**REQUEST FOR INFORMATION (RFI)**

**IMMIGRATION AND CUSTOMS ENFORCEMENT (ICE)**

**OFFICE OF HUMAN CAPITAL (OHC)**

**BACKGROUND/PROGRAM DESCRIPTION**

The Department of Homeland Security (DHS), Immigration and Customs Enforcement (ICE), Office of Human Capital (OHC) has a need for Administrative Operations Support Services. OHC requires contractor personnel for general administrative support, data validation and reporting, organizational management, and quality management to meet the changing OHC workload efforts and goals.

**PURPOSE OF REQUEST FOR INFORMATION**

*THIS IS A REQUEST FOR INFORMATION (RFI) ONLY.* The RFI is solely for market research, planning and information purposes. It shall not be construed as a commitment by the Government to issue a subsequent solicitation (Broad Agency Announcement, Request for Proposal, etc.). Furthermore, the Government is not at this time seeking quotes and will not accept unsolicited quotes. Respondents are advised that the Government will not reimburse for any information or administrative costs incurred in response to this RFI; all costs associated with responding to this RFI will be solely at the interested parties’ expense. The information provided in the RFI is subject to change and is not binding on the Government. All submissions become Government property and will not be returned. Unless advised or indicated on the responses to this RFI, all information furnished will be considered non-proprietary.

This RFI is being issued to assist the DHS/ICE/OHC in understanding Human Capital and Training Solutions (HCaTS) Small Business Vendors – Pool 2 awardees’ capability to perform the requirements described in the attached *DRAFT* Statement of Work (SOW).

**RESPONSE INSTRUCTIONS**

Please limit your total response to this RFI to seven (7) pages, to include any title pages, index, table of contents, graphs or charts.

Please do not submit a standard firm capability statement, it will not be considered. The NAICS is 541612.

Your concise response should include the following information:

1. Description of your company’s ability to meet the requirements described below to include:

a. Your company’s understanding of the requirement b. Confirmation of ability to perform all services/tasks c. A brief example of at least two (2) or more same or similar services performed in the past three (3) years. Include applicable contract/order numbers, annual contract value, total contract value, description of tasks performed, number of FTE’s, and periods of performance.

2. Provide specific response to the following:

a. Description of your company’s ability to meet the requirements of the draft SOW

to include:

i. Your company’s understanding of the requirement ii. Confirmation of ability to perform all services/tasks in draft SOW iii. A brief example of at least 2 or more same or similar services performed

in the past 3 years. Include applicable contract/order numbers, annual contract value, total contract value, description of tasks performed, number of FTE’s, and periods of performance.

b. Company’s DUNS, GSA HCaTS Contract Number, small business socio-

economic status and a Point of Contact.

c. Identify which labor categories you would propose, number of personnel, annual

labor hours, and an estimated labor hour pricing. You can use a range such as $50 - $75 hr. Please provide this for the entire period of performance stated in the Draft SOW.

**QUESTIONS AND SUBMISSIONS**

Questions shall be directed to the Contracting Officer and the Contract Specialists. [insert contact info here]. RFI responses are due no later than Friday, December 6, 2019 by 5:00 pm CST.