How to Respond to an RFI

The buyer is looking for information.
What is an RFI?

Request for Information

▪ Seeking information regarding suppliers capabilities
▪ This is an inquiry only
  ▪ Sandia does not have a firm requirement or budget for the products or services
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 RFI you want to respond to

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 Disclosures

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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”
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.
Choose your business classification

If “small”, and applicable, select your Small Business Classification
Because this is a request for information, fill in each requirement with relevant information

Click “next” when each field is filled in

Response Page -- Step 3 of 4 -- Enter Your Response to Requirements

**Statement of Work**
The subcontractor shall design, fabricate, and deliver a secure modular building.

*Your Response (4,000 character limit)*

Our company has designed, fabricated and delivered a secure modular building in the past.

Estimate Requirements

The offeror shall provide an estimate broken down as follows:

- Design Estimate
- Fabrication Estimate
- Delivery Estimate

*Your Response (4,000 character limit)*

Design: $1,000,000
Fabrications: $1,500,000
Delivery: $500,000

Opportunity Details

- **Id**: 183
- **Posting Type**: RFI
- **Posting Published**: 04-Jul-2017 14:54
- **Post Close**: 26-Jul-2017 09:06
- **Current Time (Albuquerque NM)**
- **NAICS**: 236220: Commercial and Institutional Building Construction
- **Business Size Standard**: $36.0 M
- **Estimated Period of Performance**: 10/1/2017 - 9/30/2018
- **Competition Type**: N/A for RFI
- **Title**: Secure Modular Building
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/