

Request For Information (RFI) for administrative services,  
TIB-2007-I-001:

The Federal Retirement Thrift Investment Board (Agency) seeks information from prospective vendors concerning their ability to provide it with certain administrative and office support services using contract personnel. The Agency administers the Federal Government's Thrift Savings Plan, which provides 401(k)-type retirement benefits to federal and uniformed services employees. The Agency's offices are located at 1250 H Street, NW, Washington, D.C. 20005. Administrative and office support services, including reception, mail management, and office maintenance, are currently provided by full-time employees. However, the Board is interested in exploring options for providing such services through a contract with an organization that would supervise employees both on and off the Board's premises. Therefore, it is seeking the following information from interested contractors:

1. Ability to provide the following services using contract personnel:

- Mail handling on the Agency's premises, including receipt, date stamping, tracking, distribution, as well as preparing items for mailing, affixing proper postage, and overseeing the mailing process

- Reception services on the Agency's premises, preferably from 8:00 AM to 5:30PM each business day, including greeting of visitors, maintenance of guest registers, enforcement of proper security procedures, and handling of telephone calls to the Agency's reception desk

- Maintenance and repairs of office space, including obtaining contractors for office space repairs and moves, working with building management, maintenance of parking passes, building passes, and other administrative duties as assigned.

2. How you would ensure that contract employees are properly screened and supervised, including use of proper security screenings and background checks for employees working with sensitive or secure information.

Please provide responses to this RFI by December 1, 2006.