



Government Certification Specialists Inc.

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<http://www.get8acertified.com>

SBA 1010C Business Plan Example - Hightech Software Version 1.0

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Please contact us if you need more help with this document.

The attached document is an example of a completed Form 1010c business plan that was approved by the Small Business Administration. *Note: The information specific to our clients identity has been changed to protect their privacy.*

SBA Rules Governing 1010c Business Plans: Each 8(a) certified company must provide the SBA with a business plan before the firm can begin 8(a) contracting.

The business plan is usually submitted to the SBA for review at—or soon after—the 8(a) orientation session with the assigned Business Development Specialist (BDS), sometimes also called the “BOS” or “Business Opportunity Specialist.”

Your BDS will give you 30 calendar days after orientation to finish your business plan (which must then be updated annually), but most 8(a) companies want to start 8(a) contracting immediately and bring at least a draft of the business plan with them to the initial meeting with the BDS to get an advanced start on their 8(a) work.

You can either submit the business plan in Microsoft Word format using this SBA-designed form called the SBA 1010C, or you can use a different format—as long as it addresses all of the same topics and subjects as in this SBA Form 1010C.

Government Certification Specialists Inc. recommends that you use the SBA Form 1010C because all SBA representatives are familiar with it and thus your business plan should be processed faster than business plans submitted in other alternative formats.

Specific rule excerpted from the SBA 8(a) Standard Operating Procedure (SOP):

What Information Must the Firm’s Business Plan Include?

a. To enable SBA to determine the firm’s business development needs, the business plan must be comprehensive, setting forth business targets and objectives. Whether the participant uses the SBA form or its own format, at a minimum, the business plan must contain:

(1) A detailed description of any products currently being produced and any services currently being performed by the concern, as well

as any future plans to enter into one or more new markets;

(2) The participant's primary NAICS code and all related NAICS codes;

(3) Business targets and objectives including, as necessary, revenues, technical capabilities, etc.;

(4) An analysis of market potential, competitive environment, and the concern's prospects for profitable operations during and after its participation in the program;

(5) An analysis of the concern's strengths and weaknesses, with particular attention to ways to correct any financial, managerial, technical, or work force conditions that could impede the concern from receiving and performing non-8(a) contracts;

(6) Specific targets, objectives, and goals for the business development of the concern during the next two years;

(7) Estimates of both 8(a) and non-8(a) contract awards that will be needed to meet its targets, objectives and goals; and

(8) Such other information as SBA may require.

b. The firm will be eligible to perform any 8(a) contract opportunity regardless of whether the NAICS code assigned to the requirement is contained in its approved business plan, so long as it demonstrates the capability and responsibility to perform the contract in question to the procuring agency's contracting officer and so long as it qualifies as a small business under the size standard attached to that NAICS code.

How Does the District Office Process the Business Plan?

a. Within ten calendar days after receipt, the assigned BOS will screen the business plan for completeness. If the business plan is not sufficiently complete to allow a thorough evaluation, it must be returned to the program participant, citing the reasons for its return.

b. Within 30 working days after receipt of a complete business plan, the BOS will evaluate it and advise the participant in writing of the following:

(1) Results of the evaluation;

(2) Recommendations regarding the improvement and/or implementation of the business plan; and

(3) Recommendations regarding program support levels for the current and succeeding program years. Support levels are not to be used as a bar to accepting contract support.

c. The BOS will use the 8(a) Business Plan Evaluation Form (SBA Form 1714) to evaluate the business plan, identify firm strengths and weaknesses, and analyze plans to improve the firm's management, marketing and financial condition. The form should be completed based on information provided in the business plan. The BOS can help to ensure that an acceptable business plan is submitted by explaining to the participant what is required in the plan.

d. Each participant and each business plan is unique; therefore, evaluation of the business plan involves a degree of subjectivity. The form is designed to provide information regarding growth and development of the firm. At one level, the BOS must evaluate the adequacy and clarity of the information provided. At another level, the BOS must evaluate how realistically the business plan reflects where the firm wants to go, and how it expects to get there in terms of marketing, management, and finance. In making this evaluation, the BOS should consider the internal resources of the firm, and assistance that is available from SBA and other resources. Based on the evaluation of the business plan, the BOS should be able to provide guidance to the firm, and, if necessary, arrange for the provision of management and technical assistance.

