

Pre-Award Scope Review Human Capital and Training Solutions (HCaTS)

GSA and OPM provide a pre-award scope review that analyzes the scope of work and pool assignment of your proposed HCaTS (Unrestricted) or HCaTS Small Business task order requirement. During this interactive process, we will contact you if there are any questions.

After completion of this form, email the following documents to hcats@gsa.gov and sbhcats@gsa.gov, and cc: Anadelsa.Eckles@gsa.gov:

- Statement of Work (required)
- Independent Government Cost Estimate (IGCE) (Optional)
- Pre-Award Scope Review Form (this form)

Contact Information

Point of Contact:

Name:

Title:

Email:

Phone:

Office Name/Location/Region:

Address:

Contracting Officer for this Task Order:

Name:

Email:

Phone:

Department/Agency:

Task Order Information

1. Which HCaTS vehicle you are planning to use?

HCaTS Unrestricted

HCaTS Small Business

Undecided

2. Project Name:

3. Estimated Date to Release Solicitation(mm/dd/yy):

4. Base Year Period of Performance (mm/dd/yy):

to

5. Number of Option Years:

6. Estimated Task Order Total Dollar Value (including all option years):

7. Anticipated Contract Type for Task Order:

Fixed-Price

Cost-Type

Time & Material

Labor-Hour

Hybrid

Undecided

8. NAICS Code:

- 611430 Professional and Management Development Training
- 611699 All Other Miscellaneous Schools and Instruction
- 624310 Vocational Rehabilitation Services
- 541611 Administrative Management and General Management Consulting Services
- 541612 Human Resources Consulting Services
- 541613 Marketing Consulting Services
- 541618 Other Management Consulting Services
- 611710 Educational Support Services
- Undecided

9. Estimated Task Order Break-out of Work:

- % Professional Services
- % Human Capital Services
- % Training Services
- % Service Contract Act (SCA)
- % IT Service
- % Other Direct Costs (ODCs)

10. Provide a summary of the purpose and outcomes of the requirements: