

## SOURCES SOUGHT TECHNICAL DESCRIPTION FOR SERVICES TEMPLATE

### INTRODUCTION

The Mission and Installation Contracting Command (MICC) – Fort Knox, KY is issuing this sources sought synopsis as a means of conducting market research to identify parties having an interest in and the resources to support the requirement for **Software as a Service (SaaS) Human Resources System**. The anticipate period of performance shall commence on or about 1 August 2022 with a base year and four one option periods. The intention is to procure these services on a competitive basis.

The result of this market research will contribute to determining the method of procurement, if a requirement materializes. Based on the responses to this sources sought notice/market research, this requirement may be set-aside for small businesses (in full or in part) or procured through full and open competition. All small business set-aside categories will be considered. Telephone inquiries will not be accepted or acknowledged, and no feedback or evaluations will be provided to companies regarding submissions.

### PLACE OF PERFORMANCE

Location	% On-Site Government	% Off-Site Contractor
Contractor's facility	XX%	100%

### DISCLAIMER

“THIS SOURCES SOUGHT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT A “REQUEST FOR PROPOSAL (RFP)” TO BE SUBMITTED. IT DOES NOT CONSTITUTE A SOLICITATION AND SHALL NOT BE CONSTRUED AS A COMMITMENT BY THE GOVERNMENT. RESPONSES IN ANY FORM ARE NOT OFFERS AND THE GOVERNMENT IS UNDER NO OBLIGATION TO AWARD A CONTRACT AS A RESULT OF THIS ANNOUNCEMENT. NO FUNDS ARE AVAILABLE TO PAY FOR PREPARATION OF RESPONSES TO THIS ANNOUNCEMENT. ANY INFORMATION SUBMITTED BY RESPONDENTS TO THIS TECHNICAL DESCRIPTION IS STRICTLY VOLUNTARY. RESPPONSES WILL NOT BE RETURNED TO THE RESPONDER. NOT RESPONDING TO THIS NOTICE DOES NOT PRECLUDE PARTICIPATION IN ANY FUTURE REQUEST FOR QUOTE (RFQ) OR INVITATION FOR BID (IFB) OR RFP, IF ANY ISSUED. IF A SOLICITATION IS RELEASED, IT WILL BE SYNOPSISIZED ON THE GOVERNMENT-WIDE POINT OF ENTRY (GPE). IT IS THE

## RESPONSIBILITY OF POTENTIAL OFFERORS TO MONITOR THE GPE FOR ADDITIONAL INFORMATION PERTAINING TO THIS REQUIREMENT.”

### PROGRAM BACKGROUND

a. The requirement is for the HQ, United States Military Entrance Processing Command (HQ, USMEPCOM). This will be a Firm Fixed Price award with a base period from 1 August 2022 through 31 July 2023 and four one year option periods. Software as a Service (SaaS) Human Resources System is the designated title for the requirement and supports HQ, US MEPCOM and total administration of the Eastern and Western Sector HQ and the virtual MEPS, in addition to the 65 individual Military Entrance Processing Stations (MEPS) throughout the continental U.S., Alaska, Hawaii, and Puerto Rico.

### REQUIRED CAPABILITIES

The Contractor shall provide a cloud-based hosted application that shall be able to project manpower requirements, identify the mission list and develop policy & procedure guidance, support preparation of the Department of Defense budget, including both budgetary and executionary requirements. Further detail is provided in the draft Performance Based Work Statement (PBWS) attached to this announcement (Attachment 1).

SPECIAL REQUIREMENTS: Personnel and Facility Security Clearances and shall be available upon contract execution which is expected to commence on or around 1 August 2022. A DD Form 254 Contract Security Classification Specification may apply to this requirement and the prime contractor shall have or demonstrate ability to obtain a (*“Secret/Top Secret”*) Facility Clearance.

### ELIGIBILITY

The applicable NAICS code for this requirement is 541511, Custom Computer Programming Services with a Small Business Size Standard of \$30M. The Product Service Code is DC10, Data Center as Service. Businesses of all sizes are encouraged to respond; however, each respondent must clearly identify their business size in their capabilities statement.

