



SOURCES SOUGHT/REQUEST FOR INFORMATION (RFI)

I. CONTRACT OPPORTUNITY

- + **Name:** Human Intervention Motivational Study (HIMS) Program Support Services Contract (currently under Agreement 693KA9-20-H-00004)
- + **Notice ID:** 693KA9-26-HIMS Support Contract
- + **Related Notice:** N/A
- + **Department/Ind. Agency:** TRANSPORTATION, DEPARTMENT OF
- + **Sub-tier:** 6920 FEDERAL AVIATION ADMINISTRATION
- + **Office:** AAQ-460

II. GENERAL INFORMATION

- + **Contract Opportunity Type:** Sources Sought (Original)/RFI/Market Survey
- + **Original Response Date:** N/A

III. CLASSIFICATION

- + **Product Service Code:** R-408 Support Professional: Program Management/support
- + **NAICS Code:**
 - o 611430 - Continuing education seminars or conference
 - o 813319 - Other Social Advocacy Organizations - Substance abuse prevention advocacy organizations
- + **Place of Performance:** *Vendor Location*

IV. DESCRIPTION

The Federal Aviation Administration (FAA) is the element of the U.S. government with the primary responsibility for the safety of civil aviation. The FAA's mission is to provide a safe, secure, and efficient National Aerospace System (NAS) as directed by Federal Statutes, Federal Aviation Regulations and FAA Orders. Within the FAA, the Federal Air Surgeon (FAS) and Office of Aerospace Medicine (AAM) are issuing a request for information to support the Human Intervention Motivational Study (HIMS) program. The Contractor must provide support to the FAA Federal Air Surgeon in achieving its responsibilities for providing services in support of the Human Intervention Motivation Study (HIMS) Program. The Contractor must provide personnel, management, materials, facilities, equipment, supplies, and services to maintain the HIMS Program.

The acquisition strategy for the procurement has not been determined at this time; However, either unrestricted competition or a set-aside may be chosen depending on the responses to this RFI Notice /Market Survey.

- a) *This is not a Screening Information Request or Request for Proposals of any kind.*
- b) *The FAA is not seeking or accepting unsolicited proposals.*
- c) *The FAA will not pay for any information received or costs incurred in preparing the response to the market survey; and*
- d) *Any costs associated with the market survey submittal are solely at the interested vendor's expense. State that the FAA is seeking sources or information for specific supplies and or services. Provide a description of the supplies and/or services to be provided as part of the potential requirement. The length of the description will vary depending on the nature of the requirement.*

THIS IS NOT A REQUEST FOR PROPOSALS OR OFFERS. An SIR/Request for Proposal may be made under a separate announcement in the future. The FAA is not seeking or accepting unsolicited proposals. The FAA will not pay for any information received or costs incurred in preparing vendor responses to this market survey. Therefore, any cost associated with a market survey submission is solely at the interested vendor's expense.

The purpose of this RFI is to solicit statements of interest and capabilities from large businesses, and small businesses capable of providing the supplies outlined in this document, in the timeframe stated in this document. The responses to this RFI will help determine the acquisition strategy and whether adequate competition exists to set aside the competition among small businesses. Below is a list of required items. **Please see attachments for specific information.**



U.S. Department
of Transportation
**Federal Aviation
Administration**

Note: The FAR references cited in SAM.gov are not applicable to the Federal Aviation Administration (FAA) as the FAA has its own policies and guidance referenced in the Acquisition Management System (AMS).

V. ATTACHMENTS/LINKS

Attachments

1. Draft Statement of Work (SOW)
2. HIMS Support Submission Instructions

VI. CONTACT INFORMATION

- + **Contracting Office: AAQ-460**
- + **E-mail: 9-AFN-AWA-AAQ460-Contracting-Team@faa.gov**



