



## ***Small Business Administration (SBA) 8(A) Procurement Process***

### ***Steps Required for an 8(A) Sole Source Contract Award to Trewon Technologies, LLC***

- **Draft a statement of work (SOW) and a purchase request (PR). On block 12. REMARK section of the PR, add the statement, “Recommend sole source award to 8(a) firm, Trewon Technologies, LLC, Cage Code 6NLU0, DUNS: 034659512.”**
- **Base/Agency contracting office sends an “offer letter” to the SBA, and SBA sends an “acceptance letter” to base/agency contracting office.**
- **Base/Agency contracting office negotiates directly with Trewon Technologies for the contractual terms. Trewon can also provide a “budgetary quote” upon request.**
- **Manage the PR through the normal approval process, including base/agency small business office and contracting.**
- **Trewon can receive sole source contracts, up to a ceiling of \$4 million for goods and services.**
- **Simplified Acquisitions (\$150k or less) can also be sole-sourced to Trewon.**

Agencies/Contracting Officers who need to contact Trewon’s SBA 8(a) business specialist regarding sole-source contracts, please email or call:

US Small Business Administration (SBA)  
Richmond District Office  
400 N. 8<sup>th</sup> Street, Suite 1150  
Richmond, VA 23219  
804.253.8135 (Office)  
202.741.7076 (Fax)  
[ryan.herriges@sba.gov](mailto:ryan.herriges@sba.gov)