SOURCES SOUGHT NOTICE

FOR

EMERGENCY MANAGEMENT SOFTWARE

OFFUTT AFB, NEBRASKA

18 JUNE 2026

This sources sought notice is for market research purposes only. No contract award will be made based upon any response to this notice.

SCOPE OVERVIEW

The Contractor shall provide an employee work/shift scheduling and equipment tracking web-based software system for 60 members, 2 fire stations, and 10 vehicles that is managed from an internet connection. No equipment or hardware will need to be installed as this is a subscription-based request. The service must be accessible through an internet connection and mobile device application friendly. The service must provide employee work schedules, equipment log checks, and store historical records. Contractor shall provide initial training to the organization on how to properly navigate the web-based platform for employees. Contractor will provide 24-hour technical customer assistance to assist with any software issues. Offutt AFB Fire Department is looking for software (not hardware) to manage firefighter shift schedules and log equipment inventory. The Service will be reviewed annually by the fire department to determine its effectiveness meeting requirements.

Please review the attached draft Statement of Work (SOW) for an estimated requirement scope. The actual scope of the requirement may increase or decrease prior to contract award.

SOLE SOURCE

We intend to have this as a sole source contract to First Due unless there are other contractors that can meet the needs of this requirement. Information is requested from interested parties to help determine the set-aside for the acquisition.

INSTRUCTIONS

This Sources Sought Notice is not a solicitation and shall not be construed as a commitment by the Government for any purpose, nor does it restrict the Government to an ultimate acquisition approach. All businesses capable of providing these services are invited to respond. Any information submitted by respondents to this Sources Sought is strictly voluntary. Respondents are requested to submit capability packages electronically, as described below:

- Company Information: Provide company name, address, a point of contact with e-mail address and telephone number, Federal Cage Code, Data Universal Numbering System (DUNS), business size (small business, 8(a) concern, veteran-owned small business, service-disabled veteran-owned small business, HUB Zone small business, small

disadvantaged business, women-owned small business, etc.,) and security clearance level. Your company must be registered in System for Award Management (SAM). To register, go to https://www.sam.gov.

- Capability packages shall include details on how the specific requirements listed in the Statement of Work will be met.
- Format: Capability packages shall be one electronic copy. Capability package files shall be in MS Office format (Word, Excel or PowerPoint) or Adobe PDF format. All packages shall contain UNCLASSIFIED material only.
- Length & Style: Capability packages shall not exceed 10 pages, each single side counting one page, 8.5 x 11 inches, with one-inch margins, and font no smaller than 12-point Times New Roman.
- Submission: Capability package responses shall be sent via email NLT 06 July 2026 to:
  - Mrs. Nichole Barragan at nichole.barragan.2@us.af.mil
  - 2d Lt Liv Nemeck at liv.nemeck.1@us.af.mil