

Disability Evaluation Services

Active

Opportunity

Notice ID

PANHCA-26-P-0000-032241

Related Notice

(blank)

Contract Opportunity Type

Sources Sought

Contract Line Item Number

(blank)

Inactive Dates

Jul 10, 2026

Inactive Policy

15 days after response date

Response Date

Jun 25, 2026 12:00 AM CDT

Published Date

Jun 17, 2026 3:15 PM CDT

Department/Ind. Agency

DEPT OF DEFENSE

Sub-tier

DEPT OF THE ARMY

Major Command

US ARMY MEDICAL COMMAND

Sub Command 1, 2, 3

US ARMY HEALTH CONTRACTING ACTIVITY

Office

W40M USA HCA

Classification

Original Set Aside

Total Small Business Set-Aside (FAR 19.5)

Product Service Code

R699 - SUPPORT- ADMINISTRATIVE: OTHER

NAICS Code

561110 - Office Administrative Services

Place of Performance

(blank)

Initiative

- None

Description

INTRODUCTION

The United States Army Health Care Activity, Health Readiness Contracting Office (HRCO) is issuing this request for Information (RFI) as a means of conducting market research to identify parties having an interest in and the resources to support the OTSG/US Army Medical Command (MEDCOM), Clinical Support Program Office (C-SPO), Patient Administration Division (PAD) and DES Program Office at the Defense Health Headquarters (DHHQ), Falls Church, Virginia and Joint Base San Antonio, San Antonio, Texas. The resultant contract will assist the U.S. Army MEDCOM DES Program Office in its strategic, operational and tactical analysis, planning, programming, and implementation of the immediate, interim and long-term solutions. The resultant contract supports the C-SPO Directorates and sub-sections, especially DES Program Office, enhance and strengthen their endeavors in supporting the Build Readiness Campaign Objective (CO). The Government will not exercise any supervision or control over the Contract Service Providers (CSPs) performing the services herein. Such CSPs shall be accountable solely to the Contractor who, in turn, is responsible to the Government.

The contractor shall provide all qualified personnel, management, supervision, and materials, with the exception of Paragraph 3.0, Government Furnished Services and Items, necessary to ensure the effective and efficient performance of functions identified throughout this Performance Work Statement (PWS). The contractor shall provide all program support services to include but not limited to OTSG/MEDCOM C-SPO, PAD and DES Program Office. The contractor shall provide all qualified CSPs to support the DES Program Office and the Medical Evaluation Board Tracking Office (MEBTO) in its strategic, operational and tactical analysis, planning, programming and implementation of immediate, interim and long-term solutions. As transfer of functions occur within the directorates, requests will be made to realign CSPs in other directorates to perform functions listed in the PWS. The CSPs will be predominantly located in the DHHQ, Falls Church, Virginia with responsibility to support the C-SPO, PAD and DES Program Office and San Antonio, Texas to support the MEBTO. The CSP will assist the DES Program Office to increase operational capability in the following five areas: 1) enhanced communication; 2) capability building; 3) evidenced-based clinical and business decisions; 4) healthy work environment; and 5) patient advocacy.

BASED ON THE RESPONSES TO THIS REQUEST FOR INFORMATION (RFI) NOTICE/MARKET RESEARCH, THIS REQUIREMENT SHALL DETERMINE A SMALL BUSINESS SET ASIDE, IF ANY, ON THE BUSINESS SIZE. Telephone inquiries will not be accepted or acknowledged, and no feedback or evaluations will be provided to companies regarding their submissions.

DISCLAIMER

“THIS RFI IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT A “REQUEST FOR PROPOSAL (RFP)” TO BE SUBMITTED. IT DOES NOT CONSTITUTE 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. RESPONSES WILL NOT BE RETURNED TO THE RESPONDER. NOT RESPONDING TO THIS NOTICE DOES NOT PRECLUDE PARTICIPATION IN ANY FUTURE REQUEST FOR QUOTE (RFQ) OR INVITATION FOR BID (IFB) OR RFP, IF ANY ISSUED. IF SOLICITATION IS RELEASED, IT WILL NOT BE SYNOPSISIZED ON THE GOVERNMENT-WIDE POINT OF ENTRY (GPE). IT IS THE RESPONSIBILITY OF POTENTIAL OFFERORS TO MONITOR THE GPE FOR ADDITIONAL INFORMATION PERTAINING TO THIS REQUIREMENT.”

REQUIRED CAPABILITIES

If your organization has the potential capacity to perform these contract services, please provide the following information: 1) Organization name, address, email address, Web site address, telephone number, and size and type of ownership for the organization; and 2) Tailored capability statements addressing the particulars of this effort, with appropriate documentation supporting claims of organizational and staff capability. If significant subcontracting or teaming is anticipated to deliver technical capability, organizations should address the administrative and management structure of such arrangements.

