DEPARTMENT OF WAR (DoW)
WASHINGTON HEADQUARTERS SERVICES (WHS)
ACQUISITION DIRECTORATE (AD)

SOURCES SOUGHT NOTICE

Information Management and Information Access Support Services

Notice ID: SY021220261325

General Information:

Document Type: Sources Sought Notice
Title: Information Management and Information Access Support Services
Sources Sought Post Date: June 11, 2026
Sources Sought Response Date: 11:00AM July 1, 2026
NAICS Code: 541611 - Administrative Management and General Management Consulting Services. Product Service Code: R499, Support Professional: Other

Introduction

Washington Headquarters Services (WHS) Acquisition Directorate (AD) is conducting market research to locate qualified, experienced, and interested businesses from "all" sources, including Other than Small Businesses, Small Businesses, 8(a) Small Businesses, HUBZone Small Businesses, Service-Disabled Veteran-Owned Small Businesses, Women-Owned Small Businesses and Economically Disadvantaged Women-owned Small Businesses to provide Information Management and Information Access Support Services for the WHS - Executive Services Directorate (ESD).

Important Notice to Small Business Concerns: While not responding to this Sources Sought Announcement does not preclude participation in any future RFP if one is issued, it is ***highly recommended*** that all interested and capable firms respond to be considered during this market research and acquisition planning phase.

Background

Washington Headquarters Services (WHS) Executive Services Directorate (ESD) provides comprehensive information management services and business solutions to the Office of the Secretary of War (OSW), WHS, and 14 DoW Agencies and Field Activities in addition to all DoW Federal Advisory Boards, Commissions, Task Forces (BCTFs). ESD executes lawfully and federally mandated regulatory programs regarding information access, use, storage, retention, and transparency within DoW, externally to Executive Branch Agencies and Departments, and the general public. These programs require management and improvement of insulated and integrated OSW business processes. ESD provides business process support internally to the Department of War (DoW) and externally to other Federal Departments/Agencies in support of efforts that directly impact the general public.

This follow-on requirement will perform Information Management and Information Access Support Services. It consists of Records and Information Management, Automatic/Systematic Declassification, Mandatory Declassification Review (MDR), Freedom of Information Act (FOIA)/Privacy Act (PA), Pre-Publication and Security Review, Information Collections, DoW Issuances and Program, DoW Forms, Correspondence Management, Graphics Development, Sharepoint and Technological, and Directorate Operations and Mission Support Services. This Sources Sought Notice is for informational purposes ONLY. It is not to be construed as an obligation on the part of Washington Headquarters Services /Acquisition Directorate (WHS/AD).

This Sources Sought Notice is being issued for market research purposes ONLY and shall not be construed as a Request for Proposal (RFP) or as an obligation on the part of the requestor to acquire any products or services. This Sources Sought Notice is not a request for proposal (RFP) nor does it restrict the Government as to the final acquisition strategy. No contract will be awarded from this announcement. Currently no solicitation exists. Therefore, please do not request a copy of the solicitation. Responses in any form are not offers.

The Government will not reimburse respondents for any costs incurred in preparation of a response to this notice.

All information provided is for Government planning use only. Please mark proprietary information as "Proprietary for Government Use Only". Please be advised that all submissions become Government property and will not be returned. Submission to any contact other than the one listed in this notice may result in your response not being considered. Submissions after the closing date of this notice may be considered only at the discretion of the Contracting Officer.

The acquisition has an estimated IDIQ ceiling dollar value range of $125,000,000.00 - $150,000,000.00. The applicable North American Industry Classification System (NAICS) code assigned to this procurement is NAICS: 541611 - Administrative Management and General Management Consulting Services. Small Business size standard of $24.5 million.

Service Requirement Critical Tasks/Elements

Interested parties submitting a response to this Notice should address performance of the following Service Requirement Critical Tasks/Elements in their capabilities statement. Interested parties are requested NOT to submit marketing materials; but rather, speak directly and specifically to the required capabilities and service requirements critical/tasks elements outlined below:

Service Requirement Critical Tasks/Elements:

Task 1: Directorate Operations and Mission Support
Task 2: Automatic/Systematic Declassification Program Support
Task 3: Mandatory Declassification Review (MDR) & Foreign Relations of the United States (FRUS) Program Support
Task 4: Freedom of Information Act/Privacy Act (PA) Program Support
Task 5: Pre-Publication and Security Review

Task 6: Records and Information Management
Task 7: DoW Information Collections
Task 8: DoW Issuances
Task 9: DoW Issuances Forms
Task 10: Correspondence Management
Task 11: Graphics Development
Task 12: SharePoint Support
Task 13: Technological Solutions

Please review the Draft Performance Work Statement attachment for additional details regarding the critical task elements.

