

**SAMPLE COVER PAGE FOR USE ON PURCHASE ORDERS AWARDED UNDER THE PA**

**NOTICE**

The attached Purchase Order is being processed under a Partnership Agreement (PA) between the Department of Health and Human Services (HHS) and the Small Business Administration (SBA), under which the SBA has delegated to the HHS authority to make 8 (a) awards directly to eligible 8 (a) firms. The PA implements a HHS acquisition initiative designed to streamline the acquisition process for awards under the 8 (a) program. The [insert name of Operating Division] is a designated agency under this PA.

Under the terms of the PA, SBA will not be a signatory to this award. SBA will, however retain responsibility for 8 (a) certification, administer other eligibility related issues under the 8 (a) program, and be available to 8 (a) firms for counseling and assistance

In keeping with the PA, you are not to begin performance under the attached Purchase order until 7 working days after the issue date to permit time for the SBA to verify your eligibility as a participant in the 8 (a) program. You may begin performance on the 8th work day following the award date, unless you receive notification from the [operating Division] contracting officer who signed the purchase order not to begin performance. If you have any questions concerning this procedure, please contact the designated contracting officer. Any questions pertaining to your participation in the 8 (a) program should continue to be directed to your servicing SBA Business Opportunity Specialist.

**NOTE:** This requirement is being processed under a Partnership Agreement (PA) between the SBA and HHS, under which procedural changes to the customary 8 (a) process have been made. Upon SBA acceptance of this offer, the [*Operating Division*] contracting officer will solicit a proposal, hold discussions, and make the contract award directly to the 8 (a) firm, pursuant to the procedures developed under the PA.