

**Answers to Questions to the Environmental Draft Request For Proposal  
NNJ06162825R and Pre-Proposal Conference and Site Tour**

**Question 1**

The licensing requirements for the Environmental Program Manager, Air Program Manager, and Environmental Projects Supervisor indicate that these individuals must have or be able to obtain Texas Professional Engineer (P.E.) licenses (alternately, the Environmental Projects Supervisor may be a Professional Geologist). **A.** Can you explain the need for professional licensure for these individuals? **B.** If the need for professional licensure is related to certification of regulatory deliverables or other documents, could this need instead be met by other P.E.'s employed by the contractor, but not on site at JSC (provided Texas requirements for the practice of engineering are otherwise met)?

**Answer**

**A.** The intent of the P.E. license requirement for these functional job descriptions is to provide in-house capability to prepare environmental permits and plans that require a Texas P.E. stamp or seal.

**B.** No, the contractor shall provide on-site P.E.'s for this contract to be in compliance with the Texas engineering practices act. Please review the Texas engineering practices act for the requirement that deliverables are prepared under the responsible charge of the P. E.

**Question 2**

**A.** In meeting the Ostensible Subcontractor Rule, is it necessary for the small business prime contractor to perform 51% or more of the work? **B.** Can the rule be met if the prime contractor performs less than 51%, but the prime contractor and other small business subcontractors (each meeting NAICS Code 541620) collectively perform at least 51% of the work?

**Answer**

**A.** Under the Section I clause 52.219.14 "Limitations on Subcontracting" for Services, at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

**B.** No, the prime contractor must be able to perform the services, with its employees, and be able to provide the services under the applicable NAICS code of 541620. It cannot be a combination of the prime and several firms to make up the 51%. The firm can subcontract the remaining amount.

**Question 3**

Paragraph KP1, "Key Personnel," states that the Key Personnel section of the proposal must include, at a minimum, the following functional areas: 1. Environmental Program Manager; 2. Industrial Solid Waste Engineer; 3. Air Program Engineer; 4. Environmental Projects Supervisor; 5. Water Pollution Compliance Specialist; 6. Recycling/Affirmative Procurement Specialist. Does this mean that there must be at least six key personnel, or can one key person fill more than one of these functional areas?

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### **Answer**

The Government intends for there to be at least six key personnel. One key person cannot fill more than one of these functional areas.

### **Question 4**

Paragraph KP1, "Key Personnel," states that signed commitment letters for key personnel must be submitted committing key personnel at contract award and contract start. **A.** Would this requirement preclude substituting a key person named in the proposal with a person from the incumbent contractor after contract award but before contract start? **B.** That is, we note that the RFP indicates a desire to retain incumbent staff and wish to know if incumbent staff could be used to fill key personnel positions after contract award, if not previously identified in the proposal.

### **Answer**

**A.** Yes. Paragraph KP1.3 states in part "...available to this contract both at contract award and contract start...."

**B.** Yes, however, it is the Government's intent that key personnel included in the proposal are the same personnel at contract award and contract start. After contract start, the contractor shall notify the contracting officer of all changes to key personnel as stated in section H.4. All key personnel shall be identified and included with the proposal.

### **Question 5**

The space available in the resume form (Attachment L-1) for Job Description and Scope is fixed in the template. **A.** Can the template be modified to provide more space, or must the response for job description and scope be limited to the space available? **B.** The font for the resume form (Attachment L-1) is Times New Roman 10. Does the requirement for Arial 12 font apply to this form or can the existing font be used?

### **Answer**

**A.** Yes, the template can be modified if you need additional space.

**B.** You may use the existing font; Times New Roman 10 or you may modify the form and use Arial 12 font.

### **Question 6**

**A.** What should offerors assume regarding the amount of man hours and which incumbent staff will be available, to assist the successful bidder on Phase-in?

**B.** How should the offeror go about obtaining information from the incumbent in order to develop a specific phase-in plan?

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### **Answer**

**A.** The contents of a contractor's phase-in plan, such as the number of man hours necessary for successful phase-in, are contractor determined. The Offeror should not assume that incumbent staff will be available during their assigned working hours to assist in the successful bidder's Phase-in activities.

