

THIS REQUEST FOR INFORMATION (RFI) – SOURCES SOUGHT IS ISSUED SOLELY FOR MARKET RESEARCH AND PLANNING PURPOSES ONLY AND DOES NOT CONSTITUTE A SOLICITATION.

RFI # 36C26218Q9704

1. Responses to this Sources Sought must be in writing. The purpose of this Sources Sought Announcement is for market research only to make appropriate acquisition decisions and to gain knowledge of Small Business Capability, including Service Disabled Veteran Owned Small Businesses and Veteran Owned Small Businesses (SDVOSB/VOSB) interested and capable of performing the work.

2. The NAICS/PSC for this requirement is:

NAICS Code: 611430 – Professional and Management Development Training

PSC: U008 – Training/Curriculum Development

Size Standard: \$11.M

Description of Requirement: Wellness Recovery Action Plan (WRAP) & WRAP Facilitator for the VA Greater Los Angeles Healthcare System (VAGLAHS).

3. Interested and capable Contractors should respond to this notice not later than **Wednesday, July 18, 2018 10:00 AM PDT** by providing the following via email only to *Soledad De La Torre, Contract Specialist, at Soledad.Delatorre@va.gov*.

(a) company name

(b) address

(c) point of contact

(d) phone, fax, and email of primary point of contact

(e) DUNS number

(f) Type of small business, if applicable, (e.g. Services Disabled Veteran Owned Small Business(SDVOSB), Veteran-owned small business (VOSB), 8(a), HUB-Zone, Women Owned Small Business, Small disadvantaged business, or Small Business).

(g) A capability statement that addresses the organization’s qualifications and ability to perform as a contractor *specifically* for the work described in paragraph 5 below. Respondents are also encouraged to provide specific examples (e.g. contract number, point of contact information) of the Contractor’s experience providing the same or similar supplies/services to that described herein.

4. SDVOSB/VOSB respondents.

(a) If respondent is VOSB or SDVOSB, respondent is encouraged to provide proof of www.vetbiz.gov certification. In addition, SDVOSB/VOSB Contractors are asked to acknowledge that they understand the

limitations on sub-contracting pursuant to FAR 52.219-14, Limitations on Sub-Contracting, which will be included in the impending solicitation. Further SDVOSB/VOSB contractors are asked to respond that they are capable of providing the requested services keeping within the parameters of this clause.

(b) Small businesses, including SDVOSB/VOSBS are also advised that per 13 CFR, § 125.6 the prime contractor's limitations on subcontracting are as follows:

(1) *General.* In order to be awarded a full or partial small business set-aside contract with a value greater than \$150,000, an 8(a) contract, an SDVO SBC contract, a HUBZone contract, a WOSB or EDWOSB contract pursuant to part 127 of this chapter, a small business concern must agree that:

(2) In the case of a contract for services (except construction), it will not pay more than 50% of the amount paid by the government to it to firms that are not similarly situated. Any work that a similarly situated subcontractor further subcontracts will count towards the 50% subcontract amount that cannot be exceeded.

5. *The Contractor shall provide the services stated herein the SOW.*

6. Please note that if VA's pending market research establishes that two or more VOSB or SDVOSB, who are certified in VA's Vendor Information Pages (VIP) site <https://www.vip.vetbiz.gov/>, can *provide the services*, VA will set aside the underlying solicitation per 38 U.S.C. §8127.

7. All Offerors who provide goods or services to the United States Federal Government must be registered in the System for Award Management (SAM) database found at <https://www.sam.gov>. Registration must include Representations and Certifications.

--End of Sources Sought Announcement--

STATEMENT OF WORK (SOW)

1. Introduction

The Department of Veteran Affairs (VA), Veteran Integrated Service Network (VISN) 22, Network Contracting Office (NCO) requires a Contractor to provide a Two-Day Introduction to Wellness Recovery Action Plan (WRAP) and WRAP Facilitator Five-Day Certificate Course for the VA Greater Los Angeles Healthcare Systems (VAGLAHS).

