How to Respond to a Sources Sought

The buyer is looking for a list of potential bidders.
What is a Sources Sought?

▪ Sandia is seeking a list of responsible and potential bidders that are eligible to receive and RFQ
Notes before responding..

- All prospective Suppliers MUST be registered in iSupplier before responding or subscribing to Business Opportunities.

- With issues regarding registering in iSupplier or responding to an opportunity please contact supplier@sandia.gov.

- The BOW allows for questions to be asked via the BOW tool.
Once you are logged into your iSupplier account, this is what you will see

Click on “Sandia Business Opportunities”
Click on the ID number of the Sources Sought you want to respond to.

<table>
<thead>
<tr>
<th>Id</th>
<th>NAICS</th>
<th>Posting Title</th>
<th>Max Value</th>
<th>Posted</th>
<th>Posting Close</th>
<th>Competition Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>185</td>
<td>333113</td>
<td>Alumina Refining and Primary Aluminum Production</td>
<td>RFP</td>
<td>24-Jul-2017</td>
<td>30-Sep-2017 15:08 Small Business First</td>
<td></td>
</tr>
<tr>
<td>184</td>
<td>331221</td>
<td>Rolled Steel Shape Manufacturing</td>
<td>RFP</td>
<td>27-Jul-2017</td>
<td>08:03 Small Business First</td>
<td></td>
</tr>
<tr>
<td>183</td>
<td>239220</td>
<td>Commercial and Institutional Building Construction</td>
<td>RIF</td>
<td>Secure Modular Building</td>
<td>20-Jul-2017</td>
<td>04-Aug-2017 14:54 N/A for RFI</td>
</tr>
<tr>
<td>177</td>
<td>333451</td>
<td>Air-Conditioning and Warm Air Heating Equipment and Commerce Sources Sought</td>
<td>Bulk Liquified Cryogenic Storage Tank</td>
<td>30-Apr-2017</td>
<td>Cancelled</td>
<td>Competitive</td>
</tr>
</tbody>
</table>

Sandia is committed to providing maximum, practicable opportunities for small businesses. All postings to this site solicit small and diverse small businesses to respond to the business opportunities listed. Responses received will enable Sandia to evaluate the interest, availability and technical capability of responsible small businesses to determine the feasibility of making any opportunity listed a small business set-aside.

Small Business Commitment:
Requirements of Subcontract and Business Classifications:
Qualification Requirements:
Top NAICS Codes:
Legal Disclosure:

Sandia National Laboratories is a multimission laboratory managed and operated by National Technology and Engineering Solutions of Sandia, LLC, a wholly owned subsidiary of Honeywell International, Inc., for the U.S. Department of Energy’s National Nuclear Security Administration under contract DE-NA-0003525.
Click “respond”

The “ask question” button sends the buyer an individual email of your question.
Ensure **your** information is in the spaces provided

Click the magnifying glass to select your information
It will bring you to this screen. If the information in the search box is not yours, clear the box and click “go”

Do not type anything in the search box before hitting go
This screen will provide a list of everyone who has registered under the same company.

Select your email and contact information.

Click “select”
For “referred by” section, click the drop down to select how you were directed to this posting

For the “address name” click the magnifying glass to select your information
Ensure the search box is empty

Click “go”

Select your address then click “select”
Once all 3 fields are completed, click “next”
Choose your business classification

If “small”, and applicable, select your Small Business Classification

Business Classification:
- Large
- Small
- Other

Small Business Classifications:
- Small 8(a) Business
- Small Disadvantaged Business
- Small Veteran-owned Business
  - Small Service-disabled Veteran-owned Business
- Small Woman-owned Business
  - Small Economically-disadvantaged Woman-owned Business
- HUBZone
- Alaskan Native
- Indian Tribe

Opportunity Details:
- NAICS: 236220: Commercial and Institutional Building Construction
- Business Size Standard: $36.0M
- Estimated Period of Performance: 10/17/2017 - 9/30/2018
- Competition Type: Secure Modular Building
Because this is a Sources Sought, fill in each requirement with relevant information.

Click “next” when each field is filled in.
Review information. If correct click “submit response”

If incorrect, click back and fix information
Resources Available

Small Business Administration
https://www.sba.gov/

Small Business Administration Albuquerque
https://www.sba.gov/offices/district/nm/albuquerque

Procurement Technical Assistance Center
Centers: http://www.aptac-us.org/
New Mexico: http://www.nmptap.org/
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