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Request for Information (RFI) - Financial Accounting & Reporting

THIS IS A SOURCES SOUGHT NOTICE, REQUEST FOR INFORMATION (RFI). This is not a Request for Proposal (RFP) or Request for Quote (RFQ). This request for capability information does not constitute an RFP or RFQ and does not commit the Government to contract for any supply or service, whatsoever. Further, the Virginia Contracting Activity (VaCA) is not at this time seeking proposals or quotes and will not accept unsolicited proposals or quotations. Submission of any information in response to this market survey is purely voluntary.

However, responses received will assist the Government if solicitation is issued in the future. The government assumes no financial responsibility for any costs incurred associated with this request for capability information. Not responding to this sources sought does not preclude participation in any future RFP or RFQ, if any is issued. Potential offerors are responsible for monitoring government websites such as GSA or SAM for any potential opportunities. Responses do not guarantee award nor exclude/include your company in any potential acquisition process. No feedback or evaluations will be provided to companies regarding their submissions.

This RFI is being used as a Market Research tool for informational purposes and for preliminary planning purposes to identify potential sources that possess the required experience and expertise to provide the required support. Small and large businesses are encouraged to respond.

1. INTRODUCTION:

The VaCA invites interested contractors to respond to this RFI for Financial Accounting and Reporting Services in support of the Defense Intelligence Agency (DIA), Office of the Comptroller (CFOCO). VaCA seeks information from qualified industry sources capable of providing comprehensive support for Federal financial accounting and financial reporting operations, including General Ledger (GL) management, data validation, system accounting, account reconciliation, Journal Voucher (JV) support, Fund Balance with Treasury (FBWT) reconciliation support, asset life cycle accounting support, Contract Line Item Number (CLIN) reconciliation support, financial reporting including financial statements and Agency Financial Report (AFR), and related financial system support activities.

This RFI is part of VaCA's market research efforts to better understand industry capabilities, innovative approaches, and best practices in Federal financial management. Information received may be used to shape acquisition strategy, refine technical requirements, evaluate small business opportunities, and support development of a future solicitation that meets mission needs while ensuring compliance with applicable Federal financial management standards and regulations.

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2. PURPOSE:

VaCA is conducting market research to inform a potential upcoming acquisition for Financial Accounting & Reporting Services. This RFI seeks industry feedback to help refine requirements, validate market capability, and identify approaches for improving financial accounting processes, including Treasury-related reconciliations and reporting, while maintaining compliance with Federal financial management standards.

A draft Statement of Work (SOW) is provided as an attachment to this RFI for industry review and comment. Information gathered will support VaCA in developing a competitive acquisition strategy that maximizes value, promotes small business participation, and supports successful contract performance.

This RFI is issued for information and planning purposes only and does not constitute a solicitation or a commitment by the Government to issue a solicitation.

3. BACKGROUND:

CFOCO is responsible for maintaining accurate financial records and producing timely financial reports in support of Agency decision-making and external reporting requirements. DIA's accounting system of record is the Financial Accounting Corporate Tracking System (FACTS), an Oracle PeopleSoft-based system maintained and operated by the Maryland Procurement Office (MPO). Performance may require work in classified environments and access to Government systems, contract-related data sources, and financial management data.

The contemplated requirement is focused on Financial Accounting & Reporting support services. This includes support for GL operations, reconciliations, JV processing support, FBWT reconciliation and reporting support, asset accounting and asset-related reporting support, CLIN reconciliation and contract accounting support, financial statement support, AFR, and related financial accounting and reporting operations.

4. DRAFT SCOPE OF SERVICES

The Government's draft scope and requirements are provided in the Attachment. Respondents are encouraged to review the draft SOW and provide comments and recommendations in accordance with Section 5.

Attachment: CFOCO Financial Accounting & Reporting SOW_12 June 26

5. INFORMATION REQUESTED FROM INDUSTRY

Respondents are requested to provide concise information addressing the following areas:

- a. Corporate Capability and Relevant Experience

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- 1) Experience providing Federal financial accounting and reporting support, including GL management, reconciliations, and financial reporting.
- 2) Experience supporting FBWT reconciliations, Treasury-related transaction analysis, and coordination with Defense Finance and Accounting Service (DFAS) or other external financial partners.
- 3) Experience supporting asset accounting, including Plant, Property, and Equipment (PP&E), Internal Use Software (IUS), depreciation/amortization, leases, and Construction in Progress (CIP).
- 4) Experience supporting CLIN reconciliation, contract accounting analysis, unliquidated obligations, and closeout-related accounting support.
- 5) Experience with PeopleSoft-based accounting environments and/or FACTS.
- 6) Experience preparing Agency Financial Reports (AFRs), quarterly financial statements, and related support packages in accordance with OMB Circular A-136.
- 7) Experience applying Federal accounting and reporting guidance, including FASAB standards, USSGL, Treasury guidance, DoD FMR.
- 8) Up to three (3) recent and relevant past performance examples.

b. Technical Approach

- 1) Proposed approach for GL operations, transaction validation, reconciliations, and issue identification and analysis.
- 2) Proposed approach for FBWT reconciliation support, including reconciliation of Treasury-related transactions, coordination with DFAS and other external stakeholders, root cause analysis of discrepancies, and preparation of related reports and footnote support.
- 3) Proposed approach for asset accounting support, including asset reconciliations, depreciation/amortization support, lease accounting support, and asset-related financial statement support.
- 4) Proposed approach for CLIN reconciliation and contract accounting support, including reconciliation of contract-related data to financial records and support for unliquidated obligation analysis.
- 5) Proposed approach for financial reporting support, including reporting, annual financial statement support, AFR support, quality control, and traceability.
- 6) Approach to documentation sufficiency and auditability, including supportable reconciliations, evidence retention, repeatable processes.
- 7) Use of automation, analytics, or Government-approved tools to improve efficiency, traceability, and error reduction.

