United States Air Force Awards and Decorations Services

Response to Sources Sought: Awards and Decorations Services

*Notice #: FA480322R0008*

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**Date Submitted: June 27, 2022**



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| **Electronically Submitted To:** | **Submitted By:** |
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1. Company Information

Distributed Computing System Solutions Provider, Inc. (DCSSP), d/b/a HunaTek Government Solutions (herein known as “HunaTek”), is an 8(a) Small Business Administration (SBA) certified Alaskan Native Corporation (ANC) owned subsidiary under Huna Totem Corporation. HunaTek is pleased to submit this Capability Statement in response to the USAF Awards and Decorations Services Sources Sought Notice. As an ANC owned company in good standing with the Small Business Administration (SBA), HunaTek qualifies for 8(a) set-aside awards under NAICS 541611.

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|  | **Distributed Computing System Solutions Provider, Inc.** | |
| Doing Business As (DBA): | HunaTek Government Solutions | |
| Address: | 13900 Lincoln Park Drive, Suite 350A, Herndon, VA 20171 | |
| Points of Contact: | Tim Fitzgerald  Chief Operating Officer  M: 703-201-1812  [Tim.Fitzgerald@HunaTek.com](mailto:Tim.Fitzgerald@HunaTek.com) | Keith Nicoletti  Director of Business Development  M: 571-241-7516  [Keith.Nicoletti@HunaTek.com](mailto:Keith.Nicoletti@HunaTek.com) |
| Unique Entity ID / CAGE: | VLLKTRK4ANF3 / 73D83 | |
| Tax ID Number | 54-1970512 | |
| Facility Clearance Level | Top Secret | |
| Website Address: | [www.hunatek.com](http://www.hunatek.com) | |

1. Confirmation of Small Business in the 8(a) BD Program and Cognizant Small Business Administration (SBA) Office

Our cognizant SBA office is the Alaska District Office, and our assigned Business Opportunity Specialist is Mr. Hugh Griffin. They ask that any inquiries be sent to the general email listed below, this is to ensure coverage should primary resources be unavailable:

|  |  |
| --- | --- |
| Cognizant SBA Office | Business Opportunity Specialist (BOS) |
| Alaska District Office  420 L Street, Suite 300  Anchorage, AK  Phone: 907-271-4022  [alaska8a@sba.gov](mailto:alaska8a@sba.gov) | Mr. Hugh Griffin  (907) 313-0951  [hugh.griffin@sba.gov](mailto:hugh.griffin@sba.gov) |

1. Evidence of Relevant Experience

HunaTek brings a proven track record of successfully delivering to requirements for Office Administrative Services, etc. We conducted a thorough review of the Sources Sought and we offer the following capabilities and experiences:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Customer** | **Contract #** | **Contract Dollar Value** | **Dates of Performance** | **# Personnel** | **Type Personnel** |
| State Department | 19AQMM20D0035 | $22M | 03/20-03/25 | 9 | OM, EA |
| 19AQMM21C0225 | $2.1M | 09/21-09/26 | 3 | EA |
| United States Air National Guard | W9133L21C4001 | $4M | 08/21-08/25 | 6 | TM |
| United States Marine Corps | M67854-20-D-0513 | $32M | 06/20-09/23 | 33 | PS |
| United States Army | W15QKN-20-C0061 | $31M | 09/20-09/24 | 35 | TM |
| United States Special Operations Command | H9241522C0002 | $15M | 03/22-03/27 | 14 | TM |

\***OM**: Office Manager; **EA**: Executive Assistant; **TM**: Technical and Management; **PS**: Professional Services

**State Department**

We provide Front Office support inclusive of Information, Office, File Management, and Mail Services to the Bureau of Diplomatic Security Directorate of Cyber and Technology Security (CTS), Cyber Monitoring and Operations (CMO) office, Technology Innovation and Engineering (TIE), and the Cyber Threat and Investigations (CTI). Additionally, we support the Bureau of Counterterrorism (CT) with professional services support inclusive of Supply Management, Budget Analysis, Management Analysis, Office Management, Human Resource Management, and Technical Writing. Labor categories include office and Management Analysts, quite often defined as project coordinators and project analysts to assist in offices that require research, analysis, and coordination of information and materials.

DoS Professional Support Staffing Services

“[HunaTek’s] management is **very** **responsive** to [the] contracting officer and program office needs…Any issues identified were dealt with efficiently and with little or no disruption to the mission or services being provided.” Kelly Wagner, Contracting Officer (CPAR 04/06/2022)

**Department of Defense**

Like the Description of Services in the AFCENT/A1 Decoration Procession Function PWS, we deliver Electronic Management (Database, Webpage, etc.) Program Administration and Management services to our USAF, US Army, US Marine Corps and SOCOM customers alike. We provide data and systems management; manage digital databases, webpage development, content management, updates, compliance schedules and activities. In addition, we provide a full range of IT services to many of our customers (strategic program management, application support/maintenance, network operations, system administration, cybersecurity, etc.) today.

Our experience in managing similar programs is complimented by our ability to hire personnel with specific domain experience and will offer the Air Force the competency required for the successful delivery of support services. Furthermore, we bring exceptionally strong Program Administration and Execution Services/Support across the myriad of our Federal and Defense government contracts. Our historical record of services continues to yield enormous successes and positive results in each program we run. Evident of our claim are the listed statements from our government program partners.

**OTJAG IT Support Services**

*“I want to personally send you a note expressing my sincere appreciation for Frank’s phenomenal work and support. I’ve had the pleasure of having some of the best Program Managers work for me when I was industry. Frank measures up to my top 1%.* ***Your Team continues to exceed my expectation****.” Tom Oliver, US Army OTJAG Government Program Manager (07/13/2021)*

1. Seamless Phase-In Support for Continuity of Operations

HunaTek immediately mitigates any risk during contract company phase-in/phase-out operations by developing Transition Plans based upon the defined requirements and timelines of a program or project. These plans are built upon our experience and lessons learned transitioning contracts and existing programs. Our risk-centric approach focusses to stabilize the program during initial transition and minimize operational impact. Incumbent capture is a key component of our capture strategy, and while those goals may very on a requirement basis, HunaTek generally aspires to retain 80% of the incumbent personnel while bringing in new talent for the remaining 20%. This both minimizes the risk of losing domain knowledge loss on the contract, while allowing for the opportunity of new ideas and innovation from new talent infusion.

**USMC Cost Estimating & Analysis**

*“I appreciate all the work you guys do!  Always there, always communicating, always directing, and supporting.  Sincere thank you!  Appreciate you guys!”  COR, Dennis Herold (03/2022)*

Recent notable and successful Transitions performed by HunaTek Include:

* United States Marine Corps End to End (E2E) Support – 1 Day, 100% Incumbent Capture of 18 FTEs
* U.S. Army Office of the Judge Advocate General IT Support (OTJAG) – 1 Day, 100% Incumbent Capture, 33 FTEs
* Air Force Special Operations Command (AFSOC) Processing, Exploitation and Dissemination (PED) – 0 Day, 100% Incumbent Capture, 14 FTEs
* Department of State Network Operations Branch IT Services (NOMBIT) – 14 Day Transition, 82% Incumbent Capture, 17 FTEs

1. Summary

HunaTek is a proud partner to our government customers and the service delivery outcomes we provide daily. We are an eager advocate in total mission performance/achievement while simultaneously accomplishing 100% of the required and desired results. In short, we deliver for our customers, and we are eager to do the same for The Ninth Air Force (Air Forces Central) Decoration Processing Unit (DPU) decorations and award mission today and well into the future.