**Federal Aviation Administration
Offices of the Federal Air Surgeon
Aviation Safety**

**Human Intervention Motivational Study (HIMS)
Program Support Services Contract**

ATTACHMENT 1

STATEMENT OF WORK

August 28, 2025

Table of Contents

1.0	INTRODUCTION AND OVERVIEW	1
2.0	SCOPE OF WORK	1
3.0	REQUIREMENTS	1
3.1	PILOT EDUCATION SEMINARS.....	2
3.2	ADVANCED SEMINAR	3
3.3	EDUCATIONAL PROGRAM AND MATERIALS	3
3.4	HIMSTRACKING DATABASE.....	4
3.5	HIMS WEBSITE	5
3.6	OUTREACH/RESEARCH.....	5
3.7	ADVISORY BOARD.....	5
3.8	PROGRAM MANAGEMENT	5
3.8.1	<i>Program Manager.....</i>	<i>6</i>
3.9	ADMINISTRATIVE SUPPORT.....	7
3.9.1	<i>Administrative Support Staff Position</i>	<i>7</i>
4.0	REPORTING REQUIREMENTS	7
5.0	FAA GENERAL REQUIREMENTS.....	9
5.1	WORK SITES AND HOURS OF WORK.....	9
5.2	CONTRACTOR FURNISHED PROPERTY AND SERVICES.....	9
5.3	TRAVEL	9
5.4	ELECTRONIC COMMUNICATIONS	9
5.5	MISCELLANEOUS.....	9
5.5.1	<i>Status Update Meeting.....</i>	<i>10</i>
	<i>The program manager or project lead must be required to meet, at the discretion of the CO or COR, with the CO or COR at any time during the term of any identified task. These meetings will include the Primary Author when required.</i>	<i>10</i>
5.5.2	<i>Progress/Compliance</i>	<i>10</i>
5.5.3	<i>Progress Reports</i>	<i>10</i>
5.5.4	<i>Annual Reports.....</i>	<i>11</i>
6.0	END RESULTS/DELIVERABLES.....	11
6.1	TRANSITION AND CLOSEOUT.....	12

1.0 Introduction and Overview

The Federal Aviation Administration (FAA) is the element of the U.S. government with the primary responsibility for the safety of civil aviation. The FAA's mission is to provide a safe, secure, and efficient National Aerospace System (NAS) as directed by Federal Statutes, Federal Aviation Regulations and FAA Orders. As the leading authority in the international aerospace community, the FAA is responsive to the dynamic nature of the aerospace industry, customer needs, economic conditions, and environmental concerns.

Within the FAA, the Federal Air Surgeon (FAS) and Office of Aerospace Medicine (AAM) protect pilot/pilots, air travelers and public welfare through processes for pilot medical certification and FAA Air Traffic Controller Specialist (ATCS) medical clearance. Alcoholism and other chemical dependencies are now recognized as part of a disease process. This disease affects commercial pilots to the same degree that it affects the general population. The Human Intervention Motivational Study (HIMS) program was established to provide a system whereby afflicted individuals are treated and successfully returned to the cockpit under the FAA Special Issuance Regulations (14 CFR 67.401).

HIMS is an occupational substance abuse treatment program, specific to pilots, that coordinates the identification, treatment, and return to work process for affected aviators. It is an industry-wide effort in which managers, pilots, healthcare professionals, and the FAA work together to preserve careers and enhance air safety. The program is a cooperative one that includes the involvement of company representatives, pilot peer volunteers, healthcare professionals, and FAA medical specialists. While the program borrows heavily from treatment principles developed in both clinical and industrial settings, it has specific elements that reflect the unique nature of the safety-sensitive airline transportation system. Successful HIMS-model programs exist in the U.S., Canada, and other countries around the world.

2.0 Scope of Work

The Contractor must provide support to the FAA Federal Air Surgeon in achieving its responsibilities for providing services in support of the Human Intervention Motivation Study (HIMS) Program. The Contractor must provide personnel, management, materials, facilities, equipment, supplies, and services to maintain the HIMS Program.

3.0 Requirements

The tasks include preparing and distributing education and training materials; conducting training seminars for pilots and airline management on peer identification and intervention; training for aviation medical examiners (AME's), clinical psychologists and psychiatrists; collecting and analyzing data; providing reports based on research and data collected; and other support as required in completing the efforts under this contract.

3.1 Pilot Education Seminars

The Contractor must conduct one basic educational seminar annually, within the continental U.S., which must train commercial pilots, airline management, aviation medical examiners, clinical psychologists, and psychiatrists as approved by the Federal Aviation Administration, in the recognition and intervention of substance use disorders and related mental health disorders, and the regulatory requirements of medical certification.