The Government will evaluate market information to ascertain potential market capacity to: 1) provide services consistent, in scope and scale, with those described in this notice and otherwise anticipated; 2) secure and apply the full range of corporate financial, human capital, and technical resources required to successfully perform similar requirements; 3) implement a successful project management plan that includes: compliance with tight program schedules; cost containment; meeting and tracking performance; hiring and retention of key personnel and risk mitigation; and 4) provide services under a performance based service acquisition contract.

ELIGIBILITY

The applicable NAICS code for this requirement is 561110 (Office Administrative Services) with a Small Business Size Standard of \$12.5M. The Product Service Code is R699 Support Administrative-Other You are encouraged to respond; however, each respondent must be registered in sam.gov in their capabilities statement. The United States Army Health Care Activity, Health Readiness Contracting Office (HRCO) is seeking industry information and comments from sources with capabilities to perform the contract and with relevant experience in providing services necessary to perform services of the nature and scope described in this DRAFT PWS. Interested parties shall complete and submit the **Capability Statement, attached Market Research Questionnaire and Experience Reporting Form** to the government. Interested parties can also use the questions templates for any questions you have on the draft Performance Work Statement.

ADDITIONAL INFORMATION AND SUBMISSION DETAILS

- 1) Attached Market Research Questionnaire
- 2) Attached Experience Reporting Form

3) Capabilities Statement: This documentation must address at a minimum the following items:

1.) What type of work has your company performed in the past in support of the same or similar requirement?

2.) Can or has your company managed a task of this nature? If so, please provide details.

3.) Can or has your company managed a team of subcontractors before? If so, provide details.

4.) What specific technical skills does your company possess which ensure capability to perform the tasks?

5.) Please note that under an 8(a) Set-Aside, in accordance with FAR 52.219-14, the small business prime must perform at least 50% of the work themselves in terms of the cost of performance. Provide an explanation of your company's ability to perform at least 50% of the tasks described in this PWS for the base period as well as the ordering periods.

6.) Provide a statement including current small/large business status and company profile to include number of employees, annual revenue history, office locations, EIN, Cage Code, etc.

7.) Include in your response your ability to meet the requirements of the DES requirements.

The estimated period of performance consists of 5 Ordering Periods performance commencing on 01 MARCH 2027.

Upon evaluation of the capability statements, it is determined that this requirement will be a firm fixed price contract.

RESPONSE: Interested parties are requested to submit a capabilities statement to include their teaming partner/subcontractor of no more than fifteen (15) pages in length in Ariel font of not less than 10 pitch. The capability statement will specifically address Section 5 requirements of the PWS. The deadline for response to this request is no later than 12:00 PM Central Time, **25 June 2026**. All responses to this RFI, including any capabilities statement, shall be electronically via emailed in either Microsoft Word or Portable Document Format (PDF), to Monica Perkins, Contract Specialist, monica.perkins3.civ@army.mil, and copy Delbert D. Spriggs, Contracting Officer, Delbert.d.spriggs2.civ@army.mil.

All data received in response to this RFI that is marked or designated as corporate or proprietary will be fully protected from any release outside the Government.

No phone calls will be accepted.

All questions must be submitted to the contract specialist identified above. The Government is not committed nor obligated to pay for the information provided, and

no basis for claims against the Government shall arise as a result of a response to this RFI.

Attachments

- 1) Draft Performance Work Statement (PWS)
- 2) Market Research Questionnaire
- 3) Experience Reporting Form
- 4) Questions Template

- Gain knowledge of common business practices for the specified requirement.
- Obtain feedback regarding feasibility of the described requirement (challenges, limitations, costs, etc.)

DISCLAIMER: DO NOT SUBMIT A NARRATIVE, PROPOSAL, BROCHURES, OR ANY ADDITIONAL INFORMATION.

Contact Information

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Alternative Point of Contact

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Contracting Office Address

HEALTH READINESS CONTRACTING OFFICE
2199 STORAGE ST BLDG 4197 STE 68
JBSA FT SAM HOUSTON, TX 78234-5074 USA

Attachments/Links

Links

No links have been added to this opportunity.

Attachments

Download AllRequest Access

| Document | File Size |
|---|-----------|
| Attachment 1 OTSG_DES PWS.docx | 105.06 KB |
| Attachment 3 Questions and Answers Template .docx | 21.88 KB |
| Attachment 2 Market Research Questionnaire.docx | 25.17 KB |
| Attachment 4 Experience Reporting Form.docx | 23.08 KB |