

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. 01		3. EFFECTIVE DATE		1 1	
6. ISSUED BY NASA/John F. Kennedy Space Center Office of Procurement Mail Code OP-OS Kennedy Space Center FL 32899		CODE KSC		5. PROJECT NO. (If applicable)	
4. REQUISITION/PURCHASE REQ. NO.		7. ADMINISTERED BY (If other than Item 6) NASA/Kennedy Space Center Office of Procurement Mail Code OP-OS Kennedy Space Center FL 32899		CODE KSC	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. NNK12423244R		9B. DATED (SEE ITEM 11) 05/18/2012	
CODE		FACILITY CODE		10A. MODIFICATION OF CONTRACT/ORDER NO.	
				10B. DATED (SEE ITEM 13)	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.
 Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 2 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this amendment is to provide prospective Offerors with responses to questions submitted for NNK12423244R, KSC Institutional Support Services III (KISS III). Responses to questions are listed on the next page(s). As a result of questions, RFP pages 63 and Attachment 4.2.9, DRD 009 have been revised (Reference attached replacement pages).

The due date for receipt of proposals remains unchanged, June 18, 2012.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

General	
Q1	Are the efforts under NNK10OL20B being combined with the efforts under NNK08OP06B to be competed under NNK12423244R?
A1	Yes.
Q2	Will there be a site visit for this procurement?
A2	No.
Q3	Is it the government's intent to issue Firm Fixed Price task orders OR Fixed Price Level of Effort / Labor Hours task orders?
A3	Firm Fixed Price task orders.
Q4	How is a major subcontractor defined?
A4	A Major subcontractor is defined as those with a proposal value at or greater than \$5M/yr and/or \$20M cumulative (Base + 3 Options).
Section 1: Continuation of SF1449	
1.2.2 Work Authorization	
Q5	How many Task Orders are currently active?
A5	There are currently 29 task orders which take into account the two current contracts.
Q6	How many Task Orders will the successful bidder be expected to staff upon award?
A6	Reference 5.3.2.2 Price Templates, Tab "IGE" and 1.5.2, Contract Value and NTE Ceiling. IGE is the government's best estimate of the staffing requirements per labor category and will be distributed throughout the list of estimated task orders listed in 1.5.2.
Q7	Will one task order be issued to cover the initial Statement of Work? Or will there be multiple Task Order's? Different ones for different Directorates issued at the same time or different time periods?
A7	Multiple Task Orders will be issued at the award of the contract and will run through 09/30/13. New Task Orders will be issued for each option period which will align with Government Fiscal Years. The Task Orders are separated by requirements per Directorate. Each Task Order will contain its own Statement of Work based on the required skill mix.
Q8	The RFP states "use of government vehicle, if available." What if a government vehicle is not available? Is the use of a personal owned vehicle permitted in this case?
A8	Reference Article 1.2.2. Yes, only if specifically authorized in the individual Task Order. Private vehicle usage will be reimbursed in accordance with Joint Travel Regulations.
Q9	Will the Government remove the "Deductive Schedule" provision from Section 1: Continuation of SF 1449?
A9	No, the deductive schedule will not be removed.
Q10	Task Order Progress Reports will be reviewed quarterly; Please clarify when deductive schedule will be executed and/or applied i.e., after each quarterly review, semi-annually, or annually?
A10	Annually, at the end of each performance period.
Q11	In terms of the deductive schedule, what happens with unused hours? How is this subject to evaluation, given the firm fixed price nature of this effort?
A11	Reference Article 1.5. Any unused contract ceiling value will roll over into the next option period. Unused hours are determined during contract performance so they have no effect on the proposal evaluations.
Q12	What is the frequency of temporary requirements? What is the average duration of temporary?

