



U.S. Small Business
Administration

monet.chapman@sba.gov | 804-253-9086 | www.sba.gov/va
Richmond (Virginia) District Office | 400 N. 8th Street, Suite 1150 | Richmond, VA 23219

November 17, 2020

Deceris LLC (DUNS: 962762477)
Attn: Ben McEachin
13284 Osage Drive
Woodbridge, VA 22193
Sent via email to: ben.mceachin@deceris.com

Subject: Annual Review Approval Letter

Dear Mr. McEachin,

The Richmond District Office of the U.S. Small Business Administration (SBA) has completed the annual review of your firm for **Program Year 5** (Reviewed Year 7/28/2019 to 7/28/2020 and program term 7/28/2015 to 7/27/2024). The purpose of our review is to monitor the development of your firm and to determine continued 8(a) eligibility. The review is designed to help identify potential problems and to assist in an action plan for your firm's future development.

Please note that your firm's Transitional Stage of the 8(a) Business Development Program started: 7/28/2019. The applicable percentage of your revenue must be generated from non-8(a) revenue sources. In light of this, you are reminded that you must meet the Business Activity Targets established for firms in this stage or risk the suspension of sole source contracting until corrected. If you are unsure of which year in the transitional stage your firm is in, please contact your assigned Business Opportunity Specialist.

Program Year	Participant's Year in the Transitional Stage	Non-8(a) business activity targets (required minimum non-8(a) revenue as a percentage of total revenue)
5	1	15
6	2	25
7	3	35
8	4	45
9	5	55

We recommend regular SWOT or Gap analysis. Additionally, compare and contrast your progress against your own business plan goals, [DSBS](https://www.dsbs.gov) industry partner performance, and [FPDS-NG.gov](https://www.fpds-ng.gov) market trends.



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Recommended resources can be found online at: <https://www.sba.gov/tools/local-assistance>. Simply type your zip code into the search bar and you will find a SCORE Chapter, Small Business Development Center (SBDC), and other resources near you.

If you have yet to register, be sure to register on Certify (<https://certify.sba.gov>) in order to receive the proper automated notifications for your next annual review. SBA will no longer be using GLS/BDMIS for annual reviews and paper copies will no longer be accepted.

Please feel free to contact your assigned Business Opportunity Specialist, Igor Soares via phone 804-253-8134 or via email at igor.soares@sba.gov if you need any assistance or have any questions.

Sincerely,

Monet Chapman
Business Opportunity Specialist

Attachment 1: Certify Registration Instructions



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Attachment 1: How to Register in Certify

To create your account, visit certify.SBA.gov and click on the "Create an Account" button. Create your passphrase based on the requirements listed on screen in Certify during registration; the passphrase is complex to protect your personal information captured in Certify. **Note: The initial account creation should be completed by the firm's owner upon whom 8(a) certification was based. This is not applicable to entity-owned firms.**

As part of registration, you will receive an email from certify@sba.gov to verify your email address. Click the confirmation link in the email; you will be taken to certify.SBA.gov to log in with your credentials (i.e. email and passphrase). If you do not receive the registration email from Certify after you have created your account, check your spam folder and add certify@sba.gov to your contacts. **Please note that the confirmation link will expire after 24 hours.**

The first time you log in, you will need to link your firm's SAM.gov profile to the certify.SBA.gov system using your firm's DUNS number, TIN number, EIN or SSN, and MPIN (created in SAM.gov). Follow the prompts to review data pulled from SAM.gov and connect your firm to your certify.SBA.gov account. If your SAM account is inactive, you will need to go into SAM.gov prior to registering in Certify. This process can take more than one day.

If additional assistance is needed, please contact the Certify Help Desk via help@certify.SBA.gov and include your DUNS number along with a description and any relevant screenshots to help identify and resolve the issue.