

## OMOHC Questions (Received by April 4, 2005)

## Question 58

Question: The government's independent estimate does not appear to cover work in all of the functional areas of the work statement. For example: There are dental and optometry clinics described on page C-25. Are dentists and optometrists required to staff these clinics, or are NASA doctors of optometry and dentistry providing oversight?

Answer: Yes, Dentists and Optometrists are required to staff these clinics. There are no NASA Dentist and Optometrists conducting or providing oversight of these tasks. The resources to conduct this function are included in the astronaut medical bill IGE and are not identified as a full time equivalent employee.

## Question 59

Question: There are no technician requirements for the optometry lab. Are civil servants providing support? Similarly, chamber technicians and operators are required for operation of the NBL hyperbaric chamber. Are civil servants providing this labor? In what other functional areas might there be civil servants? We ask these questions because our staffing models may be based-upon workload sizing data. If there are civil servant nurses, technicians, physiologists, etc. working in the functional area, the data may be skewed.

Answer: See answer 58 for details on optometry clinic operations. There are no civil servants providing any of the support functions required under this procurement. The offeror should utilize the workload sizing data, the IGE, and the requirements in the statement of work to propose the appropriate skill mix and staffing levels.

## Question 60

Question: There is no requirement for ergonomics professionals. Are certifications required for other labor categories to perform ergonomic assessments?

Answer: No ergonomic professionals or certifications are required; however, the offeror should propose the appropriate skill mix to implement the requirements of the JSC ergonomics program.

## Question 61

Question: Is there a government or NASA-provided clinic in Russia?

Answer: No there is not a NASA provided clinic in Russia. In this regard, offerors should note clause H14. SUBCONTRACTING WITH RUSSIAN ENTITIES FOR GOODS OR SERVICES found in section H of the RFP. The contractor is responsible for any agreements with medical facilities in Russia to perform the appropriate levels of medical care

## Question 62

Question: Will oral discussions take place via telephone or in person?

Answer: Oral discussions, if required, will be conducted in person.

## Question 63

Question: Are all key personnel required to attend oral discussions?

Answer: If oral discussions are held, it will be up to the offeror to determine who should attend. However note that the RFP states in Section L.18, Vol. I (2): "The absence of key personnel from oral discussions may adversely impact an offeror's management approach score."

## Question 64

Question: Regarding the requirements of Page J-12-6, Subtask 3.4, General Administrative Duties: which labor categories perform these duties?

Answer: The Flight Medicine Clinic (FMC) will operate under the level-of-effort (LOE) terms of the contract. The LOE staffing for the contract is identified in Section B. For this particular sample task order, the labor category for "General Administrative Duties," will most likely be the "Clerical Level 2" category.

## Question 65

Question: What level EMT is required for the EMT labor category?

Answer: While the State of Texas recognizes five separate "levels" of prehospital provider, the labor categories in this procurement only contain two classifications. The most basic level recognized in the State of Texas, Emergency Care Attendants, is not acceptable as a care provider on this contract. Licensed Paramedics and Emergency Medical Technician-Paramedics would be categorized in the "Paramedic" labor category. Emergency Medical Technician-Basics and Emergency Medical Technician-Intermediates would be categorized in the "EMT" category. Section C, Paragraph 2.7.2 states:

"Each in-service ambulance shall be operated with a minimum of one Paramedic (either a Licensed Paramedic (LP) or an Emergency Medical Technician – Paramedic (EMT-P)) and one EMT-B. The EMT-B shall have current Basic Trauma Life Support (BTLS) – Basic training and the paramedic shall have current ACLS and BTLS - Advanced training."

Paragraph 4.4 states:

"Conduct medical oversight of second "configuration" shift activities at the NBL with, at a minimum, the skills and certifications associated with TDSHS certified Paramedics, and aerospace physiologists. Contractor personnel shall have the capability of recalling appropriate resources as necessary."

The contractor will be expected to staff operations at these minimum levels but is free to staff at a higher level if so desired. For example, if the contractor desires to staff an EMT-Basic position with an EMT-Intermediate, this is acceptable. On the other hand, staffing a Paramedic position with an EMT-Intermediate is not.

## Question 66

Question: There are literally hundreds of internal and external organizations involved with NASA. RFP Section L 18 Proposal Content, Volume 1 – Management Approach, item (5) on page L-17 requires that the contractor discuss its communication requirements and Communications Plan for internal, NASA, and external organizations. Can you be more specific regarding the identification of external agencies, JSC contractors, and JSC organizations with whom the OMOHC contractor will be required to interact/communicate? Should the contractor provide standard communication protocols that will be used across all organizations or will specific protocols be required for specific organizations?

