

**Department of Veterans Affairs (VA)
Office of Information & Technology
Software Product Management (SPM)
Tracking Continuing Education (TRACE)
Maintenance and Technical Support
Request for Information (RFI)**

1. Introduction

This Request for Information (RFI) is issued for information and planning purposes only and does not constitute a solicitation nor does it restrict the Government as to the ultimate acquisition approach. In accordance with Federal Acquisition Regulation (FAR) 15.201(e), responses to this notice are not offers and cannot be accepted by the Government to form a binding contract.

The purpose of this RFI is to identify qualified vendors, who are able to meet Department of Veterans Affairs (VA) requirements for the TRACE application support. Any contract/order that might be awarded based on information received or derived from this market research will be the outcome of the competitive process. The purpose of this RFI is to obtain market information on capable sources of supply, industry best practices, and input specific to the information provided. The Government is not responsible for any cost incurred by industry in furnishing this information. All costs associated with responding to this RFI will be solely at the interested vendor's expense. Not responding to this RFI does not preclude participation in any future Request for Proposal (RFP), if any is issued. Any information submitted by respondents to this RFI is strictly voluntary. All submissions will become Government property and will not be returned. Interested vendors are responsible for adequately marking proprietary, restricted or competition sensitive information contained in their response.

Be advised that set-aside decisions may be made based on the information provided in response to this RFI. Responses should be as complete and informative as possible. The North American Industry Classification System (NAICS) for this requirement is 541519 with a size standard of \$34.0 million.

Generic capability statements or marketing materials will not be accepted or reviewed.

2. RFI Response Instructions

NOTE: The capability package must be clear, concise, and complete. VA is under no obligation to provide feedback to the company, or to contact the company for clarification of any information submitted in response to this RFI.

Provide the following information:

(A) Provide Company Information:

- 1) Company Name
- 2) Unique Entity Identifier Number (UEI) under which the company is registered in SAM.
- 3) Company Address
- 4) Point of contact name

- 5) Telephone number
- 6) Email address
- 7) Small Business size status based upon the applicable NAICS code of 541519. For more information refer to <http://www.sba.gov/>. If SDVOSB/VOSB, is your business verified in the VetBiz VetCert database (<https://veterans.certify.sba.gov>)
- 8) For small business concerns, indicate whether at least 50 percent of the total amount paid by the Government will be paid to firms that are similarly situated.
- 9) List any existing contracting vehicles you currently maintain that cover the intended scope of work

(B) Brief summary describing your company's technical approach to meeting the requirements, to include;

1. Describe in detail your experience with staffing, including any pertinent staff accreditations and certifications, in support of the ILEAN TRACE application at the VA for an effort of this size, scope, and complexity. Include a description of your ability to:

- Provide and retain staff with appropriate development, database design and requirements solicitation expertise to support the ILEAN efforts at the VA on a timely basis.
- Provide maintenance/enhancement support as required and on short notice, to meet the requirements of the business.

Provide specific examples or contracts which provided this level of expertise, and a description of the size and scope of the projects supported.

2. Describe your experience with application development, database design, testing, software maintenance & reporting supporting VA applications (TRACE). Provide specific examples or contracts which provided this level of expertise, and a description of the size and scope of the projects supported.
3. Describe your expertise in providing technical subject matter expertise in support of VA applications. Provide specific examples or contracts which provided this level of expertise, and a description of the size and scope of the projects supported.
4. If your company is a Small Business, also include the following:
 - The intent and ability to meet set-aside requirements for performance of this effort. Service Disabled Veteran Owned Small Businesses (SDVOSB) and Veteran Owned Small Businesses (VOSB) must indicate whether at least 50% of the cost incurred would be expended for prime employees or

employees of other eligible SDVOSB/VOSB firms. This should also include the prime planned percentage and if under 50%, the names of the potential team members that may be used to fulfill the 50% SDVOSB/VOSB requirement.

- Information as to available personnel and financial resources to support a requirement of this magnitude.
- Information as to proposed team members (subcontractors), the percentage of work each is to perform and which PWS requirements would be subcontracted.

Responses to this RFI shall be submitted electronically by 12:00 PM Eastern Standard Time, June 5, 2023 via email the Technology Acquisition Center (TAC) point of contact Contract Specialist, Felica Griffin, Felica.Griffin@va.gov. **Please note “Response to RFI – Tracking Continuing Education (TRACE) Maintenance and Technical Support” in the subject line of your response.**

WARNING: Please do not wait until the last minute to submit your responses! To avoid submission of late responses, we recommend the transmission of your response file 24 hours prior to the required response due date and time. Please be advised that timeliness is determined by the date and time an Offeror’s response is received by the Government not when an Offeror attempted transmission. Offerors are encouraged to review and ensure that sufficient bandwidth is available on their end of the transmission.

All responsible sources may submit a response in accordance with the following:

All proprietary/company confidential material shall be clearly marked on every page that contains such.

No more than 15 pages (excluding transmittal page). Responses should be submitted in Microsoft Word format with Times New Roman font, 12 pt. minimum that addresses the above information. Interested parties should limit marketing material in order to allow sufficient space for adequately, directly, and substantively responding with the information of most interest to the Government.

See attached: Draft Performance Work Statement- Tracking Continuing Education (TRACE) Maintenance and Technical Support.

VA will not be able to grant any extensions to this RFI.