e. Inherent in formulating a business plan is the identification of the firm's strengths and weaknesses. The evaluation questions and summary provide a mechanism for assessing strengths and weaknesses. The questions are stated so that the desired answer is "yes." However, "no" answers do not mean that the business plan should not be approved. "No" answers may mean that these are items of concern or indicate weaknesses in one or more of the areas of finance, management and marketing that should be addressed in the summary section. A "no" answer in some cases could indicate that information in a particular section of the business plan is inadequate or unrealistic. In such cases, the BOS should provide feedback to the participant for revising a part of the plan.

f. The BOS will submit his or her findings and recommendations to the ADD/8(a)BD or Supervisory BOS for approval.

For more 8(a) application assistance, please contact:

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Check out our 8(a) certification blog—the longest running blog of its kind—for up-to-date 8(a) program news and announcements of interest to the small disadvantaged business community:

<http://get8acertified.wordpress.com/>

Important Legal Disclaimer: *This document and all similar templates provided by GCS Inc. are intended to help business owners comply with Small Business Administration's 8(a) program documentation requirements as well as meet your company's basic legal needs. Please note that this legal information is not the same as legal advice or legal counseling, which is the application of law to an individual's specific circumstances. Although we go to great lengths to ensure the information presented in this document is accurate and useful, we recommend you consult with an attorney if you want professional assurance that the information provided, and your interpretation or application of it, is appropriate to your particular situation. GCS Inc. cannot be held liable for inaccuracies or misstatements within your personal and company information.*

**U.S. SMALL BUSINESS
ADMINISTRATION**

BUSINESS PLAN FORM 1010-C

**SBA FORMS MAY BE OBTAINED VIA
THE INTERNET AT**

<http://www.sba.gov/tools/Forms/smallbusinessforms/smalldisadvantagedbusiness&aforms/index.html>

U.S. SMALL BUSINESS ADMINISTRATION

NAME OF COMPANY: Hightech Software, Inc

ADDRESS OF COMPANY: 1700 Union Avenue, Suite B, Washington D.C., MD 21211

CONTACT PERSON: Mr. Johnson TELEPHONE NO.: 410-555-5555

SBA STATEMENT ON REPRESENTATIVES AND FEES

You are not required to use a representative to complete this business plan. If you chose to hire a representative for this purpose, the following information must be provided:

Names of Representatives and Addresses	Description of Services	Hourly Rate	Amount Paid	Amount Due
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Signature of Principal

Date

Signature of Representative

Date

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SAMPLE

SECTION I – EXECUTIVE SUMMARY

- 1. Briefly describe the fundamental elements of your business. Describe what business you are in, why you are in it, and what you hope to accomplish. For example, describe your business in terms of where it has come from, where it is now, where you want it to go, and how you plan to get it there. This is a complete summary of your business plan and should be referred to on occasion by you and your assigned Business Opportunity Specialist to get a quick overview of your plan. You should prepare the summary after you have completed all other major components, which follow.**

Hightech Software, Inc of Washington D.C. was independently founded by me, Mr. Johnson, a Sub-Continent Asian American business owner, in Washington in 2004 using my own personal savings.

As our website, <http://www.Hightechsoftwareinc.com>, states, we are an Information Technology solutions provider with a wide range of IT capabilities including network management and security and systems integration. Our main client base at the present time consists of small and medium sized businesses located in the Washington D.C. For some of our clients, we serve as their entire outsourced IT department. Other clients pick and choose from a menu of our services including, but not limited to:

- data back-up services
- network security implementation
- network assessments
- virtualization services
- LAN/WAN support
- spam& virus firewalls
- strategic planning and network design
- procurement of individual IT assets and peripherals

I initially established Hightech Software, Inc for the same reasons many other owners of SBA 8(a) companies started their small businesses: after years of frustration as an underpaid, undervalued employee who faced chronic social and economic disadvantage, I decided that my best path towards independence, success, and control in business was to start my own small company.

I also felt I could serve my customers better and be more responsive towards their unique needs by operating my own firm, which enables me to craft tailored, customized solutions and service plans for individual customers with maximum flexibility and efficiency. As a small company, I can offer these services at an affordable and appealing rate because

The Actual 1010c Example Provides a Complete 43 Page Business Plan