

SOURCES SOUGHT NOTICE RFIOAM20107S
Equipment Managed Catalogue (Computers, Printers & Televisions)
10/8/2020

October 8, 2020

To: All Interested Parties

Re: Request for Information

This is NOT a solicitation for a proposal, proposal abstract, or quote. The purpose of this notice is to obtain information regarding qualified business sources. The responses to the information requested will assist the Government in determining the feasibility of moving forward.

The United States Chief Administrative Officer seeks a Contractor who can provide a secure online marketplace for the U.S. House of Representatives and have the capabilities to manage the inventory with approved products, ship the products within a certain time period and bill each office independently. The company capabilities shall include the ability to:

- Create a new Website, with a separate URL, just for the U.S. House of Representatives that provides a variety of computer brands available to purchase to include HP, Dell and Apple, in addition to printers and televisions.
- The Website shall accommodate some degree of CAO/House branding.
- The Website shall only display items that have been preapproved by the House, both for price and minimum standards.
- The Catalogue shall only include stocked items ready for shipment. For example, House approved computers, laptops, printers, tablets, and televisions within the vendor's inventory
- The House will provide specifications for all products.
- Provide 48-hour turnaround of items stocked.
- Bill House Offices individually. There would be 454 separate accounts (Offices).
- Credit specific Office funds from which the office could draw down, in addition to the Office's ability to make billable purchases.
- Provide the Website and make available the list of initial products prior to December 31, 2020 (Transition).

The Contractor must accept the House Terms and Conditions as written and acknowledge that no "Deviations or Assumptions of the House Terms and Conditions will be accepted." House Terms and Conditions can be found on www.House.gov. > Doing business with the House > Additional Resources.

Questions may be submitted at any time. However, due to the nature of a Sources Sought the Government will do its best to answer questions in a fair/efficient manner and may not be able to answer all questions.

If interested, please submit a capability statement demonstrating your capacity to complete the requirements outlined above to: James.Tiani@mail.house.gov no later than 2:00 PM Tuesday November 10, 2020.

The Capability Statement shall meet the following criteria:

- a. On page one (1) of the Capability Statement, begin by providing your company information as follows: Company name, address, phone number, CAGE code, DUNS number, GSA Contract Number (if applicable) and point of contact (name, phone and e-mail).
- b. Capability Statement must be in Microsoft Word, Microsoft Excel or Adobe PDF format, single spaced, 12-point font (excluding charts and graphics) and the entire document shall not to exceed 5 pages in length to include all attachments, charts, etc.
- c. Capability Statement must include but is not limited to (a) companies core capabilities (b) corporate experience and management capability; and examples of prior similar completed Government contracts (if any), references, and other related information; and (c) Rough Order of Magnitude in terms of pricing. **(Pricing that is provided is not legally binding, will be only used for budgeting and potential solicitation purposes.)**

Disclaimer and Important Notes

This Sources Sought does not obligate the Government to award a contract or otherwise pay for the information provided in response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's qualifications to perform the work. Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. However, responses to this notice will not be considered adequate responses to a solicitation or serve as a guarantee of participation in a future solicitation if and when a solicitation is released. **Please note that the United States House of Representatives is not subject to Federal Acquisitions Regulations (FAR) or any of its supplements.**

Confidentiality

No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation(s).

Regards,

James A. Fiani

Senior Contracts Specialist

Acquisitions Management

Office of the Chief Administrative Officer