**SOURCES SOUGHT/REQUEST FOR INFORMATION (RFI) SAMPLE**

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.
* **Related Notice: *[If there is a related notice, include here]***
* **Department/Ind. Agency:** TRANSPORTATION, DEPARTMENT OF
* **Sub-tier:**  ***[Select the appropriate operating administration]*** (Example: 6920 FEDERAL AVIATION ADMINISTRATION)
* **Office: *[Select the appropriate office]*** (Example: 6973GH FRANCHISE ACQUISITION SVCS)

1. **GENERAL INFORMATION**

* **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]***
* **Initiative: *[State whether an initiative applies]***
* **Allow Vendors to Add/remove from Interested Vendors List: *[Yes/No]***
* **Allow Vendors to View Interested Vendors List: *[Yes/No]***

1. **CLASSIFICATION**

* **Original Set Aside: *[Provide whether a set aside applies and if applicable what type]***
* **Product Service Code: *[Insert PSC]***
* **NAICS Code: *[Insert NAICS]***
* **Place of Performance:** ***[Insert place of performance]***

1. **DESCRIPTION**

***[State that the acquisition strategy for the procurement has not been determined at this time; however, either an unrestricted competition or a set-aside will be chosen depending on the responses to this Sources Sought Notice]***

***[State 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 market survey; and***
4. ***Any costs associated with the market survey submittal are solely at the interested vendor’s expense.***

***State that the FAA is seeking sources or information for specific supplies and or services. Provide a description of the supplies and/or services to be provided as part of the potential requirement. The length of the description will vary depending on the nature of the requirement.]***

Example:

The Federal Aviation Administration (FAA) is issuing a Request for Information (RFI) for **“Quick-Response Emergency Pandemic-Type Supplies.” Please see attached documents for detailed instructions.**

**THIS IS NOT A REQUEST FOR PROPOSALS OR OFFERS. A SIR/Request for Proposal may be made under a separate announcement in the future. The FAA is not seeking or accepting unsolicited proposals. The FAA will not pay for any information received or costs incurred in preparing vendor responses to this market survey. Therefore, any cost associated with a market survey submission is solely at the interested vendor’s expense.**

The purpose of this RFI is to solicit statements of interest and capabilities from large businesses, small businesses, service-disabled veteran-owned small businesses and 8(a) certified firms, capable of providing the supplies outlined in this document, in the timeframe stated in this document.  The responses to this RFI will help determine the acquisition strategy and whether adequate competition exists to set-aside the competition among small businesses, service-disabled veteran-owned small businesses or Socially & Economically Disadvantage Business (SEDB/8(a)) certified firms. Below is a list of required items. **Please see attachment for specific information.**

**Items:**

* Hand Sanitizer
* Nitrile Non-Powdered Gloves
* Hard Surface Disinfectant Spray
* Sanitizing Hand Wipes
* Disinfecting Wipes for Hard Surfaces
* Dust Face Coverings (Reusable)
* Disposable Face Coverings

Note: The FAR references cited in SAM.gov are not applicable to the Federal Aviation Administration (FAA) as the FAA has its own policies and guidance referenced 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. **ATTACHMENTS/LINKS**

[**Download All Attachments/Links**](https://beta.sam.gov/api/prod/opps/v3/opportunities/e73d9bd4a8534db7847720f7f1bbcde5/resources/download/zip?api_key=null&token=11541bb7-90d3-4c39-a752-8854b845e324)

Attachments

| **Document** | **File Size** | **Access** | **Updated Date** |
| --- | --- | --- | --- |
| Request for Information (RFI) | 18 KB | **Public** | March 17, 2021 |

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

* http://www.gsa.gov