

January 3, 2022

SOURCES SOUGHT/REQUEST FOR INFORMATION CONSOLIDATED SERVICE CENTER RECORDS DIGITIZATION

THIS SOURCES SOUGHT SYNOPSIS IS NOT A PRE-SOLICITATION NOTICE, REQUEST FOR PROPOSAL (RFP), OR AN INVITATION FOR BID, BUT A MARKET SURVEY TO IDENTIFY POTENTIAL SMALL BUSINESS PARTICIPANTS. This notice is not to be construed as a commitment by the Government to award a contract. The Government will not reimburse contractors for any costs incurred because of their participation in this survey. The proposed North American Industry Classification System (NAICS) code for this acquisition is **518210**, with a small business standard size of **\$35M**. The purpose of this Sources Sought announcement is to assist the Department of Energy in conducting Market Research to identify sources of services that meet its requirements, and in accordance with FAR Part 10, to make appropriate acquisition decisions and to gain knowledge of potential qualified small business participants capable of providing all **Records Management Support Services**.

BACKGROUND

The Department of Energy (DOE) Office of Science (SC) funds basic research to advance the scientific knowledge needed to provide new and improved energy technologies; to understand the health and environmental implications of energy production and use; and to maintain U.S. leadership in discovering the fundamental nature of energy and matter.

The SC organization is led by a Presidentially nominated, Senate-confirmed Director and three senior career federal Deputy Directors: Principal Deputy, Science Programs, and Field Operations. The organization and functions are further discussed at the following website: <http://science.energy.gov/about/organization>.

SC comprises a geographically diverse organization. SC has two locations in the Washington, D.C. area (Headquarters): one location at DOE's Forrestal building in Washington, D.C. and one location in Germantown, Maryland. Most of the SC Programs staff resides at these two locations. Field Operations comprises the Consolidated Service Center (CSC) and ten Site Offices. The CSC is a virtual organization located at Lemont, Illinois, and Oak Ridge, Tennessee. The ten Site Offices are collocated with their respective National Laboratories.

The SC Office of Information Management (OIM) is the IT service provider of SC. OIM will provide project management, technical contract oversight, and certification and accreditation services for the project.

The CSC plays a critical role in SC program execution and implementation by providing professional services in support of the entire federal SC complex. The CSC provides crosscutting support services, including subject matter expertise in environmental compliance, safety and health, safeguards and security, quality assurance, real property and infrastructure, financial evaluation, procurement and contracts, records management and requirements, information management, and Equal Employment Opportunity, Diversity, and Inclusion. The CSC operates as a single organization utilizing the combined business and technical capabilities

from multiple locations, including Lemont, IL and Oak Ridge, TN. CSC support is delivered through a customer service model focused on the safe, compliant, and efficient execution of SC activities at supported sites.

The CSC currently has 5,032 boxes of paper records onsite at its Oak Ridge, TN location. These paper records have schedule dates of destruction later than 12/31/2041. Each box is one cubic foot in dimension and holds an average of 2,000 pages of record documents in varying physical media (Onion skin paper, standard paper, Microfiche, maps, etc.). Metadata associated with all these paper records reside in a SharePoint database.

The CSC has a need for professional services to digitize paper records and an out-of-the-box software application that performs records management functions. The application to be implemented must be able to store, track and maintain digital records according to the rules and regulations related to the Federal records management process, as well as best practices. This includes the ability to store digital records by scanning the paper records and creating new records in the application. It is desired that the application be hosted in a FedRAMPed cloud.

SCOPE

The CSC requires that the contents of 5,032 boxes be scanned, digitized, indexed and stored electronically in a records management application, so that the physical contents of these boxes can be properly destroyed. The scope of this PWS includes the implementation of an out-of-the-box records management application, the scanning, digitization, indexing, and storage of the paper records, the shredding of the paper records and the destruction of the boxes after scanning and digitization is fully completed, and quality checked. Shredding will follow acceptable security guidelines so that no shredded record is legible. It also includes the migration of the existing SharePoint metadata to the records management application and the association of this metadata with the respective digitized records.

This effort includes project management, business analysis, records management application design, configuration, and if necessary, customization, data migration, implementation, testing, training, and activities related to transitioning systems' operations and maintenance to the Government and a follow-on support Contractor.

