Q14. The RFP specifies a Logistic Integration Plan in both the Management Volume (MA1) and Technical Volume (TA1). Does the Government intend for the plan to be in both places? If not, where should it be and what should be found in the other?

A. No, the Logistics Technical Integration Plan will only be identified within the Technical Volume (TA1), and Section L of the Final RFP will be revised to reflect this.

Q15. Will prospective contractors be provided a list of Government provided material handling equipment and other GFE?

A. Yes, the Draft RFP includes in a list of Government Furnished Property. This list is referred to as Attachment J-2 located in Section J. This list also includes items typically referred to as material handling equipment.

Q16. How do we interpret the fractional FTE's used in JSC IGE? For example, 0.5 FTE of a Deputy Program manager. Where is the other 0.5 FTE of this position?

A. The IGE provided in Section L, tables 2, 2a, and 2b include FTE estimates for all labor required to perform the entire SOW. The IGE is not intended to influence the offerors proposed estimates; however, it is provided to assist offerors in determining the general overall scope to support development of indirect rates and for development of their management and technical approaches. Offerors shall develop their own estimates that support their unique proposed management and technical approaches and shall provide supporting rationale in narrative form.

Q17. How many hours are in an FTE?

A. The standard number of hours for a Full-time Equivalent (FTE) in a year is 2080, which is broken out into productive and non-productive hours. The total productive hours for an FTE depend on each individual company's approved accounting system.

Q18. On the Program Manager's job description, is a degree required?

A. No, a degree is not required. Section L of the Final RFP will be revised to clarify this further. Please refer to Page L-34 Standard Labor Categories (SLC's).

Q19. Are the Total Compensation Plan and Labor Relations Plan part of the Management Volume page limit?

A. No, the Total Compensation Plan and Labor Relations Plan including in Volume I, Management, are excluded from the page count. As identified in Section L, paragraph L10 (c), the following are excluded from page counts:

- *Title pages and table of contents.*
- *Cross reference document*
- *Cost/Price Volume*
- *All submitted plans (including those identified in DRD's)*
- *Past Performance Data*
- *Key Personnel resumes*
- *Logistics Operations Work Instructions Comparative Table, Table TA-2*

Q20. What is the primary and vital work on the LOC?

A. In relation to the SBA Ostensible Subcontract Rule, NASA will utilize the elements of the SBA 7 Factor Test to determine if the prime Contractor making the offer will be performing the primary and vital requirements of the contract. Reference page L-19-L-20, L.18.1 Volume I, A. Management Approach (f).

Q21. J-C, Page 8 indicates that the first submission of the Government Property Management Plan is due 17 Jan 2008. However, the DRD for this plan listed on J-C, page 61 indicates that the initial submission of the plan is due with the proposal and the final submission is due 30 days after contract award. This would make the final submission due in November 2007. Please clarify whether or not a draft of the plan is due with the proposal as well the delivery date of the final plan.

A. The offerors initial plan is due with their proposal and the final plan is due 30 days after contract start. The DRD has been revised to reflect this revision.

Q22. Volume I MA1(a) calls out submission of a Logistics Integration Plan. L18.2 Volume II TA1(1) also call out submission of a Logistics Technical Integration Plan. Based on the requirements of this plan as called out by DRD AN-1-1, recommend elimination of this requirement in the management volume.

A. Reference answer to Question No. 14.

Q23. Logistics Management requires submission of a Logistics Technical Integration Plan in accordance with the DRD. The DRD provides specific areas to be discussed in the plan. However, C 1.7 also requires the plan to discuss the contractor's process for receiving, categorizing, prioritizing, scheduling, tracking, documenting and performing all logistics operations. The DRD does not call out these requirements. Are these meant to be stand alone requirements or are these requirements to be addressed as part of the specific outline of requirements called out in the DRD? If they are a stand alone requirement, please clarify the extent of the discussion required relative to contractor's plan for "performing all logistics operations". Read literally, this requirement duplicates many other portions of the DRD as well as the requirements of Section L TA4. If these requirements are required, recommend they be added to the DRD.

A. The requirements identified within the Subpart 1.7 of the SOW are not stand alone requirements and should be addressed within the requirements within the DRD. The SOW and DRD AN-1-1 will be revised to reflect this. The requirements are captured in the SOW for implementation purposes. The Logistics Technical Integration Plan is required from offerors so that the Government can evaluate how the requirements for the SOW will be performed for the identified designated areas.

Q24. Logistics Management requires the Logistics Technical Integration Plan to describe how the contractor "shall receive, document and assign work requests from JSC customers to ensure the Government can obtain accurate and up to date work status information when requested." This requirement is not called out in the DRD. If this is a stand alone requirement for the integration plan, recommend it be added to the DRD.

A. Reference answer to Question No. 23.

Q25. Quality Control Plan, additional requirements, the following paragraphs do not appear to be related to the SOW. Recommend elimination of these requirements from the DRD if they are not related to the work called out by the SOW.

Para iii --- Quality engineering and software quality assurance
Para vi --- Participation and responsibilities in design reviews
Para vii --- Explanation of how quality aspects are insured and included in designs and maintained in fabricated articles
Para x --- Methodology for inspection and test planning
Para xi --- Methodology for assigning quality personnel at subcontractor or supplier facilities

A. The Quality Control Plan requirements identified above are intended to ensure that quality standards are met and maintained and will remain unchanged.

Q26. Many of the requirements called out in TA4 Specific Technical Understanding and Resources are also specifically called out in the Technical Integration Plan. For example, both sections require a discussion of the technical risks and mitigations plans associated with contract performance. In addition, both sections call out a discussion of the technical approach to be used for specific sections of the SOW. Is it the Governments intention to call out the same requirements for both section TA4 and the Technical Integration Plan? If not, recommend elimination of the duplicative requirements.

A. TA 4 Specific Technical Understanding and Resources requires the offeror to discuss their technical approach for the SOW areas identified in the Specific Technical Understanding and Resources requirements table. The Logistics Technical Integration Plan, DRD AN-1-1, requires the offeror to address their management of specific aspects of logistics services and data requirements, as well as, specific areas of emphasis as outlined within the associated DRD.

