

## Request for Information

### Office of Procurement, Acquisition and Logistics (OPAL) Tier 1 Electronic Contract Management System (eCMS) Support Services TAC-18-49377

This is a request for information (RFI) only. Do not submit a proposal. It is requested that all contractors interested in participating in this effort please note their interest and provide indication of their respective capabilities to perform the effort described in the attached draft Performance Work Statement (PWS).

This RFI is for planning purposes only and shall not be considered an Invitation for Bid, Request for Task Execution Plan, Request for Quotation or a Request for Proposal. Additionally, there is no obligation on the part of the Government to acquire any products or services described in this RFI. Your response to this RFI will be treated only as information for the Government to consider. You will not be entitled to payment for direct or indirect costs that you incur in responding to this RFI. This request does not constitute a solicitation for proposals or the authority to enter into negotiations to award a contract. No funds have been authorized, appropriated or received for this effort. Interested parties are responsible for adequately marking proprietary, restricted or competition sensitive information contained in their response. The Government does not intend to pay for the information submitted in response to this RFI.

Be advised that set-aside decisions may be made based on the information provided in response to this RFI. Responses should be as complete and informative as possible.

Provide the following: Summary describing your technical approach to meet the requirements in the draft PWS which shall include Items 1 - 4 below. Generic capability statements will not be accepted or reviewed. ***Offerors shall be aware that the file size for email submissions is 5MB and zip files cannot be submitted.***

Respondents shall include the following in their submissions:

- Name of Company:
- Cage Code and DUNS Number:
- Address:
- Point of Contact /Company Representative:
- Phone Number:
- Email Address:
- Any applicable schedules (General Services Administration (GSA), Mission Oriented Business Integrated Services (MOBIS), Veterans Technology Services (VETS) Government wide Acquisition Contract (GWAC), etc.);
- The NAICS code applicable to this acquisition will be 541511 or 541512. The Small Business Size Standard for these NAICS codes is \$27.5M. Please indicate your company's size and socio-economic status under these NAICS codes.

- If there are any vendor questions regarding the requirement, the Contracting Office will coordinate a comprehensive response and post to Federal Business Opportunities Page (FedBizOps).

Your response must address capabilities specific to the services required in the attached PWS and must include the following:

1. Provide a summary of your technical capability to meet the PWS requirements, to include:
  - a. Describe your experience with providing support services for eCMS and its supporting systems.
  - b. Describe your understanding of the Office of Procurement, Acquisition and Logistics (OPAL) business practices to include, reporting, policies, and procedures.
2. The intent and ability to meet set-aside requirements for performance of this effort, if set-aside, as set forth in Veterans Affairs Acquisition Regulation (VAAR) 852.219-10 (JUL 2016) (Deviation) VA Notice of Total SDVOSB Set-Aside or VAAR 852.219-11 (JUL 2016) (DEVIATION) VA Notice of Total VOSB Set-Aside, respectively. Please note that in accordance with 13 CFR §125.6 limitations on subcontracting requirements, demonstrate how you will not pay more than 50% of the amount paid by the Government to it to firms that are not similarly situated. Your response shall include information as to available personnel and financial resources; full names of proposed team members and the PWS requirements planned to be subcontracted to them, which must include the prime planned percentage or the names of the potential team members that may be used to fulfill the set aside requirement.
3. Has the draft PWS provided sufficient detail to describe the technical requirements to be performed under this effort.  
  
\_\_\_\_\_ YES \_\_\_\_\_ NO (if No, answer question 4)
4. If "NO", please provide your technical comments/recommendations on elements of the draft PWS that may contribute to a more accurate proposal submission and efficient, cost effective effort.

Responses are due to Lisa Martikes, Contract Specialist, [Lisa.Martikes@va.gov](mailto:Lisa.Martikes@va.gov) and Summer Spalliero, Contracting Officer, [Summer.Spalliero@va.gov](mailto:Summer.Spalliero@va.gov) no later than 1:00 P.M. Eastern Time on June 29, 2018.