REQUEST FOR INFORMATION (RFI) / SOURCES SOUGHT NOTICE (SSN)
FOR
DRUG DEMAND REDUCTION (DDR) PROGRAM QUALITY ASSURANCE SUPPORT SERVICES
FOR
THE OFFICE OF THE UNDER SECRETARY OF WAR
FOR PERSONNEL & READINESS (OUSW(P&R)) OFFICE OF DRUG DEMAND REDUCTION (ODDR)

I. INTRODUCTION/BACKGROUND: Washington Headquarters Services/Acquisition Directorate (WHS/AD) is issuing this Sources Sought Notice (SSN) on behalf of the Office of the Under Secretary of War for Personnel & Readiness (OUSW(P&R)), Office of Drug Demand Reduction (ODDR). This is NOT a solicitation for proposals, proposal abstracts, or quotations. This SSN is for market research purposes ONLY and shall not be misconstrued as a Request for Proposal (RFP)/Request for Quote (RFQ) or as an obligation on the part of the requestor to acquire any products or services. WHS/AD is performing market research to determine the availability, interest, and capability of potential firms to provide services as outlined in the attached Draft Performance Work Statement (PWS).

The Government encourages responses from all interested sources, including small business and socioeconomic concerns. Small businesses are defined based on the size standard associated with the NAICS code. For more information, visit https://www.sba.gov/document/support-table-size-standards, and check size status using the SBA Size Standards Tool: https://www.sba.gov/size-standards/index.html.

The Contracting Officer (CO) must determine if there is a reasonable expectation of obtaining offers from two or more responsible small business concerns that are competitive in terms of market prices, quality, and delivery in accordance with **FAR Overhaul 19.104-1(a) and FAR Overhaul 19.104-1(e).** When responding as a small business, please also include any capabilities that would be performed through teaming arrangements (i.e., subcontracting and/or joint ventures). The Contracting Officer will use the responses received from this notice to determine the appropriate acquisition strategy.

If an RFP/RFQ is issued, it will be issued by the appropriate Government Contracting Office and posted to the appropriate Government Point of Entry (GPE). The Government will not pay for any information provided nor will it reimburse any costs associated with preparation and submission of responses. All information provided is for Government planning purposes only. If proprietary information is provided, please mark as such.

A. Procurement History for Similar Services: This is a new requirement.

B. Anticipated North American Industry Classification System (NAICS) Code*:
The Government is considering the following NAICS Codes for this requirement: 621511, "Medical Laboratories," and/or 541380- "Testing Laboratories and Services".
**Additional information on NAICS Codes can be found at www.sba.gov. Visit www.sba.gov to learn more about small business size standards and Federal Contracting programs. Check your size using the SBA Size Standards Tool: https://www.sba.gov/size-standards/index.html.*

C. Anticipated Product Service Code (PSC): The Government is considering the following PSC Code for this requirement, Q301 -Reference Laboratory Testing

D. Anticipated Place of Performance: The work that will be performed under this contract will be performed at the Contractor's primary site location with the exception of PWS 5.4 and 5.6, which require work to be performed at a Government facility; however, PWS section 5.6 will be dependent upon the type of consultation. Operating hours for the Government facilities are 7:00 AM to 5:00 PM, Monday through Friday.

E. Anticipated Contract Award Date: January 2027

F. Anticipated Contract Start Date: January 2027

G. Targeted Period of Performance (POP): The period of performance shall be for a phase-in period of 60

days, one (1) base period of 12 months and four (4) 12-month option periods.

H. Anticipated Contract Value Range: $6M (*12-month Base Period with four 12-month Option Periods)*

II. INSTRUCTIONS:

A. Security Requirements:

All Submissions must include verifiable information about its firm's ability to comply with the security requirements for this effort. Firms do not have to have an active Secret Facility Clearance. All potential proposed key personnel shall have a Secret Security clearance with a current background investigation at latest by end of transition period. **WHS/AD does not sponsor any clearance.** Please refer to the Draft PWS for further information on the security requirements.

