MARKET RESEARCH PURPOSES ONLY
NOT A REQUEST FOR PROPOSAL | NOT A SOLICITATION

REQUEST FOR INFORMATION (RFI)

Seeking Information Regarding: SharePoint-Based Enterprise Collaboration, Business Process Automation, Data Integration, and Application Modernization Support Services

National Institutes of Health (NIH)
Office of the Director (OD)
Division of Program Coordination, Planning, and Strategic Initiatives (DPCPSI)
Office of Strategic Coordination (OSC)
Office of Acquisition and Logistics Management (OALM)

INTRODUCTION

The National Institutes of Health (NIH) is conducting market research to identify qualified sources capable of providing support services for an existing portfolio of SharePoint-based business applications, dashboards, workflow solutions, reporting tools, and associated data management systems.

This RFI does NOT constitute a Request for Quote/Proposal and is not to be construed as a commitment, implied or otherwise, by the Government that a procurement action will be issued. Response to this notice is not a request to be added to a bidders list or to receive a copy of the solicitation. No entitlement of payment of direct or indirect costs or charges by the Government will arise as a result of the submission of the requested information. No reimbursement will be made for any costs associated with providing information in response to this announcement and any follow-up information requests. Responses to this RFI may be considered in the future determination of an appropriate acquisition strategy for the program. The Government may not response to any specific questions or comments submitted in response to this RFI or information provided as a result of this request. Any information submitted by respondents as a result of this notice is strictly voluntary.

BACKGROUND

The Government is seeking information regarding technical approaches, staffing models, modernization strategies, acquisition approaches, and business capabilities to support the operation, maintenance, enhancement, integration, and modernization of these environments.

Information obtained through this RFI will be used solely for market research and acquisition planning purposes. Specifically, NIH intends to use responses to:

- Assess industry capabilities and capacity
- Determine the availability of qualified small business concerns
- Refine and validate the Government requirements
- Identify potential performance standards and service level objectives

- Determine appropriate contract structure and contract types
- Identify acquisition risks and mitigation strategies
- Evaluate modernization approaches and best practices
- Support future acquisition planning

DRAFT REQUIREMENT SUMMARY

NIH currently utilizes SharePoint Online-based collaboration environments, dashboards, reporting tools, workflows solutions, budget management tools, and related applications supporting mission and administrative operations.

The Government anticipates a future requirement that may include:

- Operations and maintenance of existing SharePoint and related systems
- Application modernization and enhancement
- Business process automation
- Dashboard development and sustainment
- Data integration and reporting
- Executive and operational analytics
- Workflow optimization
- Training and user support
- Technical documentation
- Cybersecurity and compliance support
- Program and project management support

The Government is interested in understanding how industry would approach modernization while maintaining continuity of operations.

NAICS CODE

The Government is currently evaluating potential NAICS classifications, including but not limited to:

- 541511 – Custom Computer Programming Services
- 541512 – Computer Systems Design Services
- 541519 – Other Computer Related Services

Respondents are encouraged to identify any alternative NAICS code(s) they believe may be more appropriate and provide supporting rationale.

Responses to this RFI should not exceed ten (10) pages excluding cover pages, and table of content.

REQUESTED INFORMATION

SECTION 1. CORPORATE INFORMATION

Provide:

- Organization name and any DBA name(s)
- UEI
- CAGE Code
- Headquarters location
- Number of employees
- Years in business
- Primary client sectors (Federal, State, Local, Commercial, Nonprofit, etc.)
- U.S.-based or international operations
- This requirement is being considered for a small business set aside.
    - SBA size status under NAICS 541511; 541512; 541519
    - Socioeconomic status and certifications (e.g., Small Business, 8(a), HUBZone, SDVOSB, WOSB, EDWOSB, VOSB)
    - Whether certifications are SBA-certified or self-certified, as applicable.
- Primary Point of Contact (Name; Role; Email; Phone)

