

A. INTRODUCTION

1. In accordance with Federal Acquisition Regulation (FAR) 52.215-3, "Request for Information or Solicitation for Planning Purposes" This sources sought is for information and planning purposes only at this time and shall not be construed as a solicitation or as an obligation on the part of the Department of Veterans Affairs (VA). Although "proposal" and/or "Offeror" may be used in this sources sought, a response will be treated as information only.
2. The Veterans Health Administration (VHA) Program Contracting Activity – Central (PCAC), in support of the Office of Capital Asset Management Engineering and Support (OCAMES) Activation Team, is seeking sources available to provide non-personal services related to the initial outfitting, transition, and activation (IOT&A) of newly constructed and renovated medical facilities and/or administrative buildings (or a particular space in such facilities). This sources sought notice is part of the government's market research to determine the sources available to provide any or all the required services. Proposals are not being requested at this time. Responses received will be used for market research purposes only and will help develop the government's acquisition strategy.
3. A prior sources sought (VA701-17-N-0023) was issued by PCAC on November 9, 2016 for pre-planning IOT&A services, only. The intent of this latest sources sought is to gauge the market's capabilities to provide any and all services related to IOT&A – not strictly pre-planning activities as requested in the previous sources sought notice. Therefore, it is strongly encouraged that all interested contractors respond to this sources sought – regardless of whether a response was previously submitted to VA701-17-N-0023.

B. REQUIREMENT BACKGROUND

1. IOT&A is the process of identifying, planning and executing the logistical and operational requirements in order to bring a new facility or space into full planned operations. IOT&A services typically involve a multi-disciplinary team, and may consist of, but are not necessarily limited to, the following services/capabilities: medical and non-medical equipment and systems planning (including information management/information technology (IM/IT)); furniture fixtures and supplies planning; clinical and administrative expertise for operational and transition planning; logistical planning and warehousing services; architectural and interior design planning; installation, testing, and training for all of the above services; physical move services for medical and/or administrative facilities; procurement package preparation; inventory and asset management (including reuse items); comprehensive project management; and project closeout.
2. The above list of disciplines/capabilities is by no means an exhaustive breakdown that is representative of all tasks and subtasks that could potentially be part of an IOT&A project. A more detailed description of such tasks and subtasks would be included in the Statement of

Work (SOW)/Performance Work Statement (PWS) of any subsequent solicitation that is issued for these services.

3. The Government anticipates soliciting a Firm-Fixed-Price (FFP), Indefinite Delivery/Indefinite Quantity (IDIQ) contract for a period of 12 months with four (4) one (1) year option periods with the intention of making multiple awards. However, the contract type determination, mechanism for procuring the services, possible set-aside, and overall acquisition strategy will not be decided until after the market research has been completed. The place of performance for task orders can be at any newly constructed or renovated VA medical facility. The anticipated North American Industry Classification System (NAICS) code for this requirement is 541611 – Administrative Management and General Management Consulting Services, and the small business size standard is \$15 million.

C. SUBMISSION INSTRUCTIONS

1. All interested contractors must respond by email to Andrew Neiss (andrew.neiss@va.gov) no later than 3:00 P.M. EDT on Friday, June 23, 2017. The Government may continue to accept responses after the aforementioned due date until the market research process is complete. Please note the VA's email server limits the size of emails to 8MB. If you need to send more than one email to meet the size requirements, please identify in your reply the number of emails being sent. The point of contact concerning this sources sought action is Andrew Neiss at 216-447-8300 x3610 / andrew.neiss@va.gov.
2. All questions shall be submitted electronically via email to andrew.neiss@va.gov. The cut-off date and time for receipt of questions is June 16, 2017 at 4:00 P.M. (EST). Questions received after this date and time may not be answered.
3. In responding, the following general information is requested:
 - i. Business Name and Address;
 - ii. Name/Title of the Company's representative;
 - iii. Company Data Universal Numbering System (DUNS) Number;
 - iv. Business size as it relates to NAICS code 541611 (small business size standard is \$15 million);
 - v. Small business socio-economic status (if applicable). Please note that veteran-owned small businesses MUST be verified by the VA Office of Small & Disadvantaged Business Utilization to be eligible for a service-disabled veteran owned small business or veteran owned small business set-aside award on VA-issued contracts. This requirement is in addition to www.SAM.gov registration. Please refer to <https://www.vip.vetbiz.gov/Default.aspx> for additional information and instructions.
 - vi. Company's Federal Supply Schedule (FSS) Contract (If applicable). Provide the GSA Contract Number and relevant Special Item Number(s) (SINs) applicable to this requirement.
 - vii. Suggested NAICS code if different from 541611; and

viii. Respondent's geographic service area limitations , if any.

3. Respondents shall provide a general capability statement to address the following information:

i. Provide a list of all contracts [including Federal, State, and local Government and private] [prime contracts, task/delivery orders, and/or major subcontracts] that your company has performed within the last five (5) years, with a specific emphasis on contracts that include experience in any or all areas described in section B [above]. *Please include the following information (at a minimum) for each contract:*

(A) Contract Name;

(B) Contract Scope [including square feet & type of facility];

(C) Contract Period of Performance;

(D) Awarded Price/Cost;

(E) Government's technical representative/Contracting Officer's Representative (COR) and current e-mail address, telephone and fax numbers (or commercial point of contact equivalent);

(F) Describe your self-performed** effort (as either a Prime or Subcontractor). Describe self-performed work in terms of dollar value and/or description;

**Self-Performed means work performed by the company themselves, NOT work performed by another company for them for any of the project examples provided.

(G) A brief narrative that describes the details of each project and why it is relevant to this requirement.

D. MEETINGS AND DISCUSSIONS

1. The contracting officer or designee may or may not choose to contact and/or meet with the respondents as a result of receiving responses to this sources sought notice. The Government reserves the right to contact or meet with any or all the respondents to obtain additional information.
2. The Government may also host a vendor day(s) that will provide companies the opportunity to present their capabilities and interact with VA staff. This may potentially be done in person or virtually. The exact date and time for any potential vendor day(s) has not yet been determined, and will be distributed to companies the Government decides to meet with via separate notice.
3. Priority will be given to respondents that provide a complete submission to this sources sought and demonstrate the requisite skills, abilities and experience necessary to provide IOT&A services to the VA. However, The Government reserves the right to open the vendor day(s) to

any and all respondents at its discretion. The Government also reserves the right to not conduct a vendor day at all.

4. No additional notices will be published to Federal Business Opportunities (FBO) notifying respondents of the vendor day opportunity.

E. DISCLAIMER

1. This sources sought notice is issued solely for information and planning purposes and does not constitute a solicitation or obligation on the part of the Government. Per FAR 15.201(e), responses to this notice are not considered offers, shall not be used as a proposal, and cannot be accepted by the Government to form a binding contract. Neither unsolicited proposals nor any other kinds of offers will be considered in response to this notice. No evaluation letters and/or results will be issued to the respondents. At this time, no solicitation exists; therefore, please do not request a copy of the solicitation.
2. Any resulting procurement action will be the subject of a separate, future announcement. The information is provided for discussion purposes and any potential strategy for this acquisition may change prior to any solicitation release. The acquisition strategy, evaluation methodology, contract type, and other acquisition decisions are to be determined.
3. Responders are advised that the Government will not pay for any information or administrative costs incurred in response to this sources sought. All costs associated with responding to this sources sought will be solely at the responding party's expense.