



Information Resource Center (IRC) Administrative Support Services

No contract vehicle identified

Solicitation #1131PL26R0031

Due: June 05, 2026 at 01:00 PM ET

Document Conflicts Detected

solicitation_number

Primary: 1131PL25R0031 (on SF1449, Block 5)

Secondary: 1131PL26R0031 (in document header and filename)

> **1131PL26R0031, as it is used consistently throughout the document header on all pages.**

contract_type

Primary: Firm-Fixed-Price (Section E.1.1)

Secondary: Fixed Rates for required labor categories (Section D.1.13 and Section B CLIN structure)

> **Labor Hour, as the Section B CLIN structure lists fixed hourly rates for labor categories, which is characteristic of a Labor Hour,contract type, not Firm-Fixed-Price.**

KEY DETAILS

ISSUING AGENCY

United States Trade and Development Agency (USTDA)

NAICS CODE

561110 Office Administrative Services, \$15.5M

CONTRACTING OFFICE

USTDA Office of Acquisition Management, Arlington, VA

PERIOD OF PERFORMANCE

1 Base Year + 4 Option Years = 5 years total (Sep 29, 2026 Sep 28, 2031)

CONTRACT VEHICLE

No contract vehicle identified

PLACE OF PERFORMANCE

Arlington, VA 22209. Primarily on-site with situational telework possible.

SOLICITATION NUMBER

1131PL26R0031

AWARD TYPE

Single Award Best Value Trade-Off

CONTRACT TYPE

Firm-Fixed-Price (FFP)

CLEARANCE REQUIRED

Secret FCL required by proposal due date; personnel: Secret clearance (DCSA-issued)

SET-ASIDE

100% Small Business Set-Aside

RESPONSE TIMELINE

Milestone	Date / Time
Solicitation Issued	May 6, 2026
Questions Due	May 15, 2026 at 12:00 PM ET
Proposals Due	June 5, 2026 at 1:00 PM ET
Contract Performance Start	September 29, 2026

Contracting Officer: Garth Hibbert — Not specified | Contract Specialist: Not specified — Contractproposals@ustda.gov

STAFFING REQUIREMENTS

The CLIN structure defines eight labor categories, each priced per period. The Project Manager is billed at 12 months (MO) per period and is the sole exempt position; all other positions are SCA-covered non-exempt roles billed at 1,912 hours per period per position. Based on 1,912 hours per position per year, each non-exempt labor category represents approximately 1 FTE (1,912 hrs / 1,920 hrs = 1 FTE). All positions are required to perform work onsite at USTDA's Arlington, VA facility; no hybrid staffing model will be considered. Receptionist positions covering the 10th and 11th floor reception desks and the mailroom are strictly onsite with no telework.



Situational telework may be granted by CO/COR approval for other positions only when sufficient onsite coverage is maintained.

Project Manager (Exempt, Key Personnel) 1 FTE, 12 months, Onsite, Secret clearance required

Senior Admin Support/Records Mgmt. (Non-Exempt, SCA) 1 FTE, 1,912 hrs/yr, Onsite, Secret clearance required

Senior Admin Support/Project IS (Non-Exempt, SCA) 1 FTE, 1,912 hrs/yr, Onsite, Secret clearance required

Admin Support/Project IS (Non-Exempt, SCA) 1 FTE, 1,912 hrs/yr, Onsite, Secret clearance required

Admin Support/Facility & Audio-Visual Mgmt. (Non-Exempt, SCA) 1 FTE, 1,912 hrs/yr, Onsite, Secret clearance required

Admin Support/Information Specialist (Non-Exempt, SCA) 1 FTE, 1,912 hrs/yr, Onsite, Secret clearance required

Admin Support/Mail & File Mgmt. (Non-Exempt, SCA) 1 FTE, 1,912 hrs/yr, Onsite, Secret clearance required

Admin Support/Receptionist (Non-Exempt, SCA) 1 FTE, 1,912 hrs/yr, Strictly Onsite (no telework), Secret clearance required

Total: 8 FTEs (1 exempt PM + 7 non-exempt SCA positions), approximately 13,384 hours per year (base period). Note: The solicitation also references staffing two reception areas (11th floor primary and 10th floor secondary) that must be covered at all times during business hours, implying backup coverage may be needed beyond the single Receptionist CLIN line item.

KEY PERSONNEL REQUIREMENTS

One Key Personnel position, the Project Manager, is identified. Resumes for ALL proposed individuals must be submitted with the proposal.

