

FedBizOpps Sources Sought Notice

CLASSIFICATION CODE *	R
SUBJECT *	FOT Support Service RFI Sources Sought 00032

GENERAL INFORMATION

CONTRACTING OFFICE'S * ZIP-CODE	20001
SOLICITATION NUMBER *	00032
RESPONSE DATE (MM-DD-YYYY)	05-26-2017
ARCHIVE	30 DAYS AFTER THE RESPONSE DATE
RECOVERY ACT FUNDS	N
SET-ASIDE	
NAICS CODE *	541611
CONTRACTING OFFICE ADDRESS	Washington, DC 20001
DESCRIPTION *	See Attachment
POINT OF CONTACT * <small>(POC Information Automatically Filled from User Profile Unless Entered)</small>	OSDBU

PLACE OF PERFORMANCE

ADDRESS	
POSTAL CODE	
COUNTRY	

ADDITIONAL INFORMATION

AGENCY'S URL	http://www.va.gov/osdbu/
URL DESCRIPTION	Market Research Questionnaire
AGENCY CONTACT'S EMAIL ADDRESS	██
EMAIL DESCRIPTION	Response to Market Research Questionnaire

* = Required Field

1. SUBJECT: The Department of Veterans Affairs (VA) Office of Small and Disadvantaged Business Utilization (OSDBU) Field Operations Team (FOT) is conducting market research for the purpose of garnering industry feedback on draft technical requirements and to identify potentially capable providers of the services outlined in the draft PWS. **Responses to this Request for Information (RFI) are required by 4:30 PM EST on 26 May 2017. A review and cursory understanding of OSDBU's mission is ENCOURAGED of all respondents. OSDBU mission information is publically available for all to review at: <http://www.va.gov/osdbu/>.**

2. DISCLAIMER: In accordance with (IAW) FAR [15.201\(c\)\(7\)](#), "agencies are encouraged to promote early exchanges of information about future acquisitions". IAW FAR [15.201\(e\)](#) "RFIs may be used when the Government **does not presently intend to award a contract**, but wants to obtain price, delivery, other market information, or capabilities for planning purposes. **Responses to these notices are not offers and cannot be accepted by the Government to form a binding contract**". IAW FAR [15.201\(f\)](#) "General information about agency mission needs and future requirements may be disclosed at any time. After release of the solicitation, the contracting officer must be the focal point of any exchange with potential offerors".

This RFI is issued solely for information and planning purposes of the Program Office and does not constitute a solicitation. Neither unsolicited proposals nor any other kind of offers will be considered in response to this RFI. Respondents are solely responsible for all expenses associated with responding to this RFI. All information received in response to this RFI marked as "proprietary" will be handled accordingly. Information provided as a response to the RFI will not be returned. The [Planner](#) of this RFI will not entertain any questions concerning the composition, requirements, or the nature of services to be performed under any future solicitation. ALL questions offered, in response to this RFI, will be answered at a later date by a Contracting Officer only.

3. BACKGROUND: The Field Operations Team's (FOT's) goal is to work in tandem with contracting staff to support Service-Disabled Veteran-Owned and Veteran-Owned Small-Businesses, along with other small businesses, by ensuring that the VA meets its annual small business prime contracting and subcontracting procurement goals. In order to achieve these goals the FOT manages the Procurement Review Program (PRP), reviews pre-solicitation procurements in accordance with the PRP, participates in Integrated Product Teams (IPTs), assists contracting staff with market research, oversees the VA's Subcontracting Program, provides advice to contracting staff for the utilization of small businesses in procurements, and develops and provides overall direction on small business program policies and procedures. The PRP is established in accordance with Section 15(k) of the Small Business Act (15 U.S.C. § 644(k)), which requires OSDBU to review proposed acquisition strategies and to make

recommendations with respect to their anticipated impact on small business participation as primes and subcontractors.

The responses provided to this RFI will be used by the members of an Integrated Project Team (IPT) as stated at FAR [15.201](#)(e), to derive price, delivery, and other market information; to include capabilities for planning purposes. To assist in the preparation of responses, this RFI notice includes the following information for review IAW FAR [5.205](#)(c):

- DRAFT PWS “Field Operations Team (FOT) Support Services”
- Daily_Weekly_Monthly PRP Reports Examples
- Monthly_Year-to-Date Small Business Goaling Reports Examples
- FY16 Procurement Review Program (PRP) Policy
- VA Form 2268 and PRP Review Checklist
- Kingdomware Techs., Inc. v. United States, Docket 14-916
- DRAFT PRP 2268 Business Process
- RFI Matrix (**Captures all RFI Responses**)

4. VA RULE OF TWO DETERMINATION: See *Kingdomware Techs., Inc. v. United States, No. 14-916, 2016 WL 3317563 (U.S. June 16, 2016)*. The Acquisition Planner (hereafter referred to as the Planner) shall exercise discretion in choosing to rely solely on responses to this RFI, or the lack thereof, as being representative of the actual potential for making a “VA rule of two” determination. Potential respondents should assume that responses to this RFI could be the only opportunity for industry to provide meaningful influence in the planning phase and ultimate development of the acquisition strategy. The Planner shall rely on both the quantity and quality of the responses garnered from this market research, in determining the likelihood for set-aside opportunities going forward.

