



**Welcome to the  
Johnson Space Center  
Environmental Services (JES)  
Preproposal Conference**

**October 29, 2012  
JSC Gilruth Center Alamo Ballroom  
9:00 am-11:00 am  
Site Tour: 1:00 to 4:00 pm**



# **Welcoming Remarks**

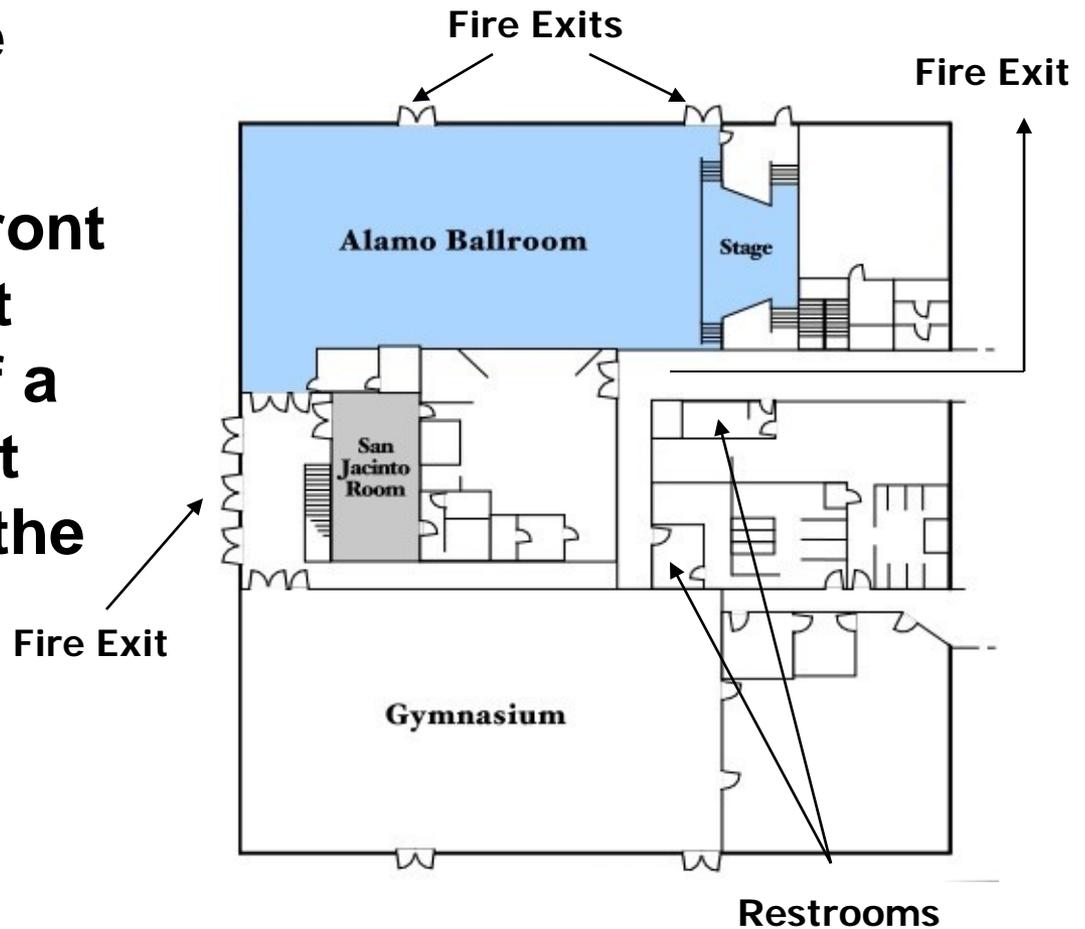
**M. Jo Kines**  
**JES Chair**



# Administrative

**Restrooms can be found in the hallway outside this ballroom.**

**Fire exits are by the front entrance and side exit doors. In the event of a fire, you must move at least 75 ft away from the building.**



# Agenda



<u>Topic</u>	<u>Presenter</u>
Conference Registration	8:30-9:00 am
Welcome and General Information	M. Jo Kines
Opening Remarks	Debra Johnson
Orientation and Procurement Overview	Shine Lin
Organization, Vision, and Objectives	Joel Walker
SOW, J Attachments, and DRDs	M. Jo Kines
Procurement Overview	Shine Lin
<b>10-Minute Break</b>	<b>10-Minute Break</b>
Industry Assistance Overview	Kelly Rubio
Labor Relations Overview	Suzan Thomas
Safety and Health Programs	Connie Pritchard
Q&A, Schedule, and Closing Remarks	Shine Lin



# **Opening Remarks**

**Debra Johnson**  
**Director, Office of Procurement**



# **Orientation and Procurement Overview**

**Shine Lin  
Contract Specialist**

# Disclaimer



- These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the Request for Proposal (RFP)
- To the extent there are any inconsistencies between this briefing and the RFP, the RFP will govern

