

# WHAT ARE SOURCES SOUGHT NOTICES AND REQUESTS FOR INFORMATION?

# SOURCES SOUGHT NOTICE VS REQUEST FOR INFORMATION

- Sources Sought Notice (SSN)– seeking possible sources for a requirement
- Request for Information (RFI) – government’s technique of conducting market research.
- These can sometimes be used interchangeably

# SSNs and RFIs

- Are not solicitations
- Issued for planning purposes and Market Research
- Used to identify sources and solicit interest
- Typically followed by a solicitation

# SSNs AND RFIs MAY BE USED TO:

- Find sources to meet specific requirements
- Increase Competition
- Identify interested small businesses (facilitate set-asides to help government attain small business goals)
- Obtain capability information from potential contractors

# SSNs AND RFIs MAY BE USED TO:

- Inform the Market that this is a future need- possibly encourages additional development of capability (for both prime contractors and subcontractors)
- Help contracting officer determine procurement method, contract type, and acquisition strategy
- Support contracting officer's decisions and market research requirement

# LOCATING SOURCES SOUGHT NOTICES AND REQUESTS FOR INFORMATION

# LOCATING SOURCES SOUGHT ANNOUNCEMENTS

- **Beta.Sam.Gov:** <https://beta.sam.gov/>
- Sources Sought
- Special Notice
- Presolicitation Notices
- Requests for Information

beta.SAM.gov | Home

General Services Administration [US] https://beta.sam.gov/

**SAM** beta GOV

Contract Opportunities ▾ I'm looking for... Search


# Welcome

This will be the official U.S. government website for people who make, receive, and manage federal awards.

**100% FREE TO USE**  
Official U.S. Government Website  
**100% FREE TO USE**

## What Can I Do Here?

### Contracting

 **Contract Data Reports (FPDS Reports)**  
FPDS.gov Reports has been added to beta.SAM.gov.

- About Contract Data Reports

Type here to search

3:03 PM 3/30/2020



# NON-TRADITIONAL LOCATIONS FOR SSNS

Examples:

US Army Corps of Engineers Website –

<https://www.usace.army.mil/business-with-us/contracting/>

Federal Aviation Administration -

<https://faaco.faa.gov/index.cfm/announcement/view/32773>

Fema

<https://freebeacon.com/wp-content/uploads/2020/03/RFI-FEMAPortableFacilities-1.pdf>

**Businesses can help during COVID-19: click here for information regarding the Disaster Response Registry and see below for more information! E-mail questions or concerns regarding COVID-19 Contracting Issues to: [COVIDContractingQuestions@usace.army.mil](mailto:COVIDContractingQuestions@usace.army.mil).**

### Contact Us

[Click here to e-mail questions or concerns regarding COVID-19 Contracting Issues.](#)

### Useful Links

- [USACE Coronavirus Alternate Care Site Documents](#)
- [COVID-19 DoD Business Resources Website](#)
- [State Emergency Management Agency Points of Contact](#)
- [USACE Opportunities on beta.SAM.gov](#)
- [USACE Vendor Guide for Contract Opportunities on Beta.SAM.Gov](#)
- [System for Award Management](#)
- [Procurement Technical Assistance Centers for Businesses](#)

### From the Director of Contracting:

#### USACE COVID-19 Market Research Request:

Vendors with the ability to perform or supply items 1, 2 and 3 below are requested to send capabilities statements to our dedicated COVID-19 Contracting mailbox: [COVIDContracting@usace.army.mil](mailto:COVIDContracting@usace.army.mil).