c. Staffing and Clearance Approach

- 1) Proposed staffing model and key roles, including functional leadership, system accounting support, financial reporting support, FBWT support, asset accounting support, and contract accounting or CLIN reconciliation support.
- 2) Ability to recruit, clear, and retain personnel with the required clearances and to support work in Government facilities and classified environments.
- 3) Availability of personnel with experience in Federal financial systems, FBWT reconciliations, asset accounting, and contract-related financial reconciliation.

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d. Transition and Continuity

- 1) Recommended transition approach, including knowledge transfer and continuity of operations.
- 2) Feedback on transition timelines and key risks or constraints, including clearance processing, system access, data availability, and onboarding of specialized personnel.

e. Contracting and Pricing Input

- 1) Recommended contract type and structure, with rationale (e.g., FFP, FFP-LOE, T&M).
- 2) Recommended ordering vehicle approach, with rationale (e.g., open market, GSA MAS, BPA/call order strategy).
- 3) Rough Order of Magnitude (ROM) estimate and key assumptions or cost drivers.

f. Performance Standards / Metrics

- 1) Recommended measurable performance standards, including timeliness, accuracy, rework rates, documentation sufficiency.
- 2) Recommended surveillance methods or quality metrics that could support a Quality Assurance Surveillance Plan (QASP).

g. Risks and Recommendations

- 1) Key risks to successful performance and recommended mitigations.
- 2) Any recommended requirement clarifications, scope boundaries, or best practices.

h. SOW Feedback

- 1) Provide edits using track changes or a comment matrix identifying page and paragraph, issue, recommended change, rational for the draft SOW, including areas that are unclear, overly prescriptive, missing, duplicative, or not measurable.
- 2) Identify any portions of the draft SOW that should be clarified, consolidated, or restructured to improve performance-based acquisition planning.

i. Organizational Information

- 1) Name of Company/Organization
 - a. Address
 - b. Website/URL
 - c. Point of Contact (POC) Name
 - d. Email Address and Phone Number
 - e. System for Award Management (SAM) Unique Entity Identifier (UEI) (An offeror must have a UEI and be registered in SAM by the time of award.)
 - f. Commercial and Government Entity (CAGE)

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- g. GSA Multiple Award Schedule Contract Number and Expiration Date, if applicable
- h. Indicate the size classification of your Company/Organization.
 - i. Small Business
 - ii. Other Than Small Business
- i. Indicate the socio-economic status of your Company/Organization.
 - i. SBA-Certified Small Disadvantaged Business (SDB)
 - ii. Woman-Owned Business
 - iii. Economically Disadvantaged WOSB (EDWOSB)
 - iv. Veteran-Owned Small Business (VOSB)
 - v. Service-Disabled Veteran-Owned Small Business (SDVOSB)
 - vi. SBA-Certified HUBZone (HUBZ) Firm
 - vii. SBA-Certified 8(a)
 - viii. Alaska Native Corporations (ANC) Tribal, American Indian, Native Hawaiian (NHO)
 - ix. None
 - x. Other

6. RESPONSE INSTRUCTIONS

- Response Due Date: June 30, 2026 at 4:00 p.m. EST
- Submission Method: Email electronic submission to Section 11 POCs
- Subject Line: "RFI Response – Financial Accounting & Reporting Services."
- Page Limit: Limited to 15 pages, excluding attachments
- Questions: Submit questions to [Insert POC] no later than [Insert date]. The Government may respond via consolidated Q&A at its discretion.

7. REQUESTED RESPONSE FORMAT

To support consistent review, respondents are encouraged to organize responses using the headings in Section 5 and include:

- a. Capability statement
- b. Relevant experience/past performance references
- c. Proposed staffing approach
- d. ROM estimate with assumptions
- e. Contract vehicle information (e.g., GSA MAS contract number/SINs), if applicable
- f. Redlines/comments on Attachment 1 (track changes or comment matrix preferred)

8. DISCLAIMER

This notice is for information and planning purposes only and does not commit the government to an contractual agreement. The RFI does not constitute a solicitation (RFQ/RFP/IFB), or does not obligate the Government to award a contract or pay for

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response preparation costs. Respondents should not submit classified information, and Proprietary information, if provided, shall be clearly marked. The Government may not provide feedback on individual responses and is not required to respond to all submissions.

9. SECURITY / PLACE OF PERFORMANCE

Performance is expected to require on-site work at DIA facilities and access to classified systems and information. Respondents should address their ability to support TS/SCI-cleared staffing, facility access, and secure handling of Government information consistent with DIA requirements, the DD Form 254, and applicable security guidance (DoD Manual 5200.01, Volume 3).

10. QUESTIONS/POINTS OF CONTACT

All responses to this RFI must be submitted to Dale Williams, Contract Specialist, at dale.williams2@doddiis.mil via email. Please email responses with the subject line "RFI Response- Risk Management and Internal Control (RMIC) Requirement." If you have any questions concerning this opportunity, please contact Dale Williams, Contract Specialist at the email listed above, and Demario Grover at demario.grover@doddi.mil. The government will endeavor to respond to all valid questions submitted.

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