquisition history, if any, of the requirement. If no history, it must say "New" requirement.
10. The names and addresses of any small business contractors that 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.
12. And, that no public communication (such as FedBizOps) has been made showing the procuring activity's clear intent to use any of these means of procurement.
13. Identification of any specific participant that the procuring activity contracting officer nominates for an award of a sole-source 8(a) contract.
14. Bonding requirements, if applicable.
15. Identification of all Participants that have expressed an interest in being considered for the acquisition.
16. Identification of all SBA field offices, which have requested that the requirement be awarded through the 8(a) BD Program.
17. 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.
18. Any other information that the procuring activity deems relevant or which SBA requests.

