

RFP NNG12381152R  
Questions & Answers  
October 19, 2012

**Question 1.** The cover letter states that the "contractor will be responsible for providing all required IT equipment both on site and off site." Would the Government clarify this statement? For example, is the contractor to provide for all of the library servers, backup servers, maintenance contracts (which are currently provided by the Government), and all onsite staff desktop computers (which are currently provided through the NASA ACES contract)?

**Answer:** No, the government will provide all on site IT equipment. See Amendment 1, corrected cover letter.

**Question 2.** In Attachment A (SOW) and Attachment C (Work Management Structure), Knowledge Management services are requested. Can you confirm or verify if you desire an FTE to support this function?

**Answer:** The Government will not confirm or verify that an FTE is desired to support the Knowledge Management Services. Based on all the information provided in the RFP, attachments, and enclosures, Offerors are responsible for submitting their best approach to RTOs 1 and 2 including staffing.

**Question 3.** The cost summary attachment is currently requesting information broken down by month. Is it acceptable to the Government to provide this information by year?

**Answer:** No, it is not acceptable to provide cost summary information on an annual basis. Greater cost realism is provided with information broken down by month.

**Question 4.** Can we modify the cost exhibits, especially the ones on indirect cost, to match our accounting system

**Answer:** Yes, the cost exhibits may be modified to match an Offeror's accounting system.

**Question 5.** Reference: Section B.1 specifies contract deliverables as including both recurring Indefinite Quantity services in response to task orders and one time definite quantity deliverables not covered in task orders for example: Task Plan, Organizational Conflicts of Interest Avoidance Plan, etc. We are confused

regarding pricing for the one time deliverables not included in task orders. Section L.15 Cost Proposal Instructions Pg. 68 states: The Government does not intend to issue a separate task order for overall contract program management. Section B.2 states that “The minimum amount of supplies or services that shall be ordered during the effective period of this contract is \$50,000.”

Should we assume that the cost of the non-recurring up front deliverables will be covered in the minimum task order?

**Answer:** No, Offerors should not assume that the cost of the non-recurring up front deliverables will be cover in the minimum task order. The Clause at B.2 Minimum/Maximum Amount Of Supplies Or Services (Cost Reimbursement). Paragraph (b) states “ The minimum amount is reached when the sum of the amounts of all ordered supplies and services, except for any adjustments made pursuant to the Limitation of Cost or Limitation of Funds clause, equals or exceeds the minimum amount stated in paragraph (a).” The clause does not state that a minimum task order will be issued. Offerors are encouraged to prepare their cost proposal to cover all deliverables in accordance with their accounting and estimating systems, either on a direct or indirect basis.

**Question 6.** Should we be including the cost of the upfront deliverables in the first RTO?

**Answer:** Offerors are directed to page 65, 3. Mission Suitability Instructions by Subfactor, for instructions on preparing responses to the RTOs. Offerors shall prepare responses to Representative Task Orders (RTOs) 1 and 2 that provide their best approach to the tasks described in each RTO. Offerors are reminded that responses to RTOs are for evaluation purposes only.

**Question 7.** Attachment G, Exhibit 7, Probable Subcontractors. Would the Government please confirm that the column labeled “Sub Proposed Price” is the total fully burdened sub price to the prime for the line item?

**Answer:** Yes, the column labeled “Sub Proposed Price” is the total fully burdened sub price to the prime for the line item? If the Prime choses to propose a different Sub price to the Government, it should be listed under “Sub Proposed Price”.

**Question 8.** Attachment G, Exhibit 7, Probable Subcontractors. Would the Government please confirm that the column labeled “Prime proposed Sub Price” is the total price to be charged by the prime for the line item, inclusive of any pass through costs and fee?

**Answer:** No, the column labeled “Prime Proposed Sub Price” is the price the Prime

proposes to charge the government for work performed by subcontractors. This may or may not be the price the subcontractor(s) proposed to the Prime.

**Question 9.** Attachment G, Exhibits 9 and 10, Fringe Benefits Charts – Employees, Fringe Benefits (FB) are often presented as a percentage rate as a function of Direct Labor dollars referred to as a Fringe Rate. Exhibits 9 & 10 require the Offeror to present specific identified fringe benefit items as a Total Cost of FB Hour. The Cost per Hour will vary, depending on which of the various labor categories is chosen. In order to standardize for comparison purposes, will the Government confirm that Offerors are to use the average hourly rate of \$39.96 as calculated from the Historical Data – Enclosure 2 – Reference Table V of Unburdened Hourly Rates by Labor Category for 2011?

