

## **Advisory and Assistance Services for Office Administration Combined Sources Sought/Notice of Intent to Sole Source**

### **Purpose:**

The Missile Defense Agency (MDA) is conducting market research for Office Administration support. The information contained herein only initiates communication with industry in order to assess market potential. No solicitation document exists at this time. This Request for Information (RFI) constitutes no Government obligation to procure these services or issue a solicitation. The Government does not have an obligation to pay for information responding to this RFI and will not accept any responses as offers.

MDA is seeking alternate sources that can provide knowledgeable, well-trained administrative services workforce that leverages agency capabilities to consistently provide high performing and efficiency-oriented administrative and executive administrative services.

If no alternate sources are identified that can meet the requirement without unacceptable delay, the Government intends to issue a sole source bridge contract to Yorktown Systems Group, Inc. under statutory authority 10 U.S.C 3204(a)(1) as implemented by Federal Acquisition Regulation (FAR) 6.302-1, Only One Responsible Source and No Other Supplies or Services Will Satisfy Agency Requirements.

Based on currently available information, MDA believes that only Yorktown is capable of providing the required services without substantial duplication of cost that is not expected to be recovered through competition and unacceptable delays. The period of performance for this effort be August 3, 2022 to potentially August 3, 2024. This notice is intended to meet the requirements of both FAR 5 and DFRS PGI 206.302-1.

### **Description of the Requirement:**

Provides knowledgeable, well-trained, and cohesive administrative services workforce that leverages agency capabilities to consistently provide customized, high performing, and efficiency- oriented administrative and executive administrative services support to the Missile Defense Agency's (MDA's) organizations to include Foreign Military Sales (FMS). General administrative support services include: 1) general administrative duties; 2) access control; 3) travel; 4) correspondence; 4) calendar management; 5) training and policy monitoring; and 6) command suite receptionists support.

Specialized correspondence management and staff action support is required for organizations across the Agency. Activities include: 1) correspondence management; 2) filing; 3) forecasting activities; 4) tracking actions; 5) managing organizational boxes; 6) staffing packages and documents; 7) managing templates; 8) courier efforts; and 9) liaison support services throughout the Agency.

Executive administrative support is required for direct support to the Chief of Staff Directorate (DS) and MDA Flag Officers, members of the Senior Executive Service (SES), and Program Executive/Directors including coverage during temporary absences. The executive level

administrative support includes but is not limited to: 1) general administrative duties; 2) correspondence management and staff action; 3) access control; 4) travel; and 5) calendar/schedule management.

**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](mailto: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

Email: [deborah.smith@mda.mil](mailto:deborah.smith@mda.mil)

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Approved for Public Release

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