SECTION 2. RELEVANT EXPERIENCE

Describe up to three (3) examples of Federal projects of similar size, scope, and complexity. For each project, include the following:

- Customer
- Period of Performance
- Contract Value
- Technologies used
- Number of users supported
- Scope of services (summarize)
- Major accomplishments
- Relevance to this potential requirement

SECTION 3. AGILE DELIVERY AND PROJECT MANAGEMENT

Describe your organization's experience using Agile methodologies.
Include:

- Agile frameworks utilized (e.g., Scrum, Kanban, SAFe);
- Development and release management approaches;
- Requirements management processes;
- Stakeholder engagement practices;
- Metrics used to measure delivery performance.

SECTION 4. DATA INTEGRATION

Describe your experience supporting and modernizing enterprise platforms using technologies such as:

- Microsoft SharePoint Online and SharePoint Server;
- Microsoft 365;
- Power Apps;
- Power Automate;
- Power BI;
- Microsoft Teams integrations;
- Azure services;
- AWS services;
- Hybrid cloud environments;
- Enterprise content management solutions;
- Workflow automation platforms;
- Data integration tools;
- Reporting and business intelligence platforms.

If applicable, discuss experience with:

- Java-based applications;
- Oracle and PostgreSQL databases;
- Cloud-native services;
- Search technologies;
- Enterprise authentication and identity management;
- Document capture and records management solutions.

SECTION 5. ARTIFICIAL INTELLIGENCE AND ADVANCED ANALYTICS

Describe any AI-enabled capabilities that could improve workflow automation, reporting, knowledge management, search, document processing, or decision support within this environment.

SECTION 6. CYBERSECURITY, COMPLIANCE, AND GOVERNANCE

Describe your Federal experience supporting:

- FISMA requirements;
- NIST Risk Management Framework (RMF);
- NIST SP 800-53 controls;
- Authority to Operate (ATO) processes;
- Records management requirements;
- Section 508 accessibility compliance;
- Privacy and data governance requirements.

SECTION 7. STAFFING AND WORKFORCE STRATEGY

Describe:

- Recommended labor categories
- Recommended staffing mix
- Recruiting and retention strategies
- Use of subcontractors and teaming partners, if applicable
- Approach to support surge requirements
- Availability of cleared or specialized personnel, if applicable

SECTION 8. SMALL BUSINESS AND ACQUISITION STRATEGY

To assist the Government in acquisition planning, please provide:

- Whether your organization could perform this requirement as a prime contractor;
- Approximately what percentage of work could your organization perform directly;
- If any, what percentage of work would likely require subcontractors;
- Recommended contract type(s) (e.g., FFP, T&M, Hybrid) and why;
- Is a small business set-aside feasible;
- What performance metrics should the Government consider;

SECTION 9. INDUSTRY FEEDBACK

Please provide recommendations regarding:

- Scope definition
- Risk reduction
- Performance standards
- Staffing assumptions
- Acquisition strategy
- Contract structure
- Industry best practices

Please identify any aspects of the draft requirement summary that appear unclear, overly broad, or present elevated performance risk.

RESPONSE SUBMISSION AND INSTRUCTIONS

Responses to this RFI should not exceed ten (10) pages, excluding cover page.

If a vendor believes they are capable of providing the services listed above, please submit a capability statement **no later than 3PM, Monday, July 13th , 2026**. All responses shall include a capability statement clearly indicating the vendor's ability to meet the requirements listed in accordance with the general instructions.

Responses shall be submitted electronically to:
Courtney Warren, Contracting Officer, Courtney.Warren@nih.gov

NOTICE TO INTERESTED PARTIES

This **RFI** is issued solely for information and planning purposes and **does not constitute a solicitation.** Responses will not be evaluated as proposals and no contract award will result directly

THIS RFI IS NOT A SOLICITATION AND DOES NOT CONSTITUTE A COMMITMENT BY THE GOVERNMENT TO ISSUE A SOLICITATION OR AWARD A CONTRACT.