Q27. Those SOW sections identified only with a C require only a resources table. Is it the Governments intention that responders determine the number of FTEs by standard labor category that are required for items such as performing investigations, processing reports of survey, tagging and detagging property, receiving pilferable items etc? While it is understood that the Government needs to ensure that offerors understand the nature of the work, it appears that some of the items labeled with a C are so far down in the WBS that any attempt to estimate the relatively small number of FTEs required to perform them would amount to little more than an uneducated guess. At the risk of sounding like we do not understand the requirements, we believe the Government would receive the information required to evaluate the offerors understanding if they required a roll up of staffing at level 2 of the WBS versus at lower levels. While staffing levels below level 2 can be reasonably accurately judged for major portions of the work, other sections are either so variable or so small that any attempt to accurately assess FTE requirements amounts to little more than a guess.

A. All staffing levels resource information is to be provided at the levels identified within Section L of the RFP. The Specific Technical Understanding and Resources Requirements Table identifies the levels at which the Government will be evaluating at.

Q28. Paragraph 1.7.3 provides a description of some of the requirements for the Logistics Technical Integration Plan. DRD AN-1-1 provides the specific technical requirements for the Logistics Technical Integration Plan. Some of the requirements called out in paragraph 1.7.3 do not appear in the DRD. Recommend include all Logistics Technical Integration Plan requirements in the DRD.

A. Reference to answer in Question No. 23.

Q29. Will you provide a list of obligated vehicles and material handling equipment used to transport materials and equipment in accordance with SOW para 4.0?

A. Reference answer to Question No. 15.

Q30. Are there any requirements on this contract to package and ship time-critical life science, and experimental exhibits?

A. Yes, there will be a frequent need for time-critical shipments from the Space and Life Sciences Directorate. An occasional need is required for experimental shipments (non-exhibit), which are prepackaged by the customer and typically shipped via commercial and/or military charter.

Q31. Will you provide a list of GSA vehicles from the two sub-pools addressed in the SOW para 10.2.1

A. Yes, a list entitled "GSA Sub-pool Vehicles" is now located in the Technical Library under document "GSASUB.DOC".

Q32. Will the Government furnish copies of the current ACA agreements?

A. No, the Government is unable to furnish copies of current ACA agreements because these documents are not considered contract deliverables and reside with the Contractors.

Q33. Is past data available for how often off-site work is performed. Would be helpful in manning calculation.

A. No, past data is not available to track off site work performed, because no distinction is made between work performed on-site or off-site. However, historically the amount of work performed off-site has been minimal.

Q34. Is the cost of any additional workstations that are be the responsibility of the contractor a billable cost?

A. Yes, the cost of any additional workstations are considered allowable costs and are billable in accordance with the Contractor's approved accounting systems, applicable F.A.R. requirements and other Government requirements (e.g., IRS regulations).

Q35. Several mandatory mainframe systems are identified. Will the Government provide a user's manuals and any interfaces with other client server systems they have in place?

A. No, those manuals and interfaces are not required for proposal purposes, however the successful offeror will be provided access to these manuals. If additional interface information is required, the Government will provide this to the successful offeror.

Q36. Does SAP interface with NSMS, and if not, is dual entry required for each systems?

A. Currently SAP interfaces with NSMS for non-stock (demand) items purchased from Federal Military (MILFED) depots only, dual entry is not required. Historically there are fewer than 5 MILFED demand items ordered per year.

Q37. Will the Government provide an estimate of how often travel is required?

A. No, the Government will not provide an estimate of how often travel is required. Contractor travel will be a direct result of the current projects and missions being performed, and cannot be forecast.

Q38. Will the Government provide an estimate of the number of times non-core support request happens?

A. Yes, Section J, Attachment K of the Final RFP will be modified to reflect an estimate of non-core hours.

Q39. Requirement states "Submit a Logistics Integration Plan as defined in Data Requirements Description (DRD) Number AN1-1"; Requirement States "…provide a Logistics Technical Integration Plan…in accordance with DRD AN-1-1. Please clarify whether the Logistics Integration Plan is to be submitted under the MA portion of the proposal or under the TA portion.

A. Reference answer to Questions No. 1.

Q40. Under Fleet Management, on page 45 of the PreProposal Conference Presentation (i.e., Manages JSC's Fleet of approximately 700 GSA-Leased Vehicles located at JSC, KSC, Edwards AFB, & El Paso and Manages JSC sub-pool vehicles (leased vehicles through GSA)) and referencing the SOW under section 10.0 - (My Question) Is the contractor responsible for performing the actual maintenance of that large number of vehicles (the 700 GSA or the JSC's Sub-pool)?

A. No, there are currently no requirements under this contractor to perform vehicle maintenance.

Q41. A second related question - As stated under SOW Section 10.2.1 - (My Question) Is the contractor really responsible for transporting all vehicles to and from designated locations (including JSC, KSC, Edwards, & El Paso) for warranty, repair work, inspections or preventive maintenance? A second question - What about transporting them to and from the designated locations for the actual maintenance - is that also in the area of responsibility for the Contractor?

A. 1) No, the Contractor is only responsible for transporting the sub-pool vehicles that are under the Center Operations Directorate (COD) at JSC to and from designated locations for warranty, repair work, inspections, or preventive maintenance.

2) Yes, the Contractor is responsible for transporting the JSC COD sub-pool vehicles to and from the designated locations for the actual maintenance.

Q42. <u>Section L.10</u>, Proposal Page Limitations. 1. Please exempt the Cost/Price Proposal, Volume IV, EPM from the requirements in Section L.10, Page L-11 (b), which require 12-point non-compressed Arial font with at least one inch margins. The proposal templates provided in the DRFP are formatted in Arial Font, regular and narrow, 8-10 point, less than 1" margins, with scaling to fit 1 printed page.

A. The font requirement provided on page L-12 is for tables, charts, and graphics and not for the cost templates. The templates that are provided were formatted for illustration purposes only, and all the information to be provided does not have to be included on one single page. Multiple pages of the templates can be used when providing the associated information.

Q43. <u>Section L.18.1</u> VOLUME I, A. MA2 (d)(x). Please provide the National Average turnover experience rate required for comparison.

A. Most contractors utilize the turnover rate published by the Department of Labor – Bureau of Labor Statistics or the Bureau of National Affairs. Any nationally known survey can be used; however, you must specify which survey was used and the published turnover rate.

Q44. Section L.18.2. Please provide the productive hours per year used to compute one FTE in the completion form and IDIQ IGEs.