# Preproposal Conference Orientation



- The purpose of this Preproposal Conference is to help industry understand the Government's requirements
- Questions:
  - Verbal questions will not be entertained during the conference or tour
  - Index cards are available for you to write down questions to give to the Contracting Officer during this conference or during the tour
  - In addition, questions may be submitted as described on the acquisition website (<http://procurement.jsc.nasa.gov/jes/>)
  - Official responses to written questions received by the Contracting Officer will be posted to the JES procurement website and as an amendment to the RFP
  - **The deadline for submitting questions regarding the RFP and this conference is November 2, 2012**
  - **Questions arising from the JES Pricing WebEx on Oct. 31, are also due on November 2, 2012**

# Source Selection Authority and Acquisition Team Members



- Source Selection Authority
  - Lawrence A. Kenyon, Associate Director of the Office of Procurement, Johnson Space Center
- Acquisition Team
  - M. Jo Kines, Chairperson
  - Shine Lin, Contract Specialist/Recorder
  - Kirk Hummel, Environmental Engineer
  - Yaranet Marquez, Contracting Officer
  - David Hickens, Evaluation Team
  - Michelle Fraser-Page, Evaluation Team
  - Alan Amor, Evaluation Team
  - Charles Webster, Evaluation Team

# Points of Contact



- **Contract Specialist:**

- Mr. Shine Lin
- [Shine.lin@nasa.gov](mailto:Shine.lin@nasa.gov)
- 281-483-0014

- **Contracting Officer:**

- Ms. Yaranet Marquez
- [Yaranet.marquez-1@nasa.gov](mailto:Yaranet.marquez-1@nasa.gov)
- 281-244-8562

- **JES web address:** <http://procurement.jsc.nasa.gov/jes>

- Click on the “Anonymous Questions to Contracting Officer” link to submit a question

# Ombudsman Information



- Ombudsman (NFS 1852.215-84): “...before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution ... If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman ...”
- Address/Phone:  
NASA Headquarters  
Mail Code: LP011  
Washington, DC 20546-0001  
Phone: (202) 358-0445

[Agency-procurementombudsman@nasa.gov](mailto:Agency-procurementombudsman@nasa.gov)

# Current Contract Overview

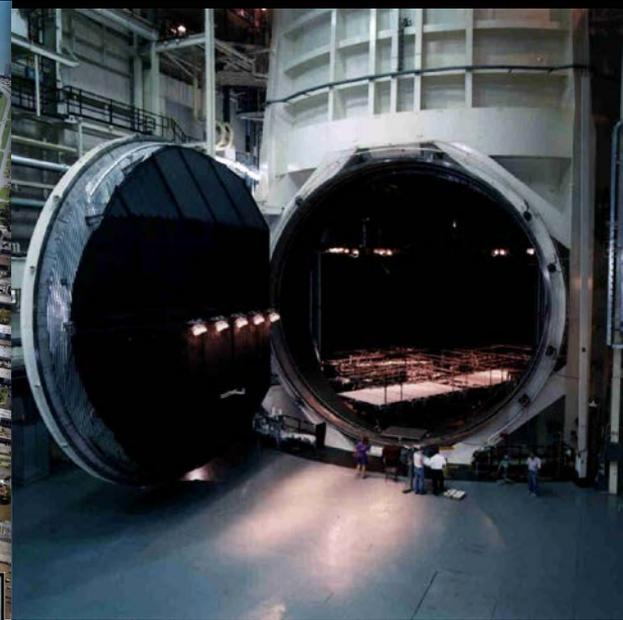


- **Contract Number:** NNJ08JB01C
- **Prime Contractor:** Earth Resources Technology, Inc.,
- **Contract Type:** Cost Plus Award Fee Completion Form contract with Cost Plus Award Fee Indefinite Delivery Indefinite Quantity Task Orders
- **Period of Performance:** March 1, 2008-February 28, 2013
- **Skills currently provided on contract include:**  
Professional environmental consulting services and on-site implementation to support the Center Operations Directorate's Environmental Office in accomplishing its multi-media environmental program objectives



**Joel B. Walker**  
**Director, Center Operations**

# JSC and Center Operations Overview



# Johnson Space Center (JSC) and Satellite Facilities (EF, SCTF, and EPFOL)



# JSC Vision and Objectives



- **JSC's core capabilities are:**
  - Human Space Flight Integration
  - Large Complex Program Management
  - Spacecraft Engineering and Design
  - Flight Crew Training
  - Human Space System Science and Technology Development
  - Mission Operations
  - International Partnerships
  - Promoting and Integrating Commercial Space Exploration

# JSC Vision and Objectives



- **JSC's New Business Practices**
  - Modes are Changing – Not “Business as Usual”
  - Innovation
  - Collaboration and Partnerships
  - Increased Emphasis on General-Purpose and Flexible Facilities
  - Decreased Center Footprint, Increased Efficiency Required



Lyndon B. Johnson  
Space Center  
September 28, 2011



Direct Reports to Headquarters



# Center Operations (CenterOps) Vision and Objectives



- CenterOps is the Foundation for Mission Success
- CenterOps is responsible for providing facilities, utilities, logistics, security, travel and environmental services for the successful operation of JSC.

