



# Human Capital and Training Solutions (HCaTS)

## Fact Sheet



### WHAT IS HCATS?

HCaTS is part of a strategic, government-wide movement to “buy as one” through Category Management and has been awarded by a partnership between the U.S. Office of Personnel Management (OPM) and the General Services Administration (GSA). HCaTS includes two multiple-award, indefinite-delivery, indefinite-quantity (MA-IDIQ) contract vehicles:

- *HCaTS Unrestricted*, awarded under full and open procurement
- *HCaTS Small Business*, awarded as a total small business set-aside

### BEST IN CLASS STATUS:

HCaTS has been designated as a [best-in-class](#) (BIC) solution for Human Capital and Training Solutions since FY 2017. As part of the Category Management effort, BIC contracts are recognized as being “good-for-government” purchasing solutions and agencies must consider leveraging the use of BIC providers. As part of the BIC process, HCaTS has met rigorous Category Management performance criteria as defined by the Office of Management and Budget.

### SCOPE:

Federal agencies can use HCaTS to procure contract support in three Key Service Areas (KSAs) of:

#### KSA 1: Customized Training and Development Services

Including: Technical and General Skills, Knowledge Training, Leadership and Supervisory Development Training, Career Development, Training Program Management Support

#### KSA 2: Customized Human Capital Strategy Services

Including: Talent/Performance Management, Workforce and Succession Planning, Diversity and Work-Life Programs, Knowledge/Competency Management, HR Systems Design and Consultation, Branding, Recruitment, Staffing, Communications Strategies, Employee Engagement, Program Implementation Support

#### KSA 3: Customized Organizational Performance Improvement

Including: Change Management, Strategic Planning and Alignment, Organizational Assessment and Transformation, Business Process Reengineering, Data Analytics, Data-driven Performance Reviews

## POOLS AND NAICS CODES:

Each HCaTS vehicle is comprised of two pools

<b><u>Pool 1</u></b>	<b><u>Pool 2</u></b>
Professional & Management Development Training	Human Resource Consulting Services
Size Standard: \$11 million	Size Standard: \$15 million
NAICS: 611430, 611699, 624310	NAICS: 541611, 541612, 541613, 541618, 611710

## PERIOD OF PERFORMANCE

	<i>HCaTS Unrestricted</i>	<i>HCaTS Small Business</i>
Contract Base Period:	Sep 26, 2016 - Sep 25, 2021	Nov 10, 2016 - Nov 9, 2021
5-Year Option Period:	Sep 26, 2021 - Sep 25, 2026	Nov 10, 2021 - Nov 9, 2026
6-Months Extension:	Sep 26, 2026 - Mar 25, 2027	Nov 10, 2026 - May 9, 2027

## KEY FEATURES

- ✓ Allows ALL contract types (Firm Priced, Cost Type, Time and Materials, and Hybrid)
- ✓ Allows Commercial or Non-commercial Procedures
- ✓ Allows for Classified or Non-classified Services
- ✓ Allows CONUS/OCONUS
- ✓ Allows for Ancillary Services and Other Direct Costs (ODC)
- ✓ No protest for in-scope TO under \$10 million!

## SMALL BUSINESS SET-ASIDE

Small business set-asides can be done on HCaTS SB only. FAR Part 19 applies and the following competitive set-aside is allowed under HCaTS SB: 8(a) SB, HubZone SB, SDVOSB, EDWOSB, WOSB.

## HCATS LABOR CATEGORIES

HCaTS has 21 labor categories with four level of expertise: Junior, Journeyman, Senior, SME. All HCaTS labor categories are professional labor and other labor categories can be added at the task order level. To see the complete list of HCaTS Labor Categories, visit [www.gsa.gov/hcats](http://www.gsa.gov/hcats) under “HCaTS Resource Directory”.

## ANCILLARY SERVICE AND OTHER DIRECT COSTS

Ancillary services and Other Direct Costs (ODC) are allowed under HCaTS; however, it should not be the preponderance of the work.

## CONTRACT ACCESS FEE (CAF)

The CAF for both HCaTS U and HCaTS SB is 0.75% fixed fee.

**Note:** Please see our website for any CAF updates, exceptions and agencies specific CAF agreement, if any.

## HCATS PRICING

Pricing is solely based on competition at the task order level. Contracting Officers can request HCaTS pricing from HCaTS-CO only for Sole-source T&M/L-H task orders.

\*For market research purposes and developing IGCE, visit <https://calc.gsa.gov/> to determine the range of pricing for a specific labor category.

## TASK ORDER SCOPE REVIEW

HCaTS PMO provides a complimentary scope review. Visit our scope review page [here](#) for additional information.

## TASK ORDER AND SOLICITATION SAMPLES

HCaTS Task Order samples (and many more templates, task orders award documents) are available on Acquisition Gateway: <https://hallways.cap.gsa.gov/login-information>

## WHO CAN USE HCATS?

All Federal agencies can use HCaTS.

## HOW TO USE HCATS?

There are two ways Federal agencies can use HCaTS:

1. **Direct-Buy:** The ordering agency performs pre/post award activities.

The Ordering Contracting Officers (OCO) must attend Delegation of Procurement Authority (DPA) training and obtain HCaTS DPA Certificate; to register visit our website [here](#) .

2. **Assisted Acquisition Services (AAS):** GSA and OPM perform pre/post award activities for the ordering agency. There is an additional AAS fee in addition to CAF based on the complexity and magnitude of the task order.