The following general topics must be presented:

- a. History, Principles and Goals of the HIMS Program.
- b. Physiology of Alcohol and Drug Abuse.
- c. Disease Concept of Alcoholism and Chemical Dependence and related mental health disorders.
- d. Signs and Symptoms of Chemical Dependence.
- e. Behavioral Indicators of substance use disorders and potential disqualifying conditions of Pilots.
- f. Intervention Principles.
- g. Alcohol and Drug Treatment.
- h. Aftercare Concepts.
- i. Preparing Cases for Medical Certification.
- j. FAA Certification Standards for Recovery from Alcohol and Drug Abuse. (This subject will be presented by FAA participants from the Office of Aerospace Medicine and the Medical Certification Division.)
- k. Medical Monitoring and Relapses.
- l. Legal Issues in Addictive Disorders.
- m. Drug and Alcohol Testing Issues.

The Contractor will include the FAA Certification Standards for Recovery from Alcohol and Drug Abuse as part of the seminar agenda. (NOTE: This subject will be presented by FAA participants from the Office of Aerospace Medicine and the Medical Certification Division.).

All topics must be presented by expert professionals in the fields of medicine, addictionology, law and human resource management. The seminar must consist of approximately twenty (20) hours of state-of-the-art lectures/presentations over a 2 to 3-day period. The Contractor must ensure that the attendees represent a cross-section of the industry. The FAA requests at least 100-120 commercial pilots and U.S. aviation industry representatives attend each seminar; and at least 100 Sr. AME's, psychiatrists, and psychologists combined attend the seminar.

See Title 2 of the Code of Federal Regulations (2 CFR) 200.432, entitled "Conferences" for more information regarding allowable cost.

The final agenda, list of lecturers, and seminar location must be reviewed by the HIMS Advisory Board and approved by the Contracting Officer Representative (COR).

3.2 Advanced Seminar

The Contractor must conduct an advanced seminar annually, within the continental U.S., aimed at the specific issues experienced by each participant category related to program implementation of selected U.S. commercial air carriers. The advanced seminar must be similar to the pilot education seminar in that it may contain refresher material. This advanced seminar will focus on updating a standardized core HIMS model incorporating “recommended practices” gleaned from past HIMS experiences and approved by the FAA. The Contractor must select the commercial air carriers for participation based on both the potential number of commercial pilots to be educated and the geographic considerations of the airline pilot population. Selection will also depend on related criteria as established by HIMS Advisory Board and approved by the COR.

The following general topics must be included in the advanced seminar:

- a. Contracts and Last Chance Agreements
- b. Post-treatment Requirements
- c. Monitoring Practices and Aftercare
- d. Relapse Prevention/Detection/Response
- e. FAA Medical Policy
- f. Testing in Monitoring
- g. Review of Database results and trends in the aviation industry
- h. Elements of a Successful Working Program

The final agenda and instructors must be reviewed by the HIMS Advisory Board and approved by the COR.

The seminar must be 2 days in duration, educate at least 30 Aviation Medical Examiners, psychiatrists, and psychologists and 100 pilots and airline management, and must be presented by at least three instructors who must be approved by the COR. The Contractor must conduct the seminar at a location within the United States. These are general goals subject to reduction by public health situations.

3.3 Educational Program and Materials

The Contractor HIMS Program Manager and HIMS Advisory Board Chairperson will provide assistance consistent with FAA policies to healthcare professionals and pilots working within HIMS as needed. Educational efforts may also include Posters for Flight Ops rooms, Aviation colleges, and all AME offices, development of a Family Education Resource program to include a section on the HIMS website, and a volunteer cadre of spouses and significant others to network and educate members on Al-Anon, co-dependency, Al-Teen, etc.; and develop a How-To manual and provide expert support and oversight as needed.

Education must also include review of the HIMS educational video with FAA, the Contractor, HIMS Program Manager and Addiction Medicine specialists, for needed updates and implement them as needed within available funds.

The Contractor must ensure a wide distribution of previously prepared HIMS brochures and other educational materials, as directed by the HIMS Program Manager and the HIMS Advisory Board Chairperson. The primary target of this distribution must be airline pilots and their families. While the primary means of this distribution may be the HIMS website, there must be an affirmative outreach effort to the target audience. In addition, the Contractor HIMS Program Manager and HIMS Advisory Board Chairperson must ensure distribution of materials about model or recommended programs and related materials developed under work previously done under the HIMS Program to carriers starting new treatment programs. New materials may be developed as appropriate and if funding permits, new materials such as a trifold pamphlet or informational posters are acceptable. The primary means of distribution of all such materials may be the HIMS website.

