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| **SAM.gov Contract Opportunities**  **FAA Real Property Samples** |
| **Screening Information Request (SIR)** is any request made by the FAA for documentation, information, or offer for the purpose of determining which offeror provides the best value solution for a particular procurement (*AMS Appendix C- Definitions*).  **AMS Policy 3.2.2.3.1.2.1-** There are 3 categories of SIRs:   1. Qualification Information 2. Screening Information 3. Request for Offers.   **The following are provided as samples only and are intended to assist the RECO in completing the required fields in SAM.gov.**  **Each SIR must be tailored to the specific procurement.** |
| **Table of Contents:**  [**Sample 1: Sources Sought/Request for Information (RFI)**](#_SOURCES_SOUGHT/REQUEST_FOR_1)  [**Sample 2: Pre-Solicitation**](#_PRE-SOLICITATION_SAMPLE)  [**Sample 3: Solicitation**](#_SOLICITATION_FOR_OFFERS) |

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| **SOURCES SOUGHT/REQUEST FOR INFORMATION (RFI) SAMPLE** | | | |
| **SAM.gov Definition:**  The Sources Sought notice is a synopsis posted by a government agency seeking possible sources for a project.  It is not a solicitation for work or a request for proposal. | **AMS Policy SIR Category**  **(3.2.2.3.1.2.1):**  Screening Information | **AMS Procurement Phase:**  **Procurement Planning Phase** | **FAA Use:**  This type of posting is also sometimes referred to as a **Request for Information (RFI)**. The Service Organization may request a Sources Sought notice be posted during Portfolio Planning or Requirements Development to finalize the acquisition strategy (Single Source vs Competition). A Sources Sought notice may also be used to strengthen the rational basis for award of a Single Source contract. |

# **SAM.gov Input Fields**

1. **CONTRACT OPPORTUNITY**

* **Name: *[Name of sources sought notice]***
* **Notice ID:*****[Create a Notice ID]*** Most Notice IDs mirror the PRISM Solicitation number however, the CO/CS may create a unique Notice ID if wanted.
* **Department/Ind. Agency:** TRANSPORTATION, DEPARTMENT OF
* **Sub-tier:**  FEDERAL AVIATION ADMINISTRATION
* **Office:***ESA = 69435Z*

*CSA = 697DCM*

*WSA = 690EG4*

1. **GENERAL INFORMAT**I**ON**

* **Contract Opportunity Type:**Sources Sought (Original)
* **Original Published Date:** *This field updates when published.*
* **Original Response Date: *[Insert desired date]***
* **Original Inactive Date: *[Pick either automatic or select a date]***
* **Allow Vendors to Add/remove from Interested Vendors List: *[Yes/No]***
* **Allow Vendors to View Interested Vendors List: *[Yes/No]***

1. **CLASSIFICATION**

* **Product Service Code: *[Insert PSC]***
* **NAICS Code: *[Insert NAICS]***
* **Place of Performance:** ***[Insert place of performance]***

1. **DESCRIPTION**

This notice is a Request for Information (RFI)/Sources Sought announcement ONLY and will be used for preliminary planning purposes. This announcement is not a Screening Information Request (SIR) or Solicitation for Offers (SFO) and should not be construed as such. The FAA is not seeking proposals or accepting unsolicited proposals. Any costs associated with the response or any follow up information requests are solely at the interested vendor’s expense.

The Federal Aviation Administration (FAA) currently occupies space in a building under a lease that will be expiring on \_\_\_\_\_\_\_\_\_\_.  The FAA is considering competing its requirements if it determines that it is in its best interest to do so.  In making this determination, FAA will consider among other things, the availability of alternative space that potentially can satisfy the Government’s requirements, as well as costs likely to be incurred through relocating, such as physical move costs, replication of tenant improvements, and telecommunication infrastructure, and non-productive agency downtime. In addition, FAA is seeking information about industry’s best practices and norms within the geographic area.