1. "Build-out" or retrofit of existing space (arenas, convention centers, dormitories, hotels, or other facilities) into alternate care facilities
2. Field Medical Units
3. Temporary Medical Enclosures

***Please Note: Decisions regarding use of hotels, arenas and similar facilities are made at the State level. If you are offering these types of facilities, please contact the applicable State. [Click here for a FEMA website that provides points of contact for each State.](#)***

***Vendors of other supplies and services are welcome to submit capability or interest statements regarding support of the USACE COVID-19 Response.***

***All interested parties are requested to register at the [SAM.gov](#) website under the "Disaster Registry" tab. [Click here](#) to learn more about the Disaster Registry.***

***Due to the volume of submissions, individual responses are not possible.***

- FAAAMS
- Contract Opportunities
- Announcements
- Small Business Development Program (SBDP)
- Procurement Forecast
- beta.SAM.GOV
- FAA Admin Only

## Announcement - View

open print view

### History

amendment	<a href="#">6973GH-19-R-00114-0001</a>	05/22/2019 09:50 AM
correction	<a href="#">6973GH-19-R-00114</a>	05/10/2019 08:15 AM
✓ original	<a href="#">6973GH-19-R-00114</a>	03/05/2019 11:51 AM

**Title** Engine Management Program for the Gulfstream Challenger CF34-3A1, CF34-3B Source Sought/Request for Information.

**Announcement Type** Market Survey

**Date Posted** 03/05/2019

**Date Closed** 03/19/2019 04:00 PM

**Solicitation / Contract #** 6973GH-19-R-00114

### Contact

**Name / Organization** Jason Perry / AAQ-722

**Region Issuing Office** AC - Mike Monroney Aeronautical Center (Oklahoma City, OK)

**Phone / Email** [405-954-7645](tel:405-954-7645) / [jason.m.perry@faa.gov](mailto:jason.m.perry@faa.gov)

### Details

**Set-Aside** n/a

**NAICS Code** 488190 -- Other Support Activities for Air Transportation

**Classification Code** J -- Maintenance, repair & rebuilding of equipment

**Procurement Method** Commercial/Simplified

REQUEST FOR INFORMATION (RFI) / SOURCES SOUGHT NOTIFICATION (SSN)

FEDERAL EMERGENCY MANAGEMENT AGENCY

LOGISTICS MANAGEMENT DIRECTORATE

PORTABLE TOILETS, SHOWERS & WASH STATIONS

**1. Disclaimer**

This is a Sources Sought Notice. The purpose of this notice is to obtain information regarding the 1) availability and capability of qualified sources and 2) availability of capable firms to provide the contemplated requirement listed below. The information provided herein is for informational purposes only. **THIS NOTICE IS NOT A REQUEST FOR PROPOSAL.** This notice is issued for information and planning purposes only and does not itself constitute a Request for Proposal (RFP). The Government does not intend to award a contract based only on responses to this Sources Sought Notice.

Responses to the notice will not be returned. Responders are solely responsible for all expenses associated with responding to this notice. FEMA will not pay for information received in response to this notice. There is no commitment by the Government to issue an RFP, make an award or awards, or to be responsible for any monies expended by industry responses to this notice. The Government does not request any proprietary information be submitted, nor shall it be liable for any consequential damages for proprietary information. Any information submitted for this notice (e.g. capability statement) is subject to disclosure under the Freedom of Information Act, 5 USC 552 (a). All information received in response to this notice marked "Proprietary" will be protected and handled accordingly. Interested parties are responsible for adequately marking proprietary or competition sensitive information contained in their response.

**2. Background**

In the event of disasters, FEMA may require rental of portable toilets, showers, and/or wash stations to be dispatched to various contiguous States (CONUS) and outside continental U.S. (OCONUS) locations. OCONUS locations are Alaska, Hawaii, and the U.S. territories.

**3. Objectives**

**For Market Research** - FEMA is seeking information regarding vendor capabilities in providing portable facilities, to include toilets, showers, and handwash stations during a FEMA disaster response to all U.S. state, local, tribal and territorial government locations (CONUS and OCONUS) The service will include cleaning, maintenance, restocking of hygiene/paper products, and periodic pumping and removal of gray water.

