DEFENSE LOGISTICS AGENCY
HEADQUARTERS
8725 JOHN J. KINGMAN ROAD
FORT BELVOIR, VIRGINIA 22060-6221

4200
DM-Q
29 July 2026

Request for Information (RFI): 2026 McNamara Headquarters Complex Fall Festival
NAFUA1-26-I-0005

BLUF: Defense Logistics Agency Family, Morale, Welfare, and Recreation (DLA FMWR) is conducting market research to identify eligible commercial vendors, sponsors, and advertisers for the annual McNamara Headquarters Complex Fall Festival on October 28, 2026. This RFI solicits capabilities, interest, and offerings from industry partners to support our workforce of 7,000 personnel.

1. Event Overview

- Event: Fall Festival
- Host: DLA FMWR
- Date: October 28, 2026
- Location: McNamara Headquarters Complex, Fort Belvoir, Virginia
- Features: Themed 5K and Farmers Market

2. Background

- The Defense Logistics Agency (DLA): DLA is a global combat support agency within the Department of War responsible for providing logistics, acquisition, and technical services to the U.S. military and federal partners. DLA supports worldwide operations through supply chain management, contracting, and enterprise logistics solutions that sustain readiness across the Joint Force.
- The DLA Headquarters Complex (HQC): Located at Fort Belvoir, Virginia, the HQC is home to multiple tenant organizations and federal partners supporting national defense logistics missions. In addition to DLA Headquarters, the complex supports personnel from other Department of War and federal activities operating within the HQC footprint.
- DLA Family and Morale, Welfare, and Recreation (FMWR): DLA FMWR programs support the readiness, resilience, and quality of life of the DLA workforce and their families by providing community-building activities, recreational programming, and workforce engagement initiatives across the DLA enterprise. DLA FMWR delivers programs designed to enhance morale, strengthen organizational culture, and foster a sense of community among civilian employees, military members, and eligible family patrons.

3. Audience and Reach

The McNamara Headquarters Complex is home to 7,000 employees and four major Defense Agencies:

- Defense Logistics Agency (DLA)
- Defense Contract Audit Agency (DCAA)
- Defense Technical Information Center (DTIC)

- Defense Threat Reduction Agency (DTRA)

This event provides an excellent, high-visibility opportunity for companies to showcase their products and services to a large, concentrated audience of Warfighters, Department of War civilian employees, and their families.

4. Vendor Opportunities

Opportunity Type	Cost / Description	Perfect For
Vendor Tabling	$250.00 per table (Standard 6ft space)	Local merchants, artisanal goods, regional services, and food/beverage distributors.
Event Sponsorship	Custom tiers available upon request	Corporations seeking high-visibility brand alignment with DoW Warfighters.
Event Advertising	Digital, print, and physical placements	Businesses looking for targeted exposure within the HQC workforce.

5. Security, Base Access, & Logistics

- **Installation Access**: Fort Belvoir is a secure Army installation. All selected vendors must comply with physical security requirements, including standard background checks, vehicle inspections at the commercial gate, and valid federal/state identification (REAL ID compliant).
- **Support Provided**: DLA FMWR will provide one (1) 6-foot table and two (2) chairs per registered vendor space. Vendors are responsible for their own displays, weather protection, and conforming logistics.

6. Submission Instructions

Interested vendors should reply to this RFI by 5:00PM EDT on September 4, 2026 with the following information:

- Company Name and Point of Contact (POC)
- Brief description of products/services to be showcased
- Indication of interest (Tabling, Sponsorship, and/or Advertising)

Contact Information:
Please direct all responses and questions to:
Michael B. Thompson, Contracting Officer
Michael.3.thompson@dla.mil
571-643-3754

7. Disclaimer & Legal Notices

This RFI is issued solely for market research and planning purposes. It does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or an obligation on the part of DLA FMWR or the Department of War to enter into any agreement or fund vendor activities. All expenses associated with responding to this RFI are the sole responsibility of the responding party.