### SUBMISSION DETAILS

Interested businesses should submit a brief capabilities statement package (no more than ten 8.5 X 11 inch pages, font no smaller than 10 point) demonstrating ability to provide the software maintenance listed in this Technical Description. Documentation should be in bullet format.

Your response to this Sources Sought, including any capabilities statement, shall be electronically submitted to the Contract Specialist, Richard Dalton in either Microsoft

Word or Portable Document Format (PDF), via e-mail [richard.d.dalton.civ@mail.mil](mailto:richard.d.dalton.civ@mail.mil) no later than 02:00 p.m. Eastern Standard Time (EST) on 12 November 2021 and reference this synopsis number in subject line of e-mail and on all enclosed documents. Information and materials submitted in response to this request WILL NOT be returned. DO NOT SUBMIT CLASSIFIED MATERIAL.

If your organization has the potential capacity to provide the required products, please provide the following information: 1) Organization name, address, primary points of contact (POCs) and their email address, FAX number, Web site address, telephone number, and type of ownership for the organization; and 2) Tailored capability statements addressing the requirements of this notice, with appropriate documentation supporting claims of organizational and staff capability. If significant subcontracting or teaming is anticipated in order to deliver technical capability, organizations should address the administrative and management structure of such arrangements.

Identify any condition or action that may be having the effect of unnecessarily restricting competition with respect to this acquisition. Please contact the MICC Advocate for Competition, Scott Kukes, at [scott.d.kukes.civ@mail.mil](mailto:scott.d.kukes.civ@mail.mil) or 210-466- 2269, if you believe that this action is unreasonably restricting competition. Include the subject of the acquisition, this announcement, and the Mission and Installation Contracting Command (MICC) point of contact information from the [beta.sam.gov](http://beta.sam.gov) notice. Provide the specific aspects that unreasonably restrict competition and the rationale for such conclusion

A draft Performance Based Statement of Work (PBSOW) and draft Personnel Qualifications Description are attached for review. (Attachment 1)

This above requested documentation must address at a minimum the following items:

- 1.) What type of work has your company performed in the past in support of the same or similar requirement?
- 2.) Can or has your company managed a task of this nature? If so, please provide details.
- 3.) Can or has your company managed a team of subcontractors before? If so, provide details.
- 4.) What specific technical skills does your company possess which ensure capability to perform the tasks?
- 5.) Please note that under a Small-Business Set-Aside, in accordance with FAR 52.219-14, the small business prime must perform at least 50% of the work themselves in terms of the cost of performance. Provide an explanation of your company's ability to perform at least 50% of the tasking described in this PBSOW for the base period as well as the option periods.

6.) Provide a statement including current small/large business status and company profile to include number of employees, annual revenue history, office locations, DUNs number, etc.

7.) Respondents to this notice also must indicate whether they qualify as a Small, Small Disadvantaged, Women-Owned, HUBZone, or Service Disabled Veteran-Owned Small Business Concern.

8.) Include in your response your ability to meet the requirements in the Facility and Safeguarding requirements.

The estimated period of performance consists of a base year plus four options. The anticipated award date for the base period is 1 August 2022 through 31 July 2023 with four one year option periods. Specifics regarding the number of option periods will be provided in the solicitation.

The contract type is anticipated to be Firm Fixed Price contract type.

The proposed contract is anticipated to include tasking that would be accomplished by labor categories that are subject to the Service Contract Act or a collective bargaining agreement.

Upon evaluation of the capability statements, if it is determined that this requirement will be an unrestricted competition, the Government intends to evaluate the Small-Business responses and conduct further market research to identify a subcontracting goal.

All data received in response to this Sources Sought that is marked or designated as corporate or proprietary will be fully protected from any release outside the Government.

No phone calls will be accepted.

All questions must be submitted to the contract specialist identified above. The Government is not committed nor obligated to pay for the information provided, and no basis for claims against the Government shall arise as a result of a response to this Sources Sought.