A12	Temporary requirements are infrequent. Since they are infrequent, a statistical average duration cannot be derived with any level of confidence.
1.4 Place of Performance	
Q13	Are all positions required to be on-site at Kennedy Space Center? Is the SAP position required to be on-site at Kennedy Space Center? Is the CMM Support position required to be on-site at Kennedy Space Center?
A13	Reference 1.2, alternate work locations may be proposed with a methodology and description as to how it will meet the contract requirements, which will be evaluated based on the RFP criteria.
Q14	Is telecommuting allowed for any labor categories? If so, which labor categories?
A14	See A13.
1.5.2 Contract Value and NTE Ceiling	
Q15	On page 12 of “00 NNK12423244R Solicitation” document in the Table “Contract Value and NTE Ceiling”, what does Title column represent?
A15	The Title column represents the Directorate Code assigned to each Directorate. (ex. Office of Procurement is “OP”).
Q16	Does the potential offeror complete Table 1.5.2 – Contract Value and NTE Ceiling for proposal submittal? Or, is this table completed after award of task orders on the contract?
A16	No. This table is completed throughout the contract. It is populated with actual task order value at the end of each period in order to determinate the following period’s NTE Contract Ceiling.
Section 2: Addendum to 52.214-4, Contract Terms and Conditions- Commercial Items	
2.46 Key Personnel and Facilities	
Q17	NASA provided contact information for key contract personnel for two of the three core functional areas. Does NASA intend to provide the contact information for the training manager?
A17	No. Reference Article 2.46. The Training Manager labor category is not listed as “Key Personnel.”
Section 4: Contract Documents, Exhibits or Attachments	
4.2 Data Requirements List	
Q18	DRD 4.2.9 Item number F. FREQ. Shows YR and item 8 reads submit monthly. Is the frequency monthly or yearly?
A18	“F” should read “Monthly”, and “G” should read “15 th day of each month.” This DRD has been updated accordingly.
4.4 Management Plans	
Q19	Please clarify whether any plan(s) are due with proposal submission.
A19	Reference Attachment 4.4 and Article 5.3.1.1: Per 5.3.1.1(A): Overall Management Approach, “This plan will be evaluated as part of the proposal” This is to be provided as part of the proposal. The content provided in the proposal shall address 5.3.1.1(A) and Attachment 4.4.1.Management Operating Plan. Per 4.4.1 the first Submission Date is “With submission of Proposal” and will be counted as part of the page count. A separate plan will be developed from the content provided in the proposal, with removal of any proprietary information, and provided 30 days after award. This will become part of the contract in section 4.4.1.

	<p>5.3.1.1(C): Total Compensation Plan: “Offeror shall describe plan” there is no requirement for these plans to become part of the contract. The descriptions of these plans will become part of the evaluation and included in the page count.</p> <p>5.3.1.1(D): Phase-in Plan: This is to be provided as part of the proposal; same as Compensation Plan.</p> <p>5.3.1.1(E): OCI Mitigation Plan (Preliminary Analysis): “Offeror shall provide a preliminary analysis” ...”If selected for award, the Offeror shall submit for Government approval a comprehensive OCI Mitigation Plan within 30 days after contract award. The “preliminary analysis” is to be provided as part of the proposal and will be included in the page count. The content provided in the proposal shall address 5.3.1.1(E) and Attachment 4.4.2. Within 30 days of award, the contractor is to provide a comprehensive OCI Mitigation Plan for approval.</p> <p>5.3.1.1(F): Safety and Health Plan: This is to be provided as part of the proposal. The content provided in the proposal shall address 5.3.1.1(F) and Attachment 4.4.3. This plan (which will be included in the page count) will be removed from the proposal and made part of the contract at 4.4.3.</p> <p>5.3.1.2(C): Incumbent Capture Plan: This is to be provided as part of the proposal; same as Compensation Plan.</p>
Q20	Are you expecting a Management Plan in the Proposal as spelled out in Attachment 4.4 Management Plans? There is a reference that states information will be lifted out of the Management Approach section to form the Management Plan.
A20	See A19.
Q21	Please clarify when the Contractor Management Operating Plan is due? Is it due with the proposal? (4.4.1)
A21	See A19.
Q22	Please clarify when the Safety and Health Plan is due? Is it due with the proposal? (5.3.1.1.F)
A22	See A19.
Q23	Are any required plans included in the page count (25)?
A23	See A19.
Q24	Does the “plan” in paragraph 5.3.1.1.A refer to the Contractor Management Operating Plan in 4.4.1?
A24	Yes, see A19.
Q25	Are the Contractor Management Operating Plan and the Safety and Health Plan requirements presented in Attachment 4-4 included in the page limit of 25 pages for Volume I, Part 1? Or are these two plans separate documents to be included as part of Volume IV, Model Contract?
A25	See A19.
4.5 Sample Statement of Work (SOW)	
Q26	Are the SOWs listed in Attachment 4.5, Sample Statement of Work indicative of the work currently being performed by the 129 positions listed in the Attachment 4.6, Price Templates?

