

**REQUEST FOR INFORMATION (RFI)/ INDUSTRY DAY
FOR DIA OFFICE OF FACILITIES AND SERVICES (FAC) TECHNICAL SERVICES**

I. Overview

The Virginia Contract Activity (VACA) of the Defense Intelligence Agency (DIA) will host an Industry Day on 23-24 April 2025 beginning at 08:00 AM/EST (daily), at the DIA HQ facility located on Joint Base Anacostia-Bolling (JBAB). The event will provide the industry with an overview of the DIA Technical Services requirement followed by one-on-one sessions. One-on-one sessions with a maximum 15-minute duration each will follow and will be scheduled in the sequence we receive participation requests. DIA FAC Tech Support presentations and one-on-one discussions will be limited to unclassified level. Seating capacity is limited to up to 80 attendees. Companies will be limited to a maximum of two (2) registrants. Registration instructions are provided below and will be closed upon reaching seating capacity or 9 April 2025, whichever comes first.

Day 1 (23 April 2025) will include presentations by DIA Officers from Office of Facilities and Services (FAC) with a general Q&A period, and one-on-one Q&A sessions with individual companies.

Day 2 (24 April 2025) will continue one-on-one Q&A sessions with companies, if required.

WHAT: DIA FAC Technical Services Industry Day
WHEN: 23-24 April 2025, 0800 AM/EST – 04:30 PM/EST (daily)
WHERE: DIA HQ

II. Purpose

This event is to promote competition by providing industry a better understanding of the upcoming procurement; provide industry a networking opportunity to build teaming arrangements; and provide an opportunity for the government to introduce preliminary aspects of the procurement prior to releasing a formal solicitation. Participation in the DIA FAC Technical Services Industry Day does not ensure or commit participation in future solicitations or contract awards.

III. Anticipated Scope of Work

See attached draft Statement of Work, titled "*Technical/Project Management Support Services*," dated 11 February 2025.

IV. Registration

- a. Registration is required to participate in the DIA FAC Technical Services Industry Day. The following documents shall be submitted for each company for registration: (1) A fully completed registration sheet and (2) Capability Statement.

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- b. Each contractor interested in attending the Industry Day must complete and submit a registration sheet via **password protected e-mail**, with the password in a separate email, to Dasol Robinson (dasol.robinson@dodiis.mil) and Brittany Turner (brittany.turner@dodiis.mil) **no later than 04:30 PM/EST, 9 April 2025**. A separate email with the password must be provided by this response time. Following information will be requested in the Registration Sheet: Full Name, Representatives attending, Date of Birth (DOB), Social Security Number (SSN), Driver's License Number/Identification Number (DL/ID#), State of DL/ID Issue, Gender, Race, Citizenship (only U.C. Citizens may attend, no exceptions), Company Information, and One-on-on session requested. See registration form.
- c. Please reference "Your Company Name – DIA FAC Tech Services Industry Day Registration" in the subject line.
- d. Additionally, each company shall submit a Capability Statement via e-mail to Dasol Robinson (dasol.robinson@dodiis.mil) and Brittany Turner (brittany.turner@dodiis.mil) **no later than 04:30 PM/EST, 9 April 2025**.
- e. Desired Information and Format for Capability Statement:
 - a) Organization name, address, email address, website address, UEI, CAGE code, telephone number, and business size, socio-economic status if applicable (e.g., 8(a), women-owned, HUBZone, etc.), NAICS Codes and type of ownership for the organization.
 - b) Relevant Corporate Knowledge/Experience related to the services identified in the attached draft SOW.
 - i. Identify no less than one (1) and no more than five (5) relevant contracts valued at a minimum of \$5 million and held within the last five years. For each contract, provide the following information:
 - 1. the contract number and awarding agency/office;
 - 2. the Full Time Equivalents (FTEs) provided;
 - 3. the subcontractors that were on the team and their percentage of participation; and
 - 4. the name, address, commercial phone number, and unclassified e-mail addresses of the contracting officer and the contracting officer's representative.
 - ii. Describe how corporate knowledge/experience gained through contract performance could be a benefit to the Government.
 - c) For relevant employee skills/experience address the following:
 - i. Identify and describe specific skills and experience of its employees that are relevant to this RFI's scope of work.
 - ii. Describe why the skills and experiences are relevant.
 - iii. Describe how employee skills and experience could benefit the Government.

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1. the subcontractors that were on the team and their percentage of participation
 - iv. Describe how corporate knowledge/experience gained through contract performance could be a benefit to the Government.
- d) The facility clearance held by the company.
- e) In addition to the information requested above, the following information is highly desired for a comprehensive analysis of capability statements:
- i. Can the firm manage requirements where additional staffing was required on short notice?
 - ii. Does the firm have access to a pool of engineering and facility professionals (civil engineers, mechanical engineers, electrical engineers, architects, certified facility managers, and construction managers)?
 - iii. Does the firm have project and engineer professionals who have worked projects in an Embassy-based environment?
 - iv. Does the firm have project and engineer professionals with experience in securely shipping materials to overseas locations?
 - v. Does the firm have a continuing education program where project managers and facility managers are current on certifications and industry standards?
 - vi. Does the firm have project and engineer professionals with experience working with the Intelligence Community?
 - vii. Does the firm have project and engineer professionals with experience working with the Department of State?
 - viii. Does the firm have experience working for the White House?
 - ix. Does the firm have project and engineer professionals with experience working with Washington Headquarters Service, General Services Administration, and military public works departments?
 - x. Does the firm have project and engineer professionals who can travel to overseas locations, to include locations with austere living conditions?
 - xi. Can the firm provide at least 84 TS/SCI cleared individuals that fit the Labor Categories descriptions? Does the firm have the capability to onboard 40 additional personnel for a surge, if requested?
- f) To aid the Government review, submissions are limited to no more than **10** pages. A page is defined as each face of an 8-1/2 x 11-inch sheet with information contained within an image area of 7 x 9 inches. Type size shall be a 12-point proportional font. Briefings and/or briefing charts in lieu of written responses are not desired. Tables, charts, graphs, diagrams and figures shall be used wherever practical to depict organizations, systems and layout, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed 8-1/2 x 11 inches. Foldout pages shall not be used. For tables, charts, graphs and figures, the text shall be not smaller than 12-points. Elaborate formats, bindings or

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color presentations are not required. Elaborate brochures or documentation, binding, detailed art work, or other embellishments are not required nor are they desired.

- f. Due to conference room limitations, registration is limited to two (2) representatives from each organization. Participants are required to be in attendance the entire day, late arrivals will not be accepted. The government reserves the right to further restrict the number of attendees based on available space. Unregistered individuals will not be permitted to participate in the conference.
- g. Attendees will be notified of their registration status.
- h. DIA plans to staff a registration table for check-in where name tags will be provided.

V. Questions

Companies are encouraged to submit questions regarding the requirement in advance for discussion during Industry Day. All questions shall be submitted in writing **no later than 04:30 PM/EST on 9 April 2025** by email to dasol.robinson@dodiis.mil and brittany.turner@dodiis.mil. The Government will endeavor to answer all questions.

VI. Disclaimer

This event is for informational and planning purposes only and does not commit the Government to any contractual agreement. This is not a contract solicitation, request for proposal (RFP) of any sort, a promise to issue any future contract, or commitment to offer work of any kind on the part of the U.S. Government. No proposals will be accepted. The Government retains the right to modify the date, time or location of this event, or cancel the event entirely. The Government is not responsible for any costs incurred by attendees, nor for any expenses related to the preparation of responses to this RFI.

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