FAA is considering a lease contract for the following space [RECO to insert summary of General Requirements]

1. City/State: [INSERT CITY/STATE]
2. Delineated Area (see map attachment):[INSERT DESCRIPTION OF AREA OF CONSIDERATION]
3. Space Type (Office SF, Technical SF, Warehouse SF, etc.):[INSERT BREAKDOWN OF SF REQUIREMENTS]
4. Class of Space: [INSERT CLASS A, B, ETC.]
5. Parking (Total, Surface, Structured, Reserved, Oversized, etc.): [INSERT BREAKDOWN OF PARKING REQUIREMENTS]
6. Term (incl. Options):[INSERT REQUIRED TERM/OPTIONS]
7. Offered space must meet Government requirements for fire safety, accessibility, seismic, and sustainability standards per the terms of the Lease.
8. A fully serviced lease is required.
9. Offered space shall not be in the 100-year flood plain.
10. RECO TO INSERT ANY OTHER REQUESTED INFORMATION

The acquisition strategy for the procurement has not been determined at this time.  Responses to this announcement will be used to finalize the acquisition strategy.

Respondents to this Announcement should note that –

1. This is not a Screening Information Request or Request for Proposals of any kind;
2. The FAA is not seeking or accepting unsolicited proposals;
3. The FAA will not pay for any information received or costs incurred in preparing the response to the announcement; and
4. Any costs associated with the announcement submittal is solely at the interested vendor’s expense
5. All vendors responding to this announcement are responsible for ensuring that documents submitted contain the appropriate proprietary marking.
6. The responses to this announcement will be used for information purposes and may be used to assemble a list of potential vendors. The failure to respond to this announcement WILL NOT disqualify an entity from further consideration in connection with any future procurement.
7. The FAA reserves the right to use the information received in response to this announcement to make decisions relative to defining requirements for future FAA solicitations.
8. At the FAA’s discretion, respondents may be provided an opportunity to discuss information contained in its response to this announcement. The FAA, at its discretion, may determine if this opportunity will be offered to all, some, or none of the respondents. All information provided in response to this announcement may be subject to Freedom of Information Act (FOIA). Any proprietary or sensitive information should be clearly marked with appropriate restrictive language.
9. This announcement is not intended to guarantee procurement of the real property, and must not be construed as a commitment by the Government to enter into a contract. The Government is not liable for costs associated with the preparation, submittal of inquiries or responses to this announcement and will not reimburse any firm for cost incurred in responding to this public announcement. Responses will not be returned. Since this is a sources sought announcement, no evaluation letters and/or results will be issued to the respondents. No solicitation exists at this time. If a solicitation is issued, it will be announced on the SAM.gov Contract Opportunities web page. It is the vendor’s responsibility to monitor this site for the release of the solicitation.

Note: The FAR references cited in SAM.gov are not applicable to the FAA as the FAA has its own policies and guidance published in the Acquisition Management System (AMS).

Please contact the P.O.C., Joe Contracting Officer, contracting.officer@faa.gov, 405-555-1212, for any questions related to this RFI.

1. **IMPORTANT DATES**

Expressions of Interest Due: XX/XX/20XX

Market Survey Site Visits (Estimated): TBD  
Occupancy (Estimated): XX/XX/20XX

1. **ATTACHMENTS/LINKS**

Attachments [RECO to customize as appropriate]

| **Document** | **File Size** | **Updated Date** |
| --- | --- | --- |
| Map of Delineated Area |  |  |
| RECO TO ADD ADDITIONAL AS NEEDED |  |  |

Links [RECO to customize as appropriate]

| **Display Name** | **Updated Date** |
| --- | --- |
| [FAST(opens in new window)](https://fast.faa.gov/) | N/ |

1. **CONTACT INFORMATION**

* **Contracting Office Address:***[Provide contracting office address by code]*
* **Primary Point of Contact:** *[Provide primary POC (mandatory)]*
* **Secondary Point of Contact:** *[Provide secondary POC if applicable]*

1. **HISTORY:** *Updated automatically*

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| **PRE-SOLICITATION SAMPLE** | | | |
| **SAM.gov Definition:**  The pre-solicitation notice makes vendors aware that a solicitation may follow. Vendors may add themselves to the Interested Vendors List, if the posting agency has enabled this feature. This helps government agencies determine if there are qualified vendors to perform the work scope and allows the contracting office to gather information on the interested vendors. | **AMS Policy SIR Category**  **(3.2.2.3.1.2.1):**  Screening Information | **AMS Procurement Phase:**  **Procurement Planning Phase** | **FAA Use:**  The RECO may issue a **Pre-Solicitation** as part of their market analysis to gather information about the market and to make potential offerors aware of the Government’s needs. The Pre-Solicitation may also help determine which properties are visited during the Site Survey. The responses received may also be used to shape subsequent Screening Information Requests (SIR) including the Solicitation for Offers (SFO). This is not a solicitation and no award would be made from this type of posting. |

# **SAM.gov Input Fields**

1. **CONTRACT OPPORTUNITY**

**Name: *[Name of Pre-Solicitation]***

**Notice ID:*****[Create a Notice ID]*** Most Notice IDs mirror the PRISM Solicitation number; however, the CO/CS may create a unique Notice ID if wanted.