# CENTER OPERATIONS DIRECTORATE

Joel Walker, Director  
Steve Campbell, Deputy Director

JA

**Environmental Office**  
David Hickens, Lead  
JE111

**Planning & Integration Office**  
JP111

**Logistics Division**  
JB111

**Facilities Management & Operations Division**  
JM111

**Protective Services Division**  
JS111

**Property, Supply, & Equipment Branch**  
JB311

**Transportation & Support Services Branch**  
JB711

**JSC Mall Branch**  
JM211

**JSC 200/300/400 Area  
Ellington Field & SCTF**  
JM311

**Projects Branch**  
JM411

**Utilities Branch**  
JM511

**International Services Office**  
JS211

**Security Office**  
JS411

**Office of Emergency Management**  
JS711



- **JSC's Environmental Excellence Policy**

“JSC commits to conducting our mission in a manner that promotes environmental stewardship, sustainability, compliance and continual improvement.”

- JSC's environmental program provides site-wide oversight and services to all JSC employees and organizations at the JSC main site and three satellite facilities Ellington Field (EF), Sonny Carter Training Facility (SCTF) and El Paso Forward Operating Location (EPFOL)

# Environmental Program Objectives



- **Provide a flexible, solutions oriented, problem solving capability to assist all organizations at JSC to fulfill their mission while maintaining environmental compliance and implementing sustainable practices**
- **Effectively communicate with and influence multiple organizations and contractors who have a wide variety of skills and education to meet our environmental goals**
- **Keep abreast of emerging environmental issues and new requirements, develop recommended improvements and maintain the viability and currency of JSC's environmental program during a period of dynamic change in NASA and JSC's mission**



# **SOW, J Attachments, DRDs Overview**

**M. Jo Kines  
JES Chair**

# Section C, Statement of Work (SOW)



- **The SOW is composed of 5 sections and 2 attachments:**
  - **Section 1, Introduction**
  - **Section 2, Contract Management**
  - **Section 3, General Environmental Programs**
  - **Section 4, Media Specific Compliance Programs**
  - **Section 5, Indefinite Delivery Indefinite Quantity**
  - **Attachment A, Description of Facilities**
  - **Attachment B, Qualifications and Training Requirements**

# Changes from the Current Contract SOW



- Sitewide environmental work that was under the JSC Facilities Support Services Contract have been integrated into the JES RFP, including:
  - On-site Industrial Solid Waste (ISW) pickup and transportation
  - Management of the <90-day ISW waste management units
  - Providing containers to generators
  - Managing storm water within containment structures and devices (draining)
  - Conducting inspections required by Spill Prevention, Control and Countermeasure (SPCC) Plans and Storm Water Pollution Prevention Plans (SWPPPs)
  - Operating wastewater pretreatment system (MEMTEK)
  - Spill response and clean up
  - Need for a work control process (receive and track requests)



# Changes to the SOW (cont'd)

- Requirement for a more extensive Safety and Health Plan (for newly integrated hazardous operations)
- Some activities that are contained in the current contract as base work and which can be very variable have been removed and will be performed as IDIQ, such as:
  - Sustainability (recycling, sustainable acquisition, pollution prevention, sustainability) (Sample Task Order A)
  - Managing the B222 ArcJet facility environmental compliance program (Continuous Emissions Monitoring System daily calibration checks, Relative Accuracy Test Audits (RATAs), Gas Cylinder Audits (CGAs)) (Sample Task Order B)
  - Event support, training module development, independent environmental compliance evaluations, Environmental Management System (EMS) auditor training

# SOW C.1, Introduction - Location of Services



- JSC – primary location, offices are located here, all services are provided
- Ellington Field (EF) – provide support for all applicable elements of the SOW
- Sonny Carter Training Facility (SCTF) – relatively minor environmental requirements but provide all applicable services
- El Paso Forward Operating Location (EPFOL) – smaller version of EF; daily activities are performed by the EPFOL contractor with oversight by the JES contractor
  - Do not provide containers, pickup from SAAs, SAA inspections,
  - Do manage ISW inventory, develop and submit reports, training
  - Expect to travel to EPFOL at least 4 times per year (waste shipments, training, SWPPP evaluations, regulatory inspections)

# SOW C.1, Introduction - Hours of Operation



- Establish hours of operation that are consistent with the normal operating hours of the facilities
  - Generally 7:30 or 8:00 am to 4:30 or 5:00 pm M-F, excluding holidays
- Note that there are exceptions and you must plan your hours and work coverage to include the exceptions, such as
  - Responding to spills and releases at any time 24 hours a day, 7 days a week including holidays
  - Conducting some activities on weekends or holidays such as draining containments within 24 hours of rainfall, conducting required opacity readings, or operating the B9 pretreatment system (MEMTEK)
- You will also be expected to implement policies and procedures to participate in JSC “work from anywhere” activities
  - Examples are: telework, flexible workweeks, etc.