A. The IGE provided in the LOC Section L for IDIQ and Completion Form is the Government's estimate of the labor resources (skill mix and full time equivalents) required to perform the Logistics effort based on historical FTEs. Reference answer to question #17.

Q45. Page L-40, Examples of mapping skills into SLC's, include direct labor classifications of Procurement, Buyer, Accounting, Budgeting and Finance in the Business Specialist category; however, the paragraph before Table 2, states that procurement and finance labor classifications/categories of "traditional" G&A type personnel have been excluded from the IGE. Please provide the classifications and the number of FTE's that have been excluded from the direct labor IGE and included in G&A.

A. The Standard Labor Category guidelines do not address all the possible specific skills, or requirements that any one occupation or profession may require. It is the offerors responsibility to acquire an understanding of the complexities of the work required to successfully meet the Logistics requirements. Offerors must propose the resources (direct and indirect) required to successfully meet these requirements.

Q46. It is unclear why the IGE for Non-Labor Resources displayed in Table 3, do not include escalation throughout the 10-year performance period. If the offeror uses the flat-lined estimates, will the proposal be deemed unrealistic, cost adjusted upward, incur a mission suitability point adjustment, and evaluated as a performance risk? Since fee will not be adjusted due to differences between the estimates and incurred costs, the use of flat-line estimates over a 10-year period poses a significant risk of cost overrun and loss of fee to a small business.

A. The IGE for Completion Form Non-Labor Resources should include escalation for the out-years. This change has been made in Section L and will be reflected in the Final RFP.

Q47. The One-Time Development cost of Logistics Management System has been included in the IGE in all years. Please provide details of the estimate.

A. The One-Time Development cost of Logistics Management System was inadvertently included in CY 2-10 Non-Labor Resources estimate for Completion Form. This cost has been removed and the change will be reflected in Section L in the Final RFP.

Q48. Section L.18.4, INSTRUCTIONS. Please assign alphabetic or numeric identifiers to all paragraphs, tables, and figures in the instructions.

A. Section L.18.4, Volume IV, Cost/Price Proposal contains information required to prepare the Cost Volume. There are titles which identifies the major areas of the cost volume. Under each title is alphabetic and numeric identifiers, which identifies all information pertaining to the applicable subject matters.

Q49. Page L-49. Indirect rates and other factors, are developed in the templates located in "Other Workbook", (not automated), as well as the Total Pricing Summary. It is unclear how the offeror's EPM automated workbooks can comply with the requirement to be capable of facilitating changes and computing the cost impact to source data, such as changes in overhead rate(s), if part of the data is located elsewhere.

A. In order to ensure the offeror's EPM automated workbooks comply with the requirements on page L-49, Excel Pricing Model File, the first three (3) workbooks/files (Completion Form, IDIQ, and Technical Workbooks) must be automated to the greatest extent possible to provide a comprehensive working model of each offeror's proposed cost volume. The fourth workbook (Other Workbook), is not required to be linked; however, data from the fourth workbook such as overhead rates can either be linked or copied into the appropriate columns of the cost templates located in the Completion Form and the IDIQ automated workbooks.

Q50. Page L-18(c). Please confirm that the Cost/Price Proposal is exempt from the Cross Reference Document requirements of TA-2.

A. Page L-18, Paragraph c, Cross Reference Document will be revised in the Final RFP to removed the reference to Table TA-2. As stated on Page L-11, Paragraph L10, PROPOSAL PAGE LIMITATIONS, the COST/Price Volume and the Cross Reference document are excluded from the page counts specified.

Q51. Request that the final RFP EPM contain all sum formulas and links to cells. Spreadsheets and workbooks so that offerors may comply with the requirements for automation described on Pages L-48 and -49. In addition, the templates require submittal by different entities, such as prime only, prime and major subcontractor, or prime, major and minor subcontractors. Please verify that the data requested on the spreadsheets within the workbook is capable of being reconciled based on the requested reporting level.

A. The formulas and links necessary are the responsibility of each offeror and are not provided by the Government due to each offeror's unique accounting approaches.

Each major subcontractor and minor subcontractor is responsible for submitting the applicable data to the prime which is necessary to complete the team's cost proposal. The data submitted to the prime by each major subcontractor should reconcile to the data submitted to the Government by each major subcontractor.

Q52. The contract types in the hybrid contract are stated differently in various sections of the RFP. For example, Table B.3.1 indicates the Phase-In period is FFP; Section L.17 states that the contract type is Fixed Fee; and template PIT is displayed on a total estimated cost basis, with a footnote referring to fixed price basis. The same is evident in references to award fee, fixed fee, and award term periods.

A. The Phase-In Template footnote will be updated in the Final RFP to reflect Firm Fixed Price.

Q53. TEMPLATES. Please identify what information is required in the "Ref." column on each template, e.g. corresponding template, cell, spreadsheet or workbook references, supporting Excel schedules, cost proposal narrative paragraphs, or other.

A. The reference column has been provided on the templates for the offeror to use to identify the supporting data (i.e., narrative) for each cost element.

Q54. To facilitation proposal preparation, please title each template and file in the EPM, with the same acronym and complete title as used in the instructions to the template.
Response

A. Reference Excel Pricing Model, Acronyms Template. In each Excel Workbook, there is a tab for each cost template. The acronyms that are used on the individual tabs within each workbook are identical to the acronyms table provided in Section L. Also, the title to each template is located at the top of the cost templates.

Q55. Please identify the location and template(s) where direct charge non-labor costs, other than the categories specified on the PCST, are to be proposed.

A. If you require additional non-labor resources, you may add rows to the Prime Cost Summary Template (PCST) to capture the cost for each additional non-labor resources.

Q56. Please indicate where on the templates, data is required to be submitted by a prime contractor for a minor subcontractor who will provide staffing on a fixed price hourly rate basis.

A. All data which is applicable to the Minor Subcontractor such as hour and rates should be provided on the Minor Subcontractor Template.

Q57. Asterisks have been placed in various locations on the templates that have no corresponding footnote or explanation.

A. After review of the various cost templates it was confirmed that there is an explanation for each asterisk identified in the cost template.

Q58. SECTION L-4. Please describe and provide an example of the computation of a "conversion factor" requested on the LPT template.

