

RFP NNG12381152R
Questions & Answers
October 25, 2012

Question 1: Will the proposed firm-fixed price for the 30-day phase-in period be included as part of the Cost Evaluation Factor as described in M.4.

Answer: All Cost Exhibits, including Exhibit 8, Phase-In will be evaluated as part of the Cost Proposal.

Question 2: How does the requirement for contractor to provide a “Inspection of Services System” described in RFP section E.2, differ from QA plan; and when/where is this to be submitted?

Answer: In accordance with B.1 Supplies and Services to be Provided, a QA plan is required 30 days after the contract start date. Contractors are required to ensure quality control on the services they are providing. The method of Offeror’s Quality method of Quality Control should be described. The Government ensures quality assurance based on the approved Quality Assurance Plan submitted to Government for approval in accordance with the sample in Enclosure 3.

Question 3: Can you clarify language on RFP page 79 regarding planned approach for purchasing technical subscriptions? Is this just to address plans for securing credit/funding of purchases or is an actual plan of expected purchases also required?

Answer: The language on page 79 regarding planned approach for purchasing technical subscriptions is not just a matter of addressing plans to secure credit/funding for the purchases. Offerors are expected to explain their approach for making timely economical purchases on behalf of the government.

Question 4: Will any requirements for Contractor to digitize/convert existing content be done through a specific Task Order? (Ref. answer provided to Question 7 in 9/14/12 DRFP Q&A response.)

Answer: Any digitization or conversion of existing content would be done through a Task Order. The Task Order may be specifically for the task of digital conversion, or it may be included as a requirement in a Task Order that includes other tasks.

Question 5: Will the specific requirements for Contractor staff to manage/maintain the library physical holdings be in a separate Task Order? (Ref. answer provided to Question 10 in 9/14/12 DRFP Q&A response.)

Response: Any requirements for Contractor staff to manage/maintain the library physical holdings will be in a separate Task Order.

Question 6: What are the primary factors that caused the past decrease in services provided under the current contract; and are further decreases or increases in service anticipated? (Ref. answer provided to Question 34 in 9/14/12 DRFP Q&A response.)

Answer: The primary factors that caused the a decrease in services were budget cuts.

Question 7: Does the maximum amount of \$16,300 indicated in Section B.2 (a) include ODC's? An example is purchasing technical subscriptions required under the contract (up to \$1M).

Answer: The amount in B.2 Minimum/Maximum Amount Of Supplies Or Services (Cost Reimbursement) states the maximum is \$16,300, 000 and yes it does include ODCs.

Question 8: Task Order 2 begins Jan 13 per Enclosure 1. Contract phase-in starts in June 2013. What is the anticipated start date for RT02? Please Clarify this.

Answer: RTO 2 (Representative Task Order) is a representation of the type of work that may be performed under the contract and therefore does not have a start date. The approach to the RTOs will be used for evaluation purpose as discussed in Section L. The contract start date which is to begin after the 30 day phase-in is anticipated to on or about June 1, 2013.

Question 9: What is the anticipated start date for the program? June or January?

Answer: See answer to question 8.

Question 10: Is the information provided by vendors in their proposals subject to exemption of the Freedom of Information Act (FOIA)?

Answer: No, FOIA generally provides that any person has a right to obtain access to federal agency records, except to the extent that such records (or portions of them) are protected from public disclosure by one of nine exemptions. The exemption

most commonly used in the context of government contracting is related to trade secrets and confidential commercial or financial information.

To stop the release of proposal information, and Offeror must show that their company will suffer "competitive harm."

Question 11: Are the labor rates presented in the historical data section targets for pricing and to be included in our respective proposal? If so, for what period of time?

Answer: Please refer to section **2. Cost Proposal Format**, Direct And Indirect Rate Substantiation which states the following:

“Provide the basis for the direct labor rates proposed. The labor rates included as Enclosure 2 Historical Data for Information Sciences and Library Services reflects the unburdened hourly rates for the labor categories currently being used under the incumbent contract for Information Sciences and Library Services. If the offeror proposes to capture incumbent personnel as part of its overall staffing approach, then Offerors shall use these rates as a guide in proposing unloaded direct labor rates. Any proposed variances from these incumbent rates shall be fully explained and justified. If salary surveys were used as the basis for the direct labor rates, identify the median salary and provide rationale if proposing lower than the median.

Indicate how you have computed and applied your indirect costs, including cost breakdowns. Show trends and budgetary data to provide a basis for evaluating the reasonableness of proposed rates. Indicate the rates used and provide an appropriate explanation. Also provide the actual indirect rates realized for the last three contractor fiscal years, annotating if the rate is audited or unaudited.

The escalation proposed for labor must be stated along with the actual escalation experienced in the last three years. Provide a statement of rationale, including the derivation, for the proposed escalation rates. If escalation is not proposed, explain why. The offeror shall also discuss the rationale for any escalation proposed for the other cost elements.”

Question 12: The referenced \$1M line of credit; is that the life of the contract, the base option, or each year?

Answer: The \$1M line of credit is for each year.

Question 13: Reference to Section L.9 / (a) 1 – Table. There was a typographical error in cost volume hard copies. Is it “original plus 5 hard copies”?

Answer: Yes, an original plus 5 hard copies shall be submitted in accordance with the RFP.

Question 14: In reference to L.11 - are significant subcontractors required to submit a) Safety and Health Plan. If so, will it be part of Prime Offeror submission or will they have to be separate submittals?

Answer: Significant subcontractors are not required to submit a Safety and Health Plan.

Question 15: Are significant subcontractors required to submit response to Offer Volume (L.13) contents (a) thru (c) and items in (c).

Answer: Significant subcontractors may submit information in the manner agreed upon by the Prime. Significant subcontractor information is required to be submitted in accordance with the instructions in Section L and as required in the Exhibits calling for significant subcontractor information.

Question 16: For salary surveys, and completing cost proposal, Exhibit 5, what is Contract Year 1 start date?

Answer: Contract Year 1 rates should be for one year beginning in 2013.

Question 17: Considering the proposal requirements and submittals, request GSFC to consider extending the proposal submission date till Friday, November 9, 2012.

Answer: At this time this office will not be extending the proposal due date.

Question 15: In reference to Questions & Answers dated October 19, 2012 (issued today by GSFC), Question 17 (last one), we have the following comment and request clarification

Page 57 of the RFP states in all capital letters "the offeror is not to perform any actual work or produce any deliverables on the representative task orders (RTOs) in response to the RFP.

Based upon the statement, we did not perform any actual work.

If NASA expects us to submit a deliverable (requiring research on commercial databases that we don't have access to and that the government estimated would take 3 weeks to provide) it is difficult to support this requirement at this late stage. Please clarify and confirm this is not a requirement to submit a deliverable after doing research.

Answer: Amendment #2 is issued to remove this requirement.