

Sources Sought Announcement Notice  
Graphics Exhibit Support Services  
ET201602221447  
22 February 2016

THIS IS A SOURCES SOUGHT NOTICE ONLY. THIS IS NOT A REQUEST FOR PROPOSAL OR QUOTE. This Request for Information (RFI) is issued solely for information and planning purposes and does not constitute a solicitation. Responses to this notice will not be returned. Respondents will not be notified of the result of the review. It is the intent of WHS/AD to use this RFI for market research purposes only. If a formal solicitation is released, it will be via the Federal Business Opportunities (<http://www.fbo.gov>). The Government shall not reimburse the costs of preparing responses to this request for information. No proprietary, classified, confidential, or sensitive information should be included in your response to this Sources Sought Notice. The Government reserves the right to use any information provided by respondents for any purpose deemed necessary and legally appropriate, including using technical information provided by respondents in any resultant solicitation.

The Department of Defense (DoD), Washington Headquarters Services (WHS), is performing market research to determine the availability, interest and capability of potential 8(a) Small Businesses under NAICS Code 541430 – Graphics Design Services to provide support services on all labor, supervision, transportation, and quality control necessary to accomplish research, design, fabrication, delivery, installation, de-installation, relocation, and temporary storage (in rare cases) for OSD-owned exhibits.

**Background:**

The OSD Graphics & Presentations Division (GPD) provides consultation, design, and production services for the Office of the Secretary of Defense (OSD). We are responsible for visual aids for presentations; computer graphics and web page design; electronic prepress and camera ready art for printing; indoor and outdoor signage; and exhibit design, production and maintenance under the OSD Exhibits Program. We also maintain a self-service graphics facility and provide special presentation services, including the set-up of pipe and drape and public displays for OSD special events.

**Requirement:**

In order to qualify for submitting capability statement in response to this Sources Sought Notice, all vendors:

- a) Must be an eligible 8(a) vendor
- b) Registered in System For Award Management (SAM) ([www.sam.gov](http://www.sam.gov))

**Sources Sought Announcement Notice**  
**Graphics Exhibit Support Services**  
**ET201602221447**  
**22 February 2016**

**Technical Requirements:**

The contractor shall:

- Provide research and design services in support of graphic projects.
- Have full capability to provide fabrication, delivery and installation services.
- Provide de-installation and relocation services. In some cases, the vendor shall need to remove exhibits from one location and reinstall them in another location (mostly within the Pentagon).
- Provide limited storage and transportation for some displays.

**Instruction:**

All interested and qualified businesses with the necessary capability to deliver the requirements may submit capability statements to Egzi Tamrat, Contract Specialist, at [egziakulu.tamrat.civ@mail.mil](mailto:egziakulu.tamrat.civ@mail.mil).

**Capability statements are due by COB 11 March 2016.**

Capability statements will not be returned.

Please respond to the following points in your capability statements.

1. Company Name and Address.
2. DUNS and CAGE Code Number.
3. Company Point of Contact, phone number and email.
4. NAICS codes associated with the company.
5. Socio-economic categories associated with the company (i.e., 8(a))
6. Identify contracts your company has been awarded under NAICS: 541430 - Graphics Design Services.
7. Recommended/suggested NAICS codes for this effort.
8. Specific examples of prior efforts similar to the technical requirements, please include contract type (FFP, CPFF, etc.), contract award amount, and Period of performance.
9. Description of your company's capability to provide the above mentioned technical requirement.
10. Contact information of SBA representative.

Sources Sought Announcement Notice  
Graphics Exhibit Support Services  
ET201602221447  
22 February 2016

**\*\* NO PHONE CALLS WILL BE ACCEPTED\*\***

**Small Business Point of Contact is as follows:**

Janique Hudson, Small Business Specialist  
Washington Headquarters Services  
Office of Small Business Program  
Tel: 703-545-1806