



U.S. SMALL BUSINESS ADMINISTRATION
SANTA ANA DISTRICT OFFICE
200 W. SANTA ANA BLVD., SUITE 700
SANTA ANA, CA 92701

December 20, 2007

Harpreet Bawa
Resource-Trac Inc.
50 Gray Dove
Irvine, CA 92618

Dear Mr. Bawa:

Congratulations on your certification for the 8(a) Program! Public Law 100-656 requires a firm, once certified, to promptly submit a business plan which must be approved by the Small Business Administration (SBA) before the company is eligible to receive 8(a) contracts. Certified firms will be guided and advised by an assigned Business Development Specialist (BDS) in completing the plan. Once approved, the business plan will be reviewed annually and modified as may be appropriate.

A business plan is usually prepared and utilized by a company to attract debt or equity capital. It is also a very useful tool for a company to plot its course for overall growth and development. You should view the business plan in this light. In addition, we urge you to think of the 8(a) Program as only one element of your comprehensive business plan.

A business plan is not a standard document. It should reflect the unique nature of each business. However, there are some common components that should be addressed in the business plan. We have included these components in the enclosed 8(a) Business Plan Form (SBA Form 1010C). You may use SBA Form 1010C, or you may submit a business plan in your own format.

If you seek the assistance of resources outside of your company to prepare your business plan, your input should be substantial. It is your company and your plan. Therefore, you should be familiar with and able to discuss the contents of your plan. It should be a working document; a blueprint for owners, managers and key employees to follow in building your company.

In developing your plan you should answer questions such as: What is my business? What products or services do I provide? Where is my market?

Who will buy? Who are my competitors? What is my sales strategy? What marketing methods will I use? How much money is needed to operate my firm? Do I need additional financing? How will I get the work done? When should I revise my plan? Only you can answer such questions.

While it takes time and extra effort to develop a comprehensive business plan, the resulting benefits to your firm's development will be real. In summary, it will serve as a road map for your company's growth; a communication tool when orientation is needed for sales personnel; a credible source of information for suppliers and others on your operations. It will also strengthen your development as a manager.

Sincerely,

A handwritten signature in cursive script that reads "Rachel Baranick".

Rachel Baranick
Deputy District Director