REQUEST FOR INFORMATION (RFI)
Executive Office for United States Attorneys/Department of Justice
RFI Number: 15JA0527N00000007
October 28, 2026

Title: Social Media Manager & Press Secretary

1. Purpose
This Request for Information (RFI) is issued solely for information and planning purposes. This is *not* a solicitation and does *not* constitute a Request for Proposal (RFP) or a commitment by the Government to issue a solicitation or award a contract in the future. Responses to this RFI are voluntary and will be used to inform market research in accordance with FAR Part 10.

2. Background
The United States Attorney's Office for the Southern District of Texas (USAO-SDTX) serves one of the Nation's largest federal law enforcement and judicial districts, covering approximately 10 million people across 43 counties and 44,000 square miles. The Office is headquartered in Houston and operates branch offices in Galveston, Victoria, Corpus Christi, Brownsville, McAllen, and Laredo.

3. Scope / Description of Requirement
USAO-SDTX is searching for individual or public relations firm to provide professional digital content, social media, photography, videography, graphic design, and creative media services. The individual designated to perform these services will be referred to throughout this Statement of Objectives as the **Social Media Manager**.

The objective of these services is to develop and execute a proactive, professional, and effective digital communications and content strategy that communicates the Office's law enforcement activities, priorities, cases, and accomplishments to the public through the Office's official digital and social media channels and other appropriate online platforms.

The Digital Content Manager will be responsible for developing compelling, timely, and visually effective digital content that accurately reflects the work of USAO-SDTX and effectively communicates the Office's mission and accomplishments to the public.

USAO-SDTX is searching for individual or public relations firm to provide professional press secretary and strategic media relations services. The individual designated to perform these services will be referred to throughout this Statement of Objectives as the **Press Secretary**.

The objective of these services is to develop and execute a proactive, professional, and effective media strategy that communicates the Office's law enforcement activities,

priorities, cases, and accomplishments to the public through national, state, and local media.

4.Requested Information

The Government requests that interested vendors provide the following in their responses:

a. Company name, address, UEI, and point of contact
b. Business size and socioeconomic status (e.g., Small Business, WOSB, SDVOSB, HUBZone)
c. Capability statement demonstrating relevant experience and ability to meet the requirement and samples of your work
d. Estimated delivery timelines or project schedules
e. Rough order-of-magnitude (ROM) cost information (if applicable)
f. Feedback on the draft requirement, including questions, risks, or recommendations
g. Existing contract vehicles your company holds (e.g., GSA MAS, NASA SEWP, agency-specific IDIQs)

5. Submission Instructions

Responses should be submitted via email to:
Charmella Ware
Contracting Officer
Email: charmella.ware@usdoj.gov
Phone: (202) 258-6524

Please include the RFI number and title in the subject line of your email.
Responses should be submitted no later than: November 09, 2026, at 6:00 p.m. (EST).

6. Proprietary Information

If any portion of the response includes proprietary or business-sensitive information, it must be clearly marked. The Government will handle all submitted information in accordance with applicable regulations.

7. Disclaimer

This RFI is for planning and market research purposes only and does not obligate the Government to issue a solicitation or award a contract. The Government will not reimburse any costs associated with responding to this RFI.

8. Attachments

Statement of Objectives

9. Clauses by Reference

FAR 52.215-3 – Request for Information or Solicitation for Planning Purposes (Oct 1997)
FAR 52.212-4 – Contract Terms and Conditions – Commercial Products and Commercial Services (Nov 2023)

FAR 52.212-5 – Statutes/EO Implementation for Commercial Items (Mar 2026)

- **Mandates clause incorporation by reference:**
  - **Lists: 52.203-19, 52.204-23, 52.204-25, 52.209-10, 52.232-40, 52.233-3, 52.233-4**
  - **Allows optional inclusion of additional clauses at contracting officer's discretion (e.g., 52.203-6, 52.203-13)**