COMBINED SYNOPSIS/SOLICITATION
Exceptional Family Member Program (EFMP) Respite Care Services
U.S. Army Installation Management Command (IMCOM) Army Community Service
W9124J-26-R-RESP

June 05, 2026

1. NOTICE AND CLASSIFICATION INFORMATION

a. **Issuing Office**: This combined synopsis/solicitation is issued by the Mission and Installation Contracting Command – Fort Sam Houston (MICC-FSH).

b. **Synopsis**: This is a combined synopsis/solicitation for commercial services prepared in accordance with the format in Federal Acquisition Regulation (FAR) Subpart 12.2, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; proposals are being requested and a separate written solicitation document will not be issued.

c. **Solicitation Details**: The solicitation number is W9124J-26-R-RESP and is issued as a Request for Proposal (RFP). This solicitation document and incorporated provisions and clauses are those in effect through Federal Acquisition Circular (FAC) 2026-01.

d. **Set-Aside and Codes**: **This acquisition is being conducted as a 100% Small Business Set-Aside.** The associated North American Industry Classification System (NAICS) code is 624190 – Other Individual and Family Services, with a small business size standard of $16 Million. The Product Service Code (PSC) is R499 – Support - Professional: Other.

2. REQUIREMENT DESCRIPTION

The Mission and Installation Contracting Command – Fort Sam Houston (MICC-FSH) has a requirement to procure non-personal services for EFMP Respite Care Services on behalf of the U.S. Army Installation Management Command (IMCOM). The contractor shall provide all personnel, management, and resources necessary to deliver these services in accordance with the attached Performance Work Statement (PWS).

The Government intends to award a single-award contract with a one-year base period and four (4) one-year option periods. This will be a Firm-Fixed-Price (FFP) contract with a Cost-Reimbursable Contract Line Item Number (CLIN) for travel. **The anticipated contract award date and the contract start date are the same: July 17, 2026. Offerors are advised that performance must commence immediately upon award.**

3. PROPOSAL SUBMISSION & QUESTIONS

a. **Proposal Submission**: Proposals must be submitted electronically via email to the points of contact listed in paragraph 7 below. **Proposals must be received no later than July 1, 2026, at 12:00 PM Central Standard Time (CST)**. Late proposals will be handled in accordance with FAR 52.212-1(f). Volumes I, II, and IV shall be submitted in searchable PDF Format. Volume III shall be submitted in Microsoft Excel file format, with formulas unchanged.

b. **Submission of Questions**: All questions regarding this solicitation must be submitted in writing via email to the points of contact listed in this notice **no later than June 15, 2026, at 12:00 PM CST**. Questions received after this deadline may not be answered. To ensure fairness, the Government will not respond to questions via telephone. All official Government responses to questions received will be provided via a formal amendment to the solicitation posted on SAM.gov at a later date.

4. INSTRUCTIONS TO OFFERORS (Addendum to FAR 52.212-1)

Proposals shall be prepared in four (4) separate volumes as described below.

a. **Volume I – Scenario-Based Problem Solving & Technical**: The proposal shall be organized to address Factor 1 (Scenario) and Factor 2 (Technical), including its three subfactors:

- Part 1 - Factor 1: Scenario-Based Problem Solving: Offerors shall provide a written response to the three (3) scenarios specified in the Addendum to FAR 52.212-1 in Attachment 0004.
- Part 2 - Factor 2: Technical: Offerors shall provide a detailed narrative addressing the three subfactors (Technical Approach, Phase-In Plan, and Key Personnel) as required by the Addendum to FAR 52.212-1 in Attachment 0004.

  This volume shall not contain any price information.

b. **Volume II – Past Performance**: Offerors shall submit a minimum of three (3) and a maximum of five (5) recent and relevant contract references for projects performed within the last five (5) years. The specific format and required information for these references are detailed in the Addendum to FAR 52.212-1 in Attachment 0004.

c. **Volume III – Price Proposal**: The Price Proposal shall contain all pricing information. Offerors must complete and submit their pricing using Attachment 0007 - CLIN Structure.xlsx, along with any other supporting documentation required by the Addendum to FAR 52.212-1 in Attachment 0004.

d. **Volume IV – Solicitation Documents & Certifications**: The offeror shall submit a signed cover letter, acknowledging all amendments, along with all required representations and certifications as specified in the solicitation.

5. EVALUATION FACTORS FOR AWARD (Addendum to FAR 52.212-2)

The source selection strategy is Best Value Tradeoff. The Government will award a contract to the responsible offeror whose proposal provides the best value to the Government. The evaluation factors are listed below in descending order of importance:

- **Factor 1: Scenario-Based Problem Solving (Most Important)**
- **Factor 2: Technical**
- **Factor 3: Past Performance**
- **Factor 4: Price**

All non-price factors (Factors 1, 2, and 3) when combined are significantly more important than Price. To receive consideration for award, a proposal must receive a rating of "Acceptable" or higher for Factor 1 and Factor 2. A rating of "Unacceptable" in any non-price factor will render the proposal unawardable. The Government reserves the right to award to a higher-rated, higher-priced offeror if the Source Selection Authority determines the superiority of the non-price proposal warrants the additional cost.

a. **Factor 1 (Scenario) & Factor 2 (Technical)**: These factors and their subfactors will be evaluated and assigned a rating of "Outstanding," "Good," "Acceptable," "Marginal," or "Unacceptable."

b. **Factor 3: Past Performance**: This factor will be evaluated and assigned a formal confidence rating (e.g., Substantial Confidence, Satisfactory Confidence, etc.).

c. **Factor 4: Price**: This factor will be evaluated for reasonableness and completeness but will not be rated or scored.

The Source Selection Authority will make the final award decision based on an integrated assessment of all factors.

6. LIST OF ATTACHMENTS

Attachment 0001: Performance Work Statement (PWS)
Attachment 0002: Technical Exhibit C - Pre-Employment Check Packet
Attachment 0003: Estimated Workload Data
Attachment 0004: Solicitation Provisions and Clauses
Attachment 0005: Key Servicing Installation Locations
Attachment 0006: Sample Respite Care Packet
Attachment 0007: CLIN Structure

7. POINTS OF CONTACT

Contract Specialists: Amber Clark
amber.r.clark18.civ@army.mil

Annalyssa Navarro-Schwener
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Contracting Officer: Ralph Bowie
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8. REGISTRATION REQUIREMENTS

Offerors must be registered and active in the System for Award Management (SAM) at www.sam.gov at the time of proposal submission to be eligible for award.