A26	Yes, the SOW represents a majority of the requirements to be performed (by position description) but is not all inclusive of the 129 WYE's.										
4.6 Price Templates											
Q27	The RFP requests supporting cost data. If this is a fixed price contract what is the requirement for cost data?										
A27	The CO has determined that this acquisition will be competitive, therefore, in lieu of Certified Cost & Pricing data; a request for "Other Than Cost & Pricing Data" is being made, in the offeror's format. This information is being requested to perform a thorough evaluation to establish cost realism and compliance with SCA on some positions.										
Q28	What is the requirement for pricing submission from the subcontractors, major and minor?										
A28	Pricing Templates are to be completed by both the prime and major subcontractor(s). Primes are to incorporate subcontractor(s), major & minor, data in their submittal.										
Q29	If we use subcontractors do you expect Fringe, OH, G&A factors to be entered in the excel pricing document for subcontractors or just their fully burdened rate to us?										
A29	Reference pricing notes provided in Cell AJ1 of the "Data Input" tab of the Pricing Template excel file.										
Q30	If we have to enter subcontractor fringe, OH and G&A factors where should they be entered?										
A30	Reference pricing notes provided in Cell AJ1 of the "Data Input" tab of the Pricing Template excel file.										
Q31	Are the SCA hourly rates allowed to be escalated?										
A31	Reference 5.3.2.2, Rate Development Template (RDT), second paragraph. "Service Contract Act (SCA) rates shall not be escalated and will be adjusted based on revised wage determinations in accordance with FAR 52.222-43(b)."										
Q32	<p>Attachment 4.6 Price Templates, "Data Input" tab, Column K marked the line items with 1 for Prime, 2 for Sub, 3 for Sub Proposal, but there is no option if we want the same labor category to be shared by both Prime and Sub. Can we add one more line 4 for Both?</p> <p style="text-align: center; color: red;">In Column M, enter the Labor Group Number to describe the labor position (Legend below)</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Legend</th> <th style="text-align: center;">Type</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1 Prime</td> <td style="background-color: yellow; border: 1px dashed black;"></td> </tr> <tr> <td style="text-align: center;">2 Sub</td> <td style="background-color: yellow; border: 1px dashed black;"></td> </tr> <tr> <td style="text-align: center;">3 Sub Proposal</td> <td style="background-color: yellow; border: 1px dashed black;"></td> </tr> <tr> <td></td> <td style="background-color: yellow; border: 1px dashed black;"></td> </tr> </tbody> </table>	Legend	Type	1 Prime		2 Sub		3 Sub Proposal			
Legend	Type										
1 Prime											
2 Sub											
3 Sub Proposal											
A32	The pricing template does not allow pricing of hours for common Labor Categories between Prime and Subcontractors. The pricing template develops Firm Fixed WRAP Rates (S/T & O/T), for all labor categories, based on Prime and Subcontractor participation (ref. pricing template, tab 1.5.1). For their own purposes, Offerors may perform off-line calculations of pricing Prime and Subcontract common labor categories hours, but the pricing template will only allow for one (Prime or sub) to be priced. During contract execution, the Contracting Officer will utilize the FFP WRAP Rates in tab 1.5.1 for future Task Order placements. The value provided in tab "Cost Summary" is informational and provides a "Close Approximation" of the total pricing for the work										

