

Responses:

Responses should address the ability to provide knowledgeable, well-trained administrative services workforce that leverages agency capabilities to consistently provide high performing and efficiency-oriented administrative and executive administrative services.

Submission Instructions:

- There is a 5 page limit for this Request for Information (RFI).
- Cover Page should include:
 - Company name
 - Point of Contact information
 - Business Size Status
 - DUNS number and CAGE code
 - Any Government ordering vehicles (GSA, DLA, etc.), if applicable
- Provide a capability statement for conducting Office Administration support.
- Responses in Microsoft Word or Adobe Acrobat formats are preferable.
- Please submit email responses less than 5MB to the POCs below.

The Government highly discourages submitting proprietary or business sensitive information. Vendors submitting proprietary or business sensitive information bear the sole responsibility for marking the information for appropriate safeguarding. Proprietary information will be protected from unauthorized disclosure as required by Subsection 27 of the Office of Procurement Policy Act as amended (41 U.S.C. 423) (hereinafter referred to as "the Act"), as implemented in the FAR.

This is a request for Information only. Any information received as a result of this notice will be considered for enhancing market research associated with the proposed contract actions as well as future competitive procurements under TEAMS-Next. The Government will not pay for information submitted.

All responses must be received no later than May 27, 2022 at 2:00 pm, Central Standard Time and should be submitted to Deborah Smith, Contracting Officer, via email deborah.smith@mda.mil. No telephone inquiries will be accepted.

Contracting Office Address:
Missile Defense Agency, MDA-CSK
Building 5222 Martin Road
Redstone Arsenal, AL 35898

Point of Contacts:
Deborah Smith, Procuring Contracting Officer