

Department of Veterans Affairs (VA), Technology Acquisition Center (TAC) and Office
of Information Technology (OI&T), Office Services Solution
via Hoteling Seats and Services.
February 22, 2018

The purpose of this Sources Sought Notice is to search for qualified vendors capable of meeting the requirements to provide commercial office services solutions or seat management services in the Central New Jersey area for the period January 1, 2019 through December 31, 2019.

This is a request for information (RFI) only and shall not be considered an Invitation for Bids, Request for Quotations, or a Request for Proposals. This market research is issued for information and planning purposes only and does not constitute a solicitation nor does it restrict the Government as to the ultimate acquisition approach. It is based upon the best information available and is subject to future modification. This request does not commit the Department of Veterans Affairs (VA) to contract for any supply or service whatsoever. VA is not, at this time, seeking proposals and will not accept unsolicited proposals. Responders are advised that VA will not pay for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the responder's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. Any information submitted by respondents to this RFI is strictly voluntary. Responders are fully responsible for adequately marking proprietary, restricted, or competition sensitive information contained in their response. All submissions become Government property and will not be returned.

The requirement is to provide a turnkey, per seat or per person office(s)/cubicle(s) services solution where personnel can perform all necessary office functions incident to the efficient performance of their official duties for the time period specified. Such an office services solution is commonplace in the commercial market and is often referred to as a "hoteling" services or business center arrangement where the office space, all ancillary services (reception, mail delivery, phones and lines, etc), and furnishings are provided so that companies can perform normal work functions.

Such contracts do not involve lease or tenancy rights normal with the standard commercial lease terms and conditions. Typical terms of such hoteling contracts may state, "This agreement is the commercial equivalent of an agreement for accommodation(s) in a hotel. The client accepts that this agreement creates no tenancy interest, leasehold estate, or other real property interest in the clients favor with respect to the accommodations. The client is being provided the right to share the use of the center"

It is estimated that a total of 268 seats will be immediately required which preferably includes 73 single, private office seats and 195 seats in cubicles and/or shared offices. An additional 20 seats may be required and these additional seats are defined as option quantities that can be exercised solely at the Government's discretion at any time during

contract performance. Also required will be the use of various conference rooms, training rooms, storage rooms, source selection rooms, a computer technical support room, and other similar rooms/areas necessary for the effective and efficient function of the organization and its customers and support staff. The per seat, per person price shall encompass all requirements and services provided.

The attached DRAFT Quantity Requirements for Hoteling Seats and Services, dated February 22, 2018, provides an overview of the forecasted number of seats and other types of rooms/services required.

If interested, please submit a Capabilities Statement, limited to 10 pages, for your company, your teammates and/or subcontractors addressing the following:

1. Ability to meet the quantity requirements and how those requirements will be met.
2. Ability to meet the other room and service requirements and how those requirements will be met.
3. Description of the commercial "hoteling" services normally provided.
4. Location(s) and quantity of seats available.
5. Timeline for availability of seats, including option seats.
6. Rough order of magnitude pricing for offices, cubicles, and shared offices; and any discounts offered related to quantity and time.

Responding companies shall also provide the following information with their response:

- Company Name
- CAGE/DUNS Number under which the company is registered in VetBiz.gov
- Company Address
- Point of contact name and telephone number
- Email address
- Company's business size for NAICS 531120

Responses are requested no later than 3:00PM EST, March 2, 2018 via e-mail to Michael.palutis@va.gov and john.adamitis@va.gov.

Please also indicate if you, your teammates, and/or subcontractors are a Service Disabled Veteran Owned Small Business or a Veteran Owned Small Business. Please note 36C10B18Q2752 in the subject line of your response. In addition, indicate any and all contracts your company may have related to this type requirement. VA reserves the right to not respond to any or all emails or materials submitted. All current VA requirements identified herein are subject to change at any time.