

HCaTS: the Federal Government's Premier Solution for Human Capital and Training Solutions



Introduction to HCaTS and HCaTS Small Business

The Human Capital and Training Solutions (HCaTS) and HCaTS Small Business (SB) solutions are governmentwide multiple-award, indefinite-delivery/indefinite-quantity (IDIQ) contracts that provide reliable, flexible, fast, efficient ways to obtain best-value customized solutions for human capital management and training requirements.

Awarded in 2016, HCaTS has a five-year ordering period with an option for an additional five-year period. Task orders must be solicited and awarded before the HCaTS ordering period's expiration and may extend up to five years after the HCaTS ordering period expires.

Each contract is composed of two pools (pool one: \$11 million size standard; pool two: \$15 million size standard) that are solely defined by the NAICS codes that compose them. The scope of the contracts is identical and defined by three key service areas:

1. **Customized Training and Development Services:** The scope of Customized Training includes, but is not limited to, training that is developed and/or delivered to any federal employee to enhance knowledge, skills, and abilities related to a specific title, series, and/or function on any subject matter, or general knowledge, skills, and abilities. Customized Employee Development Services includes,

but is not limited to, services provided to any federal employee to develop and/or enhance their general, mission-specific, management, and/or leadership knowledge, skills, and abilities. A service that is provided to any federal employee to coach them throughout their transition(s) in the federal government.

2. **Customized Human Capital Strategy Services:** The scope of Human Capital Strategy Services is inclusive of, but not limited to, a broad range of human capital and human resources services. The services that may be included as part of talent management and human capital management are HR strategy, organizational and position management, staff acquisition, performance management, compensation management, HR development, employee relations, labor relations, and separation management.
3. **Customized Organizational Performance Improvement:** The scope of Organizational Performance Improvement is inclusive of, but not limited to, improved performance requiring changes in how people are organized around business processes, changes to the processes themselves, and the tools created to support those processes – as well as changes in management practices.

Awardees consist of both small and large businesses.



Why Use HCaTS?

The HCaTS Program is flexible and easy to use! It allows agencies to:

- Do longer-term planning for complex program requirements because of the possible 16-year task-order period of performance and program ceiling of \$11.5 billion
- Access through self-service (via DPA) or Assisted Acquisition Services (via OPM)
- Use any contract type or any hybrid mixture of contract types
- Design comprehensive, customized solutions to complex requirements (rather than contracting separately for each requirement type)
- Task-order work within CONUS and outside CONUS
- Meet or exceed small-business goals in all categories
- Include ancillary services and Other Direct Costs (ODCs) at the task-order level as needed
- Collect transactional and analytics data for spend analysis and market research

Features HCaTS and HCaTS SB

Small Business	<ul style="list-style-type: none"> • Contractors may team via subcontracting • Limitations on subcontracting are managed at the contract level by default, but may be required in the order at the ordering agency's discretion • HCaTS SB has multiple NAICS code pools to ensure proper small-business use and agency-award credit • HCaTS SB allows for competitive socioeconomic set-asides and socioeconomic direct awards as authorized by law including 8(a), HUBZone, SDVOSB, WOSB, and EDWOSB. • On-ramp/off-ramp procedures are applied to ensure a flexible, vibrant vendor pool
Contract Type	All contract types are allowed, including fixed-price, labor-hour, time-and-materials, and cost-reimbursement types, as well as hybrids of these types.
Commercial or Non-Commercial	Both commercial and non-commercial requirements
Contractor Reporting	Detailed task-order reporting requirements are incorporated into all HCaTS contracts.
BPAs	No BPAs may be established under HCaTS or HCaTS SB; however, the flexibility of establishing optional contract line item numbers (CLINs) is permissible.
Order Options	<ul style="list-style-type: none"> • May be exercised after HCaTS ordering period expiration • May not extend beyond five years after HCaTS ordering period expiration
Protests	No protest for any in-scope order under \$10 million.
Other Direct Costs (ODCs)	All ancillary support items, such as ancillary labor and materials, and ODCs, may be included in a single HCaTS task order.
Task Order Size	No minimum
Delegation of Procurement Authority (DPA)	DPA training needed. To request training, please visit www.gsa.gov/hcats and click on the "HCaTS Training" tab in the column on the left of your screen.

For More Information

Visit www.gsa.gov/hcats and the Web page for Human Capital at <https://www.gsa.gov/portal/category/21747>.

- Contact us about HCaTS at hcats@gsa.gov.
- Contact us about HCaTS Small Business at sbhcats@gsa.gov.