

Request for Information**MR22-019****19 August 2022****Subject:** Marine Corps Installation Command (MCICOM) Professional Services

NOTICE TYPE: THIS SOURCES SOUGHT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT A REQUEST FOR PROPOSAL. IT DOES NOT CONSTITUTE A SOLICITATION AND SHALL NOT BE CONSTRUED AS A COMMITMENT BY THE GOVERNMENT. RESPONSES IN ANY FORM ARE NOT OFFERS AND THE GOVERNMENT IS UNDER NO OBLIGATION TO AWARD A CONTRACT AS A RESULT OF THIS ANNOUNCEMENT. NO FUNDS ARE AVAILABLE TO PAY FOR PREPARATION OF RESPONSES TO THIS ANNOUNCEMENT. ANY INFORMATION SUBMITTED BY RESPONDENTS TO THIS NOTICE IS STRICTLY VOLUNTARY. SHOULD A SOLICITATION BE ISSUED FOR THE DRAFT REQUIREMENT DESCRIBED HEREIN, IT WILL BE ISSUED PURSUANT TO THE ACQUISITION STRATEGY SELECTED BY THE CONTRACTING OFFICER. ALL INFORMATION RECEIVED IN RESPONSE TO THIS NOTICE WILL BE TREATED AS BUSINESS CONFIDENTIAL INFORMATION AND EXEMPTED FROM DISCLOSURE UNDER THE FREEDOM OF INFORMATION ACT. NONETHELESS, SUBMITTERS SHOULD PROPERLY MARK THEIR RESPONSES IF THE INFORMATION IS PROPRIETARY.

I) DESCRIPTION:**A) Background:**

Marine Corps Installation Command (MCICOM) is the single authority for all Marine Corps installation matters. MCICOM exercises command and control of regional installation commands, establishes policy, exercises oversight, and prioritizes resources in order to optimize installation support to the Fleet Marine Forces (FMF), tenant commands, Marines, and family members. MCICOM consists of a command element located in the Installations and Logistics (I&L) Department, Headquarters, U.S. Marine Corps, Washington, DC, and four (4) subordinate regional commands. MCICOM's primary purpose is to relieve the Operating Forces of managing bases and stations in order for Operating Forces to better focus on their warfighting mission. MCICOM's more than 31,000 personnel oversee 25 active duty installations, 2.5 million acres of land, 1,289 training areas, and executes a budget of approximately \$2.7 billion each year. Encompassed within those 25 installations are 36 runways, 25,000 family housing units, 30,000 buildings and other structures, 82 dining facilities, 113 medical facilities, and 105 data/communication centers.

MCICOM's headquarters staff is structured and chartered to serve as the Commander's principal staff agencies for the development and articulation of a wide spectrum of concepts, plans and policies; and to direct and supervise execution and/or implementation of those policies. Major directorates within the command headquarters are:

- 1) Special Staff (Contracts Directorate)
- 2) Personnel and Administration (G-1)
- 3) Operations and Plans (G-3/5)
- 4) Logistic Services, Safety, Marine Corps Community Services (G-4)
- 5) Information Technology (G-6)
- 6) Government and External Affairs, Innovation (G-7)
- 7) Comptroller (G-8)
- 8) Facilities (G-F)

B) Scope:

Due to the global, multidisciplinary, and complex nature in meeting MCICOM's mission requirements, USMC requires a broad range of Contractor support. A variety of contracted professional services are required to support MCICOM HQ and its Directorates' professional support needs. Services will likely be performed predominately in the D.C. metropolitan area with potential travel. The task areas where support may be required are:

- **G-4 Task Area 1: Logistics Support** – Technical support in managing logistical matters for MCICOM programs. For example, logistical support may be provided in programs for Fuels, Transportation Management Services, Distribution management, Supply management, Food Services, Safety, and the Marine Corps Community Services (MCCS) Program.
- **G-6 Task Area 2: Information Technology (IT) Support** – Provides information technology support for IT matters for MCICOM. For example, information technology support may be provided in areas of IT Strategic Planning, Cybersecurity, IT System Support (e.g., patching, assisting with optimizing software, system design, etc.), website design and maintenance, SharePoint design and maintenance, Independent Verification and Validation Support, and Information Assurance
- **G-3/5 Task Area 3: Training Management** – Technical support in managing training matters for MCICOM. For example, training may be required for Environmental and Facilities Training, Range and Training Area Management (RTAM), and Aviation Operations Support.
- **G-8 Task Area 4: Financial Management, Financial and Audit Support** – Technical support in financial management to include budget development, procurement planning, etc. Financial and audit support to MCICOM initiatives. For example, the Contractor may (a) create financial deliverables for the Planning, Programming, Budgeting, and Execution Process (PPBE), and (b) assist with developing Common Output Levels of Service (COLS). Financial support may include applying decision theory and portfolio analysis to inform strategic resourcing decisions.
- **G-7 Task Area 5: Communications Support** – Technical support for assisting with communication initiatives to include installation communications initiatives and digital media support. For example, drafting policy updates, conducting assessment on installation communications, etc.
- **G-3 Task Area 6: Emergency Management and Workforce Safety** – Technical support in managing emergency management and workforce safety matters for MCICOM. For example, assisting with enterprise initiatives on identifying and minimizing hazards and assist with developing safety programs.
- **G-3/5 Task Area 7: Studies** – Conduct studies, reports, or analysis that supports agency initiatives. For example, studies may be conducted to support modernization efforts to determine the best alignment of resources to support new mission needs and studies to assess the amount of manpower needed to support a new initiative.
- **G-3 Task Area 8: Installation Protection** – Technical support in managing Physical Security, Antiterrorism Programs, Fire Protection and Emergency Services, Emergency Dispatch Programs for MCICOM.
- **G-F Task Area 9: Project Planning Management Support** – Support may be required in areas of construction management. Environmental support is included. Examples of support includes the following: Construction planning support for the Defense Policy Review Initiative (DPRI) Program, Mission Assurance.
- **G-7 Task Area 10: Government and External Affairs Support** – Support may be required in areas of Government and external affairs support. Examples support include supporting the Mission Sustainment Program, Data Analysis, Information Specialist Support, Installation werX Capability.

- **G-F Task Area 11: Facilities Support** – Support may be required in areas of real estate management, facilities management, and environmental support. For examples, support may be provided for Real Estate Programming, Environmental and Facilities Training, Facilities Sustainment, Restoration and Modernization (FSRM) Program, and Military Construction (MILCON) Program.
- **G-F Task Area 12: Real Estate, Housing, and Facilities Management Support** – Provide support for USMC real estate, housing, and facilities management tasks. Environmental support is included. For example, support may be required for community planning, assist with housing support matters, assisted with drafting policies, and real property management.
- **G-5 Task Area 13: Installation Readiness Support** – Support installation readiness. Support may include maintaining the Air Station Readiness Model, Defense Readiness Reporting System (DRRS), experimentation of new and emerging technologies to improve readiness, etc.
- **Special Staff Task Area 14: Enterprise Content Management Support** – Support may be required to combine the key principles of enterprise integration, business intelligence, information management, knowledge management, records management, content management and disposal to streamline and formalize the activities associated with data storage, access, and handling.
- **Special Staff Task Area 15: Contract Management Support** – Support may be required to assist the Contracts Directorate with contract efficiency and category management to enable the Marine Corps to be more responsive to changes within the marketplace. For example, contract efficiency work may include assisting the Contracts Directorate with ensuring that requirements are well defined, Government estimates are accurate, performance metrics are pertinent and enforceable, and contracts are awarded at the best price to achieve performance. Examples of category management support may include identifying efficiencies by recommending requirements for consolidation, facilitating competition procedures to obtain services at market benchmark prices, documenting lessons learned, and implementing best practices.

C) Place of Performance:

Work will be performed at both Government and Contractor facilities. The on-site work will primarily be at MCICOM HQ locations (in the Washington D.C. / Northern Virginia area). Remainder of performance will be at contractor facilities. There will be travel associated with some of the task orders as well.

D) Period of Performance:

The ordering period is expected to be for five (5) years. The ordering period of the MAC IDIQ and performance of initial task orders are anticipated to begin on or around August 2023.

II) Additional Information:

A) Anticipated Approach:

The Government is considering a commercial multiple award, Indefinite Delivery Indefinite Quantity contract (MAC IDIQ) with firm fixed price task orders. A re-compete, in accordance with FAR 12 and FAR 15 procedures, of task order M95494-18-F-0009, which was previously competed on GSA OASIS, is anticipated.

B) Estimated Cost:

The government anticipates that the solicitation for the MAC IDIQ will contain a ceiling value of \$125-150M.

C) NAICS:

The Government is considering using North American Industry Classification System Code (NAICS) 541611 Administrative Management and General Management Consulting Services or 541330 Engineering Services.

III) INDUSTRY WORKSHOP:

MCICOM intends to host a Virtual Industry Workshop in support of the follow-on contract for professional services support. The objective is to discuss the Marine Corps' plans for the follow-on contract with specific emphasis on the elements of MCICOM's Acquisition Plan.

A) Itinerary:

Date*	Description
22 August 2022	RSVPs due from Interested Parties
24 August 2022	Virtual Industry Workshop Presentation Distributed to Attendees
26 August 2022	Attendees' Questions Due by COB (EST)
1 September 2022	Government informs Attendees of Their Scheduled Session
1 September 2022	Post Q&As on Contract Opportunities
1 September 2022	Distribute Interested Party List to Attendees
6 & 7 September 2022	Virtual Break-Out Sessions for Attendees
9 September 2022	Responses to Sources Sought Notice Due from Attendees and non-Attendees

*NOTE: All dates are approximate and subject to change.