# SOW C.1, Introduction – Incorporation of Sustainable Operations



- At NASA sustainability includes energy conservation, recycling, water management, pollution prevention, electronic stewardship, sustainable acquisition, material/equipment selection, and more, and is included in all phases of activities such as, master planning, design, construction, maintenance, operations, and all day-to-day activities
- The JES Contractor is expected to integrate sustainability into its activities and processes in the performance of this contract
  - Includes JES Contractor internal activities as well as the implementation of the all SOW requirements, and
  - Includes the JES Contractor assisting the JSC Environmental Office in exemplifying and communicating the NASA and JSC commitment to sustainability in our operations

# SOW C.1, Introduction – Miscellaneous



- Note that there is a new requirement to provide:
  - A simplified work control (receiving and tracking service requests) process
  - A procedure and location to receive supplies and materials
- Meeting support and deliverables are a significant part of the required services, the JSC Environmental Office (JEO) requires high quality support in these areas
- The JES Contractor is expected to provide all vehicles needed to support the performance of the contract; these vehicles may be requested from GSA since they are generally available at a lower cost to the government

# SOW C.2, Contract Management



- **C.2, Contract Management** contains many of the administrative or overarching systems that are related to the performance of the entire SOW, such as:
  - Incorporation of sustainable operations
  - Records management
  - Deliverables requirements
  - Work control and receiving
  - Meeting support
  - Payment of regulatory fees
  - Associated contractor agreements

# SOW C.3, General Environmental Programs



- **C.3 General Environmental Programs** contains requirements that implement elements that are applicable to all the environmental programs or media
  - Technical assistance
  - Training, awareness and communication on environmental programs
  - Monitoring and evaluating new or changing environmental requirements and technologies
  - Evaluating compliance
  - Correcting environmental non-compliances
  - Sustaining the Environmental Management System (EMS)
  - Sustainability
  - Implementing National Environmental Policy Act (NEPA) requirements for programs and projects
  - Reviewing and monitoring projects for inclusion of environmental requirements
  - Spill response

# SOW C.4, Media Specific Environmental Programs



- **C.4 Media Specific Environmental Programs** contains requirements for specific media or specific regulations
  - Drinking Water
  - Storm Water
  - Wastewater
  - Petroleum, Oils, and Lubricant Pollution Prevention
  - Industrial Solid Waste
  - Air Quality
  - Toxic Substances

# SOW C.5, Special Support Services



- **C.5 Special Support Services (Indefinite Delivery/Indefinite Quantity (IDIQ))**
  - The Government expects to order some services on a cost reimbursable, IDIQ basis, should they be needed, via Task Orders
  - These include support services and specialty services, such as:
    - Develop permit applications
    - Conduct environmental studies
    - Project support including disposal of ISW
    - Develop new training modules
    - Catastrophic spill release support
    - Tank repair
  - Two Sample Task Orders are included in Section L which the Government anticipates awarding upon contract start, if the need still exists and funding is available

# SOW Section C Attachments



- **Attachment A, Description of Facilities**
  - Overview of environmental attributes at JSC, EF, SCTF and EPFOL
- **Attachment B, Qualifications and Training Requirements**
  - Describes training and qualifications for persons performing specific activities

# SOW Highlights



- The JSC Environmental Office is the single point of contact for all official interaction with environmental regulators
- NASA is the sole permit owner for all environmental permits
- There are about 160 unique environmental reports with varying submittal frequency (Section J-1)

# Section J Overview



- **J-1, Data Requirements List and Data Requirements Description (DRD)**
- **J-2, Applicable Documents**
- **J-3, Standard Labor Categories**
- **J-4, Workload Data**
- **J-5, Installation Accountable Government Property**
- **J-6, Acronyms**
- **J-8, Incentive Fee Evaluation Plan**

# J-1, Data Requirements List and Data Requirements Descriptions (DRD)



- Significant DRD changes anticipated include:
  - Eliminated DRDs:
    - Information Technology Capital Planning and Investment Control
    - Monthly Safety and Health Metrics (now contained within the Safety and Health Plan DRD SA-1)
    - Contractor Emergency Preparedness Plan (now contained with the Safety and Health Plan DRD SA-1)
    - 12 DRDs related to Statement of Work requirements have been consolidated into three (3) DRDs