Resources may be used to improve the HIMS website. The program manager in conjunction with the Advisory board and the FAA will review the impact of the public health emergency, develop and implement any educational program or process changes to meet program objectives.

3.4 HIMS Tracking Database

The Contractor must create, maintain and continue to enhance an electronic HIMS Tracking Database, in cooperation with the FAA, pilot unions and individual carriers. The purpose of the database is to quantify the overall effectiveness of the HIMS program, monitor relapses, identify possible risk factors for treatment failures and provide guidance to HIMS-trained professionals on how to improve their program structure to address weaknesses.

The Contractor must ensure compliance with all applicable FAA IT security requirements, the Privacy Act, HIPAA and federal information security standards. Personally Identifiable Information (PII) and Protected Health Information (PHI) must be safeguarded through access controls, encryption, secure transmission, and incident response procedures. For the protection of the pilots involved, individuals will not be identified by name in this database.

Procedures must be developed to transfer current cases data from FAA consultants and FAA HIMS AMEs. The FAA HIMS PM will ensure the proper data will be provided for entry into the HIMS database. The Contractor HIMS PM will perform a quality review (QA) of the data entered into the HIMS Database for the purpose of evaluating trends and extracting information relevant to the HIMS Program and its improvement. The Advisory Board will provide recommendations regarding database modifications that will need to be approved by the COR. This task also includes reviewing and, if necessary, improving the system process and data analysis.

The FAA will retain access and ownership of all data belonging to the HIMS Tracking Database upon the expiration or termination of this contract. The Contractor must notify the COR immediately of any data breach or suspected compromise, including incidents discovered after the contract expiration or termination, or at any time during the life of the contract.

3.5 HIMS Website

The Contractor must ensure proper maintenance of the HIMS Website, ensuring the domain name of www.himsprogram.com. This must be the particular responsibility of the HIMS Advisory Board Chairperson as the Website is a key informational resource for pilots and their families concerning both HIMS concepts and the treatment programs available on individual carriers. The website must be updated quarterly to provide the names of individuals that are able to assist in the facilitation of the self-referral process. The Contractor may re-host the website to reduce maintenance costs and increase capacity to modify it as needed without increased expense.

The Contractor must ensure the HIMS Website complies with FAA Cyber Security policies, routing vulnerabilities scanning, backup and disaster recovery, and secure hosting. The Contractor must maintain a documented process for applying security patches and protecting against phishing or malware attacks.

Resources may also be used to improve the HIMS website.

3.6 Outreach/Research

The Contractor must engage management, regulatory and union organizations outside the pilot community with the goals of both promoting the HIMS model by early intervention, by pilot self-realization, and family and colleague referral. The Contractor must identify and gather information about programs that have been successful in other pilot populations, within and outside the U.S. The Contractor must work with other sectors of the airline industry, domestic and international, that impact safety of flight operations to provide guidance and mentor the development of programs for substance use disorders and related mental health disorders, intervention strategies and treatment. This program element is essential for compliance with the FAA Safety Management System (SMS). The SMS objectives for the HIMS Program include each airline being involved in the program have representatives who will help their own employees through the program. This system helps train those trusted entities as well as medical personnel to understand the aeromedical requirements for uniform and fair assessments.

3.7 Advisory Board

The Contractor must form an Advisory Board composed of at a minimum, representatives from the Airline Industry, the Air Line Pilots Association and a HIMS AME. The Advisory Board may enlarge its membership provided no additional costs are incurred under this Contract.

As specified in this section, the Contractor must obtain the advice and counsel of the Advisory Board. The Advisory Board must monitor progress and provide guidance to meet the requirements of this section.

3.8 Program Management

- A. The contractor must efficiently and effectively manage the performance under this contract to ensure all the necessary technical, business, and administrative planning; organizing;

managing; coordinating; and tracking (e.g., cost, schedule, deliverables), performance management, risk management, component procurement management, system engineering management, resource management, data management, and subcontract management required to perform all the activities successfully as required in the SOW.

