**Request for Information (RFI) For Administrative Support for preparation of Federal Records Center (FRC) shipments to the National Archives and Records Administration (NARA)**

*This RFI is issued for information and planning purposes only, and does not constitute an offer by the Government to fund, as a whole or in part, the opportunities referenced herein. This RFI does not represent a pre-solicitation synopsis or a solicitation and does not constitute a request for proposal or request for quote. The Government will not pay for any information or administrative cost incurred in responding to this RFI; all costs associated with responding to this RFI will be solely at the interested party’s expense. Any response received will not be used as a proposal or quote. The responses to this RFI will be reviewed by the Government and may be used to develop requirements for future needs. Additionally, all submissions become government property and will not be returned. No basis for claim against the Government shall arise as a result form a response to this RFI.*

**PURPOSE** The purpose of this RFI is to obtain information for the purposes of market research which may inform future requirement and contract efforts for administrative support for preparation of FRC shipments.

**SUMMARY** The Department of Justice, Executive Office for Immigration Review (EOIR) is requesting papers providing possible services available for all or part of the requirement discussed below.

EOIR locations nationwide have multiple boxes of files on multiple different floors that can be retired to the National Archives and Records Administration. This overload of files has created a hazard that not only needs to be remedied immediately for all current applicable files and locations but also every 6 months, or twice annually thereafter.

Currently, the EOIR plans to procure administrative support services under the supervision of a federal employee to assist with separating, filing, boxing, labeling, and stacking/organizing boxes for FRC pick- up. To clarify, we are not seeking movers of the files; however, the individuals will be expected to lift at least 30 lbs., operate a dolly carrying up to 5 boxes, and operate a handheld scanner. Initially there will be three pilot sites which are still to be determined. Contractor will not have access to our network or systems and will be provided with proper GFP/GFE to complete necessary tasks. Locations, quantities, and schedule are TBD.

NARA has specific requirements for boxes that must be followed, which include but are not limited to the following:

• Specific types of materials must be used (to be provided by the Govt.)

• Standard Sized records boxes (to be provided by the Govt.)

• Standard-size box (143⁄4" x 12" x91⁄2") for legal or letter-size files

• Half-size box (143⁄4" x91⁄2" x43⁄4")

• X-ray box (18" x 15" x51⁄2") Reference: https://www.archives.gov/frc/toolkit

Additionally, there are other requirements that must be followed, which include but are not limited to the following:

• Boxes shall contain no more than 38 files

• Boxes shall not be over-packed and must leave a 1-2 inch space in each box to allow ease of reference.

• Files shall be scanned into box prior to sealing file for shipment – barcodes will already be on outside of file

• Boxes shall be sealed prior to shipment

• At no time shall the files themselves be opened or reviewed

**REQUEST** Interested parties are requested to provide paper responses that outline possible services, capabilities, and critical cost/schedule drivers related to the support provided for the initial mass purge of files from EOIR locations and every 6 months, or twice a year thereafter.

The cover page of the responses shall include the company name, GSA Contract Number, DUNS number, address, point of contract including phone number and email address. There is no specific format for the paper responses but they shall be limited to no greater than 10 pages and highlight the capabilities to address the questions below and any other pertinent information relating to the market.

Given the information above: 1) With our 63 current locations across the United States, is your company able to provide on-demand nationwide, regional, or statewide sergvice? Court address reference: https://www.justice.gov/eoir/eoir-immigration-court-listing 2) What SIN would best fit this requirement? 3) Can we expect 1 company to provide service to all 63+ locations? 4) What is the industry standard for this type of service? Firm Fixed Price or Labor Hour? 5) What labor category or categories do you suggest to perform this service? 6) Are these SCA covered positions? 7) Are there general restrictions/limitations on general officer workers regarding lifting heavy objects? If so, what are they? 8) What are the differences in worker’s comp vs. Govt liability for heavy lifting? 9) What are examples of metrics currently used to assess the effectiveness of this type of service? 10) What approaches could be piloted for possible application across all locations? 11) What information would you need to know in a solicitation?

**PRIVACY** Submissions responding to the questions in this RFI may be made public. **Please do not include any confidential, proprietary, or sensitive information that you do not wish to be made public**. Information made public will not include names and contact information of individuals or entities. Submissions are subject to the Freedom of Information Act (FOIA).

**RESPONSES** The response shall be due no later than 1:00 PM Eastern Standard Time (EST) on Monday February 10, 2020. The responses shall be e-mailed to [insert name here]

The Government may contact respondents regarding their submissions, such as to ask questions, or to learn more about the market.