Project Manager — 1 resume(s) | Required

Exp: At least 15 years of relevant work experience | Ed: College degree required, business, management, or related degree preferred | Clearance: Secret | Location: Not specified | Other: Demonstrates strong leadership, management, and supervisory skills; demonstrated analytical and organizational skills; strong interpersonal, oral, and written skills; experience with performance and oversight of Quality Control Program; proficient in project planning, scheduling, budgeting, and reporting.

SCOPE OF WORK SUMMARY

• Agency Records Management:

The contractor shall maintain USTDA's Central Agency Files (CAF), manage the full lifecycle of agency records from origination through disposition and disposal, and serve as the primary POC and Records Custodian interfacing with the National Archives and Records Administration (NARA). Responsibilities include scanning/converting hard-copy records to electronic files, maintaining the USTDA library holdings database in MS SharePoint and TDAMIS, conducting bi-annual file clean-up events, providing records management training to all incoming and outgoing agency staff, and managing NARA records schedule submissions and compliance.

• FOIA Program Support:

The contractor shall assist the Agency's Chief FOIA Officer and Office of General Counsel by receiving, tracking, and processing FOIA requests in the Agency's FOIA system. Duties include directing requests to appropriate offices, coordinating responsive documents, redacting personally identifiable information, preparing draft response letters, and assisting with quarterly and annual FOIA reporting obligations.

• General Administrative and Information Management Support:

The contractor shall provide broad administrative management support to USTDA operations and program staff, including review and verification of grant and contract deliverables, travel management, facilities management, subscription tracking, staff onboarding and offboarding support, and maintenance of the IRC Document Flow Process Map. The contractor shall also develop and maintain the USTDA Correspondence Procedures Manual, IRC Manual/SOPs, and USTDA Administrative Manual.

• Receptionist Services:

The contractor shall staff and operate two USTDA reception areas (11th floor primary and 10th floor secondary) at all times during normal business hours (8:30 AM - 5:30 PM, Monday-Friday), including backup coverage during breaks and leave. Duties include greeting and badging visitors (including high-level foreign and U.S. government officials), handling incoming calls, managing visitor access coordination with building security, logging facilities requests, and coordinating conference room scheduling.

• Training Center and Conference Room Support:

The contractor shall manage reservations and physical setup for USTDA's Business Center and seven conference rooms, supporting approximately 5060 events per year. Responsibilities include furniture and AV/teleconferencing equipment setup, troubleshooting minor AV connection issues, maintaining an events calendar, coordinating with the audiovisual subcontractor for



repairs, and ensuring all rooms and kitchens are stocked, clean, and ready for events.

• **Mail Room and Copier Area Support:**

The contractor shall review, process, log, and distribute all incoming unclassified mail and packages across one mail room and eight copier areas/workrooms throughout the agency. Duties include distributing incoming faxes and electronic documents, picking up and delivering outgoing mail and express packages to off-site locations, and maintaining well-stocked and organized work areas.

• **Reports and Deliverables:**

The contractor is responsible for a defined set of recurring deliverables including: weekly status reports (due first working day of each week), an IRC Manual (within 60 days of award and annually thereafter), an IRC Annual Calendar (within 60 days of award and each option period), PIMS reports on an ad hoc and scheduled basis, updated USTDA Correspondence Guidelines (within 60 days of award and annually), USTDA Annual Report Statistics, Document Flow Process Map updates (twice per year), and a Quality Control Plan (within 20 calendar days of award).

PROPOSAL REQUIREMENTS

Volume I Technical Approach, Sub-Factor 1: Staffing and Management

Page limit: Not specified (Section E.1.8 states 'No page limits')

Offeror shall provide an organizational chart depicting a workforce capable of meeting all PWS requirements, identifying project management/supervisory positions, number of personnel per functional area, and occupation descriptions. The offeror must address qualifications, education, availability, and specific experiences for each position; identify all individuals as full-time or part-time; submit names and resumes for ALL proposed individuals; provide a written certification of Key Personnel availability; address cross-utilization of personnel; describe the technical approach to satisfying PWS requirements; and address Facility Clearance and Security Clearance requirements. No proposed hybrid (onsite/telework) staffing model will be considered.

Times New Roman, 12-point font, 1-inch margins; not less than 8-point font for tables and graphics. Submit via email as Microsoft Office or PDF files; files may be zipped.

