



OFFICE OF ECONOMIC AND SMALL BUSINESS DEVELOPMENT
LETTER OF INTENT
BETWEEN BIDDER / OFFEROR AND SMALL BUSINESS ENTITY (TITLE 13 CFR PART 121)
 (Form to be completed and signed for each small business firm)

Solicitation Number:	Project Title:
-----------------------------	-----------------------

Bidder/Offeror Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized Representative: _____ Phone: _____

The following information applies to Non-DBE Certified Small Businesses*.

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Authorized Representative: _____ Phone: _____

- A. This is a letter of intent between the above-named bidder/offeror and Small Business to perform subcontracting work on this project. To be eligible, small businesses must meet the federal definitions specified in Section 3 of the Small Business Act and the Small Business Administration regulations (Title 13 CFR Part 121). ****Certified DBE firms are considered small businesses under this program; but the DBE Letter of Intent form should be used for these firms.***
- B. By signing below, the bidder/offeror is committing to utilize the above-named Small Business to perform the work described below; and has verified that said firm is eligible to participate on this contract as a small business in accordance with Title 13 CFR Part 121.
- C. By signing below, the above-named Small Business is committing to perform the work described below and attests that it is eligible to participate as a small business on this contract.
- D. By signing below, the bidder/offeror and Small Business affirm that if the Small Business subcontracts any of the work described below, it may only subcontract that work to another Small Business if it wishes to receive credit under this program for said work.

Work to be performed by Small Business			
Description	NAICS**	Small Business Contract Amount†	Small Business Percentage of Total Project value

AFFIRMATION: I hereby affirm that the information above is true and correct.

Small Business Authorized Representative

 (Signature) (Title) (Date)

Bidder/Offeror Authorized Representative

 (Signature) (Title) (Date)

** To search, visit census.gov, select "BUSINESS" and click [NAICS](#). Match type of work with NAICS code as closely as possible.

† To be provided only when the solicitation requires that the bidder/offeror include a dollar amount in the bid offer.

In the event the bidder/offeror does not receive award of the prime contract, any and all representations in this Letter of Intent and Affirmation shall be null and void.