Answer: No, we do not expect the offeror to develop specific communication protocols across all organizations. The government can not list all the possible external interfaces that the offeror may be expected to communicate with on behalf of the Government. However, the offeror should describe in their proposal how they will develop mechanisms by which communication protocols can be developed as required to suit the general and specific needs and requirements for communication. For communications with entities external to JSC, the offeror shall ensure that their communication process includes NASA.

## Question 67

Question: Please clarify the role of the Public Affairs office regarding media inquiries directed to the OMOHC and press releases arising from OMOHC activities.

Answer: The OMOHC supports JSC Public Affairs Office (PAO) at the direction of Space Life Sciences. The OMOHC contractor shall coordinate and work with Space Life Sciences to respond to media inquiries. The OMOHC contractor shall not respond to inquiries directly.

## Question 68

Question: RFP Section C.1.3.8 on page C-8 states that the contractor will be responsible for developing and maintaining the JSC Total Health Homepage. Does this homepage exist under the current contractor and if so can you provide a URL address?

Answer: Yes, the Total Health Homepage does exist. We cannot provide the URL because it is currently not accessible from outside the JSC Firewall.

## Question 69

Question: The RFP requires 5 copies of the Commitment Letters for Key Personnel and 5 copies of the Key Personnel Resumes. The commitment letter and the resumes are part of Volume I. The RFP also requires 15 copies of Volume I. Does that mean each copy of Volume I should include 5 copies of each commitment letter and 5 copies of each resume?

Answer: No, volume I should NOT include 5 copies of each commitment letter and 5 copies of each resume. A total of 5 copies of each commitment letter and 5 copies of each resume must be submitted

## Question 70

Reference: Page L-6, paragraph (b)  
Offerors shall submit the number of hard copies as stated above and in addition submit one separate CD-ROM containing the cost/price volume V1 and one CD-ROM containing the remaining volumes (I – V).

Question: *Since Volume V – Past Performance is due earlier than Volumes I through IV, what are the requirements for CD-ROMs?*

(1) *No electronic copy of past performance on April 14, just include Volume V on the CD for the April 25 submittal*

(2) *One CD-ROM of only the past performance volume on April 14 and for the April 25 submittal include all Volumes I through V, which would be repeating Volume V*

Answer: Reference “Official Question and Answers Set #2” – issued via Amendment #2 4/5/2005.

## Question 71

Reference: Reference: DRD line 20, block 9,  
Remarks. “Draft due at award + 30 days, final approved by contract start”

Question: If award is on 3 Oct 05, then award + 30 would be 3 Nov 05. Contract start date is 1 Nov 05 which is also the required date for approval of the draft. This makes the draft due on 3 Nov and approved by 1 Nov. which is not possible.

Would the Government Clarify the delivery date for draft and final products for DRD 20?

Answer: You are correct. In transferring a template over to this specific proposal, we neglected to take into account the 30 day transition period. The draft of DRD 20 shall still be due at contract start; the final shall be approved by contract start + 30 days.

## Question 72

Reference: 1. RFP Section L: Subsection L.18, Volume I Management Approach, (c)(4) Total Compensation Plan.  
2. Section L, page L-8, Table L-1, Page Limits.  
3. Section L, Clause L.9, page L-8, paragraph (c)

Question: Reference 1 requires offerors to include the Total Compensation Plan in Volume 1, Management Approach. Reference 2 refers twice to “Forms and Total Compensation Plan (Attachment L-5), i.e., once in a row assigned to Vol I and once in an unassigned row just below the Volume VI (Cost Vol) row. Reference 3 indicates that the Total Compensation Plan is to be “...placed in the Cost Volume.” From studying these references, we assume – but we’re not certain – that the “Forms and Total Compensation Plan” are to be duplicated in Volumes I and VI.

Is our assumption correct? If not, please clarify where the “Forms and Total Compensation Plan” should be placed in the proposal.

