

U.S. DEPARTMENT OF STATE
REQUEST FOR INFORMATION (RFI)

for

GOVTA COTS

Timekeeping Software Solution with Minimal Customization

NAICS CODE: 541519 - OTHER COMPUTER RELATED SERVICES

PSC: 7A21 - IT AND TELECOM - BUSINESS APPLICATION
SOFTWARE (PERPETUAL LICENSE SOFTWARE)

1. PURPOSE:

In accordance with FAR 15.201(e), this is a Request for Information (RFI) only and is issued solely for market research and planning purposes (FAR 10). It does not constitute a solicitation, a Request for Proposal, Request for Quote, or any commitment by the Government to issue a solicitation or award a contract.

The Government will not compensate or pay for any information or administrative costs incurred in response to this RFI.

The Department of State is conducting market research to identify potential sources capable of providing a brand name Commercial Off-The-Shelf (COTS) time and attendance software solution known as Ultimate Kronos Group (UKG) GovTA.

2. BACKGROUND:

The Department of State utilizes the GovTA system as the enterprise time and attendance solution to collect, report, and maintain employee work hours and track employee leave data across the agency for U.S. Direct Hire (USDH), U.S. Personal Service Contractors (USPSC), and Locally Employed (LE) employees. This system is accessed by official licenses from approved resellers. The solution must

support approximately 91,000 users across the globe; support includes both domestic and overseas.

3. SCOPE OF REQUIREMENT:

The Government seeks a COTS T&A software solution that includes, but is not limited to:

- Software licensing (perpetual or subscription-based)
- Implementation and configuration services
- Training and onboarding support
- Ongoing maintenance and technical support
- System integration with existing HR/Payroll systems.

4. AGENCY SPECIFIC REQUIREMENTS:

The solution should also address the additional information:

- Typical implementation timeline for 91,000+ users across global operations
- Phased deployment approach and capabilities
- Data migration capabilities from legacy systems including:
 - Historical timesheet data
 - Leave balances
 - Employee profile information
- Post-implementation stabilization support
- Support for document retention requirements (up to six years per 4 FAH-3 H-524.1)
- Any additional information that demonstrates the solution's ability to meet the Department's requirements with minimal customization

5. INFORMATION REQUESTED:

Interested vendors are requested to provide the following information:

1. **Company Information:** Name, address, DUNS/UEI number, CAGE code, and business size/socioeconomic status.
2. **Product Information:** Product name, version, and a brief description of how the product meets the background outlined.
3. **Reseller Status:** Vendor must be an authorized reseller (proof of reseller approval)
4. **FedRAMP Status:** Current FedRAMP authorization status and sponsoring agency (if applicable).
5. **Pricing Structure:** General pricing model (e.g., per-seat licensing, enterprise licensing, subscription tiers). Include any technical support labor hours as separate line items. *Note: This is for planning purposes only and does not constitute a binding offer.*
5. **Contract Vehicles:** List any existing Government-wide Acquisition Contracts (GWACs), GSA Schedule contracts, or other contract vehicles through which this product is available (e.g., GSA IT Schedule 70 / Schedule 70 SIN, NASA SEWP, CIO-SP3).
6. **Past Performance:** Provide at least one (1) but no more than three (3) references for similar **Federal Government** implementations, including agency name, contract number, period of performance, and point of contact.
7. **Implementation Timeline:** Estimated timeline for full deployment for an organization of 91,000 users.

The requested format should include a Phase 1 of approximately 35,000 users at the start of the base option with Phase 2 approximately 6 months into the period of performance for the remaining users to be available. Please note that all the licenses are expected to end together and subsequent years would reflect steady state demand.

8. **Brand Name Justification Feedback (if applicable):** If you believe the brand name restriction is unnecessarily limiting competition, please provide specific information on how your product meets or exceeds the salient characteristics. Vendors are encouraged to describe how their products or services meet or exceed the capabilities of the current solution, identify any functional differences, and provide estimated implementation timelines and associated costs.

6. SUBMISSION FORMAT:

Responses shall be submitted electronically via email to Contracting Officers, Kellie Herschler (HerschlerKR@state.gov) and Michael Henderson (HendersonMP@state.gov) **no later than Friday, June 26, 2026, 5:00 pm ET** in Times New Roman 12 pt font in either PDF or Microsoft Word format. All page margins (excluding headers and footers) should be one (1) inch. Responses should not exceed ten (10) pages excluding product literature, pricing sheets, and past performance. Please include:

- Cover letter with company information and primary point of contact
- Responses organized by section
- Pricing information and cost estimates
- Relevant past performance/customer references
- Proof of reselling approval
- Any additional supporting materials