B) RSVP:

- Interested parties are required to RSVP for the Virtual Industry Workshop by close of business on 22 August 2022 in order to be considered an Attendee.
- The Virtual Industry Workshop Presentation and other documentation, if any, associated with this event shall be made available to Attendees only.
- RSVP's should be sent via email to Ms. Hanika Torio at hanika.torio@usmc.mil and Mr. F. Paul Lirio at francis.lirio@usmc.mil.
- The RSVP shall include the following information:

Subject Line	MCICOM PSC Virtual Industry Workshop RSVP
Body	Points of Contact names, company name, e-mail address(es), and telephone number(s).
Break-Out Sessions	Indicate whether a Break-Out session is requested. Sessions are limited and on a first come, first served basis at the discretion of the Government.
Interested Party List	Indicate if your company prefers to be included in the Interested Party List, which will be distributed to Attendees only.

- C) Questions – All questions pertaining to the information provided shall be submitted via email in accordance with the itinerary above. Questions received after the due date may be considered at the Government’s discretion.
- D) Break-Out Sessions – These sessions will be held over the phone via conference call. Dial-in information will be provided by the Government. The intent of these sessions is to provide Attendees a private, non-public forum to present the Government with comments, concerns, and recommendations; thus, the Break-Out sessions are designed to consist of mostly one-way communication (i.e., from the firm to the Government). The Government does not intend to share contract strategy information outside of what will be provided by the Government in the Presentations. Note that Section IV, Response Instructions, requests interested vendors to provide specific information. Feedback on these topics can be submitted via email to the points of contact above or during the Break-Out session or in response to this Sources Sought Notice. Companies requesting a Break-Out session must indicate such in their RSVP email. These sessions will be no longer than 20 minutes in length. The number of sessions held may be limited at the Government’s discretion. The Government will inform Attendees of their scheduled session no later than 1 September 2022.
- E) General Stipulations and Disclaimers:
- Recording of Break-Out Sessions is not permitted.
 - Other than the Virtual Industry Workshop PowerPoint Presentation, the Government does not intend to provide additional information for review and comment prior to the Virtual Industry Workshop.
 - This announcement is not a contract, request for proposal, a promise to contract, or a commitment of any kind on the part of the Government.
 - The Government will not reimburse costs for any effort expended or any material provided in response to this announcement.
 - The Government does not assume liability for costs incurred by an attendee for participating or marketing efforts; therefore, attendee costs in response to this notice are not considered an allowable direct charge to the Government.

IV) RESPONSE INSTRUCTIONS:

Interested vendors are requested to include, at a minimum, the following information:

- 1) Name of Organization, CAGE Code, Unique Entity ID, Business Size Status, phone number, and E-mail address for the primary point of contact.
- 2) A project description, contract number (or subcontract number), and dollar value of work completed by your firm for one to five comparable projects that (a) have been completed by your firm in the past five (5) years or (b) are current projects with at least 1-year of performance (vague or incomplete descriptions may render your firm not capable). Each project must state which scope Task Areas from Section I, Description, that it applies to. Projects must be relevant to at least 8 of the 15 task areas and demonstrate a combined monetary value of \$50 million of work completed.
- 3) Description of your organization’s reach-back capability to quickly staff support for urgent tasks.

- 4) This Sources Sought Notice is requesting responses from sources that can provide the required services under the NAICS Code provided in Section II. However, firms may recommend a different NAICS Code (optional).
- 5) Provide recommendations on potential evaluation criteria (optional).
- 6) Provide recommendations, with supporting rationale, on the draft requirements, contract type, and contract vehicle (e.g., MAC IDIQ, contract, task order) and any additional comments about the specifics of this sources sought notice (optional).

Submissions that do not address items 1-3 from the above list and follow all instructions will be excluded and will not be reviewed.

The Marine Corps encourages submissions to be thorough, detailed, and sufficiently tailored to this announcement.

Responses are limited to five (5) pages including graphics; 11-pt. font minimum. Cover Page not included.

VENDORS WHO WISH TO RESPOND TO THIS SOURCES SOUGHT SHOULD SEND RESPONSES VIA EMAIL
NLT **9 SEPTEMBER 2022 3:00 PM** (LOCAL D.C. TIME) TO HANIKA.TORIO@USMC.MIL
AND FRANCIS.LIRIO@USMC.MIL

Proprietary information and trade secrets, if any, must be clearly marked on all materials. All information received that is marked Proprietary will be handled accordingly. Please be advised that all submissions become Government property and will not be returned. All government and contractor personal reviewing RFI responses will have signed non-disclosure agreements and understand their responsibility for proper use and protection from unauthorized disclosure of proprietary information as described 41 USC 423. The Government shall not be held liable for any damages incurred if proprietary information is not properly identified.