



DEFENSE COUNTERINTELLIGENCE AND SECURITY AGENCY
27130 TELEGRAPH ROAD
QUANTICO, VA 22134-2253

SOURCES SOUGHT ANNOUNCEMENT

The Defense Counterintelligence and Security Agency (DCSA) is seeking sources to obtain employment verifications for subjects of DCSA investigations.

CONTRACTING OFFICE ADDRESS:

DCSA Office of Acquisitions (AQ)
27130 Telegraph Road
Quantico, VA 22134

INTRODUCTION:

This is a SOURCES SOUGHT TECHNICAL DESCRIPTION to determine the availability and technical capability of small businesses (including the following subsets, Small Disadvantaged Businesses, Certified 8(a), Service-Disabled Veteran-Owned Small Businesses, HUBZone, and Woman Owned Small Businesses) to provide the required products and/or services.

Defense Counterintelligence and Security Agency (DCSA) is responsible for conducting the majority of Background Investigations (BI) for the Federal Government to support suitability, national security clearances, and regulatory investigations. BIs are required to determine an individual's eligibility for access to classified information, assignment to or retention in positions with sensitive duties, or other designated duties requiring such investigations.

As part of the investigative process, DCSA requires employment verifications for subjects of DCSA investigations. This information is vital to the mission of DCSA in the performance of personnel vetting and conducting BIs for the departments and agencies of the federal government. Industry may have methods for providing these searches in a variety of ways, to include web based delivery, batch processed, terminal access and other means.

DCSA is interested in the ability of contractors to handle very large numbers of employment searches which may be submitted (or needed) electronically on a daily basis. Interested vendors are encouraged to provide information on their ability to handle large requests. The Government is specifically seeking companies that have the capability to provide an automated and/or electronic, near real time search results.

Expected with any high volume searches of employment verification, there may at times be discrepant information or missing information. Interested vendors are encouraged to provide information on the services that they offer to assist with correcting discrepant or locating missing information.

Interested vendors who intend to submit a sample report, should ensure that the report does not contain any personally identifiable information (PII). With this notice, DCSA does not request or grant permission to any respondent to perform an employment verification.

DISCLAIMER:

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 TECHNICAL DESCRIPTION IS STRICTLY VOLUNTARY.

CONTRACT/PROGRAM BACKGROUND:

Contract Number: HS002119F0023

Contract Type: Firm-Fixed-Price (FFP)

Incumbent and their size: TALX Corporation / Other than Small Business

Method of previous acquisition: GSA eBuy

The current Statement of Work requires the vendor to provide employment verifications through the Work Number or an equivalent employment verification database. The government requires access to a regularly updated database with employment records from tens of thousands of small, medium and large employers, including the majority of Fortune 500 corporations. Conducting web-based delivery of employment verification searches up front will allow DCSA to streamline the investigative process and target resources on other areas. Records from those employers not using web-based employment verification for record storage will be obtained manually by DCSA field staff. The employment data and verification obtained serve to fulfill the Federal Investigative Standards (FIS).

The searches obtain all record data held by the Work Number or an equivalent database on each subject searched, including domestic employer names and dates of employment.

The contractor receives requests and returns results via XML web service or batch processing compatible with DCSA processes and systems. The contractor also establishes and maintains processes for manual verification requests through a User Interface.

All results are returned to DCSA within one (1) business day from date of the initial request.

The current contract cycle ends on July 16, 2020, and DCSA anticipates awarding a new contract effort to begin on July 17, 2020; which will consist of a base period of one (1) year, and four (4) optional one year periods.

REQUIRED CAPABILITIES:

- a) Describe your experience and ability to provide employment verification through the Work Number or an equivalent employment verification database.
- b) Describe your ability to provide access to employment verification via a secure network and the system used.
- c) Describe your experience and ability in fulfilling electronic records requests that will be sent to Vendor on a daily basis via XML or batch processing.

SOURCES SOUGHT:

The anticipated North American Industry Classification System Code (NAICS) for this requirement is 813920, Professional Organizations, (<https://www.naics.com/search/>), with the corresponding size standard of \$16.5 million (<https://www.sba.gov/document/support--table-size-standards>). This Sources Sought Synopsis is requesting responses to the following criteria ONLY from small businesses that can provide the required services under the NAICS Code.

To assist DCSA in making a determination regarding the level of participation by small business in any subsequent procurement that may result from this Sources Sought, you are also encouraged to provide information regarding your plans to use joint venturing (JV) or partnering to meet each of the requirements areas contained herein. This includes responses from qualified and capable Small Businesses, Small Disadvantaged Businesses, Service Disabled-Veteran Owned Small Businesses, Women-owned Small Businesses, HUBZone, and 8(a) companies. You should provide information on how you would envision your company's areas of expertise and those of any proposed JV/partner would be combined to meet the specific requirements contained in this announcement.

In order to make a determination for a small business set-aside, two or more qualified and capable small businesses must submit responses that demonstrate their qualifications. Responses

must demonstrate the company's ability to perform in accordance with the Limitations on Subcontracting clause (FAR 52.219-14).

SUBMISSION DETAILS:

Responses should include:

- 1) Organization's official name (per its SAM registration);
- 2) Name of company representative and their business title;
- 3) Organization's website address (if available);
- 4) Business size;
- 5) DUNS / CAGE Code;
- 6) Your contract vehicles that would be available to the Government for the procurement of the product and/or service, to include General Service Administration (GSA) (provide applicable Special Item Numbers (SINs)), Federal Supply Schedules (FSS) (including applicable SIN(s)), or any other Government Agency contract vehicle. (This information is for market research only and does not preclude your company from responding to this notice.)

Vendors who wish to respond to this should send responses via email no later than (NLT) **1:00 PM Eastern Daylight Time (EDT) on or before March 13, 2020** to the Contract Specialist, Jonathan Nolan at jonathan.h.nolan.civ@mail.mil. It is requested that a subject line of "Employment Verification" should be used for this email.

Interested businesses should submit a brief capabilities statement package (not to exceed five pages) demonstrating ability to perform the services listed in this Technical Description.

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 personnel reviewing 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.