**B.** Development of a contractor's phase-in plan should not be dependent upon contact with the incumbent contractor. Offerors are discouraged from disrupting the incumbent contractor personnel during normal business hours for developing the offeror's specific phase-in plan.

### **Question 7**

**A.** Please clarify why "Incumbent Labor Rates" are listed on page 5 of Aaron Eason's pricing workshop handouts. **B.** What assumptions should the offeror be making on retaining incumbent staff?

### **Answer**

**A.** The presentation discussed incumbent labor rates because they are a consideration in the Government's cost realism analysis of proposals. If necessary, as part of its cost realism analysis, the Government may make probable cost adjustments to proposed labor rates if they are inconsistent with an offeror's proposed plans to retain incumbent personnel. Each offeror is required to fill out the Total Compensation Template E, which requires you to check whether or not you intend to pay current incumbent labor rates. If you check yes, then if proposed rates are inadequate to successfully implement any proposed plans to hire incumbent personnel at prevailing wages the Government will adjust your labor rates in determining the most probable cost for your proposal. Probable cost adjustments made to reconcile proposed wages with any proposed retention of incumbent personnel will be included in the probable cost but will not be considered when making any mission suitability point adjustment for unrealistic proposed costs.

**B.** It is up to the offeror to propose its approach to retaining incumbent personnel. For this reason, the Labor Pricing Template (LPT) and the Overtime Pricing Template (OPT) allows each offeror to state its Incumbent Retention Percentage. The information from the LPT and OPT along with information from Total Compensation Template E will be used in evaluating the offeror's staffing approach. The LPT and OPT will be replaced with updated versions in the Final Request for Proposal, adding a column for Incumbent Retention.

### **Question 8**

The RFP itself is very long and represents a major task for us to go through and understand fully as a small business that has only been exposed to a very limited number of full RFP's on this scale. Can we see a shorter final RFP?

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### **Answer**

We understand your concern but the final RFP will not be shorter. The Midrange Procurement Team (MPT) in development of the DRFP reduced the requirements to the absolute minimum, however, we must follow the FAR and NASA FAR Supplement and JSC policies and procedures when preparing the draft and final Request for Proposal.

### **Question 9**

The RFP requests the basis of estimate and resources table for SOW sections. It states that lower-level SOW section resources (example, C.1.6) should not be rolled up into higher-level SOW sections (example, C.1). Does this mean that we are to provide BOE and resources for each lower-level SOW?

### **Answer**

Offerors must provide a Basis of Estimate (BOE) for each Statement of Work section listed in Table L.2. These are "stand alone" estimates. For example; the technical narrative, and BOE for C.2 should address the requirements in C.2.3, C.2.3.1, C.2.3.2, C.2.4, C.2.5, and C.2.7. The resources table entry for C.2 includes the above listed lower-level sections.

A separate narrative, BOE and table entry are required for each of C.2.1, C.2.2, and C.2.6. Offerors are advised to review attachment L-5, Resources Table, for further clarification of the level of detail required.

### **Question 10**

If yes, this represents a major proposal effort that cannot be done accurately without the experience working at JSC. The work at JSC is unique in the country - only place where the shuttle man-flight training is being conducted. With the exception of the incumbent, other businesses will not be able to develop a reasonable and accurate estimate. Our recommendation is for NASA to provide a basis for every one to compete on. We would like to see alternative evaluation criteria to be developed for the BOE and resource table.

### **Answer**

We understand that preparation of a proposal is a major undertaking. However, the environmental requirements in this solicitation are not unlike any other facility (chemical plants, military bases or other federal facilities) across the US. In all of these instances a contractor has to meet local, state, and federal environmental laws. To assist in preparation of your proposal, workload indicators as well as an Independent Government Estimate are provided.

