



DEPARTMENT OF THE AIR FORCE  
BUSINESS AND ENTERPRISE SYSTEMS DIRECTORATE  
WRIGHT PATTERSON AIR FORCE BASE, OHIO



**REQUEST FOR INFORMATION (RFI)**

FA8770-22-R-B0XX

Maintenance, Repair, and Overhaul Initiative (MROi) Training Support

**THIS IS A REQUEST FOR INFORMATION (RFI) ONLY**

This RFI is issued solely for information and planning purposes. It does NOT constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This request for information does not commit the Government to contract for any supply or service whatsoever. Furthermore, the Air Force (AF) is not seeking proposals nor will it accept unsolicited proposals at this time. Respondents are advised that the U.S. Government will not pay for any information or administrative costs incurred in response to this RFI: all costs associated with responding to this RFI will be solely at the interested party's expense. Not responding to this RFI does not preclude participation in any future RFP, if any is issued. It is the responsibility of the potential offerors to monitor these sites for additional information pertaining to this requirement.

Contractors responding to the RFI shall submit the following information **no later than Friday 30 December, 2022 at 12:00 p.m. EDT.** Responses should be sent to Contracting Officer, Ms. Jessica Tucker, at [jessica.tucker.3@us.af.mil](mailto:jessica.tucker.3@us.af.mil), and a courtesy copy to Contract Specialist, Mr. Kestin Howard, at [kestin.howard@us.af.mil](mailto:kestin.howard@us.af.mil).

**RATIONALE FOR AMENDED RFI**

This RFI has been amended to clarify work requirements and to emphasize the prioritization of training experience over specific IT experience. Required qualifications for instructors include a teaching certification or a current Curriculum Design certification or experience training in a business environment. Enterprise Resource Planning (ERP) expertise or experience (Oracle preferred) is desired but not required for instructors. Furthermore, instructors will use Government-provided materials and Government-provided SMEs to deliver training, and instructors will participate in Government-directed immersion activities to become familiar with the Maintenance, Repair and Overhaul Initiative (MROi) application, roles, developed training materials and program responsibilities. This amended RFI is submitted under the NAICS code 611420 Computer Training and 611430 Professional Development Training to gauge industry capabilities in providing sufficient training for this effort.

**INSTRUCTIONS**

The Government is seeking responses to the RFI from interested contractors for a services contract. Responses are limited to 10 pages or less and must be submitted in Microsoft Word or Portable Document format (PDF), using Times New Roman, 12-point font. See below for additional details. The Government will not entertain telephone calls or questions for this RFI.

**BACKGROUND AND DESCRIPTION**

The Program Management Office (PMO) for MROi is located at WPAFB, OH and is responsible for the capability delivery of the logistics business systems associated with the Air Force (AF) acquisition process for Maintenance (Mx) Procedures. The scope of services for this contract is to provide initial end-user training for the implementation of the MROi maintenance and financial management program with Government-provided training materials and Government-provided Subject Matter Experts (SMEs).

MROi is the single Air Force Sustainment Center (AFSC) enterprise solution to plan, schedule, and execute Mx and integrates capture of auditable financial transactions at the point of work. It enables AFSC optimization of resource and workload allocation and provides one sustainment maintenance system for weapon system customers. It is developed through the Agile process with capability releases (MVPs) scheduled for implementation in the near future.

At implementation, approximately 20,000 end-users across 3 Air Logistics Complexes (ALCs), AMARG at Davis-Monthan AFB, Kadena AB, Randolph AFB, and DFAS Columbus will receive initial system training in both the Mx and Financial capabilities. This contract effort will provide for the delivery of role-based training to end-users with training materials provided by the government and with SMEs to address technical questions beyond the scope of the course material. Immersion activities will be provided by the Government in order to familiarize instructors with MROi application, roles, developed training materials and program responsibilities.

Training delivery is anticipated to be rolled out in two phases during the implementation of MVP4 and MVP6 respectively. Training for the first phase, MVP4, is anticipated to begin in 2024 at two locations (DFAS Columbus and OC-ALC) covering approximately 1,900 users. Training for the second phase, MVP6, is anticipated to begin approximately six months after MVP4 training at six locations (all 3 ALCs, Davis-Monthan AFB, Kadena AB, and Randolph AFB) covering the remaining 19,000 users and any users from the first phase that require additional training.

#### GENERAL INFORMATION

Contractor personnel shall have the appropriate level of investigation and/or security clearance for the site where they are located during performance in support of this requirement. At a minimum, all Contractor personnel shall have a completed favorable National Agency Check Inquiry (NACI)/Entrance National Agency Check. Contractor personnel shall submit a request for a user ID when access is required to a Government computer, including the submission of proof to the Program Management Office (PMO) Security Manager that a favorable National Agency Security Check has been completed. The Contractor personnel shall obtain Common Access Cards (CAC) for the purpose of encryption as well as physical and digital identification for access to systems.