# RESPONDING TO A SOURCES SOUGHT NOTICE OR RFI

# HOW TO RESPOND

- Read the announcement carefully
- Follow instructions
- Respond to all elements of the document
- Provide all information requested
- Do not respond to anything outside your firm's capabilities
- Return all information and associated documents on time, in the correct format, to the correct location
- Include Notice Number in subject line of email, unless instructed otherwise

# WHAT TO INCLUDE

- Company name, address, and phone number
- Contact name, phone number, and email address
- DUNS number
- Cage Code
- Business size and socio-economic status (WOSB, HUBZone, VOSB, SDVOSB, etc.)
- Capability Statement
- Brief overview of your company indicating why you are qualified

# SAMPLE SSN

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Menu, Search, Notifications, Sign in

Logo Not Available

Follow

## Clean and disinfect office/communal areas that have known to occupy individuals suspected or confirmed to have COVID-19.

**ACTIVE** Contract Opportunity

**Notice ID**  
W911QY-COVID-19

Related notice

Department/Ind. Agency  
DEPT OF DEFENSE  
Sub-tier  
DEPT OF THE ARMY  
Major Command  
AMC  
Sub Command

Contract Opportunity

What you think matters!

**Provide Feedback**

- Contract Opportunity
- General Information
- Classification
- Description
- Attachments/Links
- Contact Information
- History

beta.SAM.gov

General Services Administration [US] ps://beta.sam.gov/opp/9a191487988f41bf9bb7904129ad2387/view?keywords=COVID-19%20sources?

### General Information [View Changes](#)

Logo Not Available

**Contract Opportunity Type:** Sources Sought (Updated)

All Dates/Times are: (UTC-04:00) EASTERN STANDARD TIME - NEW YORK, USA

Updated Published Date: Mar 20, 2020 03:26 pm EDT

Original Published Date: Mar 18, 2020 03:24 pm EDT

Updated Response Date: Mar 27, 2020 06:00 pm EDT

Original Response Date: Mar 20, 2020 06:00 pm EDT

Inactive Policy: 15 days after response date

Updated Inactive Date: Apr 11, 2020

Original Inactive Date: Apr 04, 2020

Initiative:

- None

### Classification

Original Set Aside: Local Area Set-Aside (FAR 26.2)

Product Service Code:

NAICS Code: 561720 - Janitorial Services

Place of Performance:

Natick , MA 01760

USA

### Description

THIS SOURCES SOUGHT IS BEING ISSUED FOR PLANNING PURPOSES ONLY. This is not a

What you think matters!

[Provide Feedback](#)

Type here to search

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General Services Administration [US] ps://beta.sam.gov/opp/9a191487988f41bf9bb7904129ad2387/view?keywords=COVID-19%20sources?

## Description

THIS SOURCES SOUGHT IS BEING ISSUED FOR PLANNING PURPOSES ONLY. This is not a solicitation. Responses to this notice are not considered as offers and cannot be accepted by the Government to form a binding contract. The Government will not be responsible for any costs incurred by interested parties responding to this Sources Sought notice. The intent of this notice is to identify businesses, especially small business (SB) concerns, certified 8(a), HUBZone, Service Disabled Veteran Owned Small Businesses (SDVOSB), and Women-Owned Small Business (WOSB) concerns with a local area preference for vendors under the Stafford Act, FAR 26.202 Capable of performing the requirements described below.

The US Army Garrison – Natick (USAG-Natick), in Natick, MA is issuing a sources sought notice to identify potential sources that can provide USAG with immediate and rapid response services (onsite 4-6 hours upon initial notification) to clean and disinfect office/communal areas that have known to occupy individuals suspected or confirmed to have COVID-19. The requirements being sought can be found in the attachments section.

**Contract Opportunity**

- General Information
- Classification
- Description
- Attachments/Links
- Contact Information
- History

What you think matters!

[Provide Feedback](#)


## Attachments/Links

[Download All Attachments/Links](#)

Document	File Size	Access	Updated Date
<a href="#">COVID-19 Sources Sought.docx</a>	19 KB	Public	Mar 18, 2020

beta.SAM.gov

General Services Administration [US] ps://beta.sam.gov/opp/9a191487988f41bf9bb7904129ad2387/view?keywords=COVID-19%20sources9



**Contract Opportunity**

- General Information
- Classification
- Description
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- Contact Information
- History

What you think matters!