- New DRDs:
  - Lessons Learned Program Plan and Lessons Learned (Safety)
  - Contractor's Safety Program Self Evaluation
  - Management and Staffing Plan
  - Organizational Conflict of Interest Plan
  - Reprocurement Data Package

# New DRDs (cont'd)



- Statement of Work Related DRDs :
  - EN-01, Contract Management includes all deliverables required in Statement of Work Section C.2, *Contract Management* (describes 5 deliverables)
  - EN-02, General Environmental Programs includes all deliverables required in Statement of Work Section C.3, *General Environmental Programs* (describes 48 deliverables)
  - EN-03, Media Specific Compliance Programs includes all deliverables required in Statement of Work Section C.4, *Media Specific Environmental Programs* (describes 92 deliverables)

# DRDs Required with Proposal



- **DRDs that are due with the proposal are :**
  - **Management and Staffing Plan (DRD AN-04)**
  - **Total Compensation Plan (DRD AN-05)**
  - **Phase-in Plan (DRD AN-01)**
  - **Safety and Health Plan (DRD SA-1)**
  - **Organizational Conflict of Interest Plan (DRD AN-08)**
  - **Government Property Management Plan (DRD AN-10)**
  
- Note: refer to Sections L and M to understand how these Plans should be submitted with your proposal and how they will be evaluated

# Standard Labor Categories, Workload Data, Government Property



- **J-2, Applicable Documents**

- Contractor must comply with the requirements contained in these documents

- **J-3, Standard Labor Categories**

- Lists skill types that the Government has identified that Offerors are to map to for their technical resources and cost/price proposal

- **J-4, Workload Data**

- Provides historical average or typical quantities of work/services

- **J-5, Installation Accountable Government Property**

- A list of equipment that the Government will provide to the Contractor and that the Contractor will be required to track and manage (*DRD AN-10, Government Property Management Plan*)<sup>42</sup>

# Incentive Fee Evaluation Plan



- **J-8, Incentive Fee Evaluation Plan**
  - Describes how the Incentive Fee will be determined
  - Cost Incentive Fee (CIF) 25% of Fee Pool
    - Includes cost sharing for cost over-runs and under-runs
      - Fee decreased by \$0.15 for every dollar the actual cost is greater than the target cost up to 10% over the target cost; CIF will not be less than \$0
      - Fee is increased by \$0.15 for every dollar the actual cost is less than the target cost up to 4% under the target cost
      - Target cost excludes TSDR costs and regulatory fees in order to reduce risk that is not controllable by contractor
  - Performance Incentive Fee (PIF) 75% of Fee Pool
    - Performance Metrics 70%
    - Service Quality Metrics 30%

# Incentive Fee Evaluation Plan (cont'd)



- The calculations to determine both the Performance and Cost portions of the incentive fee are somewhat complex
- It is recommended that you review the plan carefully, including the attachments, to understand how scores and fee will be determined

# Remainder of Section J



- **J-6, Acronyms**
  
- **J-7, J-9, J-10, J-11, and J-12**
  - Plans that are submitted with the proposal become part of the contract and will be inserted into Section J at contract award
    - Management and Staffing Plan
    - Safety and Health Plan
    - Total Compensation Plan
    - Organizational Conflict of Interest (OCI) Plan
    - Phase-in Plan