- B. The Contractor must ensure that assignments are completed in a thorough and timely manner and prepare written documentation of accomplishments. The FAA requirements in performing this contract demand that the Contractor's medical and administrative support and the level of expertise, experience, and demonstrated performance of contractor personnel providing the services must be at the highest level of providing quality support.
- C. The Contractor must provide sufficient personnel, both in number and qualification to perform work described herein.
- D. The Contractor must provide sufficient oversight and supervision of the contract in order to ensure all employees are functioning within their designated labor categories and at acceptable levels of performance and are performing their designated assignments in a timely manner and that all reporting requirements are honored.
- E. The contractor must implement a Quality Control Plan (QCP) that identified performance objectives, standards, and metrics for each task in this SOW. The QCP must address timeliness, accuracy, participant satisfaction, error thresholds and corrective action processes. The contractor will be responsible for tracking performance against these standards and submitting updates with quarterly reports, and the COR will be responsible for evaluating those reports to determine contract compliance.
- F. The Contractor must establish and maintain a risk management plan that identifies potential risks to performance (including funding constraints, public health emergencies, travel restrictions, IT failures, and staffing shortages.)

3.8.1 Program Manager

The Contractor must employ a Program Manager responsible for the execution of the Contract. The Program Manager must be highly experienced in HIMS matters and will serve as a point of contact for pilots, managers, and health care professionals. The Program Manager will serve as a primary resource for HIMS AMEs and will regularly coordinate program activities with FAA. Additionally, the Program Manager will assist the Chairman of the Advisory Board in determining HIMS policies and recommended practices for COR approval. Minimum qualifications for all key personnel must be submitted to and approved by the COR/CO. Any changes in key personnel must be approved in writing in advance by the COR/CO.

3.9 Administrative Support

The Contractor must utilize staff for the purpose of setting up the required meetings and conferences, as well as other general administrative functions.

3.9.1 Administrative Support Staff Position

The Contractor must appoint a qualified staff member responsible for monitoring the HIMS initiative, processing billings for the activities, reporting to the COR on the status of each line item in the contract and submitting invoices for payment.

In addition, the Contractor must designate qualified personnel for database administration, training and seminar support, and general administration support. Minimum qualifications for all key personnel must be submitted to and approved by the COR/CO. Any changes in key personnel must be approved in writing in advance by the COR/CO.

4.0 Reporting Requirements

The Contractor will provide the following reports to the COR and Contracting Officer in Contractor format:

- Monthly Invoices within 7 days from the end of the previous month for hours incurred by contract employees itemized by position/employee.
- Document monthly reports by employee and task within 7 days from the end of previous month itemized by team.
- The Contractor must provide Monthly Status and Financial Reports (MSFRs), and any other required reports, based on the deliverables identified in this SOW. The Contractor must provide an MSFR that documents the activities of the previous month and identifies planned activities for the following month. The Contractor must deliver the reports for COR approval and must include:
 - Written synopsis of work completed, work in progress, and work planned for each task.
 - Hours extended by task, labor category, and personnel.
 - Status of individual deliverables.
 - Identification of risk areas with recommended remedial actions.
 - Status of all outstanding risks identified in previous MSFRs.
 - Any additional information pertinent to the Government in administering the performance of this effort or as requested by the COR.
 - Projected date when 75% of funds are spent.
 - Projected date when funds are exhausted.
 - Other direct costs (ODCs) are estimated, used, and remained within month.
 - Summary of expenditures by resource and labor category for the monthly reporting period, as well as cumulative year-to-date totals for the performance period.

- Individual contributions, including all activities supporting the PMO and stakeholders.
- Updated Master Program Schedule; and
- Updated Activity Calendar

All days are business days unless otherwise specified.

- Execute a Quality Control Plan to ensure the Government receives quality services as specified in the SOW.
- At minimum, the Quality Control Plan should include the following sections: Quality control objectives, quality control steps, quality control responsibilities, quality control documented standards, quality control testing/review, and the key performance indicators for measuring the effectiveness of the quality control plan.
- Quality Control reviews of all contract deliverables must be conducted before delivery to the FAA. Quality control should include both editorial and technical review when appropriate for the task.
- Exceptions may be made by the PM and COR as necessary for tight timelines or other factors.

