

Human Capital and Training Solutions (HCaTS) Ordering Guide Summary

The following information has been prepared for Ordering Contracting Officers as a quick reference. For more information, please refer to the full Ordering Guide at gsa.gov/hcats or email the HCaTS PMO at hcats@gsa.gov.

HCaTS Vehicles

Three Multi-Award IDIQ vehicles:

HCaTS Unrestricted (HCaTS U) HCaTS Small Business (HCaTS SB) HCaTS 8(a)

Each HCaTS vehicle consists of two pools:

Pool 1: Professional & Management Development Training

- NAICS Codes: 611430 (primary), 624310, 611699
- Size Standard: \$12M

Pool 2: Human Resources Consulting Services

- NAICS Codes: 541612 (primary), 541611, 541613, 541618, 611710
- Size Standard: \$16.5M

HCaTS Scope

The HCaTS contracts for all vehicles under both pools are identical in scope and are comprised of three Key Service Areas (KSAs):

- Customized Training & Development Services
- Customized Human Capital Strategy Services
- Organizational Performance Improvement

Scope Determination and RFIs Under HCaTS

If you are not sure whether HCaTS can support your requirement:

- The HCaTS PMO offers and strongly encourages [pre-solicitation scope reviews](https://gsa.gov/hcats); see gsa.gov/hcats
- Issue a Request for Information (RFI) under the HCaTS vehicles. Download the HCaTS RFI template from gsa.gov/hcats.

PSC Codes

A list of suggested PSC codes can be found on gsa.gov/hcats.

Contract Types Supported

All contract types: Fixed-Price, Cost-Reimbursement, Time-and-Materials, and Labor-Hour, including hybrid mixtures of contract types, incentives, and performance-based measures.

Small Business Set-Asides

- For 100% small business set-aside --> Use HCaTS SB
- For WOSB/EDWOSB/VOSB/SDVOSB/HubZone set-aside --> Use HCaTS SB
- For 8(a) direct award/competitive set-aside --> Use HCaTS 8(a)
NOTE: SBA offer/acceptance required for sole source (direct) 8(a) task order awards
- For Full and Open --> Use HCaTS Unrestricted

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HCaTS Contractors & Socioeconomic Status

The list of HCaTS contract holders and their socio-economic status under each vehicle and pool is available on:

- HCaTS Webpages (gsa.gov/hcats): under “Buyers Guidance and Resources”, HCaTS Contractor and Email Distribution List.
- GSA eLibrary (gsaelibrary.gsa.gov): Search for “HCaTS”.

Contract Pricing

Pricing is primarily based on competition at the task order level. The HCaTS PMO provides contract pricing (ceiling rates) only for sole source T&M or L-H task orders.

Labor Categories

For a listing of HCaTS Standardized Labor Categories, see Attachment J.1 of the HCaTS master contracts on gsa.gov/hcats. The standardized labor categories are not mandatory and labor categories can be added at the discretion of the OCO. The qualification requirements for each labor category’s level of expertise (Junior, Journeyman, Senior, SME) is explained in the HCaTS master contracts, Section B.2.1.

Ancillary Support

Service Contract Labor Standards and other specialized labor as well as other direct costs (travel, materials, equipment, etc.) can be added. However, ancillary support cannot be the preponderance of the work. All required clauses must be added as necessary (e.g. Wage Determination, SCLS clauses).

Developing IGCE/Price Fair & Reasonableness Determination

For acquisition planning purposes and developing the IGCE, and in addition to other market research tools, the HCaTS PMO recommends using the following:

- GSA’s Contract-Awarded Labor Category (CALC) Tool (<https://calc.gsa.gov/>): The CALC tool helps federal contracting officers and others find awarded prices to use in negotiations for labor contracts. It offers ceiling prices, fully burdened costs, services data, and worldwide rates.
- GSA’s CALC Price Estimating Tool (PET) (https://calc.gsa.gov/estimating_tool/): The PET assists Federal agencies in developing the labor portion of the independent government cost estimate (IGCE) for task orders. Users can conduct wage comparisons across different occupations, experience and qualifications levels, indirect rate levels, and metropolitan statistical areas.
- buy.GSA.gov (<https://buy.gsa.gov/>): Here you can easily find and compare contracts and vendors. Search by NAICS, SIN, or Keywords to compare contracts. The system will recommend common categories, NAICS, and contract terms.

Contract Access Fee (CAF)

The CAF for HCaTS is 0.75% of the **TOTAL** task order value and it must be a **separate and distinct CLIN**. **Cost-Type CLIN for CAF is preferable**. There must be one CAF CLIN for each period of the contract.

Maximum and Minimum Order

The minimum order under HCaTS is at the Micro-Purchase Threshold. The maximum, cumulative dollar amount for HCaTS, including all task order and all options, if exercised, is \$3.45 billion for Pool 1 and \$2.3 billion for Pool 2.

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Important FAR Parts & Clauses to Add/Consider

- FAR 16.505 for ordering process & fair opportunity
- FAR 16.3, FAR 30 & FAR 31 for cost type task orders
- FAR 52.227-14 (or FAR 52.227-17) Rights in Data General/Special Works
- FAR 52.204-14 Service Contract Reporting Requirements; see FAR 4.1704 CO's Responsibilities
- SCLS Provisions/Clauses and Wage Determination, if necessary

Methods of Issuing Task Order Solicitations & RFIs

- **Method#1:** Email RFPs/RFIs directly to all contractors using the Pool Links (**preferred method**)

| Task Order Type | Pool 1 NAICS Codes: 611430, 611699, 624310 | Pool 2 NAICS Codes: 541611, 541612, 541613, 541618, 611710 |
|--|--|--|
| Full and Open: | hcats_unrestricted_pool_1_contractors@gsa.gov | hcats_unrestricted_pool_2_contractors@gsa.gov |
| Small Business Set-Aside: (WOSB/EDWOSB/ HubZone/VOSB/SDVOSB): | hcats_small_business_pool_1_contractors@gsa.gov | hcats_small_business_pool_2_contractors@gsa.gov |
| 8(a) Small Business Competitive Set-Aside: | hcats_8a_pool_1_contractors@gsa.gov | hcats_8a_pool_2_contractors@gsa.gov |
| *For any sole source type task orders, contact the prospective contractor individually using the contact information from the HCaTS Contractor and Email Distribution List available for download from gsa.gov/hcats under "Buyers Guidance and Resources". | | |

- **Method#2:** Post the **RFP or RFI** on GSA eBuy (<https://www.ebuy.gsa.gov/ebuy/>)

When issuing an RFP or RFI, please note:

- When issuing an RFP, only one contract vehicle (HCaTS Unrestricted, HCaTS SB, or HCaTS 8(a)) and one pool (1 or 2) can be solicited.
- RFIs may be issued to any/all vehicles/pools.
- RFPs must be sent to all contractors under the selected vehicle + pool. (See FAR 16.505(b))
- For socioeconomic set-asides, send the RFP to all contractors under the selected vehicle + pool and specify the applicable socio-economic category in the announcement.
- For task order solicitation, RFI, and statement of work templates and samples, visit gsa.gov/hcats.

Required Reports/Survey

- OCOs must send task order award documents and poor past performance reports to hcats@gsa.gov (HCaTS Unrestricted) or sbhcats@gsa.gov (HCaTS SB/HCaTS 8(a))
- OCOs must complete the task order survey that will be sent within approximately 90 days after a task order award under HCaTS.