A. The conversion factor is sometime referred to as the productive hours per FTE. The standard number of hours for a Full-Time Equivalent is 2080 less paid time off in accordance with each individual company's approved accounting system. The conversion factor on the Labor Pricing Template (LPT) shall reconcile to the conversion factor provided on the Conversion Factor Template (CFT).

Q59. The information on the LPT templates is required to reconcile with the CST's; however, the PCST also include minor subcontractors' hours and costs and the LPT does not. Please advise how to reconcile the data.

A. Reference Completion Form Workbook Instructions and Completion Form Flowchart. The purpose of the Prime's Cost Summary Template (PCST) is to combine the prime's entire team costs. Each Prime and each Major Subcontractor is responsible for filling out a LPT. The straight time hours and straight time cost shown on the LPT for each Prime and Major Subcontractor shall reconcile back to the LPT. Likewise the cost of minor subcontractors shown on the PCST should reconcile to the Minor Subcontractor Template.

Q60. Please identify the column where the offeror is to include the SCA designator on the OPT template.

A. If the offeror is proposing a SCA designator on the OPT, then the offeror may add an additional column or row to facilitate this approach.

Q61. SECTION L-5. The labor categories in Section L-5 templates differ from those in Section B.6 of the contract. Please resolve the differences.

A. The Standard Labor Categories in Section L-5 templates are applicable to IDIQ and Completion Form. The Standard Labor Categories in Section B.6 Pre-Established Loaded Labor Rates (IDIQ) are those Standard Labor Categories, which are applicable to IDIQ only.

Q62. Please identify the template(s) and location(s) where the prime applies fee to the fully burdened prime and major and minor subcontract IDIQ rates developed in Section L-5 and trace to Section B.6 rates.

A. Subcontractor fee shall be included in their fully burdened labor rates on the IDIQ Contractor Specific Template (ICST) unless a fee sharing arrangement is being proposed. If a fee sharing arrangement is being proposed, then the fee would be applied on the IDIQ Summary Cost Template (ISCT) in the space provided at the bottom of the template.

Q63. TOPT states that an award fee pool for all IDIQ work will be proposed on this template. Based on Table B.3.1, the Award Fee feature is active only in CY1 and CY's 9 and 10, and Fixed Fee is applicable in CY's 2 – 8. Please identify the fee type to be proposed in each CY on all templates.

A. The TOPT is no longer required. This change will be reflected in the Final RFP. All other cost templates have been updated to identify the fee type for each contract year.

Q64. If a fee sharing arrangement is proposed by the prime contractor and its major subcontractors where on the templates is the single fee pool amount to be included.

A. Reference Completion Form Workbook and IDIQ Workbook. If a fee sharing arrangement is proposed for Completion Form, the cost shall be identified by the Prime on the Prime Cost Summary Template (PCST). If a fee sharing arrangement is proposed for IDIQ, the cost shall be reflected on the IDIQ Summary Cost Template (ISCT) for the applicable years.

Q65. Are the indirect rates on the ICST template for the prime and major subcontractor required to be linked to another template within Section L-5, and if so, identify the template.

A. No, the indirect rates are not required to be linked to another template. However, formulas to data such as indirect rates that are located in other workbooks are allowed as long as the information is accessible to the board. There are to be no external links to data not provided to the Government.

Q66. Is a subcontractor providing fixed price per hour labor required to submit the ICST template and disclose indirect pricing rates.

A. A separate ICST is required for each contract year of the effort from the prime and each major subcontractor. This template is provided so that each offeror may show how they arrived at their individually proposed fully burdened rates. If a major subcontractor is proposing fixed price per hour labor, then the rates shall be proposed in accordance with (IAW) FAR Part 22.1006 (c) (1) and Clause 52.222-43 Fair Labor Standards Act and Services Contract Act – Price Adjustment (Multiple Year and Option Contracts).

Q67. The fee rate in the ICST electronic template in Row 95 is input at 0% in CY1 and 1% in CY's 2, 3, 4 and 5. In addition, the formulas in Column G for CY6 are the sum of years 1 – 5 and formulas for years 7-10 are missing.

A. The formulas were inadvertently added to the IDIQ Summary Pricing Template (ISCT) and will be removed from the ISCT. The change will be reflected in the Cost Template attachment to the Final RFP.

Q68. It is unclear how the three indirect rates for non-labor resources requested at the bottom of the ITT template correspond to Rate 1 and Rate 2 in Section B.6. Please clarify.

A. Reference page L-33 B. Basis of Estimate (BOE), Non-Fee Bearing Purchases & Efficiencies or Cost Savings. Offerors are not required to estimate any non-labor resources dollars for the IDIQ portion of the Logistics Contract. The rows for the indirect rates for non-labor resources shown in Section B.6 are just for illustration purposes only.

Q69. Please clarify if the maximum fee rate in Section B.6 is intended to be the same as the Not To Exceed Contract Fee rate on the ITT template, and if it includes both the maximum available award fee and the fixed fee as applicable in the CY's.

A. Yes, the maximum fee rate in Section B.6 is intended to be the same as the NTE fee rate on the ITT template and should include both the maximum available award fee and the fixed fee in the applicable CY's.

Q70. Please identify where is fee associated with non-labor resources are to be included on the IDIQ templates and in Section B-6.

A. Reference page L-33 B. Basis of Estimate (BOE), Non-Fee Bearing Purchases & Efficiencies or Cost Savings. Offerors are not required to estimate any non-labor resources dollars for the IDIQ portion of the Logistics Contract.

Q71. Please describe and provide an example of development of a "Team Composite Conversion Factor" requested on the TOPT template. Is the factor the same as "usage" on other templates?

A. The Conversion Factor is the productive factor used to convert FTEs to hours. The usage column is where each offeror is required to show the percentage of time each proposed skill will be utilized. The team Conversion Factor is a composite of the individual team members Conversion Factor proposed on the Conversion Factor Template, which may vary for each team member. The TOPT is no longer required. This change will be reflected in the Final RFP.

Q72. In the electronic TOPT template, the fee for the sample task orders has been input at zero dollars.

A. The TOPT is no longer required. This change will be reflected in the Final RFP.

Q73. SECTION L-6. Please clarify the instructions on Pages L-56 and -57, that Section L-6 templates are to be included in both hard copy and electronic copy in Volume II as well as in the Cost Volume IV.