	content requested by the Government. (Ref. IGE tab)
Q33	Attachment 4.6 Pricing Templates – Labor Category 50 Project Control Sr. .96 WYE. Is this the Program Manager for the overall Project? If not where is the position located. And also if it is not the PM are we to bid our PM in the overhead rate?
A33	No, there are no contractor management positions identified in the Labor Categories provided in 4.6. Reference 5.3.1.2 (B) and 5.3.2.1(a)(3), all management costs (to include Program Manager) shall be incorporated into the forward pricing labor rates (i.e. indirect). Offeror's are to account for management oversight/costs in accordance with their unique accounting practices and business policy.
Q34	Attachment 4.6 Pricing Templates – Labor Category Program/Project Coordinator I WYE's 11. Are these staff members assigned to the CFO and co-located in the KSC Project Offices? If not where are they located?
A34	No, they are not assigned to the CFO. They support various Directorates.
Q35	Of the 129 positions listed in Attachment 4.6, Price Templates, how are they spread across Task Orders?
A35	The government interprets 129 positions to mean 129 Work Year Equivalents (WYEs) as there are only 53 government provided labor categories for this acquisition. These positions are distributed across various Directorates/Task Orders based on each Directorate's requirements. For sample representation of the skill mix by task order, reference Attachment 4.5.
Section 5: Addendum to 52.212-1, Instructions to Offerors- Commercial Items	
5.2.2 Proposal Page Limitations	
Q36	In order to facilitate a more comprehensive response, will NASA consider removing the following plans from the page count: <ul style="list-style-type: none"> - Volume 1 – Part 1: C. Total Compensation Plan - Volume 1 – Part 1: E. Organizational Conflict of Interest (OCI) Mitigation Plan - Volume 1 – Part 1: F. Safety and Health Plan
A36	No.
5.2.3 Other Proposal Page Instructions	
Q37	Will KSC accept graphics text in a 10 point font size?
A37	Per article 5.2.3, the only exception to 12 point font is for tables, charts, graphs, plans, figures, diagrams and schematics.
5.3.1.1 Overall Management Plan	
Q38	How long is the transition period?
A38	Phase in, if applicable, is estimated to be no greater than 30 days.
5.3.1.2 Incumbent Capture Plan	
Q39	Do you have to have 100% capture rate of all current employees? Do you have to propose the listed SAP Support and CMM support?
A39	No. The offeror shall describe their methods of hiring incumbents in the incumbent capture plan. For positions filled by other than incumbents, the contractor must meet the qualifications of the RFP position descriptions.
5.3.1.3 Sample Scenario	
Q40	How many civil servant administrative personnel is retirement eligible over the course of this contract?
A40	The sample scenario is hypothetical and does not contain facts or decisions to implement this scenario. This information deemed unnecessary for the contractor to provide a

	response.
5.3.2 Price	
Q41	May offerors propose GSA rates, which have already been determined by the Government to be fair and reasonable, in lieu of the cost and pricing information required in section 5.3.2.2 through the Rates Development Template?
A41	No.
Q42	In proposal section 5.3.2.1 (a) (3), “all management costs shall be incorporated into the forward pricing labor rates (i.e., indirect)”. Does “all management costs” refer only to costs on this contract?
A42	Offeror’s are to bid management costs in accordance with their accounting practices and company policies. Accordingly, the KISS III contract pricing should only include those management costs that sufficiently accomplish the work content requested by the government.
Q43	Can ‘Phase-in’ costs include ODC and Travel Expenses?
A43	Offeror’s may propose any “allowable” & “allocable” costs required to satisfy contract requirements. The proposed Phase-in cost will be evaluated as part of the total proposed price. Proposal pricing strategy is left to the discretion of the Offeror.
Q44	By instruction from the Price Template, we were not to propose Overtime rates. From the Solicitation document, ‘00 NNK12423244R.pdf’ Page 9, “Approval of Overtime Work”, are we to assume, in particular for those individuals that fall under the Service Contract Act (SCA), we are to incur the additional costs for overtime?
A44	The government is requesting both straight time and overtime rates to develop the rate schedule in tab 1.5.1. Actual overtime requirements will be negotiated by the Contracting Officer after contract award based on the proposed overtime rate.
5.3.2.2 Pricing Templates	
Q45	Section 5.3.2.2 Rate Development Template, Tab RDT: The tab RDT has Column Q-Prime Profit Only Dollars and Column R-Prime Profit Percent. There are no columns for subcontractor profit on this tab or any other tab. Where does the government want subcontractors to insert their profit % and profit dollars?
A45	Primes are to incorporate subcontractor fully burdened labor rates, to include subcontractor profit (before Prime adds) in their proposal submittal to NASA. If the subcontractor is “Major”, they will be required to complete the Pricing templates and provide all requested data (if applicable).
Q46	The Section 5.3.2.2, Rate Development Template, tab Data Input, in the column area of Cell BH:65 where we would put our escalation rates, is over-stamped in large blue letters “DO NOT PROPOSE”. This indicates we are not to propose any escalation. Is that our planned approach or do we consider escalation for exempt positions?
A46	Column BH:65 provides input for Overtime HOURS, which the government purposely did not provide. Escalation calculates based on changes in labor rate data over time. The hours input was to price overtime hours for the cost summary (ref. Cost Summary tab), which the government does not require. Actual overtime requirements will be negotiated by the Contracting Officer after contract award based on the proposed overtime rate.
Q47	If a subcontractor does not have an approved Forward Pricing Rate Agreement, can an approved Provisional Budget Rate for the current year be used for forward pricing? If no, what other forward pricing of indirect rates is acceptable?
A47	Although preferred, the government recognizes that FPRAs are becoming increasing