Answer: Reference “Official Question and Answers Set #2” – issued via Amendment #2 4/5/2005. Refer to page count table, L-1, in section L.9; and repeated in question 70 above. The narrative portion of the Total Compensation Plan is part of Volume I - Management Approach and the templates are a part of Volume VI, Cost and Price Proposal

## Question 73

Reference: DRD 2 Safety, Health and Environmental Compliance Plan

Question: Applicable Documents - JSC 1700.1 – JSC Safety and Health Handbook  
Using the online NASA/JSC document library, it displays a change record for JSC 1700.1 – JSC Safety and Health Handbook but lists the manual as JPG 1700.7 – JSC Safety and Health Handbook and further in the document it shows JPG 1700.11 – JSC Safety and Health Handbook.

What is the correct JSC reference number for the JSC Safety and Health Handbook?

Answer: The correct reference is JPG 1700.1.

## Question 74

Question: In light of the requirement to submit CD(s) for the proposal, would you please reconsider the number of hardcopies to be submitted? The requirement for submitting 15 copies of Volumes I – IV and Cost/Price Proposal Volume VI will involve a significant effort and expense for reproduction and shipment (or hand-carrying) these copies for delivery. The 200+ pages for Volumes I-IV and the anticipated similar or greater amount for the Cost/Price Volume will also result in large number of boxes to be passed through the security checks. Since the proposal is due by 11:00am on Monday 25 April, the bidders could have difficulty in getting their deliveries through by the due time.

An adequate number could be specified for the SEB and immediate support personnel, but a reduction to a lesser number of hardcopies would appear feasible. Additional copies for the evaluators could readily be printed from the provided CD(s).

Answer: The number requested is the number that is required. No reduction in the number can be made.

## Question 75

Question: Late yesterday NASA issued Amendment 2 to the Occupational Medicine and Occupational Health Contract solicitation along with a set of questions and answers. The solicitation schedule posted on the solicitation website indicates that the deadline for submission of questions was April 4, 2005, and Section L.11 of the RFP indicates that questions should be submitted, "within ten days of the solicitation issue date."

Does NASA intend to respond to questions submitted as of April 4<sup>th</sup>? Thank you for your consideration and attention to this matter

Answer: Yes

## Question 76

Question: Two documents that are referenced in DRD Line Item 20 "Contractor Information Technology Security Management Plan" do not appear to be available in the Technical Library. They are –

1. NPR 2810.1 Security of Information Technology
2. JSC JPG 2810.1B JSC IT Security Handbook

Could these please be made available for our use in developing the required IT Security Management Plan please?

Answer: Yes, they are now in the Technical Library located at:  
<http://procurement.jsc.nasa.gov/omoh/tl/login.asp?flag=1&URL=default.asp>

## Question 77

Question: There is an additional document which would be helpful which is listed in the Technical Library. That is JMI 1830.4 - Medical Support Requirements for Manned Testing and Training (pdf).

No link is provided to allow the bidders to obtain this document. There are also quite a number of other NAS JSC documents for which no link is provided.

Could these please be made available for our use by establishing the linkage required to obtain these documents

Answer: JMI 1830.4 is now in the Technical Library. Links to all other NASA files are contained in the file "OMOHC Technical Library.doc" in the library.

## Question 78

Question: Has any decision been made regarding the question I raised a couple of days ago concerning the large number of copies to be submitted? Since the Past Performance Volume is due on the 14<sup>th</sup>, it would be very helpful to know what will be required in terms of numbers of copies for Past Performance Volume submission.

Answer: Please see answer to Question 74.

## Question 79

Question: In the response to Question 50 it was stated that documents that require fill-in will be posted in a Microsoft Word format. Do you know when that information will be posted?

Answer: These have been posted in Amendment #3

## Question 80

Question: With the release of Amendment 3, we now have Word versions of all the SF30 for all three Amendments, but the original SF30 is still in .pdf only. Is it possible to release that one in Word as well?

Answer: The government will not be posting the initial SF30 in Word format. Please print the .pdf file, fill-in, sign, and return as required to acknowledge receipt of the amendments.

Question 81

Question: Does the government want offerors to complete contract document fill-in pages and return them with the proposal due April 25th? If so, where do you want them to be placed?

Answer: Yes, the government wants offerors to complete the fill-in pages. One copy of these pages is required to be submitted with the proposal. This copy should be clearly labeled and will not count against any page totals for the various volumes. It should be placed at the end of your cost volume.

Question 82

Question: We can find no instructions as to where the completed Section K is to be placed, and how many copies the government wants. Please clarify.

Answer: Please see the answer to Question #81. Please include the filled in and signed Section K with your proposal at the end of your cost volume.