A. Yes, the TRST functions as a link between the Technical Volume and the Cost Volume, therefore, also include a copy of this template in the Cost Volume. Reference Technical Resources Summary Template (TRST) (D).

Q74. The TRT templates require resource estimates for SOW 2.0 – 10.0. Please advise where program management and administration resources required to perform SOW 1.0 are to be included.

A. The Technical Resources Workbook will be updated to include resources estimate for SOW 1.0-10.0. This change will be reflected in the Cost Template attachments to the Final RFP.

Q75. SECTION L-7. The Completion Form contract on the SPT template is labeled as cost plus award fee, and the IDIQ fee type is not indicated.

A. The SPT will be updated to include the fee type for IDIQ. This change will be reflected in the Cost Template attachments to the Final RFP.

Q76. If the offeror proposes indirect rate ceilings on the OHT and GAT templates, will a probable cost adjustment be made for the difference between the pricing and ceiling rates?

A. Reference Section M, 4.4 Cost/Price Factor. When elements of an Offeror's proposal are judged by the SEB to be unrealistic, probable cost adjustments will be made to the Offerors cost proposal. The Government does not require or mandate that you propose indirect rate ceilings. However, if proposed, an explanation shall be included in the cost volume narrative.

Q77. FICA is incorrectly identified as Federal Income Tax on OHT.

A. FICA (Federal Insurance Contribution Act) will be changed on the OHT. This change will be reflected in the Cost Template attachments to the Final RFP.

Q78. The instructions state that the CFT template is required to be submitted by the prime and major subcontractors; however the footnote on the template requires all organizations which make up the team be included, i.e. minor subcontractor.

A. The Conversion Factor Template (CFT) is required from the prime only. However the prime is responsible for submitting the CFT which shall list each team member's average projected productive hours per FTE (if different for each FTE) by Contract Year.

Q79. Both the PIT template and Table B.3.1 are formatted on a Total Estimated Cost basis; however, the Phase-In period contract is firm fixed price. Please advise where the anticipated profit amount is to be entered.

A. A row will be added to the Phase-In Template (PIT) to capture the proposed firm fixed price. This change will be reflected in the Cost Template attachments to the Final RFP.

Q80. Are offerors to assume that 'WBS' on the OCT(B) relate to SOW sections. Data on the template spreadsheets cannot reconcile with the TRST because SOW 1.0 is not separately identified on the resources summary. It is unclear what SOW sections are required on the spreadsheet entitled "Critical WBS Areas (Complex and Costly – 3.0, 5.0 and 7.0).

A. The OCT (B) will be updated to reflect all SOW sections. Also the template has been updated to capture the correct Critical WBS Areas. These changes will be reflected in the Cost Template attachments to the Final RFP.

Q81. Please confirm that offerors who are not an incumbent contractor are exempt from submitting data in columns entitled "Actual Incumbent Labor Rate" and "Contract Year 1 Actual Proposed Labor Rate" on TC (a) and (b).

A. Yes, the offerors who are not incumbent contractors or sub-contractors do not have to provide this data.

Q82. Identify the performance period to be used for the costs computations required on Template TC (c). Please specify the basis for the computations, as some of the health and welfare benefits are computed on straight time labor hours and dollars only and others are computed on total time and cost.

A. Reference Compensation Template(c) Fringe Benefits Analysis of Compensation Package Contract year 1. This template shall be completed for Exempt, Non-Exempt Nonunion, and Non-Exempt Union direct labor for CY 1 only. The column entitled, "Cost of Fringe Benefit" shall include the dollars, not rate, associated with the fringes specified (i.e. life insurance, disability insurance, etc.) that are proposed on this contract for each of the related personnel type (exempt, non-exempt union/non-union). The next column entitled, "Percent of Direct Labor Cost" shall include the percentage of each of the related specified fringe dollars as a percent of direct labor cost. The third column shall include hourly rates based on the average cost per labor hour proposed per specified fringe.

Q83. If a non-incumbent offeror indicates on TC(e) its willingness to maintain seniority rights for fringe benefits and pay current incumbent labor rates, and has either over- or under-estimated the costs, will the offeror's probable cost be adjusted to the rates submitted by an incumbent contractor on its templates TC(a), (b) and (c). Section M, paragraph entitled "Probable cost for selection purposes" specifically excludes adjustments based on incumbent labor rates; however, there is no mention of fringe benefits. Please exclude from the selection criteria, both adjustments to labor rates and adjustments for the cost of maintaining seniority rights for incumbent fringe benefits.

A. No, the rates submitted by an incumbent contractor on the TC (a) (b), and (c) will not be used to make probable cost adjustment to other offerors. The incumbent labor rate data, which the Government will use to make incumbent rate adjustment, if necessary is based on historical data available to the Government.

The delta between the total proposed cost and fee (Completion Form & IDIQ) and the total probable cost and fee will be calculated to determine the difference between proposed and probable cost. However, if and to the extent that an Offeror realistically proposes to hire some or all of the incumbent workforce, and if an Offeror clearly states in the total compensation template (e) their intent to maintain current incumbent direct labor rates and seniority rights, the results of any differences arising from probable cost adjustments related to incumbent direct labor rates (including direct labor cost and associated expenses such as overhead, G&A and fee) will be subtracted from the delta between proposed and probable cost. This cost delta, excluding any labor rate adjustments for incumbency assumptions, will be used in accordance with the NFS 1815.305(a)(3)(B) and a Mission Suitability point adjustment will be made using the Cost Realism Table below.

Q84. Is there a list of Program Stock & Critical Spares? List of Materials?

A. Yes, the list of Stores Stock, Program Stock and Critical Spares (materials) has been added to the Technical Library.

Q85. Define Virtual tag or provide example of requirement?

A. Virtual tag can also be called "paper tag," this means the NASA NEMS tag is NOT physically affixed to the equipment item but the number assigned and the tag is then held in possession by the appropriate property custodian.

Q86. Does NSMA interface w/NEMS? NPDMS?

A. NSMS does not interface with NEMS. NSMS does interface with NPDMS nightly when store stock and critical spare items are identified as meeting the criteria for disposal through Redistribution and Utilization and processed as such in NSMS.

Q87. Vehicle Management and Regulations. How many contractor-supplied vehicles are used on the Logistics portion of COSS? What types of vehicles are they?

A. The variety of vehicles provided by the incumbent Contractor crosses all function of the current contract and is not segregated by functional area. Offerors shall propose the number and type of vehicles necessary to perform the requirements identified in the SOW.

