

## **REQUEST FOR INFORMATION (RFI) OVERVIEW -DEPT OF VETERANS AFFAIRS -HINES, IL CMOP**

This is a Request for Information (RFI)/Sources Sought announcement only. This is not a solicitation announcement. Requests for a solicitation will not receive a response. The purpose of this announcement is to gain knowledge of potential qualified businesses interested and capable of providing On-Site Secure Document Destruction for the Department of Veterans Affairs (VA) Consolidated Mail Outpatient Pharmacy (CMOP) facility located in Hines, IL (suburb of Chicago). The CMOP facilities process high volume, outpatient mail prescriptions for Veterans. This RFI/Sources Sought is part of the market research being conducted to locate qualified, experienced, and interested potential sources for supporting the CMOP. The Government will determine whether the requirement warrants any type of set asides. For this RFI/Sources Sought announcement, the North American Industry Classification System (NAICS) code is 561990 with a size standard of \$12M.

### **SERVICES BEING SOUGHT**

The Department of Veterans Affairs (VA) Consolidated Mail Out Pharmacy (CMOP) located in Hines, IL is seeking a requirement for a Contractor to provide on-site document destruction services located at 5<sup>th</sup> and Roosevelt, Bldg 37, Hines, IL 60141.

This will result in a firm fixed price contract with a base year and four (4) option years (total five-year contract).

### **SUMMARY SCOPE OF WORK**

- A contractor responsible for any loading on/into the vehicle point of destruction for on-site wet pulp, macerate, chop, shred or otherwise definitively destroy the information contained in records to a level not readable or not able to reconstruct destruction method.
- Contractor must be insured and NAID certified, adhere to VA Handbook 6500.6 Appendix C and VA Directive 6371 Appendix A. The VA Handbook and VA Directive gives guidance on how VA sensitive material must be handled. Materials may include Veteran personal health information (PHI) and/or personally identifiable information (PII).
- A routine monthly schedule will be set up in which upon Contractor arrival, VA CMOP employees will have the bins at the door ready for destruction to begin. Contractor does not need to enter the building or gather the bins; this will be done by CMOP staff.
- The original Certificate of Destruction (COD) shall be provided to the Contracting Officer Representative (COR) who is located at the facility, within 24 hours of destruction each month (or each destruction).
- There will be seventeen (17) CMOP owned bins, approximately 90 lb bins (that weight is when full). Monthly material amounts are approximately an average of 1000-2000 lb per month.
- Examples of items for destruction include data paper, ribbon, mylar type mailing bags, and plastic prescription bottles that may have patient information labels attached. Approximate plastic bottle sizes: height 9.2cm x round 5cm and height 11cm x round 6.4cm.

### **SOLICITATION TIME – PROPOSALS – FYI TO PREPARE AHEAD OF TIME**

Per COR request, if a Contractor wishes to submit a proposal there will be additional items to submit along with the solicitation document. Items that will be included are proof of capability to meet government requirements, proof of insurance, examples of a Certificate of Destruction (COD), and references of current or previous work performed. More specific information on these items will be released in the solicitation.

Again, this is a Request for Information (RFI)/Sources Sought Notice only. I would appreciate any feedback from interested Contractor's. Please let me know if you have any questions/comments. Also, please let me know what your business size is (SDVOSB/VOSB, small business, large business). You may reach me, Stacey Lewallen, Contract Specialist at [Stacey.Lewallen@va.gov](mailto:Stacey.Lewallen@va.gov). Please reply NLT Friday, October 8, 2021 by 2:00 pm CST.