	scarce, especially among small businesses. The narrative provided in RFP page 63 should have communicated that the Offeror “MAY, IF APPLICABLE”, instead of “MUST”. Offerors are to develop/propose labor rate(s) in accordance with their accounting practices and company policy.
Q48	On page 63 of the Solicitation paragraph Rate Development Template: it requests that the prime contractor and all subcontractors MUST provide their Forward Pricing Rate Agreement (FPRA). This seems to contradict the statement in section 5.3.2.1 section A – General Price Proposal Information which states: Certified Cost and pricing data is not required. According, to our DCAA and DCMA POCs FPRAs are only issued once they’ve certified your accounting system and that is only conducted at the behest of the awarding agency. Further, due to resource issues DCAA been judicious about establishing FPRAs with small businesses even at the request of an awarding agency based on DCAA and DCMA guidelines, see FAR Subpart 42.17—Forward Pricing Rate Agreements . Is an FPRA required pre-award in order to bid on this solicitation? Even if we have an accounting system that could undergo DCAA scrutiny if they had the resources to take a review?
A48	Although preferred, the government recognizes that FPRAs are becoming increasing scarce, especially among small businesses. The narrative provided in RFP page 63 should have communicated that the Offeror “MAY, IF APPLICABLE”, instead of “MUST”. Offerors are to develop/propose labor rate(s) in accordance with their accounting practices and company policy. See revised page 63.
Q49	Are you disqualified if you do not or cannot submit Forward Pricing Rate Agreements (FPRA)?
A49	No.
Q50	Are you penalized in the evaluation process if you do not or cannot submit Forward Pricing Rate Agreement (FPRA)?
A50	No.
Q51	The excel spreadsheets provided as part of the pricing template do not include a field for the prime to insert an administrative fee on the sub-contractors fully burdened rates. Are we not permitted to include a subcontractor administrative fee?
A51	Indirect factor development, to cover such costs, is left to the discretion of the Offeror. Factors are to be developed in accordance with company policy and accounting practice.
Q52	We are making an assumption that Program Manager is Overhead and should be accounted for as part of “Indirect Labor” on the Overhead tab of Pricing Template. Is this correct?
A52	The government did not list Program Management as part of the 53 labor categories provided. Reference 5.3.1.2 (B) and 5.3.2.1(a)(3), all management costs (to include Program Manager) shall be incorporated into the forward pricing labor rates (i.e. indirect). Offerors are to price/account for management in accordance with their company policy and accounting practice.
5.3.3 Past Performance	
Q53	Can or will the government accept Contractor Performance Assessment Rating System (CPARS) evaluations in lieu of the Past Performance Questionnaire?
A53	Reference 5.3.3(a), “.. Offerors may submit additional information at their discretion if they consider such information necessary to establish a record of relevant performance.” If the Offeror choses to provide information other than the Past Performance Questionnaire,

	those will count towards the page count for that volume.
Q54	Will the Government only accept past performance inherent to the bidder or will they accept past performance from different elements within a holding company?
A54	Past performance should be for the Offeror/team and should include relevant past performance history of the requirements of this RFP.
Q55	Per the RFP, is our understanding accurate that past performance history of either the contractor/offeror OR subcontractor candidates acceptable rather than offeror only.
A55	Yes, past performance for both the contractor and subcontractor is acceptable. Reference 5.3.3(a), "The information requested below is required of the Offeror and subcontractors for the past performance evaluation..."
Q56	If an 8(a) with limited past performance teams with a subcontractor that has strong past performance, will the past performance of our subcontractor carry the same weight as of the past performance were from the prime contractor?
A56	The Offerors relevant past performance of the Offeror/team will be evaluated to establish the past performance rating.