Special Requirements:

1.) The Contractor shall have an active Top Security Facility Security Clearance (FCL) with Top Secret safeguarding; accredited for storage of Sensitive Compartmented Information (SCI). Additionally, the Contractor shall have an IT network certified by the Defense Counterintelligence Security Agency (DCSA) and Sensitive Compartmented Information Facility (SCIF) accreditation by the Defense Intelligence Agency (DIA) and shall maintain this level of security requirements throughout the life of the contract. All automated processing of Top Secret, Secret and Classified information shall be accomplished on DCSA-approved information systems. In addition, all SCI information shall be processed at the appropriate Government facility. Contractor personnel Security requirements will be identified at the task order level. WHS does not sponsor any clearances.

2.) The work to be performed under this contract will be performed at the Government and Contractor's facilities within the NCR. The current Government facilities are located at the Pentagon, Washington, DC; Mark Center, Alexandria, VA; Suffolk Building, Arlington, VA; International Point, Centreville VA; National Declassification Center (NDC), U.S. National Archives, College Park, MD. Additionally, the COR may designate other areas of performance in the NCR region such as Crystal City, VA; Washington, DC; Fort Belvoir, VA; or Bethesda, MD. Specific and any additional places of performance will be identified at the task order level. **The contractor's facilities must be located within 30-mile radius of the Pentagon.**

Instructions

All interested firms having the experience, skills and capabilities necessary to perform the services outlined in this notice and the attached draft PWS are requested to submit a tailored capabilities statement electronically no later than **11:00A.M. Eastern Standard Time July 1, 2026**, to the following email address: whs.mc-alex.ad.mbx.ks@mail.mil.

The Subject line of the email must be: "Sources Sought Notice: SY021220261325 Information Management and Information Access Support Services

Capability statements will not be returned. No telephone requests will be honored.

Please provide the following information:

1. A brief three to five-page synopsis of similar work performed.

2. UEI and CAGE Code Number.

3. Company name and address.

4. Company Point of Contact, phone number, and email.

5. NAICS codes associated with the company.

6. Socioeconomic categories associated with the company (e.g., 8(a), SDB, VOSB, WOSB, etc.).

7. Identify contracts your company has been awarded under **NAICS: 541611 - Administrative Management and General Management Consulting Services"** Additional information on NAICS codes can be found at www.sba.gov.

8. Recommended/suggested NAICS codes for this effort.

9. Recommended/suggested Contract type for this effort.

10. Identify if your company has any pre-existing contract vehicles and the contract number for similar services.

11. Point of Contact name, phone number, and emails of individuals who can verify the demonstrated capabilities identified in the responses.

12. Percentage for Small Business Participation. Describe your firm's approach to executing the critical task areas identified in the draft PWS. Respondents should clarify which requirements will be performed directly as a prime contractor and which will involve subcontractor support. If your firm lacks direct experience in a specific task area, explain your strategy for acquiring the necessary capabilities (e.g., through subcontracting or hiring). For each critical task area, indicate any Small Business Participation opportunities and percentage of participation, as applicable. Please use this table format for subcontracting and Small Business Participation:

Task Number	**Tasking categories**	**Anticipated % of subcontracting**	**Anticipated % of Subcontracting to Small Business**

13. Respondents may submit PWS Comments in response to this Sources Sought as follows. Responses shall be in Microsoft Word format and should not exceed 7 pages in length. Provide specific comments in the format provided at Attachment 2. The government encourages respondents to provide comments on any aspect of the draft PWS, but is especially interested in:

    a.) The suitability of requirement for firm-fixed-price (FFP), labor hour (LH), or hybrid FFP/LH. If hybrid, which PWS tasks are suitable for FFP, and which are suitable for LH

    b.) The suitability of the Full Time Equivalents and labor categories for the assigned task as listed in the estimated workload.

    c.) The suitability of the Key Personnel requirements in the PWS.

    d.) Areas of the PWS that are unclear or for which additional information should be provided.

14. Other Recommendations

Proprietary information and trade secrets shall NOT be submitted as part of a response. Please be advised that all submissions become Government property and will not be returned. All Government and contractor personnel reviewing Sources Sought responses will have signed non-disclosure agreements and understand their responsibility for proper use and protection from unauthorized disclosure of proprietary information as described in 41 USC 423. **The Government shall not be held liable for any damages incurred if proprietary information is submitted, as it is clearly stated this type of information shall NOT be submitted.**

POINTS OF CONTACT:

Contract Specialist: Steven Yang
Email: steven.yang3.civ@mail.mil

Contracting Officer: Karen A. Smith
Email: karen.a.smith202.civ@mail.mil

Industry Engagement Advisor: Jerome Heath
Email: jerome.a.heath.civ@mail.mil

Enclosed

Attachment 1: Performance Work Statement