

A.1. INTRODUCTION:

- (a) In accordance with Federal Acquisition Regulation (FAR) 52.215-3, "Request for Information or Solicitation for Planning Purposes" This Sources Sought Notice/Request for Information (SS/RFI) is for information and planning purposes only at this time and shall not be construed as a solicitation or as an obligation on the part of the Department of Veterans Affairs (VA).
- (b) The Department of Veterans Affairs, Program Contracting Activity Central (PCAC) is conducting market research and is seeking written responses with information to assist the Government with identifying potential sources that are interested in and capable of performing the work described herein and as described in the draft Performance Work Statement (PWS) (see **ATTACHMENT 2**). The Government is also seeking to obtain industry comments and questions regarding the draft PWS.

A.2. REQUIREMENT DESCRIPTION:

- (a) The Department of Veterans Affairs, Program Contracting Activity Central (PCAC) is in the process of planning a procurement In which a contractor will be required to identify and resolve data discrepancies, anomalies, and exceptions; complete data verification/validation resolution activities; duplicate record resolutions, provide communication and resource materials; and report workload stats relating to the Healthcare Identity Management (HC IdM) Program. See the attached draft PWS for more information and full background (see **ATTACHMENT 2**).

A.3. GENERAL INSTRUCTIONS:

(a) SUBMISSION:

- (1) Responses shall be submitted electronically via the eCMS VENDOR PORTAL. Only electronic responses will be accepted (see **ATTACHMENTS 3 & 4**).
- (2) Responses shall be received on or before July 19, 2013 at 3:00 PM (EDT).

(b) GENERAL QUESTIONS:

All general questions shall be submitted electronically via email to Shaun McWeeny at shaun.mcweeny@va.gov. The cut-off date and time for receipt of general questions is July 9, 2013 at 12:00 PM (EDT). Questions received after this date and time may not be answered.

(c) **TECHNICAL QUESTIONS:**

Questions of a technical nature that respondents require answered in order to prepare their SS/RFI response shall be submitted via the "QUESTION AND ANSWER" function within the eCMS VENDOR PORTAL (see **ATTACHMENTS 3 & 4**). Questions of a technical nature submitted via e-mail will not be accepted. Oral questions of a technical nature are not acceptable due to the possibility of misunderstanding or misinterpretation. The cut-off date and time for receipt of technical questions is July 9, 2013 at 12:00 PM (EDT). Technical Questions received after this date and time may not be answered.

The comments, questions, and other information concerning the attached draft PWS shall be part of the respondents SS/RFI response. Comments, questions, and other information concerning the draft PWS that are submitted as part of the SS/RFI response are solely for information and planning purposes and will not be answered via the "QUESTION AND ANSWER" function within the eCMS VENDOR PORTAL.

A.4. **SUBMISSION INSTRUCTIONS:**

(a) **RESPONSE PREPARATION COSTS:**

The Contracting Officer is the only individual legally authorized to commit the Government to the expenditure of public funds in connection with any procurement. This SS/RFI does not commit the Government to pay any costs for the preparation and submission of a response in response to this SS/RFI notice.

(b) **GENERAL:**

All potential sources with the capability to provide the requirements referenced in this SS/RFI and in the draft PWS are invited to submit, in writing, sufficient information within the page & format limitation (listed below). This information must demonstrate the responder's ability to fulfill the requirements and be responsive to the technical questions in this SS/RFI, as indicated below.

(c) **FORMAT:**

The response shall be clearly indexed and logically assembled. Arial or Times New Roman fonts are required. Characters shall be set at no less than normal spacing and 100% scale. Font size shall be no smaller than 12-point. The response must be submitted as a single application-generated (not scanned) PDF document that is less than or equal to 15MB in size.

(d) **CONTENT REQUIREMENTS:**

All information shall be confined to the appropriate tab. The requirements for each tab are shown in the Table below:

Tab	Information
Tab I	Cover Page
Tab II	Capability Information
Tab III	PWS Responses

(e) **TAB I – COVER PAGE REQUIREMENTS:** The cover page shall include the following information:

- (1) SS/RFI Title & Number (VA701-13-I-0251);
- (2) Company Name;
- (3) Company Address;
- (4) Company Point of Contact (Name, Phone Number, email address);
- (5) Company Data Universal Numbering System (DUNS) Number;
- (6) Company Business Size;
- (7) Company Business type (i.e., Large Business, Small Business, Service-Disabled Veteran-Owned Small Business, Small Disadvantaged Business, Woman-Owned Small Business, Hub Zone Small Business, etc.);
- (8) Company's Federal Supply Schedule (FSS) Contract (*If applicable*). Provide the GSA Contract Number and relevant Special Item Number(s) (SINs) applicable to this requirement.

(f) **TAB II – CAPABILITY INFORMATION REQUIREMENTS:** Respondents shall provide a general capabilities statement to address the following information:

- (1) Provide no more than five (5) contracts that your company has performed within the last three (3) years that are of comparable size, complexity, and scope to this requirement. Please include the following information at a minimum:
 - I. Contract Name;
 - II. Contract Scope;
 - III. Awarded Price/Cost;

- IV. Government's technical representative/Contracting Officer's Representative (COR) and current e-mail address, telephone and fax numbers (or commercial point of contact equivalent);
- V. Describe your self-performed** effort (as either a Prime or Subcontractor). Describe self-performed work in terms of dollar value and description;

****Self-Performed means work performed by the company themselves, NOT work performed by another company for them for any of the project examples provided.**

- VI. A brief narrative that describes the details of each project and why it is relevant to this requirement, including difficulties and successes.

(g) TAB III – RESPONSES TO GOVERNMENT PWS : Respondents shall provide responses to the following questions concerning the attached PWS:

- (1) Provide any comments and/or questions your company may have regarding the draft PWS.
- (2) What else has your company seen that could help better structure the PWS?
- (3) What is the suggested North American Industry Classification System (NAICS) code for this requirement?
- (4) Provide an example of a Contract Line Item Number (CLIN) Structure that your company feels would be the most efficient and effective for this award.
- (5) Provide your company's pricing model (if available).

A.5. **DISCLAIMER:**

- (a) This SS/RFI notice is issued solely for information and planning purposes and does not constitute a solicitation or obligation on the part of the Government. Per FAR 15.201(e), responses to this notice are not considered offers, shall not be used as a proposal, and cannot be accepted by the Government to form a binding contract. Neither unsolicited proposals nor any other kinds of offers will be considered in response to this notice. No evaluation letters and/or results will be issued to the respondents; however, the Government does reserve the right to contact any respondent and/or respondent reference to obtain additional information. At this time no solicitation exists; therefore, please do not request a copy of the solicitation.
- (b) Any resulting procurement action will be the subject of a separate, future announcement. The information is provided for discussion purposes and any potential strategy for this acquisition may change prior to any solicitation release. The acquisition strategy, evaluation methodology, contract type, and other acquisition decisions are to be determined.
- (c) Responders are advised that the Government will not pay for any information or administrative costs incurred in response to this SS/RFI. All costs associated with responding to this SS/RFI will be solely at the responding party's expense.