

Sources Sought RFI (Request for Information)

The U.S. Embassy Baghdad Procurement Section has developed this Request for Information (RFI) to solicit market research information from companies to provide a contractor who will serve as Embassy Liaison to verify visitor appointments at the new Pedestrian Access Control (PAC) entry gate to Al Kindi Street, alongside the 56th IA in the “Red Zone”.

THIS IS A REQUEST FOR INFORMATION ONLY. It is not a Request for Proposal, a Request for Quotation, or an indication that the U.S. Embassy Baghdad will contract for the services specified in the RFI. This RFI is part of a Government market research effort to determine the market capabilities and interest and will be treated as information only. The U.S. Embassy Baghdad will not pay respondents for information provided in response to this RFI. Responses to this RFI will not be returned and respondents will not be notified of the result of the review.

If a Solicitation is issued, it will be posted on the Embassy’s website <http://iraq.usembassy.gov/> under Contract Opportunities, and all interested parties must respond to that Solicitation announcement separately from any response to this announcement.

Specifically, the U.S. Embassy Baghdad is looking for a company that can provide a third party contractor or an Iraqi Cultural Advisor to perform the duties of a “Greeter/Screeners” and liaise with the 56th IA the passage of Embassy visitors into EAP. The position will be posted alongside the 56th IA in the “Red Zone”. The contractor will provide the following tasks:

- TASK 1. Have proficient fluency in Arabic and English languages both reading comprehension and writing and ability to perform interpreter duties.
- TASK 2. Ability to establish rapport, cooperation, and liaise with a variety people from different backgrounds, nationalities, and gender.
- TASK 3. Ability to work long work hours sometimes in temperatures exceeding 110 degrees. Work can be physically demanding requiring long periods of time standing and walking.
- TASK 4. Ability to detect and verify identity documents and embassy appointment letters.
- TASK 5. Ability to perform in a challenging environment sometimes under pressure, maintain professional demeanor and solve problems.
- TASK 6. Be familiar with embassy offices and sections and establish routine points of contact in order to facilitate visitor access.
- TASK 7. Have at least one year of police, military, or liaison experience.

It is anticipated that any resultant contract(s) that might result from this survey would have a period of performance of one year.

The Government desires that respondents offer their experience and recommendations on the following questions after they have reviewed the work statement above, so that they may have a better insight on the questions below.

- (1) Can your company provide a contractor for this service?
- (2) Are there standard commercial rates for these types of services?
- (3) Please describe your company's previous experience for those services requested above.
- (4) Do you have a brochure or other published product literature? If so, please provide this information.
- (5) How relevant is your past performance concerning this requirement? Please give examples with specific names of customers, contract values, when they were provided.

Please submit all responses via e-mail to BaghdadGSOProcurement@state.gov The deadline for submitting your responses is 12:00 noon (local time) on May 28, 2013. No faxes, courier delivered, or telephone inquiries/submissions will be accepted.