

SOURCES SOUGHT/REQUEST FOR INFORMATION (RFI)

DEPARTMENT OF HOMELAND SECURITY/UNITED STATES SECRET SERVICE Office of the Chief Financial Officer (CFO), Logistics Resource Center (LRC)

RFI: 70US09RFIOCT2022

This notice constitutes a Request for Information (RFI) Pursuant to Federal Acquisition Regulation (FAR) Part 15.201 for the purpose of determining the capability of sources in the marketplace for a contemplated effort for Travel Support Services. This RFI is for procurement planning purposes Only for eventual award and shall not be construed as a request for proposals/quotes, solicitation, or commitment on the part of the Government to issue any future solicitation or award. The Government will not reimburse any costs associated with the development and submission of materials in response to this request.

For the contemplated effort, the Contractor will provide Travel Support Services. The contemplated effort would be firm fixed price with a twelve (12) month base period and four (4) twelve (12) month option periods. The North American Industry Classification System (NAICS) code for this requirement is 561510 – Travel Agencies.

For responses to this RFI, submissions will be required to demonstrate/describe recent and relevant experience, as well as the ability to provide qualified technical expertise, in the area of Travel Support Services.

If demonstrating any of the aforementioned requires reference to specific contracts, indicate those contract numbers respective to each capability example described, to include a point of contact for each referenced contract. Should there be teaming or subcontracting arrangements referenced, identification of specific contract numbers will be required for those arrangements as well. If the demonstrated services were performed for a private vendor, please also provide for such requirements a verifying reference.

All interested parties are invited to submit a capabilities statement, which shall not exceed three (3) total pages with no smaller than 12-point Times New Roman font. If providing information relevant to the ability of your firm to successfully execute the work described in this notice. The capability statement should demonstrate understanding, capability, approach, qualification, and past experience in meeting the work requirements identified in Attachment # 1, Statement of Work (SOW).

Finally, interested firms should identify challenges and risks associated with meeting the requirements of the Summary Scope of Work and how the organization would minimize those risks. The Government will review the capability statement to determine if the interested firm is able to satisfy requirements based on its demonstrated understanding, capability, approach, qualification, and past experience in each of the areas included in the SOW (Attachment #1).

Please note that a small business concern may submit a capability statement that includes the expertise of large business partner companies under a teaming arrangement. If a teaming

arrangement is contemplated, then the response to this sources sought must clearly discuss the areas of the SOW that the small business firm intends to perform and the specific areas that the large business teaming partner intends to perform. Please note that at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern, and/or shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials. pursuant to the FAR clause at 52.219-14 entitled “*Limitations on Subcontracting (MAR 2020)*”.

In furnishing the requested information, please include the following as part of the submission:

1. Name of the Organization
2. Address of the Organization
3. CAGE Code and DUNS Number for the Organization
4. Small business standing (i.e. large or small business) under NAICS Code: 561510 – Travel Agencies (\$22.0 Million)
5. If a Small Business, indicate Small Business Type(s) (e.g., Small Business, Woman-Owned Small Business, Economically Disadvantaged Woman-Owned Small Business, Small Disadvantaged Business, 8(a) Certified, HUBZone Certified, Veteran Owned Small Business, and/or Service-Disabled Veteran-Owned Small Business)
6. Telephone/Fax Number, Address, and Email address for the primary point of contact for Capabilities Statement
7. A description of your organization’s capability to meet the requirements stated above
8. A summary of your organization’s history relative to similar requirements

As much as possible, it is preferred that capability statements be nonproprietary. However, capability statements with company-sensitive data and concepts will be accepted, and the Government will respect restricted data markings. Responders are expected to appropriately mark their submissions that contain proprietary information; receipt of classified materials is not anticipated.

RFI Questions & Answers:

All questions with regard to the RFI and any supporting documents shall be submitted electronically, via email, **no later than 5:00 PM Eastern Time (ET) on Wednesday, October 19th, 2022**, to the points of contacts listed below.

RFI Responses:

All responses shall be submitted electronically, via email, **no later than 5:00 PM Eastern Time (ET) on Wednesday, October 26th, 2022**, to the points of contacts listed below. Only attach MS Word/Excel compatible files or Adobe Acrobat PDF files in electronic correspondence.

RFI Points of Contact:

Contract Specialist:

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