Q88. All plans excluded from page count
a. Please confirm that this requirement applies to the following plans.

- **Logistics Integration Plan (MA1a)**
- **Total Compensation Plan (MA2d)**
- **Labor Relations Plan (MA2e)**
- **Phase-In Plan (MA5)**
- **Safety & Health Plan (SA1)**
- **Logistics Technical Integration Plan (TA1.1)**
- **Quality Control Plan (TA3a)**

b. Are there any other required plans?

A. a. Yes, the page count requirement excludes the plans reference above.

b. The Government Property Management Plan is also required in accordance with DRD AN-1-9.

Q89. Requirement states that Key Personnel resumes are excluded from the page count. MA4b &c require confirmation of relevant degrees and signed letters of commitment. Are these items also excluded from the page count?

A. Yes, relevant degree information and signed letters of commitment are excluded from the page count.

Q90. Cross Reference document. Do we submit 1CD ROM or 3 CD ROMs? (Text says one, parenthesis says 3)

A. The Final RFP will be revised to reflect that three (3) copies of the CD ROM Cross Reference Documents are required.

Q91. MA1a refers to a Logistics Integration Plan and TA1.1 refers to a Logistics Technical Integration Plan and both refer to the same DRD (DRD-AN-1-1) titled Logistics Technical Integration Plan
a. Do both of these requirements refer to the same document?
b. Are we required to submit the plan in both Volume I Management and Volume II Technical?

A. In response to part "a" of the question, "yes" the requirement is referring to the same document; however, in response to part "b" of the question, the Logistics Technical Integration Plan will only be identified within the Technical Volume (TA1), and Section L of the Final RFP will be revised to reflect this.

Q92. Table 2 Completion Form IGE; Table 2a Completion Form IGE (By WBS Element); Table 2b Cumulative IDIQ IGE. How many and which of the FTEs in the IGE tables are represented by the Union CBA supplied in the Technical Library?

A. Seventy-six (76)% of the incumbent employees are currently represented by the Union CBA. The Standard Labor Categories and the associated FTEs do not address all the possible skill mixes, or requirements that any one occupation or profession may require. The IGE is not intended to influence the offeror's proposed estimates; however, it is provided to assist offerors in determining the general overall scope to support development of indirect rates and for development of their management and technical approaches. It is the offeror's responsibility to acquire an understanding of the complexities of the work required to successfully meet the Logistics requirements.

Q93. Table 2 Completion Form IGE. Is the half Deputy Project Manager listed in the IGE currently shared with another COSS element?

A. The IGE provided in Section L, table 2 Completion Form, include the Government's FTEs estimate for all labor required to perform the entire SOW. The IGE is not intended to influence the offeror's proposed estimates; however, it is provided to assist offerors in determining the general overall scope to support development of indirect rates and for development of their management and technical approaches. Offerors shall develop their own estimates that support their unique proposed management and technical approaches and shall provide supporting rationale in narrative form.

Q94. Page L-23 states that the Safety and Health Plan is to be presented in Volume II. However, no reference is made to the Safety and Health Plan in Volume II outline. Do you want it bound with Volume I, II or separately?

A. The Safety and Health Plan is to be inserted and submitted within Volume I, Management. Section L, Paragraph B, SA1, Safety and Health Approach, of the Final RFP will be revised to reflect this.

Q95. In section M.4.1.A for MA1 includes the evaluation of the Emergency Preparedness and Government Property Management Plans. Yet, according to the DRD, these plans are due 11/1/07 and 1/17/08 respectively.

A. The Emergency Preparedness Plan and the Government Property Management Plan will be removed from the evaluation criteria identified in Section M, Paragraph 4A, MA1. The change will be reflected in the Final RFP.

The Emergency Preparedness Plan, DRD AN-1-6, the Government Property Management Plan, DRD AN-1-9, and the associated Date Requirements List (DRL) will be revised to identify the initial submission will be due 30 days after contract start, which 1/17/08. The change will be reflected in the Final RFP.

Q96. According to the DRL for the Quality Assurance Plan, 20 copies are requested. There are only 15 copies of the proposal requested. Do you want an additional 5 plans bound separate from the proposals.

A. No, only 15 copies of the Quality Control Plan are required. The change will be reflected in the Final RFP.

Q97. Page L-23 Phase In Plan. Please clarify. Are you requesting a discussion of the Phase-In Plan (similar to Safety Plan approach discussion in Volume I and separate plan) and a separate Phase-In Plan? Or just the Phase-In Plan at this section?

A. Yes, the Government is requesting a discussion of the offerors Phase-In Plan within Volume I, as well as a separate plan as identified in the DRD AN-1-2.

Q98. Page L-18 requests a Logistics Integration Plan in Volume I. Page L-24 requests a Logistics Technical Integration Plan in Volume II. Both of these plans refer to AN-1-1. Are these the same plan? Are they separate plans? Do you want the plan submitted in both volumes? Will the same plan be reviewed and scored twice – once in Management and again in Technical? How will the plan be reviewed and scored?

A. Reference to answer in Questions No. 1.

Q99. Section G – Contract Administration Data. Paragraph G.2 defines the award fee process and how it will/can be paid. Per 6.2(f)(1) provisional award fee payments can be paid monthly at 80% of the prior period's evaluation score. There is no mention of the payment of fixed fee. Can it be assumed that fixed fee will be paid monthly at 1/12 the contract value?

A. The provision that describes the payment of Fixed Fee is located in Section I.2, Clause 52.216-8 entitled "Fixed Fee."

Q100. The DRL Line item no. AN-109 for the Government Property Management Plan list the 1st submittal date as 1/17/08 while the DRD (J-C, Page 61) shows the initial plan submission with proposal and final 30 days after award. Which is correct?

A. DRD AN-1-9 will be modified to state that the initial submission will be due 30 days after contract start (as listed below); therefore, the final submission will be 1/17/08 as stated in the DRL J-C, page 6.

DRD AN-1-9 will be modified:
"INITIAL SUBMISSION: a. Initial-Due with proposal b. Final-Due 30 days after contract start."

These changes will be reflected in the Final RFP.

Q101. Ref. L.18.4 Volume IV-Cost/Price Proposal. There are four Excel workbooks to prepare the Excel Cost Model (ECM). The RFP requests that three of the excel workbooks must be linked within the workbook and within the workbooks.