### **Question 11**

Preparing a full proposal in response to this RFP will require a major effort - we in the past spent anywhere from \$250K to \$500K on each of similar proposals. It will siphon a major portion of the B&P budget for a small business with the annual receipt at \$6.5M and less. If a small business of \$6.5M spends 5% of its revenue on B&P annually, this proposal will consume most of the B&P budget if

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not all. Unfortunately, only one company will win this contract, meaning that the other unsuccessful bidders will have to suffer on its B&P effort. **A.** Could you consider a dramatic scale down of the requirements for the proposal? **B.** For example, the page limit is to be reduced from 75 to 30 pages on the technical approach and from 25 to 10 pages on the management approach?

### **Answer**

**A.** The MPT understands your concerns, and as stated in answer 8 above we must follow the FAR and NASA FAR Supplement and JSC policies and procedures when preparing requests for proposals.

**B.** The page limits are a maximum. If the offeror can provide the level of detail requested in fewer pages, a shorter proposal may be submitted.

### **Question 12**

You requested key personnel resumes with very specific requirements. In the mean time, the information about the incumbent employees is not provided and contractors are not allowed to contact the incumbent employees during the work hours. We are not allowed to ask questions about the performance of incumbent and incumbent employees. These requirements generate unfair competition for outsiders. We would suggest that you remove the requirements of key personnel resumes. Instead, your evaluation criteria are to focus on the experience and process of incumbent retention, new staff recruitment and benefits.

### **Answer**

The MPT has evaluated your comment and determined that the requirement for key personnel resumes will remain in the RFP. Offerors are discouraged from contacting incumbent personnel during hours of operation to avoid disruption of the work activities. Incumbent personnel may be contacted outside of hours of operation.

### **Question 13**

Section L.28 and Section C Attachment 2. The Standard Labor Categories (SLC's) listed in Tables L.3 and L.4 do not match the labor categories listed in Section C, Attachment 2. Can you provide a mapping of the SLC to the labor categories in Attachment 2?

### **Answer**

As stated in section L part 2, page L-25, instructions for Table L-3, the offeror will map their labor categories to the SLC's using the guidelines provided in table L.3. SLC's are intended to broadly group proposed labor into a manageable number of categories. These guidelines do not address all the possible specific skills, or requirements that any one occupation or profession may require, nor replace the qualification guidelines listed in Attachment 2, *Personnel Training Guidelines and*

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*Certification Requirements.* It is the offeror's responsibility to map their labor categories to the SLC's.

**Question 14**

Section C, Attachment 2, #11 Pollution Prevention/Sustainability Program Specialist and #12 Recycling/Sustainable Acquisition Program Specialist. To be consistent with other personnel qualifications, should the phrase "or related science" be added after the BS degree preference?

**Answer**

The MPT has modified attachment 2 to add "or related science" to the personnel qualification guidelines for the Water Pollution Compliance Specialist, the Pollution Prevention/Sustainability Program Specialist, and the Recycling/Sustainable Acquisition Program Specialist.

**Question 15**

In section L.19 (a), is the correct link

<http://procurement.jsc.nasa.gov/coss/env/default.asp?>

**Answer**

Yes. Provision L.19 will be revised to correct the link.

**Question 16**

Section L.28, Table L.2 – SOW Section Level of Detail. All of the SOW sections listed in the table require "A, B, C" level of detail. **A.** Can you clarify the level of detail required for the SOW sections not listed? **B.** Also, can you clarify where the resources for lower-level SOW sections that are not listed should be addressed? **C.** Should the lower-level SOW sections excluded from the table be addressed in roll-up fashion in the higher-level SOW sections?

**Answer**

**A.** Offerors shall provide sufficient detail in the narrative that follows the SOW outline and demonstrates comprehension of the requirements.

**B.** The Basis Of Estimate and Resources for the lower level sections that are not listed in Table L.2 shall be rolled up to the highest level (e.g. C.2.3, C.2.3.1, C.2.3.2, C.2.4, C.2.5 and C.2.7 shall be addressed at the C.2 level).

**C.** Yes, the lower-level SOW sections excluded from the table shall be addressed in roll-up fashion in the higher-level SOW sections.

