



Benefits of contracting with an 8(a) certified business:

Liona Enterprises is a HUBZONE, woman and minority owned 8(a) certified small business. This means Government Agencies can contract with Liona directly using sole-source acquisition up to a ceiling of \$4.5 million. Additionally, recent changes now allow 8(a) organizations to team with other organizations, bid on contracts together, and streamline the process by which 8(a) contracts are awarded.

8(a) Sole Source Contracting with Liona Enterprises Steps:

1. Contact Liona Enterprises, Inc. in order to discuss project details such as price estimates, time frame, bill of materials, scope of work and technical requirements.
2. Contact your Contracting Officer (CO) or Agency Small Business Specialist for assistance and provide a package that includes the requirements description, estimated period of performance, applicable NAICS code, anticipated dollar value, etc.
3. Your CO will send an Offer Letter to the SBA requesting permission to conduct sole source negotiations with Liona Enterprises, Inc. At a minimum, the Offer Letter must include the following information:
 - A description of the work to be performed;
 - The estimated period of Performance;
 - The NAICS Code that applies to the principal nature of the acquisition;
 - The anticipated dollar value of the requirement, including options, if any;
 - Any special restrictions or geographical limitations on the requirement;
 - The location of the work to be performed for construction procurements;
 - Any special capabilities or disciplines needed for contract performance;
 - The type of contract to be awarded, such as firm fixed price, cost reimbursement, or time and materials;
 - The acquisition history, if any, of the requirement;
 - The names and addresses of any small business contractors which have performed on this requirement during the previous 24 months;
 - 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;

- 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;
- Bonding requirements, if applicable;
- Identification of all Participants which have expressed an interest in being considered for the acquisition;
- Identification of all SBA field offices which have requested that the requirement be awarded through the 8(a) BD Program;
- 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
- 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) Offer Letter** to:

Shanda Harris
Business Opportunity Specialist
8(a) Business Development Program
SBA Columbus
401 N Front Street
Suite 200
Columbus, OH 43215
P: 614-469-6860 x 236
E: shanda.harris@sba.gov

4. SBA will confirm eligibility of Liona Enterprises, Inc. and authorize negotiations.
5. Negotiations between Liona Enterprises, Inc. and your CO can now begin.
6. Following completion of negotiations, have your CO prepare a contract award document and send to Liona Enterprises, Inc. for signature.
7. Once the signed contract from Liona has been received, your CO can sign the contract and send it to SBA.

8. All steps have been completed and contract performance can now begin.

If you have any questions about this process or how Liona Enterprises, Inc. can help you achieve your goals please contact us at 310-529-8991.

Contracting with A HUBZone certified business:

Liona is a Historically Underutilized Business Zone (HUBZone) certified small business. The HUBZone program is part of the [Small Business Reauthorization Act of 1997](#) as part of the Federal Government's efforts to promote economic development and employment growth in distressed areas by providing access to more federal contracting opportunities. It is administered by the U.S. Small Business Administration, and encourages economic development in historically underutilized business zones (HUBZones) by establishing preferences for participant businesses.

Contract Types

There are four types of contract types under the HUBZone program:

- **A competitive HUBZone contract** can be awarded if the Contracting Officer has a reasonable expectation that at least two qualified HUBZone small businesses will submit offers and that the contract can be awarded at a fair market price.
- **A sole source HUBZone contract** can be awarded if the Contracting Officer does not have a reasonable expectation that two or more qualified HUBZone small businesses will submit offers, determines that the qualified HUBZone small business is responsible, and determines that the contract can be awarded at a fair price. The government estimate cannot exceed \$5.5 million for manufacturing requirements or \$3.5 million for all other requirements.
- **A full and open competition contract** can be awarded with a price evaluation preference. The offer of the HUBZone small business will be considered lower than the offer of a non-HUBZone/non-small business, providing that the offer of the HUBZone small business is not more than 10 percent higher than that of the non-HUBZone business.
- **A subcontract** could be awarded by a large prime contractor. Federal rules require these contractors to include HUBZone contracting goals.

HUBZONE SOLE SOURCE PROCEDURES

A sole source or no-bid contract is awarded when there is only one person or company that can provide the contractual services needed, and any attempt to obtain bids would only result in one person or company being available to meet the need. It is awarded usually, but not always, by a government group after soliciting and negotiating with only one firm. The general process is to:

1. Determine the need for a sole source contract.

2. Evaluate the contractor's offer.
3. Submit a sole source justification.
4. Receive approval for the sole source award.
5. Proceed with standard agency purchasing procedures.

The evaluation for a sole source award is substantially different from a competitive evaluation. The cost evaluation becomes even more important because the government is in a weak negotiating position. The auditors are generally limited to reviewing labor costs, subcontractor proposals, material costs, overhead and general and administrative expenses.

The technical evaluation is limited to a review of the technical proposal to ensure that what the offer or is proposing will meet the full needs of the government (per its solicitation). The technical representatives of the project team perform a review of design and production hours, which is integrated into the auditor's analysis to help provide a strong position for the negotiations.

The lead time for processing of a sole source award can vary depending on the dollar threshold of the requirement, whether the item is commercial or non-commercial, and whether the item is available via a U.S. General Services Administration (GSA) Federal Supply Schedule.

If you have any questions about this process or how Liona Enterprises can help you achieve your goals please [contact us](#).