



# AMERICAN BATTLE MONUMENTS COMMISSION

Overseas Operations Office

**74330226R0044**

## **Request for Proposal Human Resources Information System 21 April 2026**

### **OVERVIEW**

The American Battle Monuments Commission (ABMC) has a requirement for a Human Resources Information System (HRIS). For full details of this requirement, see the attached Performance Work Statement (PWS). All attachments for this RFP can be accessed at <https://abmcgov.box.com/s/1q06rty7tqcl0z4g8ny05adbjo7952n3>.

The HRIS must be capable of integrating employee data with the global payroll provider; for information relating to the Global Payroll requirements, see solicitation 74330226R0045, available at <https://www.abmc.gov/about-us/contracting-rfp/> and <https://abmcgov.box.com/s/r9vag3qzvbu8el2zc2zby3wg6s1x16x0>.

### **CONTRACT TYPE**

ABMC intends to utilize a predominantly firm-fixed-price contract type, though contractors may propose any contract type they believe is most advantageous to the Government.

### **PERIOD OF PERFORMANCE**

ABMC is seeking services for a base year plus four option years.

### **PROPOSAL PREPARATION INSTRUCTIONS**

If interested in this requirement, please submit a proposal via email to the undersigned at [nerenga@abmc.gov](mailto:nerenga@abmc.gov) **no later than 4:00 pm EDT on 29 May 2026**. **Questions must be received no later than 5 May 2026**. **Product demonstrations may be requested and scheduled with any or all vendors at ABMC's discretion following receipt of proposals.**

**If any portion of the Performance Work Statement cannot be addressed or complied with, it must be noted within the proposal. Alternative CLIN structures, including options, are permitted if in the Government's best interest.** The proposal should contain the following:

1) **Cover Letter.** Submit a signed and dated cover letter to [nerenga@abmc.gov](mailto:nerenga@abmc.gov) at or before the exact time specified in this RFP. As a minimum, cover letters must show:

- a. The RFP number;
- b. The name, address, and telephone number of the offeror;
- c. The company's CAGE or UID (if applicable);
- d. "Remit to" address, if different than mailing address;
- e. Acknowledgment of any applicable RFP Amendments;

2) **Technical Volume.** The PWS provides the Government's overall objectives for this RFP. Please ensure all aspects are addressed. The proposal should specify in clear, understandable terms the methodologies used to perform requirements of the type outlined in the PWS. Specifically, please include the following:

- a. Executive Summary
- b. Company Profile and Relevant Experience
- c. Detailed Response to the Scope of Work
- d. Three references that have a similar scope and demonstrate similar experience (including the client name, URLs to the websites, description of the work performed, and contact information)
- e. Implementation Timeline
- f. Service Level Agreement (SLA) terms

Offerors should also submit a copy of the checklist in Attachment 2 to verify all questions have been answered in the proposal.

3) **Price sheet.** Prices may be submitted in any preferred local currency. ABMC is exempt from all taxes, including the VAT, as per agreements signed between the governments of the United States and host countries. Copies of these agreements will be provided upon request. Prices must be broken out by cost line and should be traceable to the requirements. Include costs of setup, licensing, and ongoing support for a base year plus four option years. Please also include any desired invoicing schedule.

## **PROPOSAL EVALUATIONS**

ABMC will evaluate offerors based on the below criteria on a best-value approach:

1. Past performance
2. Technical proposal, including but not limited to consideration of:
  - a. Overall technical capability and approach
  - b. Human capital management functionality
  - c. Compliance with the scope
  - d. Management and implementation plan, including key personnel, risk management, quality control, and change management
  - e. Schedule
  - f. User-friendly interface
  - g. Customer service and support
  - h. Data protection and legal compliance
3. Price, including cost-effectiveness and pricing clarity

**ATTACHMENTS**

Attachment 1 – Performance Work Statement (PWS)

Attachment 2 – Questions Matrix Checklist

Attachment 3 – ITS Standard File Format

A handwritten signature in black ink that reads "Anna K. Nereng". The signature is written in a cursive style with a large, sweeping initial 'A'.

Anna Nereng  
Contracting Officer  
American Battle Monuments Commission  
nerenga@abmc.gov