

# **HHS ONE PROFESSIONAL SERVICES SOLUTION (HOPSS)**

## **CONTRACT SCOPE – ACQUISITION PLANNING**

### **INTRODUCTION/OVERVIEW**

On behalf of the U.S. Department of Health and Human Services (HHS), the National Institute on Drug Abuse (NIDA), within the National Institutes of Health (NIH), requires professional services to achieve the HHS mission to enhance the health and well-being of all Americans, by providing for effective health and human services and by fostering sound, sustained advances in the sciences underlying medicine, public health, and social services.

This parent contract for HHS One Professional Services Solution (HOPSS) will enable HHS, and on a case-by-case basis other Federal agencies, to obtain professional services required to implement HHS's current strategic plan, which is updated every four years. The FY2022-2026 strategic goals are to protect and strengthen equitable access to high quality and affordable healthcare; safeguard and improve national and global health conditions and outcomes; strengthen social well-being, equity, and economic resilience; restore trust and accelerate advancements in science and research for all; and advance strategic management to build trust, transparency, and accountability.

Two task areas constitute the technical scope of this contract:

- Task Area 1: Science, Technology, Engineering and Math (STEM) Services
- Task Area 2: Business and Operational Services to Support STEM Activities

These task areas are described below. Examples of the types of services that may be included within each task area are provided. These examples are not exhaustive. There may be other professional services which may be associated with the task areas. Prior to a task order (TO) solicitation, NIDA will perform a scope review of the requirement in the event a required service is not specified in any of the task areas.

Additionally, the scope of this contract is intended to cover leading edge, emerging, and future cutting-edge research and technologies that may evolve over the life of this contract. These research and technologies may not be listed below but could be supported in the future by the HHS. Because technology advances over the ordering period of this contract are inevitable, the scope of this contract takes into consideration that TO requirements are permitted to include future types of professional services to support HHS needs as they arise.

Several examples follow:

1. Task Area 1:
  - a. Staff scientist services to support NIDA's research into the impact of pandemic and social isolation on substance use
  - b. Services for developing two animal study proposals, making protocol amendments, generating various mouse models including conditional, tissue-specific, and double

mutant models, and managing/supervising mouse colonies for NIH laboratory over 12-month period

- c. MRI Technologist services to support advanced neuroimaging analysis techniques
  - d. Medicinal chemistry services to invent potent, selective small molecule probes for modulation of novel biological interactions
  - e. Investigation of conditions that affect individuals with Down syndrome and the general population
  - f. Development of critical tools and resources to advance biomedical research across the spectrum, from foundational basic research studies to advanced clinical trials of promising new therapies
2. Task Area 2
- a. Services for two Grants Management Executives to support the grants portfolio for the NIH Helping to End Addiction Long-Term (HEAL) Initiative
  - b. Accounting Technician services for program supporting new HHS Initiative

## **BACKGROUND**

The HOPSS contract program will provide services HHS-wide. HHS is currently comprised of the Office of the Secretary, Regional Offices, and 13 operating divisions (OPDIVs), including 10 agencies in the U.S. Public Health Service and 3 human service agencies. Each of these divisions administer health and human services and conduct life-saving research for the nation. The 13 current OPDIVs include:

- Administration for Children and Families (ACF) – human services,
- Administration for Community Living (ACL) – human services,
- Agency for Healthcare Research and Quality (AHRQ) – health services,
- Advanced Research Projects Agency for Health (ARPA-H) – health services,
- Administration for Strategic Preparedness and Response (ASPR) – health services,
- Agency for Toxic Substances and Disease Registry (ATSDR) – health services,
- Centers for Disease Control and Prevention (CDC) – health services,
- Centers for Medicare and Medicaid Services (CMS) – human services,
- Food and Drug Administration (FDA) – health services,
- Health Resources and Services Administration (HRSA) – health services,
- Indian Health Services (IHS) – health services,
- National Institutes of Health (NIH) – health services, and
- Substance Abuse and Mental Health Services Administration (SAMHSA) – health services.

The HHS website (<https://www.hhs.gov/about/agencies/index.html>) provides the most up-to-date information on the HHS organization, including: (1) the HHS Office of the Secretary, which is responsible for operations and coordination of the work of the Secretary and includes the staff divisions (STAFFDIVs); (2) the 13 OPDIVs; and (3) the 10 Regional Offices that directly serve state and local organizations with each region of the United States.