**Question 17**

Given the requirement for letters of commitment and resumes, and the prohibition against contacting on-duty incumbent contractor personnel, non-incumbent contractors are placed at a competitive disadvantage. Additionally, this requirement adversely impacts the successful offerors ability to consider

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incumbent personnel for any key positions if this contract is won by a non incumbent firm. **A.** Will JSC drop the requirement for signed commitment letters so that all firms can have the ability to negotiate with incumbent personnel? **B.** Could you provide all prospective offerors a fair opportunity to solicit contingent, commitment letters from incumbent personnel? **C.** Perhaps you could host an open interview day?

**Answer**

**A.** The MPT will not remove the requirement for signed commitment letters from the RFP. The requirement for commitment letters does not preclude offerors from negotiating with incumbent personnel outside of hours of operation.

**B.** No. Commitment letters should be negotiated with incumbent personnel outside of duty hours.

**C.** The Government in its position of evaluating responses to the solicitation can not host an open interview day; however, offerors may host their own open interview day.

**Question 18**

Section L.26. **A.** Can you provide the policy and availability of vehicles for use under this contract? **B.** Are any government vehicles provided for contractor personnel to conduct site visits, sampling activities, meeting attendance, etc.? **C.** What is the policy regarding the use of personally owned vehicles (POV's) in performance of duties at the various sites?

**Answer**

**A.** Government policy is that the contractor is to provide the vehicle(s) for use under this contract. The vehicle(s) can be provided through a GSA lease arrangement, commercial lease arrangement, or an outright purchase. Offerors are advised to review the non-labor resources provided in the IGE.

**B.** See answer 18 A.

**C.** The statement of work addresses this in section C.1.17. The intent of the clause is to prevent contractor employees from transporting hazardous substances in their personal vehicles for safety and occupational health reasons.

**Question 19**

There's a subcontractor cost form called "SCST" (page L-6-13) for major subcontractors to complete. It will contain information on OH and G&A rates that is confidential business information to the major subcontractor. Is the subcontractor contractor allowed to modify this form in order to retain confidential

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information prior to turning it into the PRIME? The unaltered form would be submitted by the major subcontractor directly to NASA/DCAA.

**Answer**

The major subcontractor may submit a summary of its proposal costs to the prime. The information considered by the proposed subcontractor to be proprietary should then be submitted in a separate sealed envelope to DCAA and NASA. However, please refrain from modifying the templates.

**Question 20**

During performance of the contract how will changes in the SOW that add work be handled under the Completion Form portion of the contract in order to allow the contractor to adjust their price to complete the additional work?

**Answer**

Changes to the Statement of Work will be handled in accordance with the Federal Acquisition Clause 52.243-2 "Changes-Cost Reimbursement". After negotiation, review, and approval a Supplemental Agreement that changes the Statement of Work would be executed by both the contractor and the Contracting Officer. Please note an increase in reports due to an environmental regulatory requirement is not a change to the contract. Also, any increases (or decreases) in the historical workload estimates included in the Technical Reference Library during the contract performance are not considered a change to the contract, and not subject to an adjustment in fee.

**Question 21**

Page G-9 G.10 List of Government Accountable Property - Section 3 (e) (3) ADP services – Are personal computers and related software provided as government furnished equipment to the on-site contractor personnel?

**Answer**

The Government will provide workstations to on-site contractor personnel at JSC as identified in section G.10(e) in this contract. Additional workstations shall be the responsibility of the contractor, as stated in C.1.13.1.

**Question 22**

Section L.24 (Proposal Page Limitations), indicates the page limit for Volume 1 and Volume 2 are 75 pages and 25 pages respectively; with a total page count of 100. Can we adjust pages between these two volumes, such that the total page count doesn't exceed 100? For instance, provide Volume 1 with 70 pages and Volume 2 with 30 pages.

**Answer**

No. Offerors shall not exceed the page limitations of either Volumes 1 or 3, and the total page count shall not be adjusted between these two volumes.

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### **Question 23**

Section L, Page L-36, indicates for Section KP1 (Key Personnel) the need to provide confirmation of relevant degrees. Since this is not excluded from the total 25 pages for Volume 3, any proofs (copies of transcripts, diplomas, etc.) will go against the 25 pages and limit discussions for the rest of the volume. Recommend excluding the provision, to provide confirmation of relevant degrees, from the Volume 3 page count.

