National Laboratory of the Rockies

SOURCES SOUGHT NOTICE (SSN)

Shredding Services for CUI-Controlled Paper

SS-2026030966

Date of Issuance: July 10th, 2026

Response Deadline: July 24th, 2026 – 5:00PM [MST]

1.0 Introduction and Purpose

The National Laboratory of the Rockies (NLR) is the U.S. Department of Energy's primary national laboratory for energy systems research and development. As the energy systems laboratory, NLR's unique strength lies in developing and integrating a broad array of energy technologies into robust, resilient systems - bridging foundational research with practical applications to lower energy costs, drive economic growth, bolster national security, and deliver abundant and reliable energy.

This is a Sources Sought Notice (SSN) issued by the Alliance for Energy Innovation, LLC (Alliance). The purpose of this SSN is to conduct market research and gather information on the current capabilities of potential sources to provide destruction services for paper records containing Controlled Unclassified Information (CUI).

DOE requirements state that destruction of CUI, including paper records, must follow a NARA-approved records schedule and be completed in a way that makes the information *unreadable, indecipherable, and irrecoverable*. NLR procedure states that paper containing CUI must be accumulated and protected, then destroyed using a shredder approved for CUI destruction or other approved method. Received CUI pending destruction must be protected in a locked area until destruction occurs. This SSN is intended to identify a qualified single vendor capable of meeting these DOE/NLR CUI paper destruction requirements.

2.0 Scope of Need

The project objective, at a high level, is to provide destruction services for CUI-controlled paper in a manner that makes it *unreadable, indecipherable, and irrecoverable* and meets DOE-approved destruction requirements.

Required Capabilities:

- Ability to destroy CUI paper in a manner that makes it unreadable, indecipherable, and irrecoverable.

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- Ability to perform paper destruction using DOE-compliant single-step or multi-step destruction methods (requires escorting and locked container storage until the final step is achieved and certificate of destruction can be issued.)
- Ability to use cross-cut shredders that produce 1 mm x 5 mm particles or smaller or pulverize/disintegrate paper using a 3/32-inch security screen, or another approved destruction method.
- Ability to use destruction equipment that meets CUI standards, including NSA EPL-listed paper destruction equipment where applicable.
- Ability to protect received CUI in a locked area until ready for destruction.
- Ability to handle and destroy CUI paper using approved methods and not through trash, recycling, or standard confidential shred disposal processes.

3.0 Information Requested from Respondents

Please structure your response to address the following areas. This information will help us understand your ability to meet our potential needs.

3.1. Company Information

- Company Name, Address, and Website URL.
- Point of Contact (Name, Title, Email, and Phone Number).
- Company Overview (briefly describe your company, its size, and core competencies).
- Socio-Economic Status (e.g., Small Business, Woman-Owned, Veteran-Owned, 8(a), HUBZone, etc.) under the specified NAICS code.

3.2. Capabilities and Relevant Experience

- Provide a narrative of your company's experience with projects of similar scope, size, and complexity.
- Specifically describe any experience providing similar solutions to government agencies (Federal, State, or Local).

3.3. Technical/Solution Approach

- Based on the "Scope of Need" in Section 2.2, describe your proposed solution, product, or methodology.

3.4. Pricing and Licensing

- Provide a Rough Order of Magnitude (ROM) price estimate for your conceptual approach.
    - *Note: ROM information is for budgetary and planning purposes only and does not constitute a formal bid or offer.*

4.0 Submission and Administration Instructions

- **Response Deadline**: All responses must be received by **July 24th at 5:00 PM MST**. Late responses may not be considered.
- **Format**: Responses should be submitted as a PDF attachment . Please limit your response to **3 pages**, not including a cover page.

- **Method of Submission**: Responses must be submitted electronically to the following email address: ASP.Responses@nlr.gov.
    - The subject line should read: **SS-2026030966 - [Your Company Name]**
- **Small Business Requirements**: The NAICS code anticipated for any potential future requirement is **561990 - All Other Support Services.** Responses may be used to determine if a small business set-aside is appropriate for a resultant solicitation.

Disclaimer: Responding to this request identifies your company as an interested candidate only. Your submittal is not in response to a Request for Proposals (RFP). This is an SSN, not a Request for Proposal. All responses must be in writing via email and verbal replies will not be accepted. Project related questions or inquiries related to this posting will not be entertained at this point in the procurement process. Status of this posting or any action related to this posting thereafter will not be entertained. This document represents a market research effort. Any costs associated with the development of a response to this request will not be reimbursed by Alliance and submission does not guarantee or otherwise promise inclusion in any forthcoming RFP. In the event a solicitation results from this SSN, Alliance reserves the right to set aside in total or in part any resultant award. Should the Alliance elect not to proceed with a further solicitation, Alliance may or may not notify respondents of this decision.