## **ACQUISITION HISTORY**

The incumbent professional services contract program has been in place at NIH since 2003 and is currently administered by the National Institute on Drug Abuse (NIDA). The current contract is titled “Scientific Operations and Administrative Resources Contract (SOAR)”. Task orders under the current SOAR contract currently provide services to all 29 NIH organizations, including the Office of the Director, the 27 Institutes and Centers (ICs), and the ARPA-H. The contract is a multiple-award indefinite-delivery, indefinite-quantity services contract with a maximum value of \$3.6B and five contract-holders: (1) Axle Informatics LLC, contract 75N95021D00010; (2) Kelly Services, Inc., contract 75N95021D00012; (3) Guidehouse Digital LLC, contract 75N95021D00013; (4) Gap Solutions Inc., contract 75N95021D00011; and (5) 22<sup>nd</sup> Century Technologies, Inc., contract 75N95021D00019. The five-year ordering period ends June 2026, and task orders currently provide services from an estimated 2,150 contractor staff. It is a technically complex and high throughput requirement that necessitates the contractor to have scientifically fluent and robust management resources to recruit and manage an ample pool of highly specialized labor categories (e.g., Bioinformatics Scientists, Statisticians, Molecular Biologists, Clinical Research Coordinators, and Registered Nurses) in a fast-paced environment. Prior to the SOAR contract, the contract program was titled “Scientific, Technical, and Other Professional Services (STOPS)”. Between 2003 and 20221, the NIDA awarded 11 successive contracts for these professional services on behalf of the NIH.

## **SCOPE**

The Contractors shall provide professional services in support of the HHS mission and strategic plan for functions related to STEM and the business and operational services to support STEM activities. The TO Statements of Work (SOW) will describe the specific work or services a contractor is to perform in order to obtain successful performance. Services will be labor-based and will include level-of-effort or task-based services. Level-of-effort services will require furnishing of technical effort, which may include a report, and the TO will specify the number of labor hours or percentage effort to be expended, without reference to an intended conclusion. For task-based services, the TO SOW will describe the tangible results to be achieved through the contracted effort and may include specific performance characteristics or metrics,

Two task areas constitute the technical scope of this contract:

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- Task Area 2: Business and Operational Services to Support STEM activities

These task areas are described below. Examples of the types of services that may be included within each task area are provided. These examples are not exhaustive. There may be other professional services which may be associated with the task areas. Prior to a TO solicitation, NIDA will perform a scope review of the requirement in the event a required service is not specified in any of the task areas.

Additionally, the scope of this contract is intended to cover leading edge, emerging, and future

cutting-edge research and technologies that will evolve over the life of this contract. These research and technologies may not be listed below but could be supported in the future by the HHS. Because technology advances over the ordering period of this contract are inevitable, the scope of this contract takes into consideration that TO requirements are permitted to include future types of professional services to support HHS needs as they arise.

Further, when the TO CO submits a solicitation to NIDA for contract competition, the contract contracting officer (CCO) will determine whether the solicitation is in the scope of the HOPSS contract. If the CCO determines the TO solicitation to be out of the scope of the contract, the CCO will promptly notify the TO CO.

- **TASK AREA 1: Science, Technology, Engineering and Math (STEM) Services**

Under Task Area 1, Contractors shall provide professional services in support of the HHS mission and strategic plan for functions related to science, technology, engineering, and math (STEM). Services include the study of the structure and behavior of the physical and natural world through observation, experimentation, and the testing of theories against the evidence obtained. Contractor staff may support, develop, advise on, and conduct research methodologies, experiment, studies, and analysis. Services include patient care in the form of assessing, diagnosing, and supporting treatment. The overall goal will be to support and expand understanding of health care, public health, human services, and biomedical research.

A comprehensive, but not exhaustive, sample of work to be performed under this task areas is shown below:

#### Science

- Directly assisting in an experiment, laboratory, or a clinical setting, obtaining, compiling, or organizing data and writing reports
- Supporting the development of research methodologies
- Providing scientific or other professional analysis and advice expanding scientific understanding of health care, public health, human services, biomedical research
- Business consulting and making recommendations on strategies to advance HHS in the areas of science, technology, engineering, math/statistics, and other related areas
- Assessing patient conditions, diagnosing them, and providing treatment recommendations
- Conducting psychological and mental health evaluations and counseling
- Managing and conducting the day-to-day activities of clinical trials.
- Conducting or assisting in drafting research publications, journals, articles and other forms of publications
- Developing presentations, using data visualization, when possible, in support of research findings being presented
- Sample labor categories that support these tasks may include but are not limited to:
  - Medical Officer
  - Biological Scientist
  - Scientific Program Analyst
  - Scientific Program Manager
  - Animal Biologist Small Animal

