

**Final RFP Questions and Responses as of 11/8/2012**

- 4. Are the position descriptions to be submitted as part of the phase-in plan or are they a separate section subject to page count?**

Response 4: The position descriptions are excluded from the Mission Suitability 50 page count limitation. However, the position descriptions are limited to a ½ page each. Amendment # 3 will clarify this information by revising L.18 (b) (1) accordingly.

- 5. Do all team members need to have a DCAA approved accounting system?**

Response 5: No, all team members are not required to have an approved cost accounting system. However, the prime must comply with Section L.19 (c) (1) as well as FAR 16.301-3.

- 6. Exhibit 2 Rep Task Plan says, to include all significant subcontractor <20%, which is different from Section L Cost Volume in the solicitation that states that a significant subcontractor is defined as a subcontractor that exceeds 40% of a proposed RTO. Which is the correct definition of “significant subcontractor” as it applies to Cost Volume?**

Response 6: Amendment #3 will be issued to correct the error found in Exhibit 2 which provides that a significant subcontract is defined as that which exceeds 40% of the RTO.

- 7. For Exhibits: 2, 2-A and 3, should we have different separate worksheets for each proposed RTO, or should we use the same worksheet and have different charts for each?**

Response 7: Exhibits 2, 2-A and 3, should have different charts for each.

- 8. Is the incumbent eligible to bid?**

Response 8: Eligibility to receive this award is based upon the offeror’s ability to meet the requirements of NAISC 541611. Each offeror must self- certify that it meets this eligibility requirement in its certifications and representations. A company’s size status may change over time. It is for this reason that NASA cannot answer your question. NASA cannot answer whether the incumbent contractor is eligible.

- 9. What role are you looking contractors to fulfill in regards to actual implementation of the services?**

Response 9: The successful Offeror shall meet the overall requirements of the Statement of Work as set forth in the RFP. Task orders will be issued under this contract. All task orders will be within the scope of the stated Statement of Work.

- 10. Exhibit 17 – RTO 1 in the Human Resources section, can you provide more information on the classification workload? Is there additional work beyond 5 desk audits a month? Will there be position management support, advisories, or assistance with restructuring or reorganizations? Will the contractor draft new position descriptions, revise existing position descriptions, address career**

**ladders, classify position descriptions and prepare written evaluation statements? If so, can you quantify this work?**

Response 10: There is additional work beyond the 5 desk audits a month. While the workload varies from month to month, there will be position management support, advisories, and/or assistance with restructuring or reorganizations (approximately 1-3 major reorganizations yearly, and 4-10 minor reorganizations yearly). The contractor will be required to draft new position descriptions on occasion as well as revising existing position descriptions, classify position descriptions and prepare written evaluation statements (15-20 per month), or address career ladders (5-6) per year. Amendment # 3 will clarify this information by revising the RTO #1 accordingly.

**11. Exhibit 17 – RTO 1 According to the second paragraph of the Human Resources section, the contractor will review automated employee and position data prior to processing personnel actions, ensure the quality of position descriptions and the accuracy of employee and position data in HR systems. Will the contractor code 52s and process personnel actions, and if so what types of actions and how many? Will the contractor build the position information into the processing system?**

Response 11: The contractor will partially code electronic SF52's for all personnel actions except accessions, which equates to approximately 2,000 per year. Actions may include, but not be limited to, hires, separations, promotions, reassignments, details, change of schedule, Leave without Pay, Return to Duty. The contractor will not be required to build the position information into the processing system. Amendment # 3 will clarify this information by revising the RTO #1 accordingly.

**12. Exhibit 17 – RTO 1 In the third paragraph of the Human Resources section, the contractor is required to ensure that PD coversheet indicate the correct drug testing and ethics designations. Can you estimate how many PDs will be reviewed?**

Response 12: Approximately 1,000 PDs will be reviewed per year. Amendment # 3 will clarify this information by revising the RTO #1 accordingly.

**13. Exhibit 17 – RTO 1 In reference to paragraph four of the Human Resources section, does the contractor actually prepare vacancy announcements, including job analyses, assessment questions, and post them? Does the contractor do anything else in this process, such as evaluate applicants, prepare certifications, make referrals, or send notifications to applicants? For how many announcements will the contractor be responsible?**

Response 13: The contractor does not prepare the documents nor post the documents referred to in this section. The contractor will not be required to do anything else in this process. Approximately, 52 vacancy announcement blasters will be prepared each year. The contractor will be responsible for compiling a list of vacancy announcements to be included in the vacancy blaster. Amendment # 3 will clarify this information by revising the RTO #1 accordingly.

**14. Exhibit 17 Will the government provide the current staffing mix associated with delivery of these tasks?**

Response 14: No, the Offeror proposes the staffing mix.

**15. 151095-SOL-001-014 Does the government have an estimated level of effort for the RTO that can be provided?**

Response 15: No, the Government does not have an estimated level of effort for the RTOs. The Offerors are required to propose the basis of estimate, staffing, hours and technical approach for all RTOs.

