HCaTS Ordering Guide – Summary
Rev. MAR 2021

The following information has been prepared for Ordering Contracting Officers to use as a quick reference. For more information, please visit the HCaTS website: www.gsa.gov/hcats or contact us at: hcats@gsa.gov and sbhcats@gsa.gov.

HCaTS Vehicles
Includes three Multi-Award IDIQ vehicles:

 HCaTS Unrestricted (HCaTS U)   &   HCaTS Small Business (HCaTS SB)   &   HCaTS 8(a)

Each HCaTS vehicle has two Pools:
Pool 1: Professional & Management Development Training
- NAICS Codes: 611430 (primary), 624310, 611699
- Size Standard: $12M

Pool 2: Human Resources Consulting Services
- NAICS Codes: 541612 (primary), 541611, 541613, 541618, 611710
- Size Standard: $16.5M

Scope
The HCaTS contracts under both pools have an identical scope and are comprised of three Key Service Areas (KSAs):
- Customized Training & Development Services
- Customized Human Capital Strategy Services
- Organizational Performance Improvement

Scope Determination under HCaTS and RFI
If you are not sure whether HCaTS can support your requirement:
- ➢ The HCaTS PMO offers a complimentary **scope review**; see hcats.gsa.gov
- ➢ Issue a Request for Information (RFI) under the HCaTS vehicles. Download the HCaTS RFI template from hcats.gsa.gov.

PSC Code
A list of suggested PSC codes can be found on www.gsa.gov/hcats.

Contract Types Supported
All contract types.

Small Business Set-Aside
- ➢ For 100% small business set-aside **->** Use HCaTS SB
- ➢ For WOSB/EDWOSB/VOSB/SDVOSB/HubZone Set-Aside **->** Use HCaTS SB
- ➢ For 8(a) Direct/Competitive Set-Aside **->** Use HCaTS 8(a)
  NOTE: SBA Acceptance is needed for Sole-Source (Direct) 8(a) task order awards
- ➢ For Full and Open **->** Use HCaTS U

HCaTS Contractors & Their Socio-Economic Status

The list of HCaTS contract holders and their socio-economic status under each vehicle and pool is available on:

- GSA eLibrary (gsaelibrary.gsa.gov): Search for "HCaTS".
- HCaTS Website (gsa.gov/hcats): under "Buyers Guidance and Resources".

Contract Pricing

Pricing is primarily based on competition at the task order level. The HCaTS PMO provides ceiling fully loaded labor rates only for Sole-Source T&M or L-H Task Orders.

Labor Categories

For the list of HCaTS Labor Categories, see Attachment J.1 of the HCaTS contracts on the HCaTS website. The labor categories are not mandatory and labor categories can be added at the discretion of the Ordering Contracting Officer. The qualification requirements for each labor category's level of expertise (Jr. Jour. Sr. SME) is explained under HCaTS contracts Section B.2.1.

Ancillary Support

Specialized and SCA labor and Other Direct Costs (Material, Equipment, etc.) can be added; however, ancillary support cannot be the preponderance of the work. All required clauses must be added as necessary (e.g. Wage Determination, SCA clauses).

Developing IGCE/ Price Fair & Reasonableness Determination

For acquisition planning purposes and developing the IGCE in addition to other market research tools, the HCaTS PMO recommends using the following:

- Discovery Tool (https://discovery.gsa.gov/): information on all HCaTS contract holders and streamlines the process for developing acquisition planning.
- Contract Awarded Labor Categories (CALC) Tool (https://calc.gsa.gov/): helps find awarded prices to use in negotiations for labor contracts. It offers ceiling prices, fully burdened costs, services data, and worldwide rates.
- OASIS Price Estimating Tool (PET) (https://oasispet.gsa.gov/): assists in the development of the labor portion of the IGCE. Its power lies in the ability to index pricing to approximately 640 precise geographic locations.

Contract Access Fee (CAF)

The CAF for HCaTS is 0.75% of the **TOTAL** task order value and it must be a **separate and distinct** CLIN**. Cost-Type** CLIN for CAF is preferable. There must be one CAF CLIN for each period of the contract.

Max and Min Order

The minimum order under HCaTS is at the Micro-Purchase Threshold and the maximum, cumulative dollar amount for HCaTS, including all task order and all options, if exercised, is $3.45 billion for Pool 1 and $2.3 billion for Pool 2.

Important FAR Parts & Clauses to Add/Consider

FAR 52.204-14 Service Contract Reporting Requirements; See FAR 4.1704 CO's

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Responsibilities
- FAR 16.505, FAR 16.3 for Ordering Process & Fair Opportunity
- FAR 52.227-14 (or FAR 52.227-17) Rights in Data General/Special Works
- FAR 30 & FAR 31 for Cost Type Task Orders
- SCA Provisions/Clauses and Wage Determination, if necessary

Issuing Task Order Solicitation Methods

- *Method#1:* Email RFP directly to all contractors using the Pool Links *(preferred method)*
  > When issuing an RFP, only one contract vehicle (HCaTS U, HCaTS SB, or HCaTS 8(a)) and one pool (1 or 2) can be solicited.

Task Order Type	Pool 1 NAICS Codes: 611430, 611699, 624310	Pool 2 NAICS Codes: 541611, 541612, 541613
Full and Open:	hcats_unrestricted_pool_1@gsa.gov	hcats_unrestricted_pool_2@gsa.gov
Small Business Set-Aside: (WOSB/EDWOSB/HubZone/VOSB/SDVOSB):	hcats_small-business_pool_1@gsa.gov	hcats_small-business_pool_2@gsa.gov
8(a) Small Business Competitive Set-Aside:	hcats_8a_pool_1@gsa.gov	hcats_8a_pool_2@gsa.gov
*For any **Sole Source** type task orders, contact the prospective contractor individually using the contact information from the contractor lists file available for download on HCaTS Website (gsa.gov/hcats).		

- *Method#2:* Post the **RFP or RFI** on GSA e-Buy (http://www.ebuy.gsa.gov)

  >Send the RFP to ALL contractors under the selected pool. (See FAR 16.505(b))
  >>For RFIs, issue it one vehicle and Pool at a time (use HCaTS RFI template located on hcats.gsa.gov under resource directory)
  >>>For a specific socio-economic set-aside, send the RFP to ALL contractors under the selected pool and specify the applicable socio-economic category in the announcement.
  >>>>For task order solicitation and statement of work samples, visit hcats.gsa.gov.

Required Reports/Survey

- ❖ OCOs must send task order award documents and poor past performance reports to hcats@gsa.gov (HCaTS Unrestricted) or sbhcats@gsa.gov (HCaTS SB/HCaTS 8(a))

- ❖ OCOs must complete the task order survey that will be sent by the HCaTS PMO after task order award.