Rates Development Template (RDT):

The prime contractor and all subcontractor(s) may, if applicable, provide their Forward Pricing Rate Agreement (FPRA) used to price indirect cost for this proposal (i.e., G&A, Overhead, Fringe, etc). The prime and subcontractor(s) shall complete each contract year effort of the RDT. This template demonstrates how each offeror developed the individually proposed fully burdened labor rates. Indirect costs are added to the direct labor cost to compute the fully burdened rate. This template includes some typical indirect cost categories (overhead, G&A, etc.); however, it may be modified to accommodate the offeror's accounting system. Rows or columns may be added to facilitate this. Do not add or remove Labor Categories. If the subcontractor(s) are only proposing on certain labor categories, then their templates shall only include those rates. The prime contractor template shall incorporate all fully burdened labor rates for each labor category. The prime contractor shall include the subcontractor(s) fully burdened labor rate in the "Direct Labor Rate" column(s) and apply the applicable prime burdens to calculate the proposed fully burdened labor rate.

The offeror shall propose labor rates for each labor category provided. Service Contract Act (SCA) rates shall not be escalated and will be adjusted based on revised wage determinations in accordance with FAR 52.222-43(b).

Summary Template (ST): This template is for pricing the annual hours proposed and is required of both the prime and subcontractor. The template is divided into 3 sections.

- (1) The first section addresses productive hours. Productive hours include straight time and overtime hours worked. Nonproductive costs, such as vacation, sick, holiday, etc. should already be included in the fully burdened labor rates.
- (2) The second section addresses the fully burdened labor rates determined in the RDT.
- (3) The third section addresses the labor price developed by multiplying the productive hours by the contract rates. This will be the fully burdened labor rate per labor category. The bottom of the template addresses the total price.

Overhead Template (OHT): This template shall provide insight into the composition of the burden pool for the proposed overhead rates. A separate template for each of the proposed burden pools is to be completed. In addition, provide overhead cost history for the prior three years and for the term of the contract. The basis for projections of overhead shall also be provided and an explanation in support of any significant changes in either expenses or base of application that exist from one year to the next. In the event the offeror's fiscal year and anticipated contract year do not coincide, the offeror shall complete the rate reconciliation showing how the fiscal year overhead rates result in the proposed overhead rates for each contract year. The Government does not require or mandate that you propose indirect rate ceilings. However, if proposed, the template includes an area for overhead ceilings. A few cost elements are included on the template that represents the type of cost detail the Government requires visibility into. If these cost elements are not applicable to any proposed indirect cost pool, leave blank. If other cost elements are applicable, then the offeror shall add them to the template. Failure to complete said template will result in the offerors proposal rendered as unsuitable for evaluation, reference Article 5.3.2.1(a)(1)(vii), page 62.

Fringe Template (FBT): Same as OHT information (above), except applicable to fringe. If the offeror does not have fringe rates, then the offeror shall state so on said template.

G&A Template (G&A): Same as OHT information (above), accept applicable to general and administrative expenses (G&A).

DATA REQUIREMENT 4.2.9

CONTRACT APPLICATION INFORMATION FOR DRL <u>KISS III</u>					A. ITEM NO. 009
B. LINE ITEM TITLE: Task Order Progress Report					
C. OPR.	D. TYPE	E. INSPECT/ ACCEPT	F. FREQ.	G. INITIAL SUB.	H. AS OF DATE
OP-OS	3	6	MO	15 th day of each month	30/10
J. REMARKS:					
K. DISTRIBUTION					
1. OP-OS, Contracting Officer 2. Contracting Officer Technical Representative 3. Resource Management Office				NO.	TYPE
				3	B
DATA REQUIREMENT DESCRIPTION					
1. TITLE Task Order Progress Report				2. NUMBER	
3. USE Reconciliation of Contractors' actual hours worked compared to plan				4. DATE	
				5. ORGANIZATION OP-OS	
7. INTERRELATIONSHIP				6. REFERENCES	
8. PREPARATION INFORMATION					
<p>Contractor shall submit monthly task order progress reports. As a minimum, the reports shall contain the following information:</p> <ul style="list-style-type: none"> (1) Contract number, task order number, and date of the order. (2) Task ceiling price. (3) Cost and hours incurred to date for each issued task. (4) Costs and hours estimated to complete each issued task. (5) Cost summary of the status of all tasks issued under the contract. (6) Significant issues/problems associated with hours over/under running by task. <p>Backup data for hours should be provided by Employee by Task Order for Monthly and Cumulative hours.</p> <p>Contractor format is acceptable.</p>					