



SOURCES SOUGHT NOTICE

Enterprise Services-Acquisition

For
DOC International Trade
Administration (ITA)
DATE: April 13, 2023



I. INFORMATION

This is a Sources Sought Notice ONLY. The U.S. Government desires to procure event space and event services including audio, video, and streaming services, WiFi, and catering for a series of hybrid hearings capable of accommodating both in-person and remote participants in accordance with the attached Statement of Work (SOW).

This notice is issued solely for information and planning purposes – it does not constitute a Request for Quote (RFQ)/Invitation for Bid (IFB)/Request for Proposal (RFP) or a promise to issue an RFQ, IFB or RFP in the future. This is a notice for sources sought and is intended to identify potential sources that can meet the requirements of the SOW. **Quoted pricing is not required at this time.** The information provided in this document is subject to change and is not binding on the Government. Issuance of this notice does not constitute any obligation on the part of the Government to procure supplies or issue a solicitation. In addition, the Government is under no obligation to pay direct or indirect costs or charges that arise as a result of the contractor's submission of responses to this notice.

NAICS Code (North American Industry Classification System) **561920 - Convention and Trade Show Organizers** applies to this sources sought, unless otherwise determined to be changed through Market Research.

Note: All contractors must have a current registration in the System for Award Management (SAM) to be eligible to submit a formal response to the solicitation, if posted in the future.

II. INSTRUCTIONS FOR SUBMITTING RESPONSES

NOTE: Respondents are requested to title the subject line of the email transmitting their response as follows: **Capabilities Statement Sources Hearings Venue SS20239908.**

The Government invites industry to review the Draft Statement of Work (SOW) and provide capability statements accordingly.

Additionally, the capability statement shall identify successful efforts by the contractor to provide similar solutions including name of client and/or contracting activity; contract number; contract type; period of performance, total contract value, and total dollar value; Contracting Officer and Contracting Officer Representative name, telephone number and email address.

Responses are limited to 5 pages single sided excluding cover page/letter. Respondents shall include the information requested below in their cover page.



Information Requested	Vendor Detail
Company Name:	
Company Address:	
UEI:	
CAGE Code:	
Facility Clearance Level (e.g., TS or Secret)	
Primary Contact:	
Title:	
Phone/Email:	
Primary/Relevant NAICS:	
Small Business? Y/N	
*List All Qualifying Socioeconomic Categories if a qualified Small Business:	
Number of Years in Business:	
Number of Employees:	
Interest to Prime or Sub this Effort:	
On a GSA or GWAC vehicle? (Yes or No)	
If yes, state the vehicle number	

After a review of responses, the Government may at its discretion contact one, more than one, all or none of the respondents to obtain additional information necessary to determine Respondent capabilities and/or to obtain clarification on information provided.

III. CONFIDENTIALITY

The Government will not directly disclose or distribute information received in response to this sources sought. However, the Government reserves the right to use information provided to develop the requirements and acquisition strategy process which will be publicly released. Any such information used in this manner will be publicly disclosed. 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). The Government will not use information provided in this response for evaluation purposes.

IV. DUE DATE AND TIME FOR SUBMITTING RESPONSES

The due date for responses to this Sources Sought Notice is **April 18, 2023 at 3:00 PM Eastern Time.**

Responses shall be submitted by email to Mrs. Kisha Baker @ kbaker@doc.gov

V. LIST OF ATTACHMENTS

Draft Statement of Work