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**Audio Visual Equipment and Related Goods**

Scope Description: The Jet Propulsion Laboratory (JPL) is reviewing options to find **Small Businesses and/or Small Business Joint Ventures or Teams led by a Small Businesses** to provide Audio Visual products through JPL’s Oracle eBusiness Suites’ iProcurement module.

JPL is a Federally Funded Research and Development Center (FFRDC) managed by Caltech University in support of the National Aeronautics and Space Administration (NASA).

Minimum Qualifications: Experience and capabilities in all of the tasks listed below.

NAICS Code: 541519 – Other Computer Related Services

SBA Size Standard: $34.0 Million

|  |  |
| --- | --- |
| **Company Information** | |
| **Company Name** |  |
| **Address** |  |
| **Point of Contact** |  |
| **Email** |  |
| **CAGE/UEI** |  |
| **Socioeconomic Classifications** |  |

In the charts below, type an “X” for each of the areas applicable to your capabilities and experience.

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| --- | --- | --- | --- |
|  | **Certifications** | **Yes** | **No** |
| 1. | Meets NAICS Code 541519 Size Standard |  |  |

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| --- | --- | --- | --- |
|  | **Scope Tasks** | **Yes** | **No** |
| 1. | E-business system with website and system security to provide audio visual equipment and related goods and ensuring product availability |  |  |
| 2. | cXML Punchout experience |  |  |
| 3. | Experience with custom barcoding to include PO information on customer delivery label |  |  |
| 4. | Ability to satisfy a 2-day delivery requirement to the Jet Propulsion Laboratory (zip code: 91109) |  |  |
| 5. | Providing personnel, facilities, and resources as well as customer service support |  |  |
| 6. | Established process to handle product returns, discrepancies, and short-shipment |  |  |
| 7. | Established process of pre-screening new and additional items meeting specific requirements of price, product allowability, etc. and addition/change/deletion of catalog items |  |  |
| 8. | Notification process for scheduled downtime and back-up process for continual website availability |  |  |
| 9. | Ability to create a customized home page with announcements and details that can be updated at JPL’s discretion |  |  |
| 10. | Advanced search function ability to specify multiple criteria and filter by relevant product information |  |  |

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| **Describe your company’s ability to support receiving of generic PO EDIs sent by iProcurement, PO EDIs with customized mappings, or both.** |
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| **Discuss your standard policy for the return or cancellation of an order.** |
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| **Do you offer discounts off MSRP or catalog prices? Do you have a GSA Schedule?** |
|  |

Please give us 3 or more examples of your relevant past performance in the format below. Feel free to use Microsoft Word, PowerPoint, or PDF format, as separate attachments. Under “Scope Tasks that Apply,” please refer to the above Scope Tasks in the second table. List all applicable scope tasks that apply to your past performance separated by comma (ie. 2,4,6,8).

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| --- | --- | --- | --- |
| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
| **Business Size:** | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
|  | | | |
| **Scope Tasks that Apply (1-10)** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
| **Business Size:** | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
|  | | | |
| **Scope Tasks that Apply (1-10)** |  | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Past Performance Summary Format** | | | |
| **Contract Name:** | | | |
| **Business Size:** | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  SBA Certified HUBZone  HUBZone, but not SBA Certified  HBCU/MSI | | | |
| **Issuing Agency:** | | **Contract #:** |  |
| **Contract $ Value:** | | **Period of Perf:** |  |
| **Tier 1 (Prime) /Tier 2/ Tier 3?:** | | | |
| **Summarized Scope of Work – Provide Technical Details Here** | | | |
|  | | | |
| **Scope Tasks that Apply (1-10)** |  | | |

Please include **“Audio Visual Equipment and Related Goods Capabilities”** in the subject line of your email to [smallbusiness.programsoffice@jpl.nasa.gov](mailto:smallbusiness.programsoffice@jpl.nasa.gov). The Small Business Programs Office may contact you to ask questions or request further information.

**DISCLAIMER: There is no commitment or guarantee on the part of JPL to move forward with a Request for Information (RFI) or Request for Proposal (RFP) at this time.**