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| Z:\Consulting Practice\Consulting Operations\MARCOM\LOGO\RWCO_Logo.png | Ravi Khalsa  Director, Client Services  RKhalsa@RichardWagnerCo.com  800-674-3531 |

# 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 § 124.602  13 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 / No  Set-Aside Type: |
|  | **ONLY IF REQUIREMENT LETTER –**  **Project Name or Number** | Project Name:  Project Number: |
|  | **Send copy of sent letter for records** | Yes / No |