



DEPARTMENT OF THE AIR FORCE
HEADQUARTERS OGDEN AIR LOGISTICS CENTER (AFMC)
HILL AIR FORCE BASE, UTAH

[DATE]

MEMORANDUM FOR: DESP3 Small Business Prime Contractors

FROM: OO-ALC/PKES

SUBJECT: Small Business Request for Information (RFI) for [list name of requirement]

JCN#: [enter JCN#]

NAICS CODE: 541330

INCUMBENT: [enter name of incumbent or first time buy]

ACQ. \$ RANGE: (\$1K-\$550K) (\$550K-\$1M) (\$1M-\$5.5M) (\$5.5M-\$12.5M) (\$12.5M-\$25M) (\$25M-\$50M) (\$50M-\$100M)

REF: (a) DESP III Basic Contract, Clause 9952.900-H900, Ordering Procedures, section (d)
(b) Attached ** DRAFT** CET
(c) Attached **DRAFT** M3 Evaluation Criteria
(d) Attached **DRAFT** Letter RFOP

1. In order to comply with the “Rule of Two” (FAR19.502-2(b)), the DESP III office is requesting information from the Small Business Prime Contractors as to whether they **(1) have the capacity to perform the requirement (2) will accomplish at least 50 percent of the work and (3) will submit a proposal on the subject RFP**. If at least two (2) small businesses certify in the affirmative and the government can verify the responses, this requirement will be considered for a small business set-aside.
2. When responding to this RFI, the “company” is defined as the original small business prime contractor awarded to under DESP III and does not include resources of any large businesses (even if the large business acquired the “company”). **By responding to this RFI in the affirmative, you are certifying to the following (initial each and sign below):**
 - ___ (i) Our company and its teaming partners possess the capacity and capability (i.e. personnel, equipment facilities, etc.) to perform all of the work as stated in the attached CET and in the timeframes required and lack of capacity will not be a cause for lack of performance.
 - ___ (ii) Our company, as the prime contractor, will accomplish at least 50% of the work as stated in the attached CET with our own employees, **not including subcontracting efforts**. The work is considered to be the cost of the TO incurred for personnel with our own employees (direct labor costs and any overhead which has only direct labor as its base, plus our General and Administrative rate multiplied by the labor cost).
 - ___ (iii) Our company will submit a proposal for this effort, if the Request For Order Proposal is released as a small business set-aside.
 - ___ (iv) Our company will provide a proposed price that is fair and reasonable.

3. *In addition to the above certification, the Government requests you provide a written response that includes a detailed summary on capacity and technical approach to perform the specific key technical performance areas identified in the attached M3 Evaluation Criteria. Your written response shall also include a detailed summary on how you will accomplish at least 50% of the work with your own employees, not including subcontracting efforts.* Written response is limited to **five (5) single spaced pages** and font no smaller than times new roman 11 point. The RFI Letter (Certificate), Table of Contents and cover pages are not included in the total page count. This response is considered market research and will be used to verify your certification. If the Government requires additional information, a Small Business Capability Briefing will be scheduled with your company to discuss your response in greater detail. *The above certification submitted without the written response will not be considered in the small business set-aside determination. Negative responses (i.e. will not provide a proposal) are encouraged and appreciated.*
4. Please respond to [list name and email of CO and buyer] and attach a signed copy of this letter and your written response no later than [enter time] on [enter date – 4 to 5 days is typical response time]. If this response date is unreasonable for the level of effort required in preparing a response, please contact the undersigned with your request for an extension.

Company: _____

Signature: _____ Date: _____