

## Opportunity Details

Notice ID <b>FA701422Diversity</b>	Related Notice	Active/Inactive <b>Active</b>
Notice Status <b>Published</b>	Department/Ind. Agency <b>DEPT OF DEFENSE</b>	Sub-Tier <b>DEPT OF THE AIR FORCE</b>
Office <b>AFDW</b>		

## General Information

Contract Opportunity Type <b>Sources Sought (Updated)</b>	Updated Published Date <b>Jun 09, 2022 04:50 PM</b>
Date Offers Due <b>Jun 16, 2022 10:00 AM EDT</b>	Inactive Policy <b>15 days after response/Contract Award Date</b>
Inactive Date <b>None</b>	Initiative
Allow Vendors to Add/remove from Interested Vendors List <b>Yes</b>	Allow Vendors to View Interested Vendors List <b>No</b>

## Classification

Original Set Aside <b>Total Small Business Set-Aside (FAR 19.5)</b>	Product Service Code <b>R499-SUPPORT- PROFESSIONAL: OTHER</b>
Place of Performance <b>, USA</b>	

## NAICS Code(s)

<b>NAICS Code</b> 541611	<b>NAICS Definition</b> Administrative Management and General Management Consulting Services
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## Description

REQUEST FOR INFORMATION (RFI)

Diversity Candidate Outreach for the Department of the Air Force (DAF) Office of Diversity and Inclusion (OD&I)

NAICS Code: 541611, Administrative Management and General Management Consulting Services

SB Size Standard: \$16.5 million

This announcement is not a notice of solicitation issuance. This is a Request for Information (RFI) for market research purposes only and is not a Request for Proposal (RFP). A solicitation is not being issued at this time and this notice shall not be construed as a commitment by the Government to issue a solicitation, nor does it restrict the Government to a particular acquisition approach.

This RFI is being published to identify potential sources capable of providing support of a new Diversity Candidate

Outreach program, to conduct outreach and engagement with underrepresented populations across a geographically diverse range to target recruitment for science, technology, engineering, and math (STEM) and operational career fields. The efforts shall target near and long term candidates through STEM and professional societies/ affinity organizations, Universities and Colleges, Minority Serving Institutions, and High Schools across geographically diverse locations. Market research is being conducted to explore the extent to which small businesses (SB) can develop plans, programs, and procedures to accomplish the following:

- Serve as a liaison between target underrepresented minority groups and the Air and Space Force, increasing brand awareness regarding Air and Space Force careers in STEM-related job series.
- Enhance access to the Air and Space Force via direct communication, presence, mentorship programs, and additional activities as determined to be appropriate.
- Increase underrepresented minority group's interest in pursuing STEM careers with the Air and Space Force.
- Increase the pool of underrepresented minority and women applicants for available jobs in the Air Force and Space Force, targeting STEM.
- Provide access on demand to applicants for internships and full time jobs regarding STEM career fields.

The Government intends to issue a solicitation for this requirement as a SB set-aside or as a Small Disadvantaged Businesses (SDB) set-aside. The contract awarded as a result of this solicitation will be a firm-fixed price (FFP) contract with a 12-month base period and four 1-year options.

Instructions:

To indicate positive interest or submit questions in regards to this requirement, please submit the following to Air Force District of Washington/Headquarters Air Force (AFDW/PKH):

1. Capability Statement – Businesses are requested to submit a capability statement that demonstrates your technical capability for completing the attached Draft Performance Work Statement (PWS) Tasks. The capability statement should be cross-referenced to the Draft PWS and identify which capabilities are used to accomplish each PWS Task.
1. Past Performance – Identify previous contracts which are relevant to the scope of the Draft PWS. Include the contract number, period of performance, whether performance was completed as a prime or subcontractor, and a summary of the services provided.
1. Industry Methodologies – Identify your current business methodologies that showcase your technical capability for completing the attached Draft PWS Tasks.
1. Provide feedback on why your company uses certain methodologies.
1. Employee Qualifications – Identify the performance standards your business believes would be capable of completing the attached Draft PWS, identify the Full-Time Equivalents (FTEs), labor categories, and employee qualifications.

1.
  1. FTEs (ie: 2, 3, etc.)
  2. Labor Categories (Senior Recruiter, Recruiter II, etc.)
  3. Degrees/Certifications (if applicable.)
  4. Experience (ie: 0-5 years, etc.)
2. Timeline – State your timeline for mobilization of this new requirement, including any information crucial to successful performance upon contract award.
3. Strategic Sourcing Vehicles – Please provide a list of any strategic contractual vehicles that are within scope of the Draft PWS that could be utilized to fulfill this requirement. Strategic sourcing vehicles include, but are not limited to, GSA Federal Schedule Contracts, decentralized ordering contracts, or any other strategic contract your company is a part.
4. Point of Contact (POC) – Name, telephone number, and email address along with company name, CAGE Code, DUNS, and Size Standard (this RFI is for a requirement using NAICS Code 541611, with SB Size Standard \$16.5 million).

#### Required Information:

This request may not directly lead to a Request for Quotation/Proposal (RFP/RFQ). Any interested party who can offer all of the above may submit an electronic written reply, of not more than 7 pages in total length, single spaced, 12-point font, and accessible either through Microsoft Word or Adobe Acrobat addressing each of the above items and defining how their company is capable of ALL minimum requirements listed above.

#### Response Deadline:

16 June 2022, 10:00 a.m. ET (Eastern Time)

#### Where to Send Responses:

Ms. Melissa Mattis, Contract Specialist

E-mail: melissa.mattis@us.af.mil

Ms. Shannon Weston, Contracting Officer

Email: shannon.weston.1@us.af.mil

## Attachment/Links

### Attachments

Document	File Size	Access	Updated Date
PWS Diversity Candidate Outreach - DRAFT 02 June 2022.docx	0.015625KB	public	2022-06-09T16:50:16.476+00:00

### Links

Display Name	Updated Date
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## Contact Information

Primary Point of Contact

**Melissa Mattis**

[melissa.mattis@us.af.mil](mailto:melissa.mattis@us.af.mil)

Secondary Point of Contact

**Shannon Weston**

[shannon.weston.1@us.af.mil](mailto:shannon.weston.1@us.af.mil)

## History

### Contract Opportunity Type

Sources Sought (Original)

### Updated Date

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## Interested Vendors List