



Department of Energy  
Washington, DC 20585

MEMORANDUM FOR HEADS OF CONTRACTING ACTIVITIES, PROCUREMENT DIRECTORS,  
AND CONTRACTING OFFICERS

FROM: DAVID J. LEOTTA  
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SUBJECT: Contractor Use of Human Capital and Training Solutions

General Services Administration's (GSA) Human Capital and Training Solutions (HCaTS) is available for usage by contractors whose Contracting Officer has authorized use of Government supply sources pursuant to Federal Acquisition Regulation Part 51. HCaTS is comprised of three indefinite-delivery/indefinite-quantity governmentwide contract vehicles: HCaTS Unrestricted (HCaTS U), HCaTS Small Business (HCaTS SB), and HCaTS 8(a). These vehicles provide customized solutions for human capital management, training requirements and organizational improvement.

GSA's HCaTS is a Tier 3, Best-in-Class solution that allows maximum flexibility for contract types at the task order level. All contract types are allowed under HCaTS, including fixed-price, labor-hour, time and-materials, cost-reimbursement, and hybrids of these types. Particulars about HCaTS can be found at: <https://www.gsa.gov/buying-selling/products-services/human-capital/human-capital-and-training-solutions-hcats>

While warranted contracting officers are required to take the HCaTS training and receive a delegation of procurement authority (DPA) prior to using these multiple-award instruments, these prerequisites **are not required** for the contractor acquisition community. It is strongly encouraged that the DPA training is taken as it highlights HCaTS' features, ordering process and the responsibilities of the buyer when using it. Individual training can be scheduled by following the instructions under "Receive DPA Training" on <https://www.gsa.gov/buying-selling/products-services/human-capital/human-capital-and-training-solutions-hcats/buyers-guidance-and-resources/request-a-delegation-of-procurement-authority-dpa>. If a larger training is needed, please contact Bari R. Brooks at [Bari.Brooks@hq.doe.gov](mailto:Bari.Brooks@hq.doe.gov) so that she can coordinate with GSA directly.

When HCaTS is used, all buyers (federal and contractor) are expected to abide by the ordering procedures which includes (but not limited to) incorporating a contract access fee as a separate contract line item (Clause G.3.1.), following the close-out procedures (Clause G.4.), emailing the awarded task order (including attachments) to [hcats@gsa.gov](mailto:hcats@gsa.gov) within five (5) days after task order award, and informing GSA when the vendor receives a poor performance evaluation.

As contractor buyers using HCaTS is a new concept, it is recommended that the contractor buyer include language in the email body of the solicitation and the cover page of the task order indicating that “the purchase is being made under FAR 51 against contract # XXXX”. This will help HCaTS vendors recognize that a contractor is the buyer and will reduce the number of follow up questions the sites receive.

Site contracting officers, when completing their Risk Assessment Tool responsibilities,<sup>1</sup> should review HCaTS actions to ensure the contractor buyers comply with the ordering procedures. Remarks related to the review should be captured under the activity “CO’s review of transactions and compliance assurance”.

HCaTS provides flexible and innovative solutions for human capital management, training requirements and organizational improvements and offers the contractor acquisition community opportunities to streamline acquisitions. Federal and contractor buyers are encouraged to maximize the use of HCaTS as an opportunity to help your office and the DOE to reach our cost savings, category management, and small business goals. Any questions related to this memo should be directed to Ms. Brooks at [Bari.Brooks@hq.doe.gov](mailto:Bari.Brooks@hq.doe.gov).

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<sup>1</sup> The Risk Assessment Tool is an aid that was developed through the Procurement Evaluation and Re-engineering Team (PERT) program to provide contracting officers with a consistent and sound approach for articulating the health of the purchasing systems they oversee. The Tool serves as a valuable component of the Contracting Officer's (CO) contractor purchasing system surveillance plan for those contracts which fall under the purview of the PERT and assists in the identification of issues and areas of focus for future PERT reviews. The Tool can be found here: <https://community.max.gov/x/SAUDV>