**DEPARTMENT OF WAR EDUCATION ACTIVITY**
**HEADQUARTERS**
**4800 MARK CENTER DRIVE**
**ALEXANDRIA, VA 22350-1400**

HE125426QE019 – Social Media Management

This is a combined synopsis/solicitation for commercial services prepared in accordance with FAR Part 12, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. This solicitation HE125426QE019 is being issued as a Request for Quote (RFQ) for Social Media Management. NAICS code **516210.**

This acquisition is not set aside for small business concerns. This solicitation incorporates provisions and clauses by reference. The full text provisions and clauses may be accessed electronically at www.acquisition.gov.

All solicitation documents and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2025-06.

Please review all attachments to this combined solicitation carefully. A list of line-item number(s) and items, quantities, and units of measures for the base year, four (4) option years and the FAR 52.217-8, Option to Extend Services, are attached as well as a description of requirements for the items to be acquired and the dates, delivery, and acceptance.

The Contract Specialist and Contracting Officer are the sole points of contact for this acquisition. Communication with other officials may compromise the integrity of this acquisition and result in cancellation of the requirement. The points of contact regarding this acquisition are:

Contracting Officer: ShaHannah.Brown@dodea.edu
Contract Specialist: Tiffany Brown, Tiffany.A.Brown@dodea.edu

*Submission of Questions.*

Quoters shall submit questions concerning this RFQ electronically, no later than **10:00 a.m. EST, 21 July 2026.** Questions submitted after this date and time may not be considered for a response.

*Submission of Quotations*

The Quoter must send their quotes via email to ShaHannah Brown at ShaHannah.Brown@dodea.edu and Tiffany Brown at Tiffany.A.Brown@dodea.edu. The subject of the email shall be **Quotes for HE125426QE019**.

Quotes must be submitted via email **no later than 10:00 a.m. EST, 28 July 2026** in response to this RFQ. Late quotes will not be accepted.

Quoters must ensure that the signed and dated quote and all attachments are virus-free, legible, and are received at the points of contact emails above no later than the closing date and time.