Executive Office for United States Attorneys

Acquisitions Staff

Bicentennial Building
175 N Street, NE, Suite 6.1320
Washington, DC 20002
(202) 252-5409

Reference: Record Retrieval Services

Subject: Request for Proposal

Solicitation Number: 15JA0526R00000147
Set Aside 100% Small Business

Dear Offeror:

The Executive Office for United States Attorney's (EOUSA) on behalf of the United States Attorney's Office Southern District of Texas invites contractors under the authority of the Federal Acquisition Regulation (FAR), Part 12, Acquisition of Commercial Items, and FAR Part 15, Contracting by Negotiation, to submit a proposal for Record Retrieval Services described in the attached statement of work.

This is a combined synopsis/solicitation for commercial items prepared in accordance with the format in FAR Subpart 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a written solicitation will not be issued.

Enclosed you will find a Statement of Work for Record Retrieval Services. Please provide this office with a price and technical proposal described in the attached Statement of Work. Proposals are due **no later than 3:00 PM, Central Standard Time on August 25, 2026.**

All questions as it relates to this solicitation will only be accepted if received by Saturday, August 15, 2026, 5:00 PM, CST by email. Questions can be emailed to Charmella Ware at charmella.ware@usdoj.gov. All questions and answers will be made known to all prospective offerors.

The selection process for this procurement will be the based on lowest evaluated price of the quote meeting the technical acceptable standards. This procurement is set aside for Total Small Businesses. The NAICS code for this solicitation is 541990. The Government will award a contract for one base year and four option years. The precise period of performance date will be determined at the time of award.

Proposals submitted in response to this RFP will be received in the following manner: via email.
Email Address: charmella.ware@usdoj.gov

PLEASE NOTE: **In accordance with FAR 52.212-1(f)(2)(i)(A), if you are submitting your proposal through an electronic commerce method (such as email), it must be received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. CST one working day prior to the date specified for receipt of offers.**

Proposals that are faxed will not be accepted. Proposals must be received by the closing date and time stated above.

Please refer any questions concerning this request to Charmella Ware by email at charmella.ware@usdoj.gov.

Sincerely,

Charmella Ware
Contracting Officer
EOUSA Acquisitions Staff