#### SYSTEM FOR AWARD MANAGEMENT

According to FAR 4.11, prospective vendors must be registered in the System for Award Management prior to the award of a contract, basic agreement, basic ordering agreement, or

blanket purchase agreement. According to FAR 52.204-7, to register in the System for Award Management, a firm must include the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see subpart 4.14).

The estimated period of performance for this acquisition is anticipated to be approximately 36 months. The Government may use the information gathered from this RFI to develop a bidder's list. The Government may issue this effort under the Small Business Administration (SBA) Section 8(a) program direct award if applicable. If this RFI results in an award, then that award is anticipated to occur no later than the first quarter of FY24.

### SCOPE OF SERVICES

This RFI requests Capability Statements from vendors who can demonstrate the ability to provide support for the attached DRAFT Performance Work Statement (PWS). Please be aware that this document is still being reviewed and revised by the Government PMO and is not in the final state. The capabilities outlined within, however, are very representative of the requirement for the MROi system training delivery and should be sufficiently addressed in the prospective vendor's response to this RFI.

### CAPABILITIES PACKAGE REQUIREMENTS

The contractor's submittal shall be in ten (10) pages or less, single sided in Times New Roman 12 font, with one-inch margins Microsoft Word document (.docx) or Portable Document format (PDF). The page limitation does not include the cover letter, title, table of contents, or acronym pages. Page size should be 8.5 x 11 inches. Contractors responding to this RFI shall include the following information:

- A. Small Business status (Indian Tribe, Alaskan Native Corporation, Women Owned, etc.) If 8(a), provide statues and graduation date. GSA Schedule information (if applicable), such as expiration date, period of performance and type of schedule.
- B. A brief history and capability statement of the prospective supplier and its' experience as the provider of training services to a program with various users and multiple concurrent training locations. Training experience with systems similar to MROi (which is Oracle ERP based) is desired but not required.
- C. Up to three (3) relevant examples of the prospective supplier's clients shall be submitted (current or within the past three (3) years). These examples must include a short description of the relevancy of the products or services, the contract number (if applicable), organization, and point of contact for each reference.
- D. The contractor must demonstrate that they have the business acumen to provide these services on this scale of users and concurrent training locations.
- E. A brief staffing plan that shows the necessary staffing required for both MVP4 and MVP6 training accounting for the following minimum considerations:  
onboarding/training requirements, coverage of the concurrent training classrooms and

- concurrent locations anticipated, flexibility needed for absences/vacancies/turnover, flexibility needed for surging opportunities, and breakdown of instructor roles.
- F. The website address or addresses at which the Government PMO may obtain additional information about the prospective supplier, products, and services.

## RESPONSES

Interested parties are requested to respond to this RFI with a white paper. White papers in the stated format are due **no later than Friday 30 December, 2022 at 12:00 p.m. EDT.** Responses shall be submitted via e-mail only to Contracting Officer, Ms. Jessica Tucker, at [jessica.tucker.3@us.af.mil](mailto:jessica.tucker.3@us.af.mil), and a courtesy copy to Contract Specialist, Mr. Kestin Howard, at [kestin.howard@us.af.mil](mailto:kestin.howard@us.af.mil). Proprietary information, if any, should be minimized and **MUST BE CLEARLY MARKED**. To aid the Government, please segregate proprietary information. Please be advised that all submissions become Government property and will not be returned.

Responders shall provide administrative information, and shall include the following at a minimum:

- A. Name, mailing address, overnight delivery address (if different from mailing address), phone number, fax number, and e-mail of designated point of contact.
- B. There are Government support contractors working in key positions for this effort who will need to access RFI submittals in support of their contract. If desired, NDAs can be arranged for Government contractors who will review submissions. Please let the Government know of any restrictions on disclosure and mark the appropriate restricted sections. In the absence of either of the foregoing, the Government will assume that the Respondent agrees to the release of its submission to Government support contractors.
- C. "Small business concern" means a concern, including its affiliates that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualifies as a small business under the criteria and size standards in 13 CFR part 121. Additional standards and conditions apply. Please refer to Federal Acquisition Regulation FAR 19 for additional detailed information on Small Business Size Standards. FAR location is <https://www.acquisition.gov/browse/index/far>.
- D. The facility security clearance of the Respondent.

## INDUSTRY DISCUSSION

Government PMO representatives may or may not choose to engage with potential offerors. Such discussions would only be intended to get further clarification of potential capability to meet the requirements, especially any development and certification risks.

## QUESTIONS

Questions regarding this announcement shall be submitted in writing by e-mail to the Contracting Officer, Ms. Jessica Tucker, at [jessica.tucker.3@us.af.mil](mailto:jessica.tucker.3@us.af.mil), and a courtesy copy to

Contract Specialist, Mr. Kestin Howard, at [kestin.howard@us.af.mil](mailto:kestin.howard@us.af.mil). Verbal questions will NOT be accepted.

### SUMMARY

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide support for the MROi program. The information provided in the RFI and associated documents are subject to change and is not binding on the Government. The AF has not made a commitment to procure any of the items or services discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become Government property and will not be returned.