For example, the Completion Form Workbook (w/4 worksheets) takes straight time rates, straight time hours and calculates direct cost. In another worksheet within this workbook, the direct costs are burdened with labor burdens, OH and GA. Unfortunately, the burdens are all calculated in another workbook called Other Workbook (w/15 worksheets). Additionally the Task workbook has 13 worksheets which also inter-relate with the other workbooks, and IDIQ workbook has five base worksheets.

With this type of workbook architecture you run a serious risk of losing information. Should you not have all files together, at all times, your numbers will have the possibility of not properly performing the calculations if the files can't find each other.

Therefore, we request to generate one single workbook for all Workbooks.

A. The 4 workbooks (Completion Form, IDIQ, Technical Resources, and Other Workbooks) were created as stand alone cost models. Therefore, each offeror is required to submit 4 individual excel workbooks, which will provide the Government a comprehensive working model of your proposed cost volume in an automated format. Data such as overhead rates can either be linked or copied into the 3 automated workbooks (Completion Form, IDIQ, and Technical Resources).

Q102. Is it allowable to modify the worksheets (i.e. add patterns to cells (in titles), format numbers, place footers, etc.)?

A. Each worksheet was created to achieve standardization. The worksheets may only be modified to add additional rows or columns to the cost templates in order to accommodate an offerors accounting system. All formulas used in the workbooks must be clearly visible in the individual cells and verifiable. Whereas linking among the spreadsheets or workbooks may be necessary; the use of external links (source data not provided to NASA) of any kind is prohibited. The workbooks must contain no macros or hidden cells.

Q103. The following attachments are missing from the Draft RFP
Section F Safety and Health Plan
Section G IT Security Plan
Section H Logistics Technical Integration Plan
Section I Quality Plan

Will these documents be provided in the final RFP?

A. No, these are plans that the offerors are required to submit as part of their proposal. The Final RFP will be modified to include a place holder for these documents.

Q104. The DRFP states that the Contractor shall meet all applicable requirements in the MSM and WDS and list three applicable documents. WSP 09-0014, WSI ENG-0019, and WSI 09-SW-0023.

The listed documents are procedures and work instructions that are applicable to work at White Sands Test Facility and do not appear to have an application to this sample problem. Should other documents been listed for this sample problem?

A. The information shown on the sample task order #1 has been corrected and the Final RFP will be revised to reflect this.

Q105. The DRD references the TNRCC. Is this correct, or should the reference be TCEQ?

A. The information shown on the DRD is incorrect and should read Texas Commission on Environmental Quality (TCEQ) and the DRD and Final RFP will be revised to reflect this correction.

Q106. The title identifies the critical WBS areas as 3.0, 5.0, & 7.0 but within the form it identified 2.0 & 9.0. Please clarify the critical WBS area to be used in evaluating ostensible contracting.

A. The Ostensible Contracting Template (B) has been updated to include SOW areas 2.0 & 9.0. This change will be reflected in the cost template attachment to the Final RFP. In accordance with page L-19-L-20, L.18.1 Volume I, A. Management Approach (f), the complex and costly contract function area is one of the specific subsets of the primary and vital work.

Q107. The Government has stated that all new IT systems shall become property of the Government upon completion of the contract. We assume that all Contract proprietary management systems are excluded from this requirement. Will you please confirm our assumption is accurate?

A. Yes, Contractor proprietary management systems are excluded from this requirement; however the “data” compiled within those systems during the period of performance of the contract will become the property of Government. The Contractor shall provide the Government with this data at the end of the contract. Section 1.11.5 Contractor –Provided Systems in the SOW will be revised in the Final RFP to further clarify this requirement.

Q108. SOW area 7.1.1 is included on the TRT but are not required at level “C” in Section L.18.2, Specific Technical Understanding and Resources Requirements Table. Will the Government please clarify the requirement to be consistent within the two sections?

A. SOW area 7.1.1 has been deleted from TRT Tab-7.0. This change will be reflected in the Technical Resources Workbook in the Final RFP.

Q109. SOW areas 1.8, 1.9, and 1.11 require resources tables; however, there is not a TRT for these SOW areas. Will the Government add a TRT for those SOW areas?

A. The Technical Resources Workbook has been updated to include a Tab-TRT 1.0. This change will be reflected in the Technical Resources Workbook in the Final RFP.

Q110. DRFP language in Cataloging Function, states "The Contractor shall complete requests to add items to stock within 3 work days to ensure the catalog complete".

Although this statement is in the "Cataloging" section, it appears to define an acquisition function that is provided by the LOC contractor. Is this function the same as 2.1.3 Acquisition and Inventory Management of Stores Stock and Critical Spares, or is it a different function? If this is a different function, can more information be provided as to what type of items are being referenced and whether there is a current JSC Form used to fill this service request?

A. No it is not the same function. Customers submit a request to add new items to the inventory by submitting the JSC Form (JF) 500, Request for Addition of a Stock Item to the LOC.

Yes more information can be provided as to the type of items being referenced and whether there is a current JSC Form used to fill this service request. The majority of requests to add items to inventory are for critical spares. It is a function of the cataloging department to research the request and coordinate with the acquisition and inventory department to recommend to the Government adding the item to stock on the JF 500a, Recommendation of an Addition to Warehouse Inventory and, if appropriate, the JF 500b, Attachment to JSC Form 500 for Stock Item Which is Hazardous. After approval, the catalog and asset records are created. The contractor has 3 days to complete the process they are responsible for. The requirements identified in 2.1.3 Acquisition and Inventory Management of Store Stock and Critical Spares are implemented only after the item is in a reorder status, which occurs as a result of nightly batch processing once the asset record is created.

The JF500, JF500a, and JF500b will be added to the Technical Library.

Q111. The DRFP states, "The Contractor shall verify signatures and input request for stock into NSMS…" JSC Form 1710 mentions "Routine Request" on the form. Does JSC use the Form 1710 when issuing Stores Stock and Critical Spares or is there some other standard form and/or procedure used during Routine Issues?

