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iProcurement: Office Supplies and Products

Scope Description: The Jet Propulsion Laboratory (JPL) is reviewing options to find **Small Business Concerns and/or Joint Venturesor Teams led by a Small Business** with experience in multiple of the following listed items. JPL seeks small business concerns, not brokers, with extensive experience in the following listed items to meet the below scope requirements and minimum/mandatory qualifications.

Minimum/Mandatory Quals: Experience and capabilities in multiple of the following listed items.

NAICS Code: **459410** – Office Supplies and Stationary Retailers

SBA Size Standard: $35 million

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

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Scope Tasks – Past Performance Identifying/Providing:** | **Yes** | **No** |
| 1. | E-business system with website and system security to provide office supplies and ensuring product availability |  |  |
| 2. | Minimum of (2) years of continuous cXML Punchout experience |  |  |
| 3. | Minimum of (1) year 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 |  |  |

Please give us 2-3 examples of your relevant past performance in the format below. Feel free to use Microsoft Word, PowerPoint, or PDF format.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Past Performance Summary Format** | | | | |
| **Contract Name:** | | | | |
| **Business Size:** | | | | |
| **Socio-Economic Status:** SB  SDB  WOSB  VOSB  SDVOSB  HUBZone  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** | | | | |
|  | | | | |
| **Requirements (Check if applies)** | | | | |
| 1. Secure website that ensures product availability |  | 6. Handling returns, discrepancies, and short-shipment | |  |
| 1. cXML Punchout experience |  | 7. Pre-screening new and additional items meeting specific requirements of price, product allowability, etc. and addition/change/deletion of catalog items | |  |
| 1. Custom Barcoding experience |  | 8. Notification process for scheduled downtime and back-up process for continual website availability | |  |
| 1. 2-Day Delivery Requirement to JPL 91109 |  | 9. Ability to create a customized home page with announcements and details | |  |
| 1. Providing personnel, facilities, and resources as well as customer service support |  | 10. Advanced search function ability | |  |

Please send to [smallbusiness.programsoffice@jpl.nasa.gov](mailto:smallbusiness.programsoffice@jpl.nasa.gov) Capabilities statements are also welcomed. The Small Business Programs Office will 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.