End Result/Deliverable	Due Date	Acceptance Criteria
Monthly Status and Financial Reports	10th day of the following month	The MSFRs are accurate, complete, submitted on time in the COR approved format and is prepared in accordance with SOW Section 3.
Quality Control Plan	30 days after Contract award; updates within 15 days of COR request or change to the Contract	The QCP is accurate, complete, submitted on time in the COR approved format and is prepared in accordance with SOW Section 3
Program Management Reports	Quarterly	The Reports are accurate, complete, submitted on time in the COR approved format and is prepared in accordance with SOW Section 3
Recommendations	As required by the COR	Recommendation with hours

5.0 FAA General Requirements

5.1 Work Sites and Hours of Work

The Place of Performance is at the Contractor's facilities as well as online via Zoom or Teams.

Primary hours of operations are 6:00 am to 6:00 pm. Support facility hours of operations must be maintained and be consistent with Government personnel working Monday through Friday (excluding holidays) unless otherwise specified.

5.2 Contractor Furnished Property and Services

Contractor must provide all workspace, equipment, software, office supplies, and related services necessary to perform assigned tasks for work performed at the contractor's designated facility(ies).

5.3 Travel

The Contractor must travel, as tasked, to support the program. The Contractor must travel to provide on-site personnel as needed at work locations. The FAA COR must approve all travel in advance of its occurrence. The Contractor will not be reimbursed for any unauthorized travel.

The Government will reimburse the contractor for travel and per diem costs incurred only in the performance of this contract. Reimbursement will be at cost only and in accordance with Federal Acquisition Regulations §31.205-46 which govern government contractors and contractor employee travel costs. The Government will not reimburse the contractor for travel costs incurred in the replacement of personnel when such replacement is accomplished for the contractors or employee's convenience.

5.4 Electronic Communications

The Contractor must assure an electronic means for communicating with FAA personnel. The Contractor must ensure that the communications are compatible with the FAA's electronic mail system that is currently Microsoft Office 365 Outlook. The Contractor must also ensure that the Contractor's electronic mail has the capability to receive and retrieve attachments.

5.5 Miscellaneous

The following requirements apply for tasks related to staffing support:

- Contractor employees will be proficient using email and Microsoft Office products (i.e., Word, PowerPoint, Excel, etc.).
- Contractor personnel will be capable of working independently and in coordination with federal government employees in accomplishing assigned work.

5.5.1 Status Update Meeting

The program manager or project lead must be required to meet, at the discretion of the CO or COR, with the CO or COR at any time during the term of any identified task. These meetings will include the Primary Author when required.

5.5.2 Progress/Compliance

All applicable FAA Orders and FAA Acquisition Management System (AMS) policies, guidelines and processes must be used. The Contractor must research and employ appropriate FAA Orders, where necessary, under the guidance of the Contracting Officer's Representative (COR). The Contractor must ensure all work is in full compliance with:

- FAA standards and guidelines
- CAMI policies, regulations, directives, and procedures
- FAA AMS guidelines

Websites:

- Orders and Notices:
http://www.faa.gov/regulations_policies/orders_notices/index.cfm/go/document.list/parentTopicID/184
- Forms:
<http://www.faa.gov/library/forms/>
- AMS Guidelines:
<http://fast.faa.gov>

5.5.3 Progress Reports

The Contractor must prepare a contract progress report within 60 days at the end of each quarter, which describes significant technical accomplishments of the quarter, and identifies major milestones planned and achieved. The Contractor must furnish one copy to the COR and one copy to the Contracting Officer. Each report must include, at a minimum, the following information:

- a. The Contract number.
- b. The reporting period.
- c. A concise description of the work performed under each item during the reporting period.
- d. A concise description of the work that will be performed under the item during the next reporting period.
- e. A concise description of any technical or administrative problems that have arisen during the past reporting period under the item, and problems that are expected to arise during the next reporting period.
- f. A description of anticipated activities for the next quarter.

5.5.4 Annual Reports

Upon the completion of each contract year, the Contractor will prepare an annual report that describes contract progress achieved in the final calendar quarter and summarizes the accomplishments under the entire contract year. This annual report must include the items specified in paragraph 3.11 above and will also constitute the Progress Report for the fourth quarter of each contract year as required by that line item. In addition to this information, the Contractor must obtain feedback from commercial pilots and the U.S. aviation industry on the implementation of the Section 3.1 through 3.7 efforts to be included in each annual report. The report must document the implementation of Sections 3.1 through 3.7 and identify ongoing issues, a basic approach for correction, and the desired correction results in specific terms. Each annual report is due within 90 days of the end of the period of performance.

