

## Appendix 8: Sample Compliance Review Notification Letter



**DATE**

**Name, Title of CEO/President**

**Company Name**

**Company Address**

**City, State, Zip Code**

Dear Mrs./Mr :

The U.S. General Services Administration (GSA), National Capital Region, Small Business Utilization Center and the Small Business Administration (SBA) will conduct a formal Compliance Review of your firm's subcontracting program and plans at your facility. The purpose of the review is to determine your firm's compliance with the subcontracting requirements as prescribed by Public Law 95-507 and FAR 52.219-8 and 9.

The date and time of the review is *Thursday, September 23, 2010, 9:00 a.m.* at **VENDORS ADDRESS**. **Reviewers Name** of my staff and **Reviewers Name**, SBA, Commercial Market Representative will be in attendance. The review should be completed by 12:00 p.m.

To utilize the time effectively during our visit, please complete to the best of your ability, the attached Subcontracting Program Compliance Review Checklist and submit the information to the addresses below **at least two weeks/one month prior to the scheduled review**. Your responses should have as much detail as possible and not just yes or no answers as applicable. Supporting documentation should be in a binder as attachments. Submit the binders to:

Attention: **Reviewers Name**  
US General Services Administration/NCR  
**Address**  
**City, State, Zip Code**

Attention: **Reviewers Name**, CMR  
U.S. Small Business Administration  
**Address**  
**City, State, Zip Code**

Should you have question, feel free to contact **Lead Contact** of my staff at \_\_\_\_ - \_\_\_\_ - \_\_\_\_.

Sincerely,

**Director or Lead Name**

**Title**

**Cc: SBA, Small Business, Contracting Officer, etc...**