A. Yes, JSC uses the JF 1710 to receive requests for issue of stores stock and critical spares but there is a Material Release Order (MRO) electronically generated form the LOC used during the issue process. Customers submit both routine and work stoppage requests from inventory using the JF 1710, JSC Warehouse Supply Requisition. The NASA Supply Management System (NSMS) automatically generates the MRO which the LOC uses as a warehouse pick ticket to pull the stock, deliver the stock to the customer, and to close the issue transaction in NSMS as delivered.

The JF 1710 will be added to the Technical Library under the form number and name, and the MRO will be added under the name Material Release Order.

Q112. Section 2.1.5 references JSC 26549 as the controlling document for issues of Program Stock. JSC 26549 lists several forms that are used. Not all are available in the online Technical Library. Can electronic copies of JSC Forms 290A, 528, 911R, 1106, 1225, 1429, 2176, 2176A, and 2176C be placed in the online technical library?

A. Yes, they will be added to the Technical Library under the form number and name.

Q113. For Furniture Issues, the FurnitureIssues.doc file mentions a "Transportation Work Request" form as the initiation of the Furniture Issues process.

Is "Furniture_Transportation_Work_Request.jpg" available in the LOC Online Technical Library the form referenced? Is this form standardized and does it have an assigned JSC form number? Is there another form that fills this role for Furniture Issues?

A. No it was not available, but it is being added under the name Furniture/Transportation Work Request. The form is standardized but it does not have an assigned JSC Form number. No, there is not another form that fills this role for Furniture issues. A copy will be added to the Technical Library under the form name.

Q114. FurnitureRepair.doc mentions JSC Form 58 as the initiation of the Furniture Repair process. JSC Form 58 is not currently available on the LOC Online Technical Library. Can a copy of JSC Form 58 be made available in the online Technical Library?

A. The JSC Form 58 is an obsolete form. Requests for furniture repair are received from customers directly to the LOC through email and phone calls and the Statement of Work, Part 1.7 states the Contractor will describe in the Logistics Management Plan how the Contractor shall receive, document, and assign work requests from JSC Customers.

Q115. Section C, section 3.1.6 Furniture Inventory states "The Contractor shall inventory and reconcile the furniture database to physical warehouse count when requested by the COTR…" OfficeFurniture Inv.doc states, "The Furniture Department shall complete the furniture inventory within the first 3 working days of each month." Are furniture inventories conducted only when requested by the COTR or are they routinely conducted at the beginning of each month. If they are initiated only at the request of the COTR, is there a JSC standard form utilized to initiate this process?

A. No, there is no standard form utilized. The Office Furniture Inventory document is written to the requirements of the current contract and the SOW reflects the LOC requirements. It is expected the furniture inventory will be requested about 4 times per year.

Q116. For Carpet Operations, section 3.2, MaintianCarpetOperations.doc states that "Carpets are issued upon the direction of the Government representative". "Work Control Center (WCC) is responsible for the initiation of the work order and scheduling of the required crafts/subcontractor(s) to perform the activities." No "Work Control Center" is referenced in the Statement of Work. Can a description of this center be provided?

A. No, a description of this Work Control Center cannot be provided by the Government, because it is a SOW requirement the offerors are to propose. In the Statement of Work, Part 1.7 states the Contractor will describe in the Logistics Technical Integration Plan how the Contractor shall receive, document, and assign work requests from JSC Customers.

Q117. For section 7.0 Redistribution and Utilization (R&U), ReutilizationDisposal.doc on the LOC Online Technical Library references NASA Form 1602, which is not available in the Online Technical Library. Can a NASA Form 1602 be made available in the Online Technical Library?

A. Yes, a NASA Form 1602 will be added to the Technical Library.

Q118. For Packing and Shipping, PSProcess.doc lists JSC Forms 290, 195, and DD 1348 as used to initiate the Packing and Shipping process. JSC Form 290 and DD-1348 are not available on the LOC Online. Can JSC Form 290 and DD 1348 be made available in the Online Technical Library?

A. Yes, the JSC Form 290 is currently available in the LOC Technical Library. The DD 1348 is an obsolete form no longer being issued for use.

Q119. The DRFP states "The Contractor shall process customer requests for vehicle support and assign vehicles from JSC's sub-pool fleets, to verify the vehicles use in support of official Government business." The Online Technical Library does not appear to contain either a Procedure for Sub-Pool Vehicle Operations or any JSC Forms used for customer requests. Can any procedure and/or forms for Sub-Pool Vehicle requests be made available in the LOC Online Technical Library?

A. There are currently no procedures and/or forms for Sub-Pool Vehicle requests available for posting online in the Technical Library. Currently all requests are initiated by email or phone, however offerors proposal may identify an alternative.

Q120. For Household Goods Moves, the DRFP states "HHG move requests are initiated by the JSC and MSFC Human Resources Offices and coordinated with a designated Government carrier." The GSA_Household_Goods_Tender_of_Service.pdf was made available on the LOC Online Technical Library. Are there JSC specific procedures for Household Goods Moves? Is there a JSC-specific or NASA-specific forms used by the Human Resources Offices to initiate a Household Goods Move, utilized by the Logistics Contractor? If so, can that form be made available in the LOC Online Technical Library?

A. Yes, there is a process work instruction for Household Goods Moves that will be made available and posted in the Technical Library. The Human Resources Staffing Specialist (HRSS) is the official responsible for providing NASA Forms 1449, "Information Covering Persons Appointed to First Duty Station," and 1450, "Authorization – Change of Official Station".

Q121. Educational Requirements for many of the labor categories state "…typically requires a bachelor's degree and …." Does the word "typically" suggest that a bachelors is not an absolute requirement given a prerequisite level of experience in the respective field.

A. Yes, the word "typically" does not identify this as an absolute requirement..

Q122. JSC Form 174, Intracenter Move Request (MR) contains the statement: "For more information about moves, see: http://www4.jec.nasa.gov/scripts/org/ja/jb/moves.cfm. See form attached for quick reference." We understand that it is an internal JSC link. Would it be possible to gain access to the information located at http://www4.jec.nasa.gov/scripts/org/ja/jb/moves.cfm.

A. Access to the internal link cannot be provided; however, all applicable move documents associated via this link will be added to the Technical Library.

Q123. In the JSC Logistics Contract Operations (LOC) RRFP SOW paragraph 1.7.3, JSC has requested daily work status reports. What information do you expect and to what level?

A. Paragraph 1.7.3 of the SOW and DRD AN-1-1 will be revised in the Final RFP to further clarify the issue of work status reporting.