



# KAIZEN

SOLUTIONS GROUP

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## Steps to Setting up an 8(a) Sole Source Award

### **Background:**

Section 8(a) of the Small Business Act as amended by Congress, created the 8(a) business development program. This program enables Small Business Administration (SBA) to assist small disadvantaged firms to develop their businesses. In applying to the program, a firm is rigorously evaluated on its ownership, operations, financial health, and past performance. Once accepted, the firm is required to provide the SBA a detailed business plan and annually show continued success as a viable, strong business entity. Firms that are approved are certified by the SBA for a period of nine years. The SBA assigned Memorandums of Understanding (MOUs) with Federal Agencies allowing them to contract directly with certified 8(a) firms. Participants can receive sole source contracts, up to a ceiling of \$4.5 million for non-manufacturing services and up to \$7.5 million for manufacturing-related contracts.

### **Benefits:**

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

1. Reduced decision cycle: the time required to award an 8(a) sole source contract is usually within days.
2. Lowered administrative costs: procurement process and time is reduced to a minimum.
3. Prices reflecting the best value: agency negotiates with the firm directly to get the best value.
4. Credit for promoting small business participation within agency.
5. Can initiate a contract with a simple high-level statement of work.

### **Simple Steps to Establish 8(a) Sole Source Contract with **Kaizen Solutions Group, LLC:****

1. The Government program manager or interested party develops a short Statement of Work (SOW), prepares government estimate, and obtains the necessary funding (See Attached).
2. The Government program manager or interested party chooses Kaizen Solutions Group to perform the work and submits a procurement request (8a Procurement Request.doc attached) and SOW to the agency contracting officer.
3. The agency contracting officer prepares and submits an Offer Letter (using the 8(a) Procurement Request.doc attached) to Kaizen's SBA Business Opportunity Specialist, **Ms. Shanda Harris** at **[shanda.harris@sba.gov](mailto:shanda.harris@sba.gov)** or via phone at **614-427-0481**.
4. SBA processes the Offer Letter and returns it to the agency contracting officer who submits the Statement of Work and Request for Proposal or Quotation to Kaizen Solutions Group, LLC.
5. Kaizen Solutions Group, LLC submits the proposal which is evaluated and negotiated (if necessary) by the agency.
6. The contract is awarded to Kaizen Solutions Group, LLC.
7. Work begins on the agreed-upon timeline.