6.0 End Results/Deliverables

The contractor must deliver products and other materials on time or ahead of schedule that are of high quality, meet agency requirements, meet branding and other policies and standards. Due dates for products are based on request for services form provided by the customer and agreed to based existing workload and priorities at the time the request is received.

The contractor must meet weekly and more often as needed for guidance on specific materials or services; and provide monthly performance reports and work samples.

Product/Deliverables	Due Date	Acceptance Criteria
HIMS Website	Ongoing – reviewing and improving as necessary.	The HIMS Website is functional and updated quarterly as requires in SOW Section 3
HIMS Tracking Database	Ongoing – reviewing and improving as necessary.	The Database is accurate, complete, submitted on time in the FAA PM approved format and is prepared in accordance with SOW Section 3
Progress Reports	Quarterly, within 60 of the end of the previous quarter.	The Reports are accurate, complete, submitted on time in the COR approved format and is prepared in accordance with SOW Section 3
Annual Reports	Yearly, within 90 days of the end of the PoP	The Reports are accurate, complete, submitted on time in the COR approved format and is prepared in accordance with SOW Section 3

6.1 Transition and Closeout

At the conclusion of the contract, the Contractor must deliver all program records, data, documentations, and educational material to the FAA in an agreed format. The Contractor must provide a transition plan within 60 days of contract end date to ensure continuity of operations, including transfer of the HIMS website, database, and training resources.

DRAFT

ATTACHMENT 2 – HIMIS SUPPORT SUBMISSION INSTRUCTIONS

A. COVER SHEET – no more than 1 page

1. Vendor name, address, website, Data Universal Numbering Systems (DUNS) Number, and Commercial and Government Entity (CAGE) Code.
2. Point of contact to include an e-mail address and telephone number.
3. Type of business, including socio-economic category (i.e., Small, Socially and Economically Disadvantaged Business (SEDB) 8(a), Service-Disabled Veteran-Owned Small Business (SDVOSB), Historically Underutilized Business Zone (HUBZone) small businesses, Small Disadvantaged Businesses (SDB), Women-Owned Small Business (WOSB) firms, and/or Economically Disadvantaged Women-Owned Small Business (EDWOSB)).
4. If applicable, GSA contract number and schedule.

B. CAPABILITIES STATEMENT & MARKET INFORMATION – no more than 10 pages

1. Please describe your organization's breadth of expertise/competency to respond to the content in the draft SOW. Please provide a response **for each** of the following:
 - Ability to conduct one basic educational seminar and one advanced seminar annually, within the continental U.S., in accordance with SOW paragraphs 3.1 and 3.2.
 - Ability to meet educational program and materials requirements in accordance with SOW paragraph 3.3.
 - Ability to provide a HIMIS Program tracking database to include helpdesk activities for multiple tickets and users in accordance with paragraph 3.4.
 - Ability to provide a HIMIS Program website to include helpdesk activities for multiple tickets and users in accordance with paragraph 3.5.
 - Ability to develop comprehensive and strategic outreach/research for HIMIS Program in accordance with paragraph 3.6.
 - Ability to form an Advisory Board for HIMIS Program in accordance with paragraph 3.7.
 - Ability and expertise in providing Program Management in accordance with paragraphs 3.8 and 3.8.1.

- Ability to provide administrative support to the HIMS Program initiative in accordance with paragraphs 3.9 and 3.9.1.

2. Industry feedback is requested on the draft SOW for this requirement. Please list any challenges or potential performance roadblocks related to fulfilling the draft SOW requirements and any suggestions for improving the draft SOW language. Feedback is also requested regarding the proposed PSC and NAICS codes. Comments on PSC/NAICS and suggestions for alternative codes must include supporting rationale.

C. BACKGROUND/PAST EXPERIENCE- no more than 2 pages

Provide the following information on two (2) similar projects with respect to our draft SOW that was completed within the last three (3) to five (5) years for which you were the prime or Sub-Contractor.

1. The name and value of each project.
2. The name, address, telephone, and e-mail address for point of contact.
3. A description of each project, including challenges and successes; and
4. Your company's role and services provided for each project.

The point of contact for questions or clarifications pertaining to this RFI/Market Survey is below. No telephone inquiries will be accepted.

Submit responses to:

AAQ 460 - Contracting Officer

E-mail: 9-AFN-AWA-AAQ460-Contracting-Team@faa.gov

RESPONSE DUE DATE: 22 January 2026