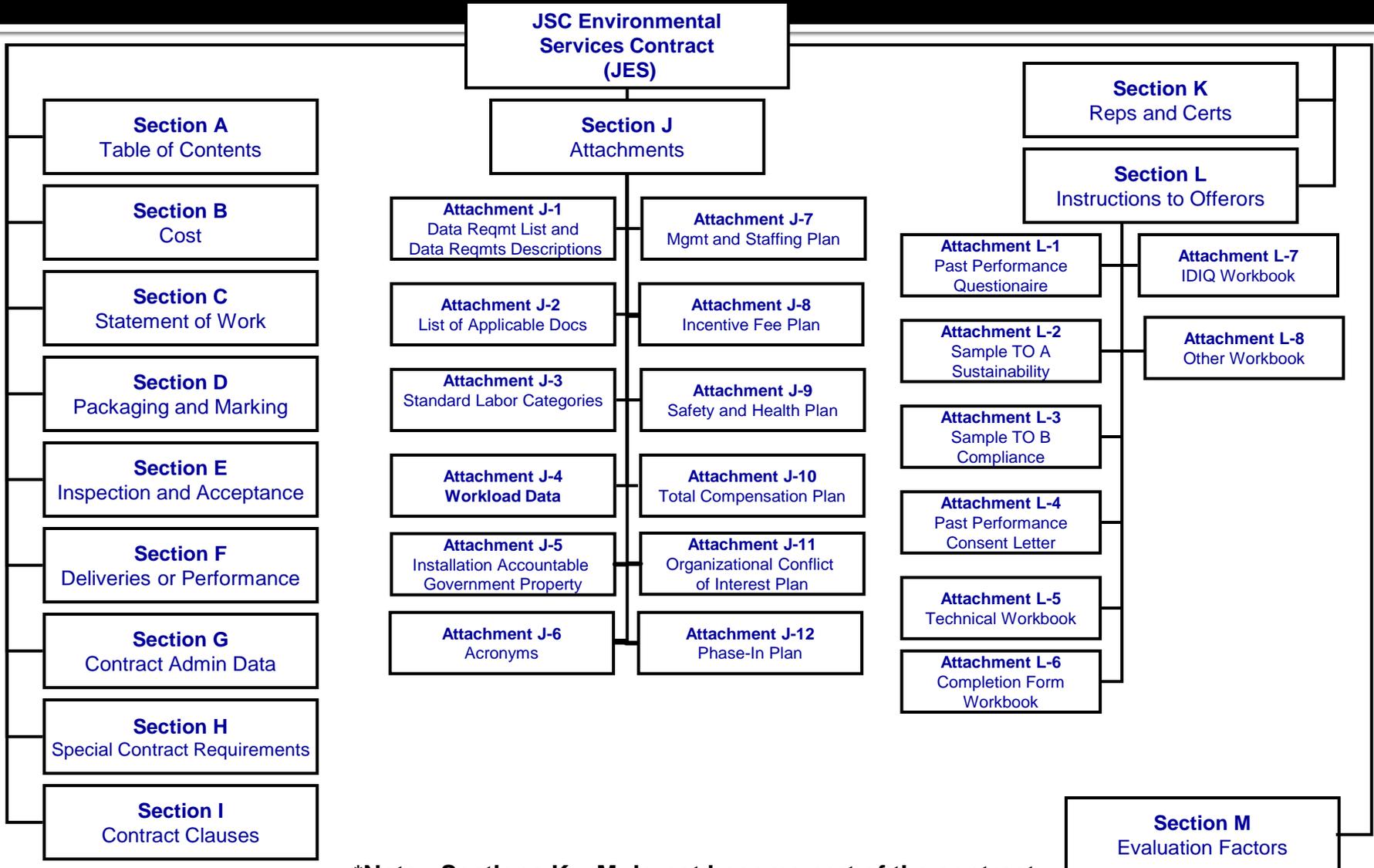


# **Overview of RFP NNJ12433042R**

**Shine Lin**

**Contract Specialist**

# JES RFP Structure



\*Note: Sections K – M do not become part of the contract.

# General Information



- The actual issued RFP and amendments take precedence over this conference or the draft SOW and associated documents issued
- Competition: Total Small Business Set-aside; NAICS Code 541620 - Environmental Consulting Services; \$14M Size Standard (average of \$14M in gross annual receipts for a 3 year period)
- When reading the RFP, note that:
  - Important information is contained in the SF33 and numerous clauses and provisions that have been incorporated, via full text and/or referenced text, throughout the document
  - Clauses incorporated by reference have the same force and effect as if they were included in their full text

# Section A – Solicitation/Contract Form



- Complete, sign, and date the Standard Form 33 (SF 33)
- Offerors shall insert “260” into Block 12 of Standard Form 33, Acceptance and Award
  - Per provision L.14, Offeror Acceptance Period

# Section B – Supplies or Services and Prices/Costs



- **Type of Contract:** Cost Plus Incentive Fee (CPIF) Completion Form base with CP Fixed Fee (CPFF) Indefinite Delivery/Indefinite Quantity (IDIQ) task orders
- **B.3, Contract Value and Fee Arrangement**
  - B.3 (a) – Offeror to fill in Phase-in Price, Estimated Cost and Target Incentive Fee for Base Period
  - B.3 (c) – Offeror to fill in Phase-In Price, Estimated Cost and Target Incentive Fee for Phase-In, Base and Option Periods (See J-8 for Performance/Cost Incentive Fee Ratio)
- **B.5, Indefinite Delivery Indefinite Quantity (IDIQ) Minimum and Maximum Value**
  - \$4,000,000 Maximum, \$50,000 Minimum
- **B.6, IDIQ Rates**
  - Offeror to fill in Fully Burdened Labor Rates and Fixed Fee Rates (Labor and NLR)

# Section F – Deliveries and Performance



## ■ **F.3, Period of Performance**

- Phase-In – July 1, 2013 through August 31, 2013
- Base – **September 1, 2013 through September 30, 2014**

## ■ **F.4, Option to Extend Period of Performance**

- Option 1:
  - **October 1, 2014 through September 30, 2016**
- Option 2:
  - **October 1, 2016 through August 31, 2018**