The Government's requirements are described in the attached sample Performance Work Statement (PWS) and the Functional Requirements Definition document (FRD).

The Government is considering this to be a commercial services/commercial items procurement as defined in FAR Part 2.101. The Government contemplates award of an 18–24-month Firm-Fixed-Price contract starting in fiscal year 2022.

REQUEST FOR INFORMATION (RFI)

The Government requests responses from all interested Small Businesses who may be able to meet the technical requirements and are, or can be, certified as a Small Business in the suggested NAICS code of **518210, and have or can obtain a facilities clearance.**

Submission requirements:

1. Page limit - Ten (10)
2. Page size - 8 ½" x 11"; 12 pt. Times New Roman font
3. Do not include promotional materials
4. To be received **no later than 4:00 PM., Eastern Standard Time on January 24, 2022.**
5. Submissions must be e-mailed to bryce.robinson@science.doe.gov with a Subject line of "CSC Records Digitization RFI".

Interested sources that have the capability to provide this support are requested to submit the following:

A technical capability statement to provide the software and services described in the attached draft PWS and FRD to include company name, address, point of contact, e-mail address, telephone, DUNS, TIN, CAGE code, and any "Doing Business As Name" as applicable.

Include with your technical capabilities statement the answers to the following questions:

1. What is your business type, size, and socio-economic status in reference to the projected NAICS code of 518210? If the NAICS code is not currently in your SAM.gov profile, what do you anticipate your business size and socio-economic status will be once the NAICS code is added to your SAM.gov profile? Is NAICS code 518210 appropriate for this program?
2. Based on your knowledge of this type of requirement, do you believe that the use of a firm-fixed price contract type is appropriate? If not, what contract type is more appropriate and why?
3. Based on your experience with commercial software and knowledge of this type of requirement and the size of the effort described in the Scope section of this RFI, is there an industry standard for costs per license? (a) if so, please provide an estimate of that industry standard for single user license and any discount for an estimate of licensing for 10 users, (b) other than software licenses, for this type of effort, are there any additional materials needed; e.g. scanners, that the Government should consider including in the RFP and (c) would your company envision the need for professional service employees to perform the work or, in your opinion, could the work be performed as an administrative function by employees covered under the SCA?
4. Describe your experience with the Federal records management lifecycle.
5. What is your experience in providing the requested digitization services of vital but aged and fragile records that require high level care and handling during digitization; describe experience in both the Government and the commercial market. Does experience include the digitization of records and their storage to a cloud application? If yes, which application was used and what were the licensing costs and terms of this application?

6. Provide a description of recent contract/project experience as the **prime contractor** for the digitization of records and their storage in a records management application performed within the last five years for both the company and any subcontractors, if applicable, to include the following (please limit to one page per contract/project):
 - The size (dollar value), duration, scope, and complexity of the contract/project.
 - The type of contract (i.e., fixed price, cost reimbursement, etc.); and
 - Identification of a contract or project number and point of contact and contact information (name, address, and phone) at the agency or prime contractor's organization.
7. Provide documentation, if any, demonstrating all stated industry credentials.
8. Do you currently have a Government-wide Contract Vehicle that provides this service (SEWP IDIQ, Government-Wide Acquisition Contracts (GWAC), Multi-Agency Contracts, Other Indefinite Delivery Contracts (ID/IQ), Federal Supply Schedules (FSS), Basic Ordering Agreements (BOA), Blanket Purchase Agreements (BPA), etc.? If yes, please provide the vehicle type and contract number. Are all services required by the draft PWS included in your Government-wide contract vehicle?
9. What suggestions, if any, do you have for meeting DOE's requirements (including evaluation criteria, contract line-item structure, contract structure, or other topics)?

All interested parties must be registered in the System for Award Management (SAM) to be eligible for an award of Government contracts. Interested parties must also have the corresponding NAICS code **518210** suggested for this acquisition in their SAM.gov profile certifying as a Small Business before award.

Any proprietary information contained in response to this request will be properly protected from unauthorized disclosure and will not be used to establish the requirements for any future system acquisition to not inadvertently restrict competition. Any evaluation conducted for market research purposes shall not apply in any way to the evaluation of the proposal submitted to a solicitation if a solicitation is issued.