B. Submission Requirements:

Interested firms should submit a **Capabilities Statement** addressing all of the requested information in Section II, below. Capabilities Statements should be sent via email to the following email address:

whs.ncr.ad.mbx.eosd-tab-branch@mail.mil with the Subject Line: "SSN: OUSW (P&R) Drug Demand Reduction Program Quality Assurance Services [Company Name]"

Responses must be submitted no later than **June 30, 2026, 10:00AM** (Eastern).
Capabilities Statements will not be returned. No phone calls related to this SSN will be accepted. All correspondence shall be via email.

Respondents are limited to ten (10) pages. Text should be 12 pt. font size, left justified and one-inch margins all around. Respondents must submit documents in either MS Word or PDF format. Zipped files will not be accepted. Telephone calls and requests for meetings will not be accepted.

C. Capabilities Statement Requirements:

Please answer the following questions in your capability statement:

1. A brief three-page synopsis of similar work performed and addressing the ability to provide qualified staff capable of fulfilling the areas of subject matter expertise as well as developing and maintaining financial management databases and analysis tools.

2. CAGE Code Number and Unique Entity Identifier (UEI).

3. Company name and address.

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

5. NAICS codes associated with the company.

6. The company must identify if they are a small business under NAICS code identified in this notice, and small business concerns must identify their small business category
(Example: 8(a) Veteran-Owned Service-Disabled Veteran-Owned (SDVOSB),
Historically Underutilized Business Zone (HUB Zone) Certified, Small Disadvantaged Business (SDB), or Women-Owned Small Business (WOSB). Identify business size for the NAICS Codes identified in this notice.

7. Identify contracts your company has been awarded under the NAICS Code associated with this

action. **NAICS – 621511, "Medical Laboratories",** and/or **541380- "Testing Laboratories and Services".**

8. Please provide responses and specific examples of prior efforts, same and/or similar to the Drug Demand Reduction Program Quality Assurance Services requirement, as identified in the Salient Questions, below:

9. Identify if your company has any available Government-Wide Acquisition Contract (GWAC) vehicles related to the scope of this requirement as identified in the draft PWS and provide the contract number for same/similar services. Responses may be used to determine whether a GWAC can be used (Examples GSA MAS; OASIS; etc.).

10. For any Draft PWS task areas where your firm does NOT have experience to demonstrate capabilities, explain how your company would attain those abilities. (Example: If your company anticipates utilizing subcontractors, please highlight which specific Draft PWS task area and the percentage of subcontracting contemplated to fulfill the requirement.)

11. **Subcontracting**: Identify the areas in the Draft PWS that your company will perform as a prime contractor, and the areas that your company will collaborate with a subcontractor (if applicable). Explain the reason for performing those areas identified in the Draft PWS as a prime and/or collaborating with a subcontractor, i.e. teaming arrangements and or joint ventures and identify the percentages that would be allocated to small business(es).

12. **Security Clearance:** Respondents must provide evidence of the ability to acquire a Common Access Card (CAC); include a statement of how proposed personnel will meet the clearance requirement within the timeframes of this notice.

13. **Point of Contact:** Identify a point of contact, phone number, and email addresses of individuals who can verify the demonstrated capabilities identified in the responses.

14. **Supplemental information (Excluded from Page Count)**
    a. Please provide track change edits/highlights for any information missing from the Draft PWS that would provide a better understanding of the effort desired.
    b. Please highlight any information that is unduly restrictive to small business as listed in the draft PWS.
    c. Please indicate how much time your firm would need to prepare a response to a potential RFP with minimal changes to the current Draft PWS.
    d. Would your firm need a transition period? If yes, how long? e.g.: 15 days / 30 days.
    e. Are there any task areas you see as moderate to high risks in providing the support services requested, and why?
    f. Based on the draft PWS requirements, what is the projected size of your firm's inspector pool?
    g. Please provide recommended/suggested NAICS Codes and/or PSC codes for this effort with a justification.
    h. Please provide recommended/suggested contract type (i.e. FFP, Cost, T&M, LOE, etc.), based on the Draft PWS, and why.
    i. Please state whether these services are commercially available, yes or no, and state why.
    j. Please provide feedback or questions regarding the requirements of the Draft PWS if applicable.