Note the variable number of months in the contract years  
(CY1=13, CY2=12, CY3=12, CY4=12, CY5=11)  
Consider this when calculating cost

# Section G – Contract Administration Data



- **G.3, Submission of Vouchers for Payment**
  - Offeror to fill in cognizant DCAA Office information
- **G.7, NFS 1852.245-71, Installation Accountable Government Property (Alt 1), NASA anticipates providing:**
  - Office space, work area space, utilities and furniture
  - Property listed in Section J, Attachment J-5
  - Installation service facilities (office automation information technology onsite only, property disposal services, pickup and delivery of official mail, use of JSC Calibration Laboratory, safety and fire protection, medical treatment, cafeteria privileges, building maintenance, moving and hauling for office moves)

# Section H – Special Contract Requirements



- **H.2, NFS 1852.209-71 Limitation of Future Contracting**
  - A limitation on future contracting opportunities may be imposed if it is determined that an Organizational Conflict of Interest (OCI) issue cannot be adequately mitigated
  
- **H.3, NFS 1852.216-80 Task Ordering Procedure**
  - Describes the process of issuing task orders to the Contractor
  
- **H.5, NFS 1852.235-71 Key Personnel and Facilities**
  - Offeror to fill in Key Personnel (Program Manager and any other proposed )
  
- **H.7, Associate Contractor Agreements**
  - The Contractor shall establish a framework for coordination with associate contractors in the execution of their respective contracts. Effective communication and teamwork is a key to the success of the JSC Mission

# System for Award Management (SAM)



- **System for Award Management (SAM)**
  - A Federal Government owned and operated free website that consolidates the capabilities of the Central Contractor Registration (CCR)/Federal Register, Online Representations and Certifications Applications (ORCA), and Excluded Parties List System (EPLS).
  - Recommend you create an account in SAM in order to verify that your information in the database is current or to add information into SAM
  - If you had an active record in the CCR database, you have an active record in SAM
  - The SAM website is located at:  
<https://staging.sam.gov/portal/public/SAM/>

# Section K – Representations, Certifications and Statements of Offerors



- The offeror shall fill in all required elements of this section
- **K.2, Annual Representations and Certifications**
  - The Offeror shall complete the annual representations and certifications electronically via the Online Representations Certifications Application (ORCA) website accessed through <https://www.acquisition.gov/>

# Section L, Instructions, Conditions, and Notices to Offerors



## ■ **L.11 – Proposal Marking and Delivery**

- Note that the due date and time for proposal delivery is 1:30 PM CST, 11/29/2012. Late Proposals will not be accepted. It is highly recommended to notify the Contracting Officer/Contract Specialist (CO/CS) one day in advance of proposal delivery.

## ■ **L.12 – Availability of Specifications**

- All reference documents and specifications are available in the Technical Reference Library available through the JES Acquisition website (<http://procurement.jsc.nasa.gov/jes>)

# Section L, Instructions, Conditions, and Notices to Offerors



- **L.13 – Communications Regarding this Solicitation**
  - Questions regarding this solicitation must be presented in writing, or electronically via email, to the CO/CS
  
- **L.14-Offeror Acceptance Period**
  - The Offeror Acceptance Period is 260 Calendar days after the date specified for receipt of proposals by the Government and shall contain a statement to this effect

# L.16 – Instructions for Proposal Preparation



## ■ L.16.1 - Introduction

- The Offeror's proposal shall:
  - Demonstrate understanding of the overall and specific requirements of the proposed contract and the inherent risks associated with the objectives of this procurement
  - Convey the company's capabilities for transforming understanding into accomplishment
  - Provide in detail, the plans and methods for doing so; and
  - Provide the cost/price associated with doing so
- It is inadequate to simply state that the Offeror understands and will comply with the requirements, or to paraphrase the requirements

# L.16 – Instructions for Proposal Preparation



- **L.16.2 – Proposal Arrangement, Page Limitations, Copies and Due Dates**
  - Offerors must submit their proposals within the page limitations and arrangement specified. Excess pages and pages out of conformance with the limitations will not be evaluated by the Government and will be returned to the Offeror
  - Late proposals will not be accepted

# Proposal Formatting



- In accordance with Section M.3(b), *Proposal Arrangement, Page Limitations, Copies and Due Date*:
  - Instructions for proposal arrangement, page limitations, copies and the due date are specified in Section L.16.2
  - Offerors must submit their proposals in accordance with those instructions
  - Read the requirements carefully since pages and foldouts that do not conform to the instructions and pages submitted in excess of the limitations will not be evaluated by the Government, will not be adjusted by the Government to conform to the RFP requirements, and will be returned to the Offeror.



