

SAM.GOV - NOTICE
SMALL BUSINESS SOURCES SOUGHT NOTICE

1. **SOLICITATION NUMBER: 75N95025R00017_SB_SOURCES_SOUGHT**
2. **TITLE: HHS ONE PROFESSIONAL SERVICES SOLUTION (HOPSS)**
3. **CLASSIFICATION CODE: R499 "SUPPORT- PROFESSIONAL: OTHER"**
4. **NAICS CODE: 541690 "OTHER SCIENTIFIC AND TECHNICAL CONSULTING SERVICES"**
5. **DESCRIPTION:**

This is a Small Business Sources Sought notice. This is NOT a solicitation for proposals, proposal abstracts, or quotations.

The purpose of this notice is to obtain information regarding: (1) the availability and capability of qualified small business sources; (2) whether they are small businesses; HUBZone small businesses; service-disabled veteran-owned small businesses; 8(a) small businesses; veteran-owned small businesses; women-owned small businesses; or small disadvantaged businesses; and (3) their size classification relative to the North American Industry Classification System (NAICS) code for the proposed acquisition. Small business teaming arrangements and/or joint ventures are also encouraged.

Your responses to the information requested will assist the Government in determining the appropriate acquisition method, including whether a set-aside is possible. An organization that is not considered a small business under the applicable NAICS code should not submit a response to this notice. ***Note: The Government will not review Capability Statements submitted by other than small businesses.***

This notice is issued to help determine the availability of qualified organizations technically capable of meeting the Government requirement and to determine the method of acquisition. It is not to be construed as a commitment by the Government to issue a solicitation or ultimately award a contract. Responses will not be considered as proposals or quotes. No award will be made as a result of this notice. The Government will NOT be responsible for any costs incurred by the respondents to this notice. This notice is strictly for research and information purposes only.

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) 22nd 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:

- 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 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).

OTHER IMPORTANT CONSIDERATIONS

NIDA OA plans to conduct a virtual HOPSS Market Research Industry Day, open to both small and other than small businesses, on Tuesday, November 19, 2024. The primary objectives of the Market Research Industry Day are for industry to: (1) learn about the HOPSS requirement, and (2) share comments and questions. Details for the industry day can be found in the Special Notice being posted on SAM.gov. Interested organizations must monitor SAM.gov for all public notifications regarding HOPSS.

CAPABILITY STATEMENT/INFORMATION SOUGHT

Organizations that believe they possess the capabilities to provide the services should submit documentation of their ability to meet each of the project requirements to the Contracting Officer. **Organizations (including any existing teaming partners) must be able to perform the entire Statement of Work to be considered potentially capable.**

Capability information must be submitted in two parts: (1) written capability statement; and (2) a completed survey response via Survey Monkey. The survey is anticipated to be open from approximately November 9-26,2024, and this Sources Sought Notice will be amended once the survey link is live. The written capability statement must specifically address each of the project requirements separately. Additionally, the capability statement should include: 1) the total number of employees, 2) the professional qualifications of personnel as it relates to the requirements outlined, 3) any contractor GSA Schedule contracts and/or other government-wide acquisition contracts (GWACs) by which all of the requirements may be met, if applicable, and 4) any other information considered relevant to this program. Capability statements must also include the Company Name, Unique Entity ID from SAM.gov, Physical Address, and Point of Contact Information. The response must include the respondents' technical and administrative points of contact, including names, titles, addresses, telephone and fax numbers, and e-mail addresses.

Interested companies are required to identify their type of business, applicable NAICS Code, and size standards in accordance with the Small Business Administration. The government requests that no proprietary or confidential business data be submitted in a response to this notice. However, responses that indicate the information therein is proprietary will be properly safeguarded for Government use only. Capability statements must include the name and telephone number of a point of contact having authority and knowledge to discuss responses with Government representatives. Capability statements in response to this market survey that do not provide sufficient information for evaluation will be considered non-responsive. When submitting this information, please reference the solicitation notice number.

One (1) copy of the written response is required and must be in Microsoft Word or Adobe PDF format using 11-point or 12-point font, 8-1/2" x 11" paper size, with 1" top, bottom, left and right margins, and with single or double spacing.

Note: The Government will not review capability information from interested small business organizations unless both parts are submitted: (1) written capability statement; and (2) a completed survey response.

The information submitted must be in an outline format that addresses each of the elements of the project requirement and in the capability statement/information sought

paragraphs stated herein. A cover page and an executive summary may be included but is not required.

The response is limited to twenty (20) page limit. The 20-page limit does not include the cover page, executive summary, or references, if requested.

All responses to this notice must be submitted electronically to the Contract Specialist and Contracting Officer. Facsimile responses are **NOT** accepted.

The response must be submitted to Kyle Miller, Contract Specialist, at e-mail address kyle.miller2@nih.gov.

The response must be received on or before **November 26, 2024, 12:00 PM, Eastern Time**.

DISCLAIMER AND IMPORTANT NOTES

This notice does not obligate the Government to award a contract or otherwise pay for the information provided in response. The Government reserves the right to use information provided by respondents for any purpose deemed necessary and legally appropriate. Any organization responding to this notice should ensure that its response is complete and sufficiently detailed to allow the Government to determine the organization's qualifications to perform the work.

Respondents are advised that the Government is under no obligation to acknowledge receipt of the information received or provide feedback to respondents with respect to any information submitted. After a review of the responses received, a presolicitation synopsis and solicitation may be published in www.sam.gov. However, responses to this notice will not be considered adequate responses to a solicitation.

Confidentiality: No proprietary, classified, confidential, or sensitive information should be included in your response. The Government reserves the right to use any non-proprietary technical information in any resultant solicitation(s).