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# Search and Requirement Letter Request

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| request information  |
| **Date:**  |  |
| **Firm:** |  |
| **Search or Requirement:**  |  |

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| request CHECKLIST  |
| [ ]  | **Compliance with 8(a) Annual Review** 13 CFR § 124.112 (a)  | Submission by due date and completion of all required information for continued eligibility.  |
| [ ]  | **Compliance with 8(a) Financial Statements**13 CFR § 124.60213 CFR § 124.509 (c) | Submission by due date, correct statement type according to revenues, and break-out of 8(a) v. non-8(a) revenues. |
| [ ]  | **No Intent to Terminate/Termination Notice(s)** |  |
| [ ]  | **No Remedial Action Plan** 13 CFR § 124.509 (b) (3) 13 CFR § 124.509 (d) (2) | Transitional Stage Firms ONLY, Years 5-9. |
| [ ]  | **Contracting activity information and point of contact (POC)** | Contracting activity:Name:Mailing address:email: |
| [ ]  | **List specific firm capabilities that match agency needs** | Capabilities: |
| [ ]  | **Capability Statement**  | Attach with request. |
| [ ]  | **Evidence of existing marketing efforts to activity**+ Communication w/Contracting Officers/Contracting Specialists+ Communication w/Small Business Specialists, OSDBU, Small Business Professionals, etc.+ Attendance at industry days+ Acquisition forecast inquiries+ Other acquisition related activities | Date(s):Agency:POC(s) information including title:How marketed? Email, phone, meeting, etc: |
| [ ]  | **ONLY IF REQUIREMENT LETTER –** **Acquisition set-aside****Acquisition set-aside type if any** (WOSB, EDWOSB, HUBZone, etc)\*\*If this acquisition has already been set-aside for 8(a), STOP; it cannot be processed. Consider Search Letter\*\* | Set-Aside: Yes / NoSet-Aside Type: |
| [ ]  | **ONLY IF REQUIREMENT LETTER –** **Project Name or Number** | Project Name:Project Number: |
| [ ]  | **Send copy of sent letter for records** | Yes / No |