# Proposal Formatting (cont'd)

- Examples of Nonconforming Pages:
- Volume 1 is limited to 55 pages\* using Arial 12 point font and one-inch margins
  - If an Offeror submits Volume I with 60 pages, the last 5 pages will not be adjusted or evaluated and will be returned to the Offeror.
  - If an Offeror submits Volume I with 55 pages but 2 of the pages contain tables with 10 point font, the 2 pages with these nonconforming tables will not be adjusted or evaluated and will be returned to the Offeror.

\* Some information that is requested in Volume I is not included in the page limitation, these submitted pages will not be counted as part of the 55 page limitation.

# L.16 – Instructions for Proposal Preparation



## ■ L.16.3 Performance Price Tradeoff (PPT)

- This acquisition will be conducted using JSC's Streamlined Procurement Process
- This procurement will be conducted using a combination of technically acceptable baseline requirements (Acceptable/Unacceptable) and tradeoff of past performance and cost/price
  - Only those proposals which are rated as Acceptable or Potentially Acceptable will be evaluated for past performance and cost/price
- The Government seeks to select an Offeror whose proposal represents the best value after evaluation
- The baseline requirements are considered as basic government needs in determining technical acceptability



## ■ L.16.4 Volume I – Technical Acceptability Proposal

- An initial review will be conducted to determine the technical acceptability of the proposals for the following factors:
  - Management Approach
  - Phase-In Plan
  - Technical Approach

# L.16 – Instructions for Proposal Preparation



- **L.16.5 Volume II – Past Performance Proposal**
  - Offerors shall provide information on up to 3 past contracts for:
    - The Offeror
    - Each major subcontractor (subcontracts with an estimated annual value greater than \$700,000)
    - The proposed Program Manager
    - Teaming partners or joint-ventures (if applicable)
  - References with Government contracts are preferred but not required
  - Offerors shall consider relevancy, recency and magnitude of effort as they specifically relate to this requirement

# L.16 – Instructions for Proposal Preparation



- Completed Past Performance Questionnaires shall be sent directly to the CO by the company/person providing the reference
- Any Past Performance Questionnaires for subcontractors, teaming partners or key personnel must be accompanied by a consent letter allowing the Government to share the information with the Offeror
- The Offeror is responsible for ensuring that questionnaires are submitted on time
- Safety and Environmental Data shall be provided for all work performed during the past 3 years

# L.16 – Instructions for Proposal Preparation



## ■ L.16.6 – Volume III – Cost/Price Proposal

- The Cost/Price Proposal includes the following workbooks
  - L-5 Technical Workbook
  - L-6 Completion Form Workbook
  - L-7 IDIQ Workbook
  - L-8 Other Workbook
- A Cost/Pricing WebEx will be held Wednesday, October 31, 2012 from 10:00 am to 11:30 am CDT (local time) to provide detailed understanding and instructions on how to prepare the cost proposal
- Further information regarding how to RSVP and request log-in instructions for the WebEx is available on the JES acquisition website located at <http://procurement.jsc.nasa.gov/jes>

# L.16 – Instructions for Proposal Preparation



## ■ L.16.7 Volume IV – Other Proposal Requirements

### ■ Subcontracting Arrangement Information (if applicable)

- Joint Ventures, Teaming Partners, Major Subcontractors
- Degree of collaboration
- Distribution of responsibilities
- FAR 52.219-14 Limitations on Subcontracting

### ■ Organizational Conflict of Interest information

### ■ Government Property Management Plan

### ■ Business Systems Adequacy

- Offeror shall submit documentation showing acceptance or approval status of accounting and property systems (if available)

### ■ Responsibility Information

- Any additional information, as the Offeror deems necessary, to demonstrate responsibility per FAR 9.104 Standards



## ■ L.16.8 Volume V – Model Contract

- Offerors are required to submit two signed originals, three hard copies and two electronic copies.
- Areas of the model contract requiring Offeror fill-ins include:
  - Section A – Complete, Sign and Date the SF33
  - Section B – B.3 Fill in FFP Phase-in, Estimated Cost, Target Cost Incentive Fee, Performance Incentive Fee
  - Section B – B.6 Complete Table for Fully Burdened Labor Rates and Fixed Fee Rate for Cost Reimbursable TO/DOs
  - Section C – Add descriptive language for any innovations proposed
  - Section F – F.4 Fill in Estimated Cost and Incentive Fees for Options 1 & 2
  - Section G – G.3 Fill in cognizant DCAA office information
  - Section H – H.5 Insert Key Personnel information
  - Section J – Submit plans as required

# Section M – Evaluation Factors for Award



- Performance-Cost/Price Trade Off (PPT) Proposal Evaluation
  - Proposals will be evaluated against Technical Acceptability requirements
  - Only Technically Acceptable and Potentially Technically Acceptable proposals will be evaluated against past performance and cost/price criteria