Volume I Technical Approach, Sub-Factor 2: Implementation

Page limit: Not specified (Section E.1.8 states 'No page limits')

Offeror shall submit a timeline/milestone chart for having a fully operational organization in place by the performance start date. The offeror must address its approach to quality control (processes and methodologies for providing quality services and addressing discrepancies) and its recruitment procedures and timeline for filling vacant positions in a post-award environment.

Times New Roman, 12-point font, 1-inch margins; not less than 8-point font for tables and graphics.

Volume I Past Performance

Page limit: Not specified

Offeror shall send the Past Performance Survey (Attachment 3) to POCs for one (1) to four (4) of the most relevant contracts performed for Federal, State/Local, or commercial customers within the last 3 years from solicitation issuance date. Surveys must be sent directly to the Government by the POCs at IRContractproposals@ustda.gov; the offeror may not delegate this responsibility. If more than 4 surveys are received, only the first 4 will be evaluated. A completed CPARS evaluation may be submitted in lieu of the Past Performance Survey for contracts where the offeror performed as prime. Offerors with no recent/relevant past performance will receive an Unknown Confidence (Neutral) rating.

Past Performance Surveys submitted directly by POCs to IRContractproposals@ustda.gov. CPARS evaluations may be submitted with the proposal as an alternative.

Volume II Price and Contract Documentation

Page limit: Not specified

Offeror shall provide: (a) a cover page with company POC information and individuals authorized to negotiate; (b) completed SF 1449 Blocks 12, 17a, 30a/b/c and signed amendments; (c) proposed unloaded/unburdened annual salary for each exempt position and unburdened hourly rates for each non-exempt position for the base and each option period; (d) burdened monthly or hourly rates for each position in Section B.1 for the base and each option period, with G&A, Fringe, Overhead, and Profit rates in Section B.2 (two separate price sheets: one unburdened, one burdened); (e) completed FAR 52.212-3 Representations and Certifications; and (f) completed DD Form 254 Blocks 6a-c and 7a-c.

Times New Roman, 12-point font, 1-inch margins. Submit as Microsoft Office or PDF files.

PAST PERFORMANCE

- **References:** One (1) to four (4) of the most relevant contracts. If more than 4 surveys are received, the Government will only evaluate the first 4 received.
- **Recency:** Within the last 3 years from the date of issuance of this solicitation (issued May 6, 2026).
- **Sub References:** Major subcontractor past performance accepted the solicitation states that past performance of subcontractors performing major or critical aspects of the requirement will be taken into account when relevant, but greater consideration will be given to the prime contractor's past performance.
- **Subs Count Toward Total:** Not addressed in solicitation subcontractor past performance is considered as part of the overall evaluation but the solicitation does not specify whether subcontractor surveys count toward the 14 survey total.



- Major Sub Definition: Not defined in solicitation referenced as subcontractors 'that will perform major or critical aspects of the requirement.'
- Notes: Past Performance Surveys (Attachment 3) must be sent by the offeror to its POCs; POCs return completed surveys directly to the Government at IRCContractproposals@ustda.gov. The offeror shall not delegate the responsibility to send surveys. A completed CPARS evaluation may be submitted in lieu of the Past Performance Survey for contracts where the offeror performed as prime. The Government reserves the right to contact references for verification. Inability to contact references or reference unwillingness to respond may negatively affect the evaluation. Offerors lacking recent and relevant past performance will receive an Unknown Confidence (Neutral) rating and will not be evaluated favorably or unfavorably.

EVALUATION CRITERIA

The Government will award a single contract using Best Value Source Selection procedures, which may result in an award to a higher-rated, higher-priced offeror.

- **Factor 1: Technical Approach**
Adjectival (Outstanding, Good, Acceptable, Marginal, Unacceptable)
Technical Approach and Past Performance are of equal importance.
- **Factor 2: Past Performance**
Confidence Assessment (Substantial, Satisfactory, Limited, No, Unknown)
Technical Approach and Past Performance are of equal importance.
- **Factor 3: Price**
Not adjectivally rated; evaluated for completeness and reasonableness.
Technical Approach and Past Performance when combined are significantly more important than Price.
- *The Government intends to award a contract without discussions.*
- *Offerors lacking recent and relevant past experience will receive an Unknown Confidence (Neutral) assessment.*

