

## REQUEST FOR INFORMATION

United States Marshals Service (USMS)

Professional and Administrative Support Services

*THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. This is an RFI released pursuant to FAR 15.201(e). This RFI is issued solely for informational, market research and planning purposes only. This RFI DOES NOT constitute a Request for Proposal (RFP) nor does it constitute the promise of a future RFP. This RFI does not obligate the Government to contract for these services now, or at any future date. At this time, the USMS IS NOT SEEKING PROPOSALS and responders are advised that neither the USMS, nor the U.S. Government, will reimburse any responders FOR ANY COST INCURRED RESPONDING TO THIS RFI. All costs incurred and associated with responding to this RFI are the responsibility of the responding party. Responding to the RFI is not a requirement for participation in any future RFI for these services. The information provided in this RFI is subject to change at any time and is in no way binding to the USMS or the U.S. Government. All submissions become property of the Federal Government and will not be returned to any responder. Additionally, all responses are part of the public record. DO NOT SUBMIT CONFIDENTIAL INFORMATION IN YOUR RESPONSE.*

### **OVERVIEW**

The Procurement Division (PD) of the USMS is performing market research to identify potential sources who can provide contractor assistance in "Professional and Administrative Support Services." These services cover over thirty (30) professional disciplines and require in person / onsite services to be provided at USMS Headquarters (Arlington, VA) and satellite USMS offices across the United States. It is anticipated that the applicable North American Industry Classification System Code will be **541611 – Administrative Management and General Management Consulting Services with a size standard of \$24.5M.**

While the Government anticipates utilizing the 541611 NAICS code, respondents can propose alternate NAICS codes. Please include a justification as to why the proposed NAICS code is more appropriate than 541611.

The contractor shall provide fully vetted personnel that are capable of working in the Federal Law Enforcement arena. The proposed Labor Categories (LCATs) can be viewed in Attachment 1: Proposed Labor Categories. The contractor would be expected to provide full oversight of their employees while onsite at USMS locations.

### **RESPONSES**

All responses to this RFI should be submitted in either Microsoft Word or Adobe PDF format on company letterhead. Responses shall be limited to fifteen (15) pages in length

excluding the cover page and page one (1). Page one (1) should contain the following information:

- Company Name
- Company Address (physical and mailing address)
- Company Business Size for the Applicable NAICS code (541611)
  - List any socioeconomic categories that are VERIFIED
- Company POC Information
  - Full Name
  - Position Title
  - Email Address
  - Contact Phone

The following pages should include:

- A summary of your company's history, size, scope and background.
- A description of your company's past experience providing the same or similar services;
  - Describe your company's experience in managing an administrative and professional services contract spanning the United States, consisting of over 30 labor categories, and exceeding \$200M in value over five (5) years.
  - Describe your company's experience (if any) in supporting a Federal Law Enforcement Agency.
- How your company would man this requirement.
  - Do you have the capacity to man this requirement on your own.
  - Would you utilize a Teaming arrangement.
  - Would you serve as the Prime and utilize a subcontractor.
  - The contract format would you recommend (FFP, TM, LH, etc.).
  - The NAICS Code and Product Service Code (PSD) you would utilize for this requirement
- A list of any existing contract vehicles that you currently have in place that could be utilized to fulfill this requirement (for example: *GSA Contract xxxxxxxxxxxxxxxx*).
- A list of any questions that would help you better evaluate this request.

### **POTENTIAL COMMUNICATION WITH INDUSTRY**

Representatives from the USMS PD may elect to meet with respondents. Communications, if they occur, would be to obtain additional clarifications regarding submissions. These interactions would be specific to individual responses and would not necessarily be had with each responding company.

### **QUESTION SUBMISSION**

The question submission deadline is 11:59 PM EST on 14 November 2025. All questions shall be submitted in writing via email to **BOTH** [christopher.jones10@usdoj.gov](mailto:christopher.jones10@usdoj.gov) and [julie.simpson@usdoj.gov](mailto:julie.simpson@usdoj.gov). Phone calls regarding this RFI will not be accepted nor will any questions submitted via any means other than email. The Government does not guarantee that any question(s) received after the question deadline will be reviewed or answered. **Please state “Administrative Management RFI” in the subject line of your email. Failure to do so may result in your submission being inadvertently missed.**

All questions will be collected and one “Q&A” will be published to SAM.gov for all interested parties to review. It is anticipated that the publication of the Q&A document will be on or before 5:00 PM EST on 28 November 2025.

### **RFI SUBMISSION**

RFI submissions are due by 11:59 PM EST on 12 December 2025. All submissions shall be submitted in writing via email to **BOTH** [christopher.jones10@usdoj.gov](mailto:christopher.jones10@usdoj.gov) and [julie.simpson@usdoj.gov](mailto:julie.simpson@usdoj.gov). No other submission method, including physical paper copies, will be accepted. **Please state “Administrative Management RFI” in the subject line of your email. Failure to do so may result in your submission being inadvertently missed.**

Attachment 1: Proposed Labor Categories.

Attachment 2: Statement of Work