If not, in order to standardize the calculation, will the Government provide one sample hourly unburdened rate for calculation purposes?

**Answer:** No, the Government cannot confirm that Offerors are to use the average hourly rate of \$39.96. Offerors are to report fringe based on the company practice.

**Question 11.** Attachment G, Exhibits 10, Fringe Benefits Charts – Non-Exempt Employees, If the work is subject to the Service Contract Act, then non-exempt employees will receive a Health and Welfare allowance of \$3.71 per hour. Would the Government please confirm that the cost related items for Exhibit 10 are not applicable, and that only the “remarks” column is to be completed for non-exempt labor categories?

**Answer:** No, the Government cannot confirm that the cost related items for Exhibit 10 are not applicable, and that only the “remarks” column is to be completed for non-exempt labor categories? Exhibit 10 should be complete in accordance with the Offeror’s business practices.

**Question 12.** Please confirm that any reference to CY6 is to be removed from the RFP, and deleted from Attachment G, as the stated period of performance of the contract is five years.

**Answer:** No, the Government will not confirm that any reference to CY6 is to be removed from the RFP. CY6 refers to the work year that task orders placed until the end of CY5 will be performed. Indefinite Delivery, Indefinite Quantity (IDIQ) contracts are referenced in Ordering Periods not period of performance. Task orders issued under IDIQs are referenced in period of performance.

**Question 13.** Page 69, L.15.2 (h) Exhibit 6A and Exhibit 6B, Exhibit 6A shows the details of

the expenses in the overhead pool by contractor fiscal year. If fringe benefits are included in a separate pool, provide a separate exhibit entitled, "Fringe Benefit Pool". This exhibit shows the actual expenses for the prior three years and projected expenses through the life of the contract.

Exhibit 6B shows the details of the expenses in the G&A pool by contractor fiscal year. This exhibit shows the actual expenses for the prior three years and projected expenses through the life of the contract.

Since the Offeror is asked to respond to only two representative task orders (RTO 1 and 2), this Offeror assumes we should base our projected expenses through the life of the contract only on RTO 1 and 2. Is this assumption correct?

**Answer:** No, Offerors projected expenses should be based on performing any work within the SOW for CY 1 through CY 6.

**Question 14.** Cover Letter, Paragraph 6, "There is office space available for four onsite contractor employees at the GSFC Greenbelt, MD facility."

L.14, 3 Subfactor B, The Offeror shall discuss the proposed locations of all onsite and offsite proposed staff members for efficiency as it relates to providing adequate onsite services and proper maintenance of hardware and software." "The Offeror shall provide the location, either onsite or off site, of each proposed staff member."

Are the four onsite positions referred to in the cover letter intended to provide onsite staff space for only the two included RTOs, or for the entire contract?

**Answer:** No, the four onsite positions referred to in the cover letter are not intended to provide onsite staff space for only the two included RTOs. There will be space available to the Contractor to house four (4) of employees on-site that will be used in the performance of task orders issued under the entire contract.

**Question 15.** Cover Letter, Paragraph 6, "There is office space available for four onsite contractor employees at the GSFC Greenbelt, MD facility."

Is there a workstation available at the reference desk in addition to the four office spaces provided?

**Answer:** No, the reference desk is not available as a work station. The Reference Desk will be available for use by the Contractor to service customers when the Library is open for use.

**Question 16.** Page 81, Section M, Both the proposed and probable cost assessments for the 2

RTOs will be presented to the Source Selection Authority, along with the proposed FFP Phase-in price.

If the proposed costs of the RTOs and the rates proposed in Attachment G, Direct Labor Rates, Indirect Rates and Fee matrices, are determined reasonable, will the rates then be evaluated in comparison to the other offers by the Source Selection Authority?

**Answer:** No, the rates are not evaluated by the Source Selection Authority, they are evaluated by the Integrated Evaluation Team. The rates and proposed costs are evaluated for reasonableness and cost realism respectively, and then presented to the Source Selection Authority.

**Question 17.** Enclosure 1, Page 3, Representative Task Order 2., Philosophy: item 3 For the purposes of this representative task order, the contractor shall provide the results package or technical report in paper format.

Though we understand that the response instructions don't include performing RTO 2, please verify that a sample results package or technical report is not required as part of the response.

**Answer:** Yes, Offerors shall provide the Results Package or Technical Report in paper format as identified in RTO 2.