**Provide Feedback**

### Contact Information [View Changes](#)

**Contracting Office Address**

10 GENERAL GREENE AVE  
 NATICK, MA 01760-5011  
 USA

Primary Point of Contact	Secondary Point of Contact
Joseph P. Cooper <a href="mailto:joseph.p.cooper5.civ@mail.mil">joseph.p.cooper5.civ@mail.mil</a> 5082062010	Luke R. Renzoni <a href="mailto:luke.r.renzoni.civ@mail.mil">luke.r.renzoni.civ@mail.mil</a> 5082062052

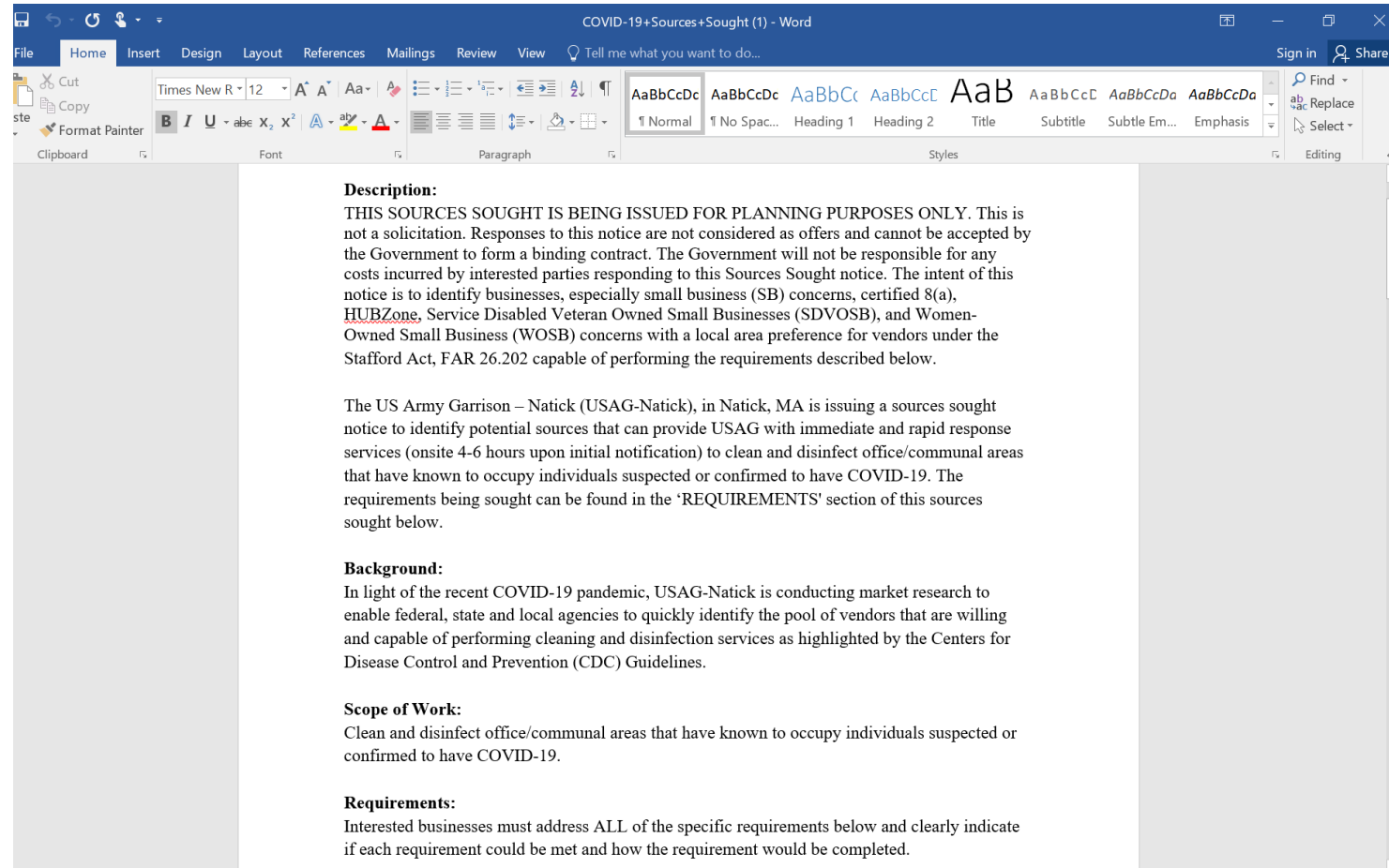
### History

- Mar 20, 2020 03:26 pm EDT  
Sources Sought (Updated)
- Mar 18, 2020 03:24 pm EDT  
[Sources Sought \(Original\)](#)

# PERFORMANCE WORK STATEMENT (PWS)

- Often SSNs and RFI's will have an attachment that is a Performance Work Statement
- Read and review the document
- Determine if and how you can meet the requirements in the PWS
- Provide comments as requested – this allows contractors to impact the statement of work and the actual requirement

# SAMPLE PWS ATTACHMENT



# SAMPLE PWS ATTACHMENT

## Requested Information:

Interested businesses who believe they are capable of meeting the above requirements are requested to submit a brief (no more than 5 pages total) capabilities statement package, including company name and address, Webpage URL, point of contact with phone number and e-mail address, DUNS number, CAGE Code. This will be intended to be a small business set-aside ~~therefore, business size status and socioeconomic profile, detailing whether it can be considered a small business and whether any other socioeconomic category applies, such as (but not limited to), service disabled veteran owned small business, woman owned small business, small disadvantaged business, etc.~~ For the purposes of this response, please provide business size status with respect to NAICS 561720 or 562910 which has a small business size standard of \$18,000,000.00 or \$20,500,000.00 in annual receipts respectively. Interested businesses may register with System for Award Management (SAM) at <http://www.sam.gov>.