**Department/Ind. Agency:** TRANSPORTATION, DEPARTMENT OF

**Sub-tier:**  FEDERAL AVIATION ADMINISTRATION

**Office:** *ESA = 69435Z*

*CSA = 697DCM*

*WSA = 690EG4*

1. **GENERAL INFORMATION**

**Contract Opportunity Type:**Pre-solicitation (Original)

**Original Published Date:** *This field updates when published.*

**Original Response Date:***[Insert desired date]*

**Original Inactive Date:** *[Pick either automatic or select a date]*

**Allow Vendors to Add/remove from Interested Vendors List:** *[Yes/No]*

**Allow Vendors to View Interested Vendors List:** *[Yes/No]*

1. **CLASSIFICATION**

**Product Service Code:***[Insert PSC]*

**NAICS Code:** *[Insert NAICS]*

**Place of Performance:** *[Insert place of performance]*

1. **DESCRIPTION**
2. FAA seeks to lease the following space [RECO to insert summary of General Requirements]
3. City/State: [INSERT CITY/STATE]
4. Delineated Area (see map attachment):[INSERT DESCRIPTION OF AREA OF CONSIDERATION]
5. Space Type (Office SF, Technical SF, Warehouse SF, etc.):[INSERT BREAKDOWN OF SF REQUIREMENTS]
6. Class of Space: [INSERT CLASS A, B, ETC.]
7. Parking (Total, Surface, Structured, Reserved, Oversized, etc.): [INSERT BREAKDOWN OF PARKING REQUIREMENTS]
8. Term (incl. Options):[INSERT REQUIRED TERM/OPTIONS]
9. Offered space must meet Government requirements for fire safety, accessibility, seismic, and sustainability standards per the terms of the Lease.
10. A fully serviced lease is required.
11. Offered space shall not be in the 100-year flood plain.
12. RECO TO INSERT ANY OTHER REQUESTED INFORMATION
13. **Additional Requirements** [The following are examples only. This section must be customized by the RECO based on the PR Package]
14. 24 Hour Access including overtime utilities
15. Rooftop Antenna
16. Column Spacing
17. Minimum Floor Load
18. Loading Dock
19. Freight Elevator (if the space is offered is above ground level)
20. Minimum Ceiling Height
21. Security Requirements
22. Other
23. **Respondents to this Announcement should note that –**
24. The Government will award a Lease only if the Lease will score as an operating lease under Office of Management and Budget Circular A-11, Appendix A. Only offers that are compliant with operating lease criteria will be eligible for award. Offerors are required to provide supporting documentation at the request of the RECO to facilitate the Government’s determination in this regard.
25. Entities are advised to familiarize themselves with the telecommunications prohibitions outlined under Section 889 of the FY19 National Defense Authorization Act (NDAA).
26. Following this pre-solicitation, a Market Survey/Site Visit may be conducted to gather information about properties that are competitively available. Those wishing to be included in the Market Survey should express their interest as described below. Expressions of interest and the Market Survey may also be used to shape a subsequent Solicitation for Offers (SFO).
27. The FAA is not seeking or accepting unsolicited proposals;
28. The FAA will not pay for any information received or costs incurred in preparing the response to this announcement; and
29. Any costs associated with the announcement submittal is solely at the interested vendor’s expense
30. All vendors responding to this announcement are responsible for ensuring that documents submitted contain the appropriate proprietary marking.
31. The responses to this announcement will be used for information purposes and may be used to assemble a list of potential vendors. The failure to respond to this announcement WILL NOT disqualify an entity from further consideration in connection with any future procurement.
32. The FAA reserves the right to use the information received in response to this announcement to make decisions relative to defining requirements for future FAA solicitations.
33. At the FAA’s discretion, respondents may be provided an opportunity to discuss information contained in its response to this posting. The FAA, at its discretion, may determine if this opportunity will be offered to all, some, or none of the respondents. All information provided in response to this announcement may be subject to Freedom of Information Act (FOIA). Any proprietary or sensitive information should be clearly marked with appropriate restrictive language.
34. This announcement is not intended to guarantee procurement of the real property, and must not be construed as a commitment by the Government to enter into a contract. The Government is not liable for costs associated with the preparation, submittal of inquiries or responses for this announcement and will not reimburse any firm for cost incurred in responding to this public announcement. Responses will not be returned. Since this is a pre-solicitation, no evaluation letters and/or results will be issued to the respondents. No solicitation exists at this time. If a solicitation is issued, it will be announced on the SAM.gov Contract Opportunities web page. It is the vendor’s responsibility to monitor this site for the release of the solicitation.
35. **Expressions of Interest must include the following information:**
36. All interested parties must either submit evidence of ownership or written authorization to represent the owner(s). Representatives of owners must include exclusivity agreement, representative letter, listing contract or other executed agreement granting the exclusive right to represent the owner with their response to the advertisement.
37. Completed Proposal to Lease Space Form (attached)
38. Date of space availability
39. Energy efficiency and renewable energy features existing within the building
40. List of building services provided
41. One-eighth inch scale drawing of proposed space offered or marketing brochure illustrating the floor plans and proposed space, or proposed site layout
42. Name, address, telephone number, and email address of authorized contact
43. In cases where an agent is representing multiple ownership entities, written acknowledgement
44. Your letter must include the Pre-Solicitation Number listed above and be emailed or mailed to the Primary point of contact.
45. RECO TO INSERT ANY OTHER REQUESTED INFORMATION
46. **IMPORTANT DATES**

