**REQUEST FOR INFORMATION (RFI) TEMPLATE**

THIS NOTICE IS NOT A REQUEST FOR PROPOSAL. This notice is for information and planning purposes only. In accordance with Part 10 of the Federal Acquisition Regulation, the Government is conducting market research to determine the availability and adequacy of potential business sources in developing the software identified below that meets the Government's requirements. This Request for Information (RFI) does not constitute a solicitation for bids or proposals and it is not to be construed as a commitment by the Government. The information herein is subject to change and in no way binds the Government to solicit for or award a competitive contract. Proprietary information will be accepted and handled appropriately. Responders should indicate which portions of their responses are proprietary and should mark them accordingly. The Government is not obligated to and will not reimburse the contractor for any costs associated with preparing or submitting a response to this notice and submittals will not be returned to the sender.

This RFI is from the OFFICE OF AGILE THINGS located at 1 PLACE USA.

**1.0 Description of Program Requirements**

The goal of PROGRAM X is to establish a...

Anticipated Period of Performance: X years

Total Estimated Ceiling: TBD

**2.0 Background**

**3.0 Necessary Expertise Responding** vendors must provide a diverse team that has the capability to provide expertise in the ALL of the following categories:

**4.0 Requested Information**

**4.1 Company’s Capability to meet the Government needs in the RFI**

**4.2 Previous US Government Contracts/Efforts**

**5.0 Responses**

White papers in Microsoft Word are due no later than... Responses shall be limited to 10 pages and submitted via e-mail to... Please be advised that all submissions become Government property and will not be returned. Section 1 of the white paper shall provide administrative information (not included in the page count), and shall include the following as a minimum:

a) Name, mailing address, cage code, DUNS, phone number, fax number, and e-mail of designated point of contact. b) North American Industry Classification System (NAICS) code !@#$!@#-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.

**6.0 Questions**

Questions regarding this announcement shall be submitted in writing by e-mail to the Contracting Officer, EMAIL ADDRESS.