



## Human Capital and Training Solutions (HCaTS) Program Fact Sheet

- HCaTS contracts are the result of a partnership between the U.S. Office of Personnel Management (OPM) and the General Services Administration (GSA) designed to provide all Federal agencies the ability to procure customized human capital management and training services through a streamlined, strategically sourced contract vehicle.
- HCaTS contracts are part of a strategic, government-wide movement to “buy as one” through [Category Management](#) and are an important first step in OPM’s work to optimize spending in the human capital category.
- HCaTS solution includes two multiple-award, indefinite-delivery, indefinite-quantity (MA-IDIQ) contract vehicles:
  - *HCaTS (Unrestricted)* contracts was awarded under full and open procurement
  - *HCaTS SB* was awarded as a total small business set-aside
- Scope: Federal agencies can use HCaTS to procure contract support in three Key Service Areas (KSAs) of:
  - Customized Training and Development Services:
    - Technical skills and knowledge training
    - General skills and knowledge training and development
    - Leadership, management, and supervisory training and development
    - Career development and management
    - Training program management support
    - All modes of delivery: classroom-based, web-based, mobile platforms, & blended solutions
  - Customized Human Capital Strategy Services:
    - Talent management
    - Performance management
    - Workforce planning and succession planning
    - Diversity and work–life programs
    - Knowledge and competency management
    - HR systems design and consultation
    - Branding, recruitment, staffing, communications, and outreach strategies
    - Employee engagement
    - Program implementation support
  - Customized Organizational Performance Improvement
    - Change management
    - Strategic planning and alignment
    - Organizational assessment and transformation
    - Business process reengineering
    - Data analytics for data-driven performance reviews

- Task orders awarded through the HCaTS are competed in two pools:

<u>Pool 1</u>	<u>Pool 2</u>
Professional & Management Development Training Ceiling: \$3.45 billion NAICS Codes: 611430, 611699, 624310	Human Resource Consulting Service Ceiling: \$2.3 billion NAICS Codes: 541611, 541612, 541613, 541618, 611710

## ENHANCING ACQUISITION EFFICIENCY

- HCaTS is intended to meet both commercial and noncommercial needs of all Federal agencies.
- GSA is principally responsible for contract administration, while OPM is responsible for HCaTS program management.

## LEADING WITH INNOVATION

- The HCaTS contracts provide agencies with a reliable, flexible, and efficient means to obtain best value solutions for complex human capital and training service requirements.
- HCaTS contracts permit multiple award types (Firm Fixed Price, Time and Materials, Cost) so that agencies can focus on implementing human capital solutions rather than troubleshooting contract administration issues.
- The HCaTS contracts support successful implementation of the government-wide [Human Capital Assessment and Accountability Framework](#) (HCAAF) as referenced in 5 CFR 250.

## SERVING OUR PARTNERS

- HCaTS will assist federal agencies in accomplishing the following objectives:
  - Improve human capital management in accordance with the HCAAF and OPM governing doctrines to help agencies accomplish their critical missions
  - Increase the effectiveness and efficiency of critical business processes
  - Provide optimal professional development opportunities to the federal workforce
  - Undertake effective change management initiatives
  - Develop effective metrics to assess progress in carrying out human capital strategies
  - Maximize the return on investment in human capital management and training services

## SAVING MONEY

- GSA and OPM are firmly committed to this Administration's efforts to realize better value and savings through category management. Category management leverages the purchasing power of the entire Federal government, reducing costs and allowing for better service. HCaTS is designed to cut costs and increase efficiencies by maximizing the return on investment in human capital management and training services. It also allows for use of all contract types at the task order level.

## OFFERINGS/FEATURES

- The period of performance for the contracts includes an ordering period of 10.5 years (5-year base, one 5-year option period, one 6-month option period) plus an additional 5 year period to allow for task order completion.
- HCaTS establishes long term relationships with industry, but allows for on-ramps to ensure adequate competition and a skilled industrial base is maintained.
- Also:
  - Comprehensive Customized Solution (**TOTAL**) for Human Capital and Training
  - Best in Class!
    - Highly Technically Rated Contractors
    - All awardees determined Responsible (FAR PART 9)
  - OCOs have the Maximum Flexibility at TO level
  - Unlimited TO Ceiling
  - Allows ALL contract types (including Hybrid)
  - Allows Commercial or Non-commercial Procedures
  - Allows for Classified or Non-classified Services
  - Allows CONUS/OCONUS
  - Maximizes SB Utilization Goals
  - No protest for in-scope TO under \$10 million!
  - Complimentary scope reviews for customer agencies;
  - Direct Agency Ordering and Assisted Acquisition options
- There are two ways Federal agencies can use HCaTS:
  1. Direct-Buy (through Delegated Procurement Authority): After a Contracting Officer attends Delegation of Procurement Authority (DPA) training, GSA will issue a DPA certificate to the customer agency Ordering Contracting Officer (OCO) who then can award a task order through the contracts. The DPA establishes the OCO's roles and responsibilities.  
(visit our website to submit your training requests)
  2. Assisted Acquisition Services (AAS): OPM (supported by GSA's AAS contracting expertise) performs the acquisition on behalf of the customer agency and provides pre- and post-award support, as negotiated with the customer. An Inter-Agency Agreement is required.

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*If you have any questions email us at: [hcats@gsa.gov](mailto:hcats@gsa.gov) or [sbhcats@gsa.gov](mailto:sbhcats@gsa.gov)  
Or visit HCaTS's website: [www.gsa.gov/hcats](http://www.gsa.gov/hcats)*