Expressions of Interest Due: XX/XX/20XX

Market Survey Site Visits (Estimated): XX/XX/20XX  
Occupancy (Estimated): XX/XX/20XX

1. **ATTACHMENTS/LINKS**

Attachments [RECO to customize as appropriate]

| **Document** | **File Size** | **Updated Date** |
| --- | --- | --- |
| Map of Delineated Area |  |  |
| Proposal to Lease Space Form |  |  |

Links [RECO to customize as appropriate]

| **Display Name** | **Updated Date** |
| --- | --- |
| [FAST(opens in new window)](https://fast.faa.gov/) | N/ |

1. **CONTACT INFORMATION**

* **Contracting Office Address:***[Provide contracting office address by code]*
* **Primary Point of Contact:** *[Provide primary POC (mandatory)]*
* **Secondary Point of Contact:** *[Provide secondary POC if applicable]*

1. **HISTORY:** *Updated automatically*

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| **SOLICITATION FOR OFFERS (SFO) SAMPLE** | | | |
| **SAM.gov Definition**  A solicitation is a document that clearly defines government requirements so businesses can submit competitive bids. | **AMS Policy SIR Category**  **(3.2.2.3.1.2.1):**  Screening Information | **AMS Procurement Phase:**  **Source Selection Phase** | **FAA Use:**  A **Solicitation for Offers (SFO)** is typically used for FAA Real Property procurements. The SFO is a request for an offeror to formally commit to provide the real property required by FAA under stated terms and conditions. The response to the SFO is a binding offer, which is intended to become a binding contract if signed by the RECO.  The SFO is a type of Screening Information Request (SIR) and may also be referred to as such within AMS Policy and Guidance. |

# **SAM.gov Input Fields**

1. **CONTRACT OPPORTUNITY**

**Name:** *[Name of Solicitation]*

**Notice ID:*****[Create a Notice ID]*** Most Notice IDs mirror the PRISM Solicitation number however; the CO/CS may create a unique Notice ID if wanted.

**Department/Ind. Agency:** TRANSPORTATION, DEPARTMENT OF

**Sub-tier:**  FEDERAL AVIATION ADMINISTRATION

**Office:** *ESA = 69435Z*

*CSA = 697DCM*

*WSA = 690EG4*

1. **GENERAL INFORMATION**

**Contract Opportunity Type:**Solicitation (Amended)

**Original Published Date:** *This field updates when published.*

**Original Response Date:***[Insert desired date]*

**Original Inactive Date:***[Pick either automatic or select a date]*

**Allow Vendors to Add/remove from Interested Vendors List:***[Yes/No]*

**Allow Vendors to View Interested Vendors List:** *[Yes/No]*

1. **CLASSIFICATION**

**Product Service Code:***[Insert PSC]*

**NAICS Code:** *[Insert NAICS]*

**Place of Performance:** *[Insert place of performance]*

1. **DESCRIPTION**

FAA seeks to lease the following space [RECO to insert summary of General Requirements]

1. City/State: [INSERT CITY/STATE]
2. Delineated Area (see map attachment):[INSERT DESCRIPTION OF AREA OF CONSIDERATION]
3. Space Type (Office SF, Technical SF, Warehouse SF, etc.):[INSERT BREAKDOWN OF SF REQUIREMENTS]
4. Class of Space: [INSERT CLASS A, B, ETC.]
5. Parking (Total, Surface, Structured, Reserved, Oversized, etc.): [INSERT BREAKDOWN OF PARKING REQUIREMENTS]
6. Term (incl. Options):[INSERT REQUIRED TERM/OPTIONS]
7. Offered space must meet Government requirements for fire safety, accessibility, seismic, and sustainability standards per the terms of the Lease.
8. A fully serviced lease is required.
9. Offered space shall not be in the 100-year flood plain.
10. RECO TO INSERT ANY OTHER REQUESTED INFORMATION

Additional Requirements [The following are provided as examples only, RECO to customize based on the PR Package]:

1. 24 Hour Access including overtime utilities
2. HVAC- 24/7 HVAC operation in IT and LAN room with temperature controlled per OSHA requirements
3. Shower facilities
4. Rooftop Antenna
5. Column Spacing
6. Minimum Floor Load
7. Loading Dock
8. Freight Elevator (if the space is offered is above ground level)
9. Minimum Ceiling Height
10. Nearby Dining
11. Public Transportation
12. Energy Star label
13. LEED Certification
14. EV Charging Stations

All interested parties must either submit evidence of ownership or written authorization to represent the owner(s). Any submissions received without documentation of ownership and/or written authorization to represent the owner(s) will not be considered.

Entities are advised to familiarize themselves with the telecommunications prohibitions outlined under Section 889 of the FY19 National Defense Authorization Act (NDAA) which are included within the attached Draft Lease.

The Government will award a Lease only if the Lease will score as an operating lease under Office of Management and Budget Circular A-11, Appendix A. Only offers that are compliant with operating lease criteria will be eligible for award. Offerors are required to provide supporting documentation at the request of the RECO to facilitate the Government’s determination in this regard.

All vendors responding to this announcement are responsible for ensuring that documents submitted contain the appropriate proprietary marking.

Additional required submittals are described within the attached Solicitation for Offers and attachments.

**Submissions and Format:**

The attached Solicitation for Offers Package includes the following:

SFO Section 1: Statement of Requirements

SFO Section 1a: General Requirements

SFO Section 1b: Design & Layout Requirements

SFO Section 1c: EOSH Requirements

SFO Section 1d: Security Requirements

SFO Section 2: How to Offer

SFO Section 3: Basis for Award

SFO Section 4: Representations and Certifications

Attachment A: List of Required Submittal Documents

Attachment B: Draft Lease Contract

Attachment C: FAA Proposal to Lease Space

Attachment D: FAA Lessor’s Annual Cost Statement

Attachment E: FAA Space Safety & Environmental Checklist

Attachment F: Seismic Compliance Documentation (if applicable)

Attachment G: FAA Leased Space Unescorted Access Questionnaire

[RECO TO ADD ADDITIONAL AS APPLICABLE]

1. **IMPORTANT DATES**

Expressions of Interest Due: XX/XX/20XX

Market Survey Site Visits (Estimated): Between XX/XX/20XX and XX/XX/20XX  
Occupancy (Estimated): XX/XX/20XX

1. **ATTACHMENTS/LINKS**

Attachments [RECO to customize as appropriate]

| **Document** | **File Size** | **Updated Date** |
| --- | --- | --- |
| SFO Package |  |  |
| Map of Delineated Area |  |  |

Links

| **Display Name** | **Updated Date** |
| --- | --- |
| [FAST(opens in new window)](https://fast.faa.gov/) | N/A |

1. **CONTACT INFORMATION**

**Contracting Office Address:** *[Provide contracting office address by code]*

**Primary Point of Contact:** *[Provide primary POC (mandatory)]*

**Secondary Point of Contact:** *[Provide secondary POC if applicable]*

1. **HISTORY:** *Updated automatically*