- Laboratory Technician
- Clinical Research Coordinator
- Nurse
- Molecular Biologist
- Clinical Operations Manager
- Psychologist
- Scientist (any research area)
- Social Scientist
- Biochemist

#### Technology

- Business consulting and making recommendations on strategies to advance HHS in the areas of science, technology, engineering, math/statistics, and other related areas
- Advancing and managing computer technology, applications, software, machinery and equipment management
- Developing data science and machine learning, such as artificial intelligence and the use of language models
- Creating solutions for data collection, management, storage, and to analyze data
- Developing software, write computer programs, codes, and scripts
- Providing highly technical scientific IT services
- Conducting or assisting in drafting research publications, journals, articles and other forms of publications
- Developing presentations, using data visualization, when possible, in support of research findings being presented
- Sample labor categories that support these tasks may include but are not limited to:
  - Computer Scientist
  - Computer Systems Analyst
  - Computer Programmer
  - Database Administrator
  - MRI Technologist

#### Engineering

- Designing, building, or maintaining systems, machines, and spaces
- Managing facilities construction projects
- Providing scientific or other professional analysis and advice expanding scientific understanding of health care, public health, human services, biomedical research
- Providing services to prepare for, respond to, and recover from disasters and public health emergencies
- Business consulting and making recommendations on strategies to advance HHS in the areas of science, technology, engineering, math/statistics, and other related areas
- Conducting or assisting in drafting research publications, journals, articles and other forms of publications
- Maintaining and supporting facility operations
- Developing systems using specified engineering techniques
- This applies broadly to various types of engineers, including but not limited to Industrial, Biochemical, Chemical, Biomedical, Electrical, and Robotics.
- Sample job categories that support these tasks may include but are not limited to:
  - Biomedical Engineer
  - Electrical Engineer
  - Materials Engineer
  - Facilities Security Engineer
  - Robotics Engineer

## Math

- Developing research methodologies
- Providing scientific or other professional analysis and advice using data, expand scientific understanding of health care, public health, human services, biomedical research
- Business consulting and making recommendations on strategies to advance HHS in the areas of science, technology, engineering, math/statistics, and other related areas
- Conducting or assisting in drafting research publications, journals, articles and other forms of publications
- Developing presentations, using data visualization, when possible, in support of research findings being presented
- Collecting, categorizing, analyzing data, and interpreting results
- Sample job categories that support these tasks may include but are not limited to:
  - Bioinformatics Scientist
  - Statistician
  - Data Analyst
  - Clinical Biostatistician

## Other Related

- Prevention and Wellness advice and guidance to support the workplace
- Public Health and Safety assistance
- Facility Operations
- Emergency and disaster recovery services
- Advising on strategies to advance HHS in the areas of science, technology, engineering, math/statistics, and other related areas

## • **TASK AREA 2: Business and Operational Services to Support STEM Activities**

Under Task Area 2, Contractors shall provide professional services in support of the HHS mission and strategic plan for business and operations functions. Services include project management, general business, and general operations to support the STEM activities for health care, public health, human services, and biomedical research.

A comprehensive, but not exhaustive, sample of work to be performed under this task areas is shown below:

- Coordinate the tasks of key functions within an organization
- Develop and manage project schedules
- Draft, review and edit written documents
- Provide high level support for key leaders within the organization
- Coordinate administrative tasks for executive functions
- Review and analyze data
- Provide recommendations on operational efficiencies
- Presentation and development of general forms of media, including photography, videography, and other related services.
- Analyze grant applications and make recommendations on funding
- Develop plans for facility operations and maintenance
- Gather and review documents for business processes

- Provide logistical or operational support or assistance

Sample job categories that support these tasks may include but are not limited to:

- Operations Coordinator
- Management Analyst
- Editor
- Project Manager
- Executive Assistant
- Facilities Planning Manager
- Procurement Technician
- Contract Specialist
- Grants Management Specialist
- Human Resource Advisor
- Senior Advisor
- Patient Coordinator

### **ANTICIPATED CONTRACT TYPE**

The Government anticipates awarding a multiple award Indefinite Delivery/Indefinite Quantity (IDIQ) type contract program with an ordering period beginning spring or summer 2026. All contract-holders must be capable of performing the entire Statement of Work. The contract will use options at the task order level (FAR Part 17.2).