

SOURCES SOUGHT NOTICE/MARKET SURVEY

The National Institutes of Health (NIH) is conducting a market survey to determine the availability and potential technical capability of businesses to provide all management, supervision, administration, and labor to provide Logistic Services. The solicitation will be a Standard Competition and IAW the rules of the OMB Circular A-76 (Revised May 29, 2003). The Competitive Sourcing Official (CSO) is Dr. Ed Sontag, Assistant Secretary for Administration and Management, Department of Health and Human Resources. The Agency Tender Official (ATO) is Mike Showers. The Government reserves the right to convert this procurement to a small business set-aside should results of this market survey demonstrate that small business set-aside criteria is met.

The DRAFT Scope for Supply/Warehousing Services:

5.1	Requisition Material
5.1.1	Purchase order for stock items
5.1.2	Requisition GSA Fedstrip orders for supplies
5.1.3	Requisition supplies for stockroom replenishment
5.1.4	Perform replenishment services
5.1.5	Requisition operational supplies
5.1.6	Review new product research and implementations
5.2	Perform Receiving Functions
5.2.1	Perform storing/put-away functions
5.3	Perform Storage Functions
5.3.1	Perform special stock item handling functions
5.3.2	Perform supply/warehousing operations
5.3.3	Perform retail store operations
5.3.4	Maintain self-service store freezers
5.3.5	Process abnormal issues stock request
5.3.6	Maintain AAALAC certification related to animal bedding and food
5.3.7	Perform stock pulling services
5.3.8	Perform warehouse equipment maintenance functions
5.3.9	Manage and maintain internal safety and security requirements
5.4	Provide Inventory Control
5.4.1	Perform stock item inventory functions
5.4.2	Request stock inventory in order to resolve discrepancies
5.4.3	Perform marketing functions
5.4.4	Create and validate stock credits

5.4.5	Catalog new items and maintain stock catalog
5.4.6	Maintain supply webpage
5.4.7	Identify new requirements
5.4.8	Perform new product visits
5.4.9	Maintain Warehouse and Point-of Sale systems
5.4.10	Identify net stock item requirements
5.5	General
5.5.1	Maintain HAZMAT Certification for Montgomery county
5.5.2	Support Resource Conservation and Recovery Act
5.5.3	Answer FOIA requests
5.5.4	Perform Quality Assurance over processes
5.5.5	Conduct inter-agency liaison
5.5.6	Develop and provide reports
5.5.7	Provide supply-related training
5.5.8	Perform customer service functions
5.5.9	Provide NIH/GSA Supply Liaison Rep
5.5.10	Assign/maintain delivery address code
5.5.11	Maintain ISO-9001-2000 Distribution and Warehousing Certification

The Logistical Services will be provided at the following NIH sites: Baltimore, Bethesda, Gaithersburg, and Rockville, Maryland.

Forty-five (45) government personnel and the following incumbent service providers: (1) Materials Communication & Computers, (2) Eastern Lift Truck Co., Inc., (3) Werres Corporation, (4) Advanced Midrange Applications, LLC, (5) Johns Hopkins Bayview Medical Center, (6) VIP Express, and (7) Rappahannock Goodwill Industries are providing these activities.

The contract shall be for one 12-month base year with four 12-month options. This acquisition will comply with the new schedules mandated in the proposed revision to OMB Circular A-76. Therefore, the following schedule will be required for 2004. The solicitation will be released on or before April 21, 2004. To be eligible to be considered for this acquisition, Past Performance and Position Description information must be submitted by May 5, 2004. The written elements of the technical and cost proposal will be due June 10, 2004. Oral presentations/Discussions may be scheduled within a week to ten days of proposal submission. The evaluation and cost comparison results will be announced by September 15, 2004. It is recognized that Circular A-76 requires very compressed proposal preparation schedules. To assist industry, NIH will release the draft Performance Work Statement (PWS) on or about March 9, 2004. NIH may also conduct pre-proposal meetings and may also provide opportunities to visit the locations as stated above. The applicable North American Industry Classification System (NAICS) code is 493110 - General Warehousing and Storage, size standard in millions of dollars is \$21.5.

If you feel your organization has the corporate capability and expertise for performing this type of service, provide the following information about your company:

(1) Company Name, Complete Address, Email Address, Website Address, Telephone Number, and FAX Number. (2) Capability Statement. (3) Please specify the following: (a) Is your business large or small? (b)

If a small business, does your firm qualify as a small disadvantaged business (SDB)? (c) If SDB, is your firm certified under Section 8(a) of the Small Business Act? (d) Is your firm a certified HUBZone firm? (e) Is your firm Women-Owned? (f) Is your firm Veteran-Owned or Service Disabled Veteran Owned?
THERE IS NO SOLICITATION AT THIS TIME.

The Government will evaluate the capability packages using the following criteria: (1) Experience as a prime contractor providing services consistent in scope and scale with those described in above outline and the final performance work statement (to be posted later); (2) Experience in securing and applying the full range of corporate financial, human capital, and technical resources required to successfully perform similar requirements; (3) Experience in implementing a successful project management plan that includes: compliance with tight program schedules, cost containment; meeting and tracking performance; hiring and retention of key personnel; and risk mitigation; and (4) Experience in providing services under a performance based service acquisition contract including a brief description of work being done under the contract, key performance indicators and the company's performance record under the contract.

Firms responding to this market survey should keep in mind that only focused and pertinent information is requested. If significant subcontracting or teaming is anticipated in order to deliver technical capability, firms should address the administrative and management structure of such arrangements to demonstrate that small business prime contractors can maintain labor, technical, and management control of the project, meeting the "limitations on subcontracting" imposed on small business set-asides. Taking into account the magnitude of the scope of this effort, firms also should address the capacity of their financial infrastructure to deliver contract performance.

Although no geographic restriction is anticipated, if responding firms are located outside the Washington Metropolitan area, indicate how the firm would coordinate with the agency program office to provide support to multiple sites.

This request for information does not constitute a request for proposals and submission of any information based on this synopsis is purely voluntary. The RFP and Amendments will only be available on-line at the FedBizOpps web page at <http://www.fedbizopps.gov> on or about April 21, 2004. Prospective offerors are responsible for downloading the RFP and all attachments. It is the offerors responsibility to monitor the FedBizOpps web page for release of the solicitation and any amendments. Responses to this notice shall be received no later than February 17, 2004 at 1:00 P.M. Local Time. Please email your response to custers@od.nih.gov or if using the U.S. Postal Service, provide an original plus three (3) copies of a tailored capability statement to the above and submit/send to the following address: National Institutes of Health, Office of Logistics and Acquisition Operations, 6011 Executive Blvd., Room 529Q MSC 7663, ATTN: Sheri Custer, Bethesda, MD 20892-7663. If hand delivering, or using a courier service such as: UPS, Federal Express, etc., use the following **City, State and Zip Code:** Rockville, MD 20852