5. REQUESTED INFORMATION: OSDBU is seeking information necessary to identify potential offerors to fulfill the capabilities outlined in the draft PWS. **Vendors must furnish the requested information to the OSDBU Planner for this RFI utilizing ONLY the provided (.xlsx) RFI Matrix:**

a. **Company Info** (.xlsx TAB 1): **This tab consists of REQUIRED data fields.** Please list company GSA Schedule number (if applicable),

b. **Gov’t Request for Information** (.xlsx TAB 2): **This tab consists of REQUIRED data fields.** Please respond to all questions accordingly,

c. **PWS Capability Matrix** (.xlsx TAB 3): **This tab consists of REQUIRED data fields**. Please respond accordingly to all tasks and deliverables,

d. **PWS Comments for the Gov't** (.xlsx TAB 4): This tab consists of all optional data fields. Please provide any technical or other recommendations for consideration (as applicable),

e. **General Questions for the Gov't** (.xlsx TAB 5): This tab consists of all optional data fields. Please provide any questions for answers to be published for public review (as applicable).

DO NOT SUBMIT any price proposals/quotes in response to this RFI. **DO NOT SUBMIT** any technical proposals in response to this RFI. If the respondent elects to submit a capability statement in addition to the required .xlsx RFI Matrix, such information will be considered only to the extent that it enhances interpretation of the information requested in the .xlsx RFI Matrix.

6. CONTACT INFORMATION: Response to this RFI must be submitted to the FOT, OSDBU Planner, via e-mail to [REDACTED]. The subject line of email responses to this RFI shall be annotated as such **“Your Company Name – FOT Support RFI Matrix”**. **Responses to the RFI must be received by this office on or before 4:30 PM EST on 26 May 2017.** This RFI is not a commercial solicitation. The Government will not pay for any information submitted, or for any costs associated with providing the information.

7. LATE SUBMISSIONS: Failure to respond to this RFI does not preclude participation in any future competition, nor will information provided in response to this RFI be used to exclude anyone from responding to any future requests for proposals/quotes. Communications with the OSDBU Planner with regard to this RFI will only be permitted in writing during the RFI response period.

Responses to the RFI received by the Planner after the submittal deadline and time indicated **may** be considered for acceptance on a case by case basis.

8. OWNERSHIP OF RESPONSE TO RFI: All informational material submitted in response to this request becomes property of OSDBU.

9. RELEASE OF CLAIMS, LIABILITY, AND PREPARATION EXPENSES: Under no circumstances shall OSDBU be responsible for any response preparation expenses, submission costs, or any other expenses, costs, or damages, of whatever nature incurred as a result of the Respondent's participation in this RFI process. Respondent understands and agrees that it submits its response at its own risk and expense, and releases OSDBU from any claim for damages or other liability arising out of this RFI.

10. ERRORS IN RESPONSE: OSDBU shall not be responsible for correcting any errors in the Respondent's responses. The Respondent is responsible for the careful review of its entire response to ensure that all information is correct and complete. Respondents are responsible for correcting all errors or omissions contained in their responses prior to submission.

11. ADDENDUM: OSDBU reserves the right to issue an addendum to this RFI at any time for any reason, to include extending the response due date.

See attached document: DRAFT_PWS_Field Operations Team _FOT_ Support Services.

See attached document: Daily_Weekly_Monthly PRP Reports_Examples_Redacted.

See attached document: FY15 Longitudinal Goaling Report Trendline Through September 30 2015.

See attached document: FY15 Small Business Goaling Report through September 30 2015.

See attached document: FY16 Longitudinal Goaling Report Trendline Through September 30 2016 as of Oct 27, 2016.

See attached document: FY16 Manageable Spend Report through September 30, 2016 as of Oct 27, 2016.

See attached document: FY16 SAT Report through September 30, 2016 as of Oct 27, 2016.

See attached document: FY16 Small Business Goaling Report through September 30, 2016 as of Oct 27, 2016.

See attached document: FY2016-PRP-Policy-06-23-16_Redacted.

See attached document: VA Form 2268 and PRP Review Checklist.

See attached document: Kingdomware - Docket 14-916.

See attached document: DRAFT PRP 2268 Business Process 3-9-2017.

See attached document: RFI Matrix.