

REQUEST FOR INFORMATION
[INSERT RFI TITLE]
[INSERT PROGRAM OFFICE]

A. Description

The Government in support of the [INSERT PROGRAM OFFICE] is seeking information on contractors interested in and capable of supporting its requirements for [INSERT BRIEF DESCRIPTION OF REQUIREMENT . . .]

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Quote (RFQ) or a promise to issue an RFQ in the future. This request for information does not commit the Government to contract for any supply or service whatsoever. Further, the Government is not at this time seeking quotes and will not accept unsolicited quotes. Respondents are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFQ, if any is issued.

B. Background

[INSERT PROGRAM BACKGROUND]

C. Scope

[INSERT PURPOSE OF THIS RFI. WHAT SERVICES ARE NEEDED - provide as much specific information as possible to enable offerors to effectively respond]

D. Responses

Interested parties must submit responses to the point(s) of contact identified below:

[insert submission POC information, or submission via ebay if applicable]

Responses shall be limited to [XX] pages. Proprietary information, if any, should be minimized and MUST BE CLEARLY MARKED.

At a minimum, responses should include:

- Company Information: (name, phone number, DUNS, CAGE Code, POC information, website, etc.)
- GSA contract(s): contract numbers and contractor's socioeconomic status
- Description of your company's capabilities as they relate to the services described in this notice.
- A description of your company's previous experience providing the services described in this notice.
- A description of any teaming/subcontracting your company anticipates utilizing in support of this requirement.
- Any other relevant information that is not listed above which the Government should consider in finalizing its market research and acquisition strategy.