NOTABLE REQUIREMENTS & CONSIDERATIONS

- Facility Clearance Required by Proposal Due Date The prime contractor must hold, at a minimum, an interim Secret facility clearance granted by DCSA on or before June 5, 2026 (the RFP closing date). USTDA will NOT serve as a facility clearance sponsor. Firms without an existing FCL are ineligible to compete.
- All Personnel Must Hold Secret Clearances All contractor personnel assigned to perform work under this contract must possess a SECRET security clearance prior to assignment. Uncleared personnel may perform temporarily with CO discretion pending final clearance issuance, but must obtain a Department of State Personal ID Facility Access Card (FAC) prior to performance. Classified storage is not permitted at the contractor's facility.
- Strictly Onsite Requirement No Hybrid Staffing All proposed staff are required to perform work at the USTDA facility. The solicitation explicitly states 'no proposed hybrid staffing model (onsite and telework) will be considered.' Receptionist positions (10th and 11th floor) and mailroom are strictly onsite with no telework under any circumstances. Situational telework for other positions requires CO/COR approval and sufficient onsite coverage.
- Service Contract Labor Standards (SCLS/SCA) Applies FAR 52.222-41 (Service Contract Labor Standards) is incorporated. All non-exempt positions (7 of 8 labor categories) are SCA-covered. The applicable Wage Determination is WD 2015-4281, Revision No. 36 (effective March 30, 2026), covering Virginia Counties of Fairfax, Fauquier, Loudoun, Prince William, and Stafford. Offerors must price non-exempt positions in compliance with SCA wage rates. FAR 52.222-43 and 52.222-44 (price adjustment clauses for multi-year/option contracts) are also included.
- OCI Restriction Ineligible for USTDA Program Activities The successful contractor shall be ineligible to compete for, as prime or subcontractor, all other USTDA-funded 'program' activities for the duration of the contract performance period. USTDA reserves the right to grant a waiver per FAR 9.503 if preclusion is not in the Government's interest. Firms with existing USTDA program work should assess OCI risk before bidding.
- Incumbent Contractor Identified Significant Tenure Risk This is a re-solicitation of services currently performed under Contract No. 1131PL20CSA41021 by IT Shows, Inc. The total incumbent contract value is \$4.39M (Base + 4 Option Years). Several incumbent SCA employees have significant tenure (up to 15 years for Senior Admin Support/Project IS). No vacant positions currently exist under the incumbent contract. Offerors should assess SCA right-of-first-refusal obligations and transition risk.
- Resumes Required for ALL Proposed Individuals Unlike many RFPs that require resumes only for key personnel, this solicitation requires names and resumes for ALL proposed individuals to be submitted with the proposal. Resumes must include POC references (names, phone, email) for relevant projects unless incumbent staff are proposed. A written certification of Key Personnel availability post-solicitation-issue-date is also required.
- Solicitation Number Discrepancy SF 1449 Block 5 and DD Form 254 Block C print '1131PL25R0031,' while the document header on all body pages and the DD Form 254 continuation page read '1131PL26R0031.' The correct number is 1131PL26R0031 based on consistent usage throughout the solicitation body. Offerors should use 1131PL26R0031 in all submissions and confirm with the Contracting Officer if needed.



- **Phase-In Period** 30 Calendar Days, Clearances Required The contractor must be prepared to assume full responsibility within 40 calendar days after contract award. A Phase-In Plan is due to the CO within 10 calendar days of award. During phase-in, the contractor must hire personnel, obtain all required security clearances, sign for GFP, and attend post-award meetings. The 30-day phase-in window is tight given Secret clearance processing timelines.
- **Government Furnished Equipment Provided** The government will provide office/cubicle space, laptops with peripheral equipment, printers, fax machines, copiers, telephones, and required supplies for all contractor personnel. The onsite Project Manager will receive a government-issued mobile phone. No contractor-owned equipment is to be retained at contract end.
- **DEI Clause Included** FAR 52.222-90 (Addressing DEI Discrimination by Federal Contractors, Apr 2026 Deviation) is incorporated by full text. The contractor must not engage in racially discriminatory DEI activities and must flow this clause down to all subcontracts at any tier where performance is in the United States.
- **Security Serviced via Inter-Agency Agreement with Department of State** Per the DD Form 254, security requirements are serviced via an Inter-Agency Agreement with the Department of State. Contractor personnel must comply with DoS regulations (NISPOM and 12 FAM 500/600), and DS/IS/IND is responsible for inspecting contractors at USTDA locations. Visit Authorization Requests (VARs) must be submitted through USTDA to DoS DS/IS/IND; VARs are valid for 12 months and must be renewed 30 days prior to expiration.

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