

CERTIFICATE OF SERVICE

I hereby certify that on [Month] XX, 20XX, I served the foregoing by email upon the following:

[Opposing Party's Counsel]<sup>1</sup>  
[Firm Name]  
Counsel for [Opposing Party]  
[Firm's City, State Zip]  
[Counsel's Email or Fax Number]  
[Other Parties, if applicable]

[Contracting Officer Name], Contracting  
Officer  
[Procuring Agency]  
[Procuring Activity]  
[Procuring Activity Address]  
Email: [Contracting Officer's email]

John W. Klein, Esq.  
Assoc. General Counsel for Procurement Law  
Christopher R. Clarke, Esq.  
Office of General Counsel  
U.S. Small Business Administration  
409 Third Street, SW, Fifth Floor  
Washington, DC 20416  
Email: OPLService@sba.gov  
Email: Christopher.Clarke@sba.gov

[Name], Director  
Office of Government Contracting  
U.S. Small Business Administration  
409 Third Street, SW, Eighth Floor  
Washington, DC 20416  
Email: [Director's Email]

Office of Hearings and Appeals  
U.S. Small Business Administration  
Washington, DC 20416  
ohafilings@sba.gov

[Your Signature]

---

[ Name]  
[Address]  
[Phone]  
[Email]

---

<sup>1</sup> If opposing party is unrepresented by counsel, serve opposing party.