### **Answer**

The MPT has modified provision L.24, page L-19, to exclude confirmation of degrees and certification requirements (P. E. license, certifications) for key personnel from the page count.

### **Question 24**

Section B.4 gives the minimum and maximum for the IDIQ part of the contract, but no similar minimum and maximum amounts were found for the Performance part of the procurement. Have these been established or will they be established in the contract?

### **Answer**

Minimum and maximum amounts only apply to the IDIQ part of the contract. In Clause B. 3 and F.3 offerors are responsible for filling in the estimated cost and fee for the contract.

### **Question 25**

Given that the COSS umbrella contract is being recompeted as 5 separate contracts, can you tell us who CSC's (DYNCORP's) subcontractors were for the environmental work?

### **Answer**

Offerors are advised to contact CSC to obtain this information.

### **Question 26**

I believe that Mr. Eason stated at the Pre-Proposal Conference that "Other Workbook Templates" OHT and GAT did not require completion if the bidder had approved forward pricing in place?

### **Answer**

On page L-46 in the "Other Templates Instructions" for the Overhead Template (OHT) and G&A Template (GAT), it is stated that the prime contractor and all major subcontractors **must provide** its Forward Pricing Rate Agreement used to price indirect cost/G&A cost for this proposal **or** the Overhead Template/G&A Template.

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**Question 27**

The Resources Table in L.28 includes all sections of the SOW and then several "lower level" sections; for example, C.2 and then C.2.1. How should we show our cost data?

**Answer**

Provide your costs for C.2, however the costs for C.2.1 are "stand alone" costs and should not be "rolled-up" and included in C.2. This will avoid "double-counting" of the costs. C.2 would include all costs except for those "lower level" sections (C.2.1, C.2.2, C.2.6) specifically called out in Table L.2.

**Question 28**

Do you have any underground storage tanks?

**Answer**

No.

**Question 29**

Given the size and complexity of the Environmental Services RFP and its impact on the resources of potential small business offerors in the \$6.5 Million size standard, would you consider providing a 45 day response period, instead of the planned 30 day response period? The production effort alone to produce the 5 volumes, one of which must be submitted a week early, in the formats and copy numbers specified will consume several man-days.

**Answer**

The Government understands your concerns. The MPT has extended the submittal date for final proposal to May 22 from the original date of May 2. The submittal date for the Past Performance Volume has also been extended from April 25 to May 15, 2007.

**Question 30**

For Key Personnel a confirmation of their degrees is requested (page L-36 of the draft RFP). Are photocopies of their diplomas acceptable to meet this requirement?

**Answer**

Yes, photocopies of diplomas are acceptable as confirmation of degrees.

**Question 31**

To adequately respond to the Sample Tasks and Scenarios, offerors need a list of Johnson Space Center agencies and support contractors and their general responsibilities. The incumbent contractor has this information and therefore has a competitive advantage in responding to these scenarios. Can you provide a roster or chart listing the various Center agencies with whom the Environmental

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Services contractor may be required to notify, coordinate, or otherwise interact and these agencies general responsibilities?

### **Answer**

Offerors are advised to review C.1.7.1 and H.5 for the Associated Contractor Agreements, which lists the Center Operations support contractors with whom the Environmental Support Services Contractor will have the most interaction. A JSC organizational chart has been added to the TRL. Please find a list of NASA prime contractors at this website link:

<http://www.nasa.gov/centers/johnson/about/people/contractorlist.html>

### **Question 32**

In Section L, page L-19 of the draft RFP it says that all submitted plans (including those identified in DRD s) are excluded from the page count. Volume 3 is identified as having a 25 page limit. Volume 3 requires a Phase-In Plan (MA6, page L-36) to be submitted. Is this MA6 Phase-In Plan excluded from the Volume 3 page count?

### **Answer**

Yes, the Phase-in Plan is excluded from the Volume 3 page count.