

# FedBizOpps Sources Sought Notice

<b>CLASSIFICATION CODE *</b>	R
<b>SUBJECT*</b>	Third Party Administration of Insurance and Pension Funds
<b>GENERAL INFORMATION</b>	
<b>CONTRACTING OFFICE'S * ZIP-CODE</b>	63123
<b>SOLICITATION NUMBER *</b>	36C77718Q0004
<b>RESPONSE DATE (MM-DD-YYYY)</b>	11-02-2017
<b>ARCHIVE</b>	10 <b>DAYS AFTER THE RESPONSE DATE</b>
<b>RECOVERY ACT FUNDS</b>	
<b>SET-ASIDE</b>	13
<b>NAICS CODE *</b>	524292
<b>CONTRACTING OFFICE ADDRESS</b>	Department of Veteran Affairs PCAC-ST. LOUIS  11152 South Towne Square Saint Louis MO 63123
<b>DESCRIPTION *</b>	<b>See Attachment</b>
<b>POINT OF CONTACT *</b>  (POC Information Automatically Filled from User Profile Unless Entered)	Charles Hampton Contracting Specialist 314-894-6656 x65101
<b>PLACE OF PERFORMANCE</b>	
<b>ADDRESS</b>	
<b>POSTAL CODE</b>	
<b>COUNTRY</b>	United States
<b>ADDITIONAL INFORMATION</b>	
<b>AGENCY'S URL</b>	<a href="http://www.va.gov/">http://www.va.gov/</a>
<b>URL DESCRIPTION</b>	Department of Veterans Affairs Homepage
<b>AGENCY CONTACT'S EMAIL ADDRESS</b>	Charles.Hampton2@va.gov
<b>EMAIL DESCRIPTION</b>	Charles.Hampton2@va.gov

\* = Required Field

**Office:** eBusiness Solutions, Revenue Operations

---

**Notice type:**  
Sources Sought

**Post Date:** 24 Oct 2017

**Response Date:** 2 Nov 2017

**Original Proposed Set-Aside:** N/A

**Classification Code:** R

**NAICS Code:** 524292 , Third Party Administration of Insurance and Pension Funds

---

**Synopsis: THIS IS NOT A SOLICITATION.** This is a Request for Information (RFI) Sources Sought Notice issued in accordance with FAR 15.201(e) to conduct market research. This RFI is issued solely for information and planning purposes – it does not constitute a Request for Quote (RFQ) – or a promise to issue a RFQ in the future. This request for information does not commit the Government to contract for any supplies or services whatsoever. The Department of Veterans Affairs (VA) is not, at this time, seeking proposals and will not accept unsolicited costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested vendor's expense. Not responding to this RFI does not preclude participation in any future RFQ, if any is issued. Any information submitted by respondents to this RFI is strictly voluntary. All submissions become Government property and will **NOT** be returned.

The Department of Veterans Affairs, Veterans Health Administration has a requirement Third Party Administration of Insurance and Pension Funds. You have been identified as a Service Disabled Veteran Owned Small Business (SDVOSB) or Veteran Owned Small Business (VOSB) verified in VIP with the 524292 NAICS. Attached you will find a copy of the Statement of Work (SOW) for this requirement. Please review the PWS and let me know if you can fulfill this requirement. A response that you cannot fulfill the requirements is encouraged as well. Please let me know by Thursday, November 2, 2017 at 1200 pm CST. Thank you in advance for your response.

**Contracting Office Address:**  
Department of Veterans Affairs (VA)  
SAO East  
PCAC STL Contracting Officer  
11152 South Towne Square  
St. Louis, MO 63123

**Points of Contact:**  
Charles Hampton  
Contracting Specialist  
314-894-6656 Ext 65101

**Objective:** The purpose of this unclassified request for information (RFI) is to enable the Veterans Administration (VA) to obtain information from vendors who can provide electronic data interchange (EDI) lockbox services for VHA and develop a solution as described in the Statement of Work (SOW) to support the central revenue collection receipt of payment advices and electronic explanations of benefits (EEOBs) for VHA. An ACH CCD+ payment collection capability, along with an EEOB data collection infrastructure, will be developed to support VHA's Financial Service Center's (FSC) delivery of payment and EEOB information to the respective VHA Medical Center (VAMC) systems. These services will support **152** VA Medical Centers and approximately **1400** community-based outpatient clinics in the US in which nearly **8.6 million** veterans are enrolled. The period of performance is a base year plus two one year options. Anticipated contract type is Firm Fixed Price. The current service is being provided by the Department of Treasury through a Memorandum of Understanding.

