

FICTITIOUS DEMONSTRATION SAMPLE

Sources-sought notice

Grant Closeout Readiness and Portfolio Support

- Notice number: NCRA-2099-RFI-004
- Buyer: National Community Resilience Agency, Office of Recovery Grants
- Notice type: Sources sought / request for information
- NAICS under consideration: 541611
- Possible ordering path: GSA Multiple Award Schedule, SIN 541611
- Response deadline: 18 June 2026 at 3:00 p.m. Eastern Time
- Response channel: Email attachment to grantsmarketresearch@ncra.example

The National Community Resilience Agency and this notice are fictional. This document is a demonstration source, not a real Government request.

Market-research purpose

The Office of Recovery Grants is assessing the market for possible follow-on support under GSA Multiple Award Schedule SIN 541611. The contemplated work would help the office establish a reliable portfolio baseline, improve case and record completeness, identify data-quality issues and aged exceptions, produce recurring portfolio reports, assemble closeout-readiness packets, and manage periodic workload surges.

This notice is for market research only. It is not a solicitation, request for proposal, or commitment to make an award. Do not include prices, rates, cost data, or proprietary methods in the response.

Portfolio and workload

The current planning baseline is:

- 680 active grants;
- approximately 55 new or modified cases each month; and
- approximately 140 closeout candidates each quarter.

The office expects the contractor to support six connected outcomes:

1. transition and portfolio baseline;
2. case and record completeness;
3. data integrity and aged-exception management;
4. weekly and monthly portfolio reporting;
5. closeout-readiness packets; and
6. surge capacity for quarterly and event-driven workload increases.

Information requested

Answer the following five questions in order.

1. **Company, Schedule, and size.** State the respondent's company name, principal location, business size and socioeconomic status, GSA Multiple Award Schedule contract number, and applicable SIN.
2. **Recent relevant experience and role.** Provide up to three recent examples relevant to high-volume case intake, record completeness, data quality, exception aging, recurring reporting, closeout-readiness support, or workflow improvement. For each example, state the period, value, staffing level, whether the respondent performed as prime or subcontractor, and measurable results.
3. **Transition and capacity.** Describe how the respondent would establish the baseline, absorb the stated monthly and quarterly workload, assign key roles, and provide surge capacity. Identify material transition dependencies the office should address in a future solicitation.
4. **Measurable standards and risks.** Recommend practical performance standards for timeliness, completeness, data integrity, aged exceptions, reporting, and closeout-readiness packets. Identify the principal delivery risks and how the future requirement should reduce them.
5. **Recommended acquisition structure.** Recommend a contract structure, NAICS code, SIN, and set-aside approach. Explain what market evidence the office should use before deciding whether to set the requirement aside.

Response instructions

- Submit one unlocked Microsoft Word document.
- Limit the file to seven pages total, including any cover page.
- Use 11-point Arial or Aptos type or larger, letter-size pages, and margins of at least 0.75 inch.
- Use the email subject: NCRA-2099-RFI-004 | Grant Closeout Readiness | Company Name.
- Send the response by the stated deadline to grantsmarketresearch@ncra.example.
- Do not attach marketing brochures or other supplemental files.
- Do not include pricing, proprietary methods, or information that identifies an individual grant recipient.

Use of responses

The office may use the responses to refine the work statement, performance measures, ordering structure, and set-aside decision. Responding does not create a preference or obligation for any later competition.