

Human Capital and Training Solutions (HCaTS) Ordering Guide Summary

The following information has been prepared for Ordering Contracting Officers as a quick reference. For more information, please refer to the full Ordering Guide at gsa.gov/hcats. or email the HCaTS PMO at hcats@gsa.gov.

HCaTS Vehicles

Three Multi-Award IDIQ vehicles and end of their ordering period:

- > HCaTS Unrestricted (HCaTS U), ordering period ends on..... Sep 25, 2026
- > HCaTS Small Business (HCaTS SB) , ordering period ends on..... Nov 9, 2026
- > HCaTS 8(a), ordering period ends on Dec 21, 2025

HCaTS Scope

The HCaTS contracts for all vehicles under both pools are identical in scope and are comprised of three Key Service Areas (KSAs):

- Customized Training & Development Services
- Customized Human Capital Strategy Services
- Organizational Performance Improvement

Each HCaTS vehicle consists of two pools:

Pool 1: Professional & Management Development Training

- NAICS Codes: 611430 (primary), 624310, 611699

Pool 2: Human Resources Consulting Services

- NAICS Codes: 541612 (primary), 541611, 541613, 541618, 611710

Scope Determination & RFIs Under HCaTS

If you are not sure whether HCaTS can support your requirement:

- The HCaTS PMO offers and strongly encourages [pre-award scope reviews](#); see gsa.gov/hcats
- Issue a Request for Information (RFI) under the HCaTS vehicles. Download the HCaTS RFI template from gsa.gov/hcats.

Contract Types Supported

All contract types: Fixed-Price, Cost-Reimbursement, Time-and-Materials, and Labor-Hour, including hybrid mixtures of contract types, incentives, and performance-based measures.

Small Business Set-Asides

- For 100% small business set-aside --> Use HCaTS SB
- For WOSB/EDWOSB/VOSB/SDVOSB/HubZone set-aside --> Use HCaTS SB
NOTE: for WOSB orders, see the "Special Instruction" in HCaTS Ordering Guide-Rev Jun-2024
- For 8(a) direct award/competitive set-aside --> Use HCaTS 8(a)
NOTE: SBA offer/acceptance required for sole source (direct) 8(a) task order awards
- For Full and Open --> Use HCaTS Unrestricted

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HCaTS Contractors & Socioeconomic Status

The list of HCaTS contract holders & their socio-economic status under each vehicle is available on:

- HCaTS Webpages (gsa.gov/hcats): under “Buyers Guidance and Resources”.
- GSA eLibrary (gsaelibrary.gsa.gov): Search for “HCaTS”.

Contract Pricing

Pricing is primarily **based on competition at the task order level**. The HCaTS PMO provides contract pricing (ceiling rates) only for sole source T&M or L-H task orders upon request of an OCO.

Labor Categories

For a listing of HCaTS Standardized Labor Categories, see Attachment J.1 of the HCaTS master contracts on our website. The standardized labor categories are not mandatory and labor categories can be added at the discretion of the OCO. The qualification requirements for each labor category’s level of expertise (Junior, Journeyman, Senior, SME) is explained in the HCaTS master contracts, Section B.2.1.

Ancillary Support

Service Contract Labor Standards and other specialized labor as well as other direct costs (travel, materials, equipment, etc.) can be added. However, ancillary support cannot be the preponderance of the work. All required clauses must be added as necessary (e.g. Wage Determination, SCLS clauses).

IGCE & Price Fair & Reasonableness Determination

For acquisition planning purposes and developing the IGCE, and in addition to other market research tools, the HCaTS PMO recommends using the following buy.GSA.gov (<https://buy.gsa.gov/>).

Contract Access Fee (CAF)

The CAF for HCaTS is 0.75% of the **TOTAL** task order value and it must be a **separate and distinct CLIN**. **Cost-Type CLIN for CAF is preferable**. There must be one CAF CLIN for each period of the contract.

Maximum & Minimum Order

The minimum order under HCaTS is at the Micro-Purchase Threshold. The maximum, cumulative dollar amount for HCaTS, including all task order and all options, if exercised, is \$3.45 billion for Pool 1 and \$2.3 billion for Pool 2.

Important FAR Parts & Clauses to Add/Consider

- FAR 16.505 for ordering process & fair opportunity
- FAR 16.3, FAR 30 & FAR 31 for cost type task orders
- FAR 52.227-14 (or FAR 52.227-17) Rights in Data General/Special Works
- FAR 52.204-14 Service Contract Reporting Requirements; see FAR 4.1704 CO’s Responsibilities
- SCLS Provisions/Clauses and Wage Determination, if necessary

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Methods of Issuing Task Order RFP/RFQ & RFIs

→ **Method#1:** Post the **RFP or RFI** on GSA eBuy (<https://www.ebuy.gsa.gov/ebuy/>)

→ **Method#2:** Email RFPs/RFIs directly to all contractors using the Pool Email-Links (**preferred method**)

Task Order Type	Pool 1 NAICS: 611430, 611699, 624310	Pool 2 NAICS: 541611, 541612, 541613, 541618, 611710
Full and Open:	hcats_unrestricted_pool_1_contractors@gsa.gov	hcats_unrestricted_pool_2_contractors@gsa.gov
SB Set-Aside:	hcats_small_business_pool_1_contractors@gsa.gov	hcats_small_business_pool_2_contractors@gsa.gov
8(a) Set-Aside:	hcats_8a_pool_1_contractors@gsa.gov	hcats_8a_pool_2_contractors@gsa.gov
<p>*For any sole source type task orders, contact the prospective contractor individually using the contact information from the HCaTS Contractor and Email Distribution List available for download from gsa.gov/hcats under “Buyers Guidance and Resources”.</p>		

When issuing an RFP or RFI, please note:

- RFPs may only be issued under one vehicle (HCaTS U, HCaTS SB, or HCaTS 8(a)) and one pool (1 or 2)
- RFIs may be issued to any/all vehicles/pools.
- RFPs must be sent to all contractors under the selected vehicle + pool. (See FAR 16.505(b))
- For socioeconomic set-asides, send the RFP to all contractors under the selected vehicle + pool and specify the applicable socio-economic category in the announcement.
- For task order solicitation, RFI, and statement of work templates and samples, visit gsa.gov/hcats.