1. Sample Service Demand Request (SDR)

TO: BPA Holder

SUBJECT: RFP

1. The Director/Project/Product Manager/Director for [insert command/directorate, project/product office] has a requirement for [insert, as appropriate]. The POP is [insert duration of order]. The anticipated contract type is [insert, as appropriate].

2. As provided by in Section G-9 of the BPA, Ordering, you are requested to submit a written technical and price quotation in response to the attached [insert, as appropriate, e.g., SOW, PWS or SOO] (Attachment 2). Specific quotation submission instructions are also attached (Attachment 1). Your quotation or “no-bid reply” shall be submitted no later than [insert date/time]. Any “no-bid reply” must include a brief statement as to why you are unable to perform.

3. Resolution of Issues. The PCO reserves the right to withdraw and cancel the quoted TO. In such event, the Contractor shall be notified in writing of the PCO’s decision.

4. Questions should be addressed to the NCB at the following e-mail address: [insert address]. Please provide any questions no later than [insert date/time]. Contact [insert name/telephone number] if you have any questions or require additional information.

Sincerely,

Navy Cloud Broker Ordering Contract Officer

Attachments:

(1) Work Statement

(2) Proposal Submission Instruction