The Veterans Administration will use this information to gain a better understanding of industry's ability to support their needs. This information will be fundamental to shaping the Department's future efforts.

**If you are interested in participating in this market research, you must respond by e-mail (details below) no later than November 2, 2017, 12:00 pm central daylight saving time.**

**PLEASE READ ATTACHED PERFORMANCE WORK STATEMENT THOROUGHLY.**

**1. Specific Response Instructions:** Please submit your RFI response in accordance with the following:

a. No more than 10 pages. Include the name, email address and phone number of the appropriate representative of your company; The Government will not review information or attachments in excess of the 10 page limit.

b. Submit your response via email to [Charles.Hampton2@va.gov](mailto:Charles.Hampton2@va.gov)

c. Questions are due by 2:00 P.M. (CST), **October 26, 2017**

d. Answers to Questions will be posted by 12:00 P.M. (CST) **October 31, 2017**

e. Submit your response by 12:00 P.M. (CST), **November 2, 2017**

f. Mark your response as "Proprietary Information" if the information is considered business sensitive.

g. Marketing Materials are not allowed as part of this RFI.

**2. Information Requested:** VA encourages responses from small businesses with an emphasis on SDVOSBs and VOSBs. In response to the RFI interested contractors must submit the following information:

a. Company Information/Socio – Economic Status

b. Provide the company size and POC information

c. VA has identified the appropriate North American Industry Classification System (NAICS) Code 524292, Third Party Administration of Insurance and Pension Funds, which has a size standard of \$32.5 Million for this RFI.

d. Indicate whether your company, subcontractors, teaming partners, joint ventures have a Federal Socio-Economic Status, e.g., Small Business, Service-Disabled Veteran Owned Small Business, Veteran Owned Small business, Women-Owned Small Business, Disadvantaged Small business (8A), and Hub Zone. If Service Disabled or Veteran Owned Small business, is your company and or partners registered in VA's VetBiz repository?

**3. Background/Past Experience** – Provide the following information on a maximum of three similar projects for transportation services. All transportation services must have been completed within the last three years for which the responder was a prime or subcontractor.

a. The name, address, and value of each project.

b. The Prime Contract Type, Firm Fixed-Price, Cost Reimbursement or Time and Material.

c. The name, telephone and address of the owner of each project.

d. A description of each project, including difficulties and successes.

e. All personnel must be cleared by security. Provide information that supports how you have ensured personnel performing under Government contracts have been cleared.

**4. Capabilities/Qualifications:** Provide the following information on a maximum of three similar projects dealing with the services described in the attached performance work statement.

a. Provide your company's capability statement.

b. All vendors must have proper certifications see SOW be properly trained/certified. Provide information that supports how you have ensured personnel performing under this government contract have or will receive proper training/certification.

c. Provide a summary approach to deliverables and tasks spelled out in the attached performance work statement.

**5. Budgetary Cost Estimate:** Provide a budgetary cost estimate for the following:

a. For every deliverable or task, the Contractor must identify in writing all necessary subtasks (if any), associated costs by deliverable or task with associated sub-milestone dates. The Contractor's subtask structure must be reflected in the technical proposal.

b. Provide information to support staff to meet the estimated quantity.

c. Provide a budget estimate for deliverables and tasks identified in attached performance work statement and include any discounts that would be appropriate.

**6. Industry Comment/Technical Response:**

a. Provide information on how your company would provide this service under your current business practices. Include a proposed timeline given the deliverables provided. You may provide information on industry practices, technical comments or professional experience.

b. Include any recommendations that would allow the government to save money, improve industry response or provide a best value decision.

c. Provide comments on how this information is structured, whether this pricing structure would provide for firm fixed pricing, and if not, why not.

**DISCLAIMER:** The government does not intend to award a contract on the basis of this RFI or to otherwise pay for information received in response to this RFI. This RFI will be the basis for collecting information on products available. This RFI is issued solely for information and planning purpose only and does not constitute a solicitation. All information received in this RFI that is marked “proprietary” will be handled accordingly. Responses to the RFI will not be returned nor will receipt be confirmed. In accordance with FAR 15.201(e), responses to this RFI are not offers and cannot be accepted by the Government to form a binding contract. Again, responders are solely responsible for all expenses associated with responding to this RFI.