

**1. Title: Confidential Document Destruction Services**

**2. Purpose:** The Michael E. Debakey Veteran Affairs Medical Center (MEDVAMC) hereby issues the following Sources Sought Notice as a Request for Information (RFI). This RFI is being used for **Market Research purposes only** to seek contractors with the capability to provide the Central Arkansas Veterans Healthcare System (CAVHS) with all labor, personnel, equipment, supplies, secured vehicles, materials, supervision and other related services necessary to provide commercial document destruction services.

**3. Place of Performance:** See DRAFT Performance Work Statement (PWS)

**NOTE:** All Questions shall be answered in Section 4 in order for the government to consider whether the contractor has the capability to meet the government requirement.

**4. Responses Requested:** The MEDVAMC requires the following questions answered in this RFI: Questions that are not provided shall be considered non-responsive to the Request for Information.

a. Does the Contractor possess all licenses/certifications to collect and properly destroy confidential documents in accordance with National Institute of Standards Technology (NIST) standards i.e. National Association for Information Destruction (NAID)? Current in qualifications means ability to comply with US Federal regulations on document destruction, industry related standards and criteria, and more specifically, the ability to comply with VA Directive 6371 Destruction of Temporary Paper Records. Additional qualifications include recent experience (within past 3 years) of performing services of a comparable size, scope and complexity, as well as current and valid registration in SAM.gov.

**Contractor shall attach license/certification to be viewed by the government to be considered as part of the Market Research and responsive to this Sources Sought notice.**

b. Prospective contractors shall provide their point(s) of contact name, address, telephone number, and email address. In addition, contractors shall provide the company's business size, and Data Universal Numbering System (DUNS) Number.

c. Is your company a small business, SDBs, HUBZone, or 8A concern? NAICS Code: 561990, PSC Code: R614, Support Administrative: Paper Shredding. **Please provide proof of qualifications.**

d. Provide in your capability statement a list of active contracts for commercial, federal, state, and local governments. List Contracts shall provide communication on the government requirement illustrating the capability for comparison.

e. Is your company available under any Government Wide Agency Contract (GWAC), General Services Administration Schedules (GSA), Indefinite Delivery Indefinite Quantity (IDIQ), and/or Blanket Purchase Agreement (BPA)? **If so, please list the contract number and a brief summary of the products and services provided.**

f. Provide a brief summary of your potential approach to this type of contract and meeting the specific requirements per the draft Performance Work Statement; along with your experience managing similar contracts with similar requirements.

g. Will you be performing services as a prime contractor or subcontracting services out?

h. What is your company's recent experience, be it US Federal contracted service or a service performed external to US Federal government?

5. **Opportunity:** The MEDVAMC is seeking information from potential contractors on their ability to provide this service. **THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.** Small Business Concerns are encouraged to provide responses to this RFI to assist the MEDVAMC in determining potential levels of competition available in the industry.

**Contractor shall possess the capability to provide all requirements and objectives.**

6. **Instructions and Response Guidelines:** RFI responses are due by July 11, 2018 at 11:00 am (CST); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word format via email to [john.walker15@va.gov](mailto:john.walker15@va.gov) **All Questions shall be submitted by July 5, 2018 2:00pm(CST) via email to [john.walker15@va.gov](mailto:john.walker15@va.gov)** Telephone requests or inquires will not be accepted.

The subject line shall read: 36C25618Q9671 Confidential Document Destruction Service

NO SOLICITATION EXISTS AT THIS TIME. There is no page limitation on subparagraphs 4(a) - 5(h). All **Questions shall be answered** to be considered as part of the Market Research for capable contractors to meet the government requirements.

Please provide additional information you deem relevant in order to respond to the specific inquiries of the RFI. Information provided will be used solely by MEDVAMC as "market research" and will not be released outside of the MEDVAMC Purchasing and Contract Team.

**DISCLAIMER:** This RFI does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or Request for Quotation (RFQ), and it is not to be construed as a commitment by the Government to enter into a contract, nor will the Government pay for the information submitted in response to this request. All information contained in this RFI is preliminary as well as subject to modification and is in no way binding on the Government. In accordance with FAR 15.201(e), responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. If a solicitation is released, it is will be synopsisized in the Federal Business Opportunities (FedBizOpps) website or GSA. It is the responsibility of the interested parties to monitor these sites for additional information pertaining to this RFI, or future RFP.

7. **Contact Information:**

Contract Specialist, John Walker

Email address: [john.walker15@va.gov](mailto:john.walker15@va.gov)

Your responses to this notice is appreciated.

## **DRAFT PERFORMANCE WORK STATEMENT**

### **Confidential Document Destruction Service**

#### **A. GENERAL:**

1. The contractor shall provide all labor, personnel, equipment, supplies, secured vehicles, materials, supervision and other related services necessary to provide commercial document destruction services for the facilities within Department of Veterans Affairs (VA), CAVHS in Little Rock and North Little Rock, AR, and Veterans Benefits Administration (VBA), North Little Rock, AR, Veterans Day Treatment Center, and Home-Based Primary Care, in Little Rock, AR, VA Community-Based Outpatient Clinics (CBOC) located in Conway, El Dorado, Hot Springs, Mena, Mountain Home, Pine Bluff, Russellville, and Searcy, AR.
2. Pickup schedule for each location(s) is identified in **SECTION E, TASKS** below. Changes to the schedule shall be coordinated with the Contracting Officer Representative (COR) or designee. The contractor shall be responsible for pick-up and return of bins to collection locations.
3. The locations for the bulk containers are subject to change by the Government. The Government shall notify the contractor, in writing, of location changes or adding of additional bins. The Government reserves the right to increase or decrease the number of containers by 10% as needed by submitting a request in writing to the contractor at least 30-days in advance.

#### **B. WORK HOURS:**

1. Normal Work Hours: 8:00 a.m. to 3:30pm, Monday-Friday (excluding federal holidays).
2. National Holidays: The ten holidays observed by the Federal Government are: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day and Christmas Day and any other day specifically declared by the President of the United States to be a national holiday.

#### **C. SHREDDING SPECIFICATIONS:** Materials collected for destruction and disposal shall be secured through pulping, macerating, or shredding to a degree that ensures that the information is not readable or re-constructible in any way. The contractor shall protect, safeguard, control, manage and destroy VA designated confidential documents complying with VA Directive 6371, Appendix A, dated October 29, 2010. If final destruction is performed away from a VA facility, it must be performed, when practical, by a National Association for Information Destruction (NAID) certified, bonded, and insured recycler, or paper mill and any intermediary processes must protect records until final destruction is completed. Information will also be protected in accordance with the Privacy Act and Health Insurance Portability and Accountability Act (HIPAA) of 1992. Shredder will be of such capacity that limited quantities of incidentals such as paper clips, staples, rubber bands, patient plastic armbands and other types of paper can be shredded.

#### **D. TASKS:** Contractor shall perform tasks described below

1. **Collection Sites:** Contractor shall pick up all bins from the Little Rock and North Little Rock locations specified in the list of bin locations listed below. Shredding will be completed at

designated locations at both campuses. The contractor will maintain a chain of security/custody from pick up to final destruction. Contractor will provide the Government the number of bins taken and/or shredded prior to departing the facility. Types and color of paper to be shredded may vary.

2. Shredding to be conducted on site at collection points. The CAVHS COR or representative may be present to observe the process at any time to ensure proper quality control.
3. If shredding is not the final destruction method and shredding is only an interim step in the destruction process, then shredding to National Institute of Standards Technology (NIST) standards is not required, but the shredded material must be secured until it is no longer readable or able to be reconstructed, which means material must be pulverized bleached, pulped or fully destroyed by other means.
4. Contractor will furnish facility pounds of shredded materials (monthly, quarterly, and/or annually as requested by CAVHS)
5. Contractor is required to perform shredding/pick-up on days listed above. Any changes to the schedule shall be approved in advance of the contractor visiting the facilities.
6. Certificate of destruction must be provided to the contact person or designee upon the completion of service each time shredding is completed. The temporary Certificate of Destruction should be delivered to one of the following locations, if a VA employee is not at the shredding location: Room GE-100, in Little Rock and Building 111, Room 101, in North Little Rock.
7. Contractor shall deliver industry standard Certificates of Destruction for completed destruction. One certificate must be verified and indicated by signature from the CAVHS contact person or designee for onsite services. A second Certification of Destruction must be provided for all final destruction services.
8. Environmental certificates must be provided on a yearly basis to comply with VA's policy to maintain a green environment by reducing the amount of waste going to landfills through recycling.
9. Contractor will furnish a written statement of assurance that all documents intended for shredding will be completely destroyed and unreadable utilizing onsite, crosscut shredding device. Contractor shall provide written assurance that all data is destroyed on site, that nothing is removed from site before being shredded.
10. Insurance must be provided for destruction of VA material.
11. Contractor must be bonded or be covered for Error and Omissions Insurance in the amount of at least \$500,000.