# REQUEST FOR INFORMATION

[INSERT PROGRAM OFFICE]

1. Description

1.1 The Space and Naval Warfare Systems Command (SPAWAR) in support of the [INSERT PROGRAM OFFICE] is seeking information on how an interested contractor could [INSERT CONCISE REQUIREMENT . . . .]

1.2 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 Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Government to contract for any supply or service whatsoever. Further, the Navy is not at this time seeking proposals and will not accept unsolicited proposals. Respondees 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 RFP, if any is issued. If a solicitation is released, it will be synopsized on the [Federal Business Opportunities (FedBizOpps) website](http://www.fedbizopps.gov/) and the SPAWAR E-Commerce Central website at <https://e-commerce.spawar.navy.mil>. It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

1. Background

[INSERT PROGRAM BACKGROUND]

2.1 Planned Production:

2.2 Delivery Period:

2.3 Limitations:

2.4 Security Requirements:

1. Requested Information

4.0 Responses

4.1 Interested parties are requested to respond to this RFI with a white paper.

4.2 White papers in Microsoft Word for Office 2000 compatible format are **due no later than xx MONTH 200X, XX:00 PST**. Responses shall be limited to XX pages for Section 2 and submitted via e-mail only to [PCO EMAIL ADDRESS]. Proprietary information, if any, should be minimized and MUST BE CLEARLY MARKED. To aid the Government, please segregate proprietary information. Please be advised that all submissions become Government property and will not be returned. If any respondee does not currently have a Proprietary Data Protection Agreement (PDPA) that would permit the SPAWAR support contractors listed below to review and evaluate white papers submitted in response to this RFI, the respondee is requested to sign PDPAs with these SPAWAR support contractors for this purpose. A sample PDPA will be posted at <https://e-commerce.spawar.navy.mil>. (Click on Headquarters, then Market Surveys; then . . ..) The following is a list of support contractor Points of Contacts who will review the responses.

Company: Name Telephone Number E-mail Address

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4.3. Section 1 of the white paper shall provide administrative information, and shall include the following as a minimum:

4.3.1. Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.

4.3.2. Recommended contracting strategy.

4.3.3. Either 1) copies of executed non-disclosure agreements (NDAs) with the contractors supporting SPAWAR and SPAWAR supported PEOs and DRPMs in technical evaluations or 2) a statement that the respondee will not allow the Government to release its proprietary data to the Government support contractors. In the absence of either of the foregoing, the Government will assume that the respondee does NOT agree to the release of its submission to Government support contractors.

4.3.4. Business type (large business, small business, small disadvantaged business, 8(a)-certified small disadvantaged business, HUBZone small business, woman-owned small business, very small business, veteran-owned small business, service-disabled veteran-owned small business) based upon North American Industry Classification System (NAICS) code 541512, Computer Systems Design Services. “Small business concern” means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria and size standards in 13 CFR part 121. A small business concern for the purposes of this procurement is generally defined as a business, including its affiliates, averaging no more than \_\_\_\_[fill-in]\_\_\_\_ million dollars in annual receipts. Annual receipts of a concern that has been in business for 3 or more complete fiscal years means the annual average gross revenue of the concern taken for the last 3 fiscal years. Annual receipts of a concern that has been in business for less than 3 complete fiscal years means its total receipts for the period it has been in business, divided by the number of weeks including fractions of a week that it has been in business, and multiplied by 52. Respondees are cautioned, however, that this is a general description only. Additional standards and conditions apply. Please refer to Federal Acquisition Regulation [FAR 19](http://www.arnet.gov/far/current/html/FARTOCP19.html) for additional detailed information on Small Business Size Standards. The FAR is available at <http://www.arnet.gov>.

4.3.5 The facility security clearance of the offeror.

The number of pages in Section 1 of the white paper shall not be included in the XX-page limitation, i.e., the XX-page limitation applies only to Section 2 of the white paper.

4.4 Section 2 of the white paper shall answer the issues addressed in Section 3 of this RFI and shall be limited to [FILL IN NUMBER] pages.

5.0 Industry Discussions

SPAWAR representatives may or may not choose to meet with potential offerors. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks.

**6.0 Questions**

Questions regarding this announcement shall be submitted in writing by e-mail to the Contracting Officer, email address. Verbal questions will NOT be accepted. Questions will be answered by posting answers to the SPAWAR E-Commerce Central website; accordingly, questions shall NOT contain proprietary or classified information. The Government does not guarantee that questions received after [FILL IN DATE AND TIME] will be answered. To access the SPAWAR E-Commerce Central website, go to <https://e-commerce.spawar.navy.mil>. Click on Headquarters, then Market Surveys, then [FILL IN LINKS] to view other important information related to this RFI. Interested parties are invited to subscribe to the SPAWAR website to ensure they receive any important information updates connected with this RFI. To subscribe, click on <https://e-commerce.spawar.navy.mil/>.

**7.0 Summary**

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide [FILL IN TITLE OF REQUIREMENT]. The information provided in the RFI is subject to change and is not binding on the Government. The Navy has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become Government property and will not be returned.