**16. L.15 1852.231-71 DETERMINATION OF COMPENSATION REASONABLENESS- references the SCA Service Contract Act, yet the act is not incorporated in Section I. Does SCA apply?**

Response 16: No, Service Contract Act does not apply.

**17. L.15 1852.231-71 DETERMINATION OF COMPENSATION REASONABLENESS As this contract is a follow on contract, what is the average number of years the employees have been supporting the NASA effort? Impacts compensation reasonableness.**

Response 17: The Government is unable to provide the average number of years each contractor employee has supported this requirement.

**18. L.21.1 page 85 pp. 5 please confirm the offer is to provide formulas, thus altering the government supplied file 151095-SOL-001-014.**

Response 18: Yes, the formulas and data inserted in the document will alter the template but the cost exhibits provide your supporting cost information as part of your proposal.

**19. Exhibit 17, RTO#3 Social Media Support: What type of information does NASA want to be marketed and distributed through this media?**

Response 19: OHCM will not be using social media as a marketing tool, as much as, for an actual catalyst for alternative training venues.

**20. G.6 Please confirm that the Offeror will provide the equipment to support our staff on contract (computer)?**

Response 20: No, the Offeror is not required to provide equipment to staff under the contract refer to Clause G.7 1852.245-71 Installation Accountable Government Property (JAN 2011).

**21. G.6 Please confirm that NASA has the existing equipment in the training centers which NASA owns and maintains.**

Response 21: The Training Center's equipment exists; but owned and maintained by separate Contractor.

**22. I.92 52.222-2 PAYMENT FOR OVERTIME PREMIUMS, pg. 45 Please confirm that over time is expected, and to be priced.**

- Response 22: The clause permits the authorization of overtime per the Contracting Officer's approval. Overtime is not expected for this requirement.
- 23. F.5 EFFECTIVE ORDERING PERIOD. The Government may issue task orders for a period of five (5) years from the contract effective date of TBD. Attachment D Has columns for 6 contract years, please confirm we are to price six contract years.**
- Response 23: Yes. Please refer to clause I.88 FAR 52.216-22 (d), which allows for deliveries under the contract after one year from the end of effective ordering period.
- 24. SF 30 Amendment 000001 Section/box 11 the first box is "X'd" and the third box is "X'd". One box indicates the proposal due date is extended based on section 14 and the third box indicates proposal due date is not extended. Please confirm the due date.**
- Response 24: The due date was corrected as of Amendment #1. The Amendment corrected the proposal due date to November 15, 2015 on the solicitation cover page on SF 33 at block 9.
- 25. J.1 LIST OF ATTACHMENTS did not include a list of acronyms; please provide a list of acronyms.**
- Response 25: Acronyms are defined throughout the document. Also, you may refer to the OHCM acronym list posted in the e-library.
- 26. Will the solicitation response due date be extended due to Hurricane Sandy?**
- Response 26: No, the solicitation response due date will not be extended due to Hurricane Sandy. However, NASA contemplates an extension with the release of Amendment #3.
- 27. The RFP states that "The Offeror shall instruct each of its references to return the questionnaire directly to the Government in a sealed envelope." Would NASA consider allowing Government references to submit the information electronically (via email)?**
- Response 27: Yes, RFP section L.22 (b) provides for submission instructions via email.
- 28. "All SF 33s require original signatures." Would this be for the original binder only or for copies as well?**
- Response 28: Per Section L.19 only the Offer Volume I will have the original signature of the SF33 in the Offer binder.
- 29. Exhibit 17 – RTO 1 in the Official Personnel Records section, does "1,500 records" refer to 1,500 eOPFs, EPFs and EMFs, or does it mean 1,500 documents to place in those folders?**
- Response 29: The 1,500 records are documents which are required to be placed in either the eOPFs, EPFs or EMFs. It should be noted that none of these files are physically maintained in OHCM. The contractor is required to transmit individual employee records (documents) to NSSC (NASA Shared Services Center) for filing in the eOPFs, to the supervisor for filing in the EPFs, or to the medical department for filing in the EMFs. Records (documents) may be

in either hardcopy or electronic form. Hardcopies may be either scanned or submitted to NSSC electronically, or in some cases mailed via U.S. Postal Service. Documents for EPFs or EMFs may be transmitted electronically, or hand carried.

**30. Exhibit 17 – RTO 1 could you explain the meaning of the last sentence in the Human Resources section? What is meant by a personnel action? What does it mean to process one?**

Response 30: Personnel action refers to a “request for personnel action”. This request is typically initiated by an organization within Goddard. To process an action requires a two-step process: First, the contractor would be required to review and verify employee and position data to determine the proper coding for the action. Secondly, the contractor would then be required to complete the SF52 by performing data entry into the Federal Personnel Payroll System. Approximately 2,000 actions per year may be required.