United States Department of Agriculture

Rural Development
Business Center

Procurement
Management Office

1400 Independence
Ave SW
Washington, DC
20250

Thursday, July 30, 2026

Subject: SOURCES SOUGHT NOTICE – Request for Information

1. Contracting Officer: Elyse Schnorr
(505)460-0863
elyse.schnorr@usda.gov
1400 Independence Ave SW
Washington DC 20250
USDA RD PMO RAD

2. Set-asides: Not applicable.

3. Codes for services or supplies:
Product service code (PSC): X1AA
North American Industry Classification System (NAICS) code: 531120

4. Description: Short-term Office Rental in the Tunkhannock, PA.

- Boundaries for location: within Tunkhannock city limits.
- Office space: Minimum of 1,400 square feet to accommodate 6 federal employees. The space must be move-in ready with no tenant improvements required prior to occupancy.
- Rental shall be full service to include all utilities, janitorial services, triple net costs, etc. included in the monthly rental rate.
- The office space shall meet the minimum requirements identified in the International Building Code for office space occupancies (HVAC, Flooring, wall, ceiling finishes, restrooms).
- The office space shall be ADA compliant and shall provide easy access to the public.
- The office space shall provide for sole access and control by the USDA Rural Development.
- Adequate security - exterior doors must lock.
- Parking for 6 visitors, 6 employees, and 2 government vehicles.
- Available for a base year of 12 months with 4 possible option year periods of 12 months each.
- Desired occupancy to begin as soon as possible upon award.
- The office space shall have access to telephone and internet service.

The intent of this notice is to identify potential sources that can meet the requirements above. The resulting contract will be for a commercial service. Based on responses received from this sources sought, the government intends to either issue a combined synopsis/solicitation or issue a solicitation to at least three (3) sources in accordance with RFO 12.201-1(c)(2).

5. Response:
All offerors must meet be registered in SAM.gov in order to be eligible for award. Firms will need to provide a response no longer than 2 pages which addresses the description above, including, at a minimum:

- The address of the potential short-term rental
- SAM.GOV Unique Entity ID (UEI).
- Business Name, Location, Address, and Point of Contact including email address and phone numbers.
- Photos of the office space are encouraged but not required, and are not included in page count.

Any interested vendors shall email all documentation required in this notice to Elyse Schnorr at elyse.schnorr@usda.gov by 8/15/2026. Email subject must include “RFQ 12RADA26Q0008 Tunkhannock Short Term Rental”