## Respondents should include:

1. A description of company's background, technology, experience, and any other information that demonstrates value, performance, and capabilities.
2. Tailored Capability Statements addressing the Requirements of this notice, with appropriate documentation supporting claims of organization and staff capability. If significant subcontracting or teaming is anticipated in order to deliver technical capabilities, provide an estimate of anticipated subcontractor efforts.

Respondents are requested to provide information by, **Fri 20 March 2020/6:00 PM** Eastern Standard Time (EST).

# GSA Personal Protective Equipment (PPE) Sources Sought

- GSA COVID-19 PPE Sources Sought.
- There is a space to indicate if you are a contract holder.
- [https://feedback.gsa.gov/jfe/form/SV\\_d5WVJ9fHpsaqI0B](https://feedback.gsa.gov/jfe/form/SV_d5WVJ9fHpsaqI0B)

# GSA Personal Protective Equipment (PPE) Sources Sought

Level 1 Surgical Masks

Hand Sanitizers

Disinfecting Wipes

Cleaner All-Purpose Cleaner

Antibacterial Liquid soap

Female Sanitary Napkins

Paper Towels

Nitrile Examination Gloves

Bottles (Cases) Bleach

Hospital Grade Disinfectant

Antibacterial Bar Soap

Tampons

Toilet Paper

Trash Bags

Responses Due: Continuously Open

Non-TAA Compliant Materials are currently allowed under the current pandemic response.

[https://feedback.gsa.gov/jfe/form/SV\\_d5WVJ9fHpsaqI0B](https://feedback.gsa.gov/jfe/form/SV_d5WVJ9fHpsaqI0B)

Questions: [ssacsmallsop@gsa.gov](mailto:ssacsmallsop@gsa.gov)

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# CONTRACTOR DON'TS

- Do not respond just for the sake of responding
- Do not submit only a standard line card or generic capability statement
- Do not respond if you are not likely to bid on the solicitation

# CONTRACTOR DOS

- Respond specifically to the requirement at hand
- Respond exactly as required
- Make your response a best effort
- Demonstrate professional quality and capability of your firm
- Ask for a specific set-aside if appropriate



# QUESTIONS?