

Technology Capability Assessment and Tracking System TCATS

THIS IS NOT A SOW OR RFP FOR A SPECIFIC TASK/AWARD. This package is kept confidentially on file by the Defense Technology Cluster, DTC, as a starting point guide to the DTC's current capability for pending and future tasks, and to help determine if we have all of the "talent" we need to successfully execute new contracts and task orders as they become available.

In cases where more than one company in the DTC wishes to investigate or pursue a given task, this package will help differentiate individual capabilities from one firm to another, so it is very important that your responses are accurate and current. For large firms with multiple departments and divisions, etc, this package need only reflect those sections/departments likely to be included in the types of work cited in the appropriate NAICS codes. As a starting point, just address the division/department that you yourself work in. This will also help determine if we need to seek additional participation from other areas of your company. All packages must be certified for currency before any award can be made, so it is extremely important that you keep your package up to date. Having to resubmit TCATS materials at the time of actual solicitation may create enough delay as to preclude a firm from participating.

The TCATS is based on the Federal Government's North American Industry Classification System (NAICS). The purpose of TCATS is to provide a snapshot of a company's capabilities in regards to a specific 3, or more, digit NAICS code. The NAICS codes can be viewed at <http://www.census.gov/epcd/naics02/naicod02.htm>. The major areas of interest which must be addressed and their corresponding weighting are:

- Basic company information (0%)
- Relevant Capabilities (25%)
- Relevant Experience (25%)
- Relevant Capacity (25%)
- Work force and Management Stability (25%)

The **Basic Company Information** provides a brief overview of the company. It has the company's legal name, address and the officers of the company along with an executive summary/introduction and history of the company. This is an introduction to the company and is NOT scored

The **Relevant Capabilities** section provides information on the expertise within the company in regards to the specific NAICS code. Relevant Capability is having currently employed staff or subcontractors that have done work for the US Government that is specified in the NAICS description, although your firm may not have been the prime contractor under task for this work. Provide a brief BIO statement (example: Our firm currently has 5 degreed software engineers on staff). This area allows firms that are delving into new areas of opportunity that have invested in staff, etc. to have a reasonable chance of succeeding in areas previously dominated by other companies.

The **Relevant Experience** section provides information on the work performed by the company in regards to the specific NAICS code. “Relevant Experience” is defined as work done by currently or formerly employed staff or subcontractors for the US Government that is directly related to a particular NAICS code. If the employees or subcontractors that executed the tasks under discussion are no longer employed by your firm, then you cannot claim that experience as relevant. Provide biographical summaries of your staff, but do NOT include personal identifying data. Document your past performance relating to On-Time and On-Budget over the last two or three contracts that you have executed. For example a Period of Performance (POP) Extension request submitted because the Government has not acted does not count against you, but a POP Request submitted because of issues with subs or your own workforce will. A POP extension because of new/additional tasking does not hurt you, but a request for additional funds because you did not properly estimate your T&M will hurt your rating.

The **Relevant Capacity** section describes your company’s current ability to respond to new tasks. Relevant Capacity is defined as your firm’s current ability to respond to new tasks. DTC and the Government recognize that it is expensive and unproductive to retain staff not actively engaged in projects, but Relevant Experience and Capability can mean little or nothing if a firm that appears on-paper to have very high potential has no staff available to work on a new project. New-hires/subcontractors recruited for new tasks must also be vetted for relevancy, thus incurring additional delays. Therefore, unlike in Relevant Capabilities and Relevant Experience above, here you can cite your firm’s ability to get new workers or place subs under contract. It is extremely important to keep this section current. If you have 4 staff standing idle that can be put to work immediately, you have a better chance of obtaining a task than a firm that has all staff occupied for the next 6 months.

NOTE: For the Relevant Capability and Relevant Experience sections above, “we can hire/obtain” answers are not acceptable. Item the Relevant Capacity is the only area where this is acceptable. Experience cited for the Relevant Capability and Relevant Experience sections must be from current employees or subcontractors currently under contract or MOU, etc to your firm.

The **Workforce and Management Stability** section addresses the company’s financial and managerial stability and staying power. This section should also include information about any mergers and acquisitions and name changes pertaining to the company. For obvious reasons the long term viability of any given firm selected for certain tasks is of paramount importance to the DSC. For this reason we request that you provide the average tenure of your Executive/Management Team in relevant areas (A 20 year employee doing custodian work has no bearing on your rating, but one doing relevant work for Government tasks does.) and your developers and managers in relevant areas. Please include your Contracting Department in this area