2. Background

VA GLA has the largest and most complex Homeless program in country with over 16,000 Veterans served annually and about 600 staff. VA is committed to rapidly expanding training programs to assist staff members. There is on-going need to provide clinical training using empirically validated training Wellness Recovery Action Plan (WRAP.) The curriculum is designed to assist persons with mental illness and other issues obtain and maintain an optimal level of recovery.

3. Period of Performance

- a) The contract will be from August 1, 2018 through July 31, 2019.
- b) This will be a Firm-Fixed Price (FFP) Contract.
- c) The Contractor shall complete all task and deliverables in the designated time frame.

4. Scope

The Contractor shall provide all necessary and appropriate labor, supervision, tools, materials, supplies, and equipment necessary to perform the services requested herein and in accordance to the Statement of Work (SOW). The Statement of Work outlines the tasks and responsibilities for the Contractor to be performed at the VAGLAHS located at 11301 Wilshire Blvd., Los Angeles, CA 90873.

- a) **WRAP Introduction** -Through Participation in these workshops people will be able to: Apply Key Concepts of Recovery into their everyday life to improve their quality of life. Identify tools and action plans to counter the negative effects of life challenges and improve responses to disturbing thoughts and feelings to achieve improved states of wellness. Describe the history, foundations and structure of the Wellness Recovery Action Plan.
 - 1) One two-day training:
 - 2) 15 staff members will participate in the training.
- b) **WRAP Facilitator Training** - participants to facilitate WRAP classes and equips them with the skills and materials to facilitate classes in their community and organization. It is for people who have completed a Seminar I WRAP course. The WRAP Facilitator training provides an experiential learning environment based on mutuality and self-determination. Participants in this course will be expected to participate in interactive learning activities and demonstrate their own experience with WRAP.
 - 1) Five-day training at the following facility:
 - 2) 15 staff will participate in the training.
- c) Contractor's Travel Expenses shall be included on the fixed price.

5. Performance Monitoring

Deliverable/Service Requirement	Measurement/Metric	Surveillance Method/Performed By	Frequency/Due Date	Acceptable Quality Level
Development of curriculum and training materials	Training content and materials will incorporate all elements outlined in the PWS as well as any additional agreed-upon elements identified during the post-award conference follow-up discussion	Review of draft training presentation and materials/COR and Training Specialist	At least one month before first training of Training Type #1	100% of all agreed-upon elements are identified in training materials.
Development of post-training knowledge survey	Post-training survey developed by Contractor will incorporate all agreed-upon training elements between Contractor and VA.	Review of draft training presentation and materials/COR and Training Specialist	At least one month before first training of Training Type #1	100% of all agreed-upon elements are identified in the post-training survey.
Training implementation	Training will include all agreed-upon elements during actual training presentation.	Review of finalized training materials, direct observation by COR Training Specialist, and review of participant feedback.	First training to occur within four weeks after the training presentation and post-training evaluation surveys are completed. Subsequent trainings will be reviewed by the COR/Training Specialist on an announced or unannounced basis.	100% of all agreed-upon elements presented during the training.
Knowledge gained by training participants	Training participants will demonstrate knowledge acquired through the training	Online post-training survey/COR and Training Specialist	Within one week after each Training Type #1 session	There will be an average score of 90% for the post-training survey.

6. Government-Furnished Equipment (GFE)/Government-Furnished Information (GFI).

- a) The Government will provide media support: projector, speakers, Setting arrangement, space location.
- b) The Government will provide conference room space conducting the trainings, projector, and audio support, including microphone, and speakers.

7. Delivery Schedule.

The Contractor shall provide the following deliverables:

- a) Course description and objectives.
- b) Subject matter expert trainers.
- c) Education Certificate
- d) Attendance Certificate
- e) Sign in sheet and evaluations
- f) Training evaluation summary report

g) All inclusive: material, evaluations, registration, and travel

8. Security Requirements

No access to the Department of Veterans Affairs computer system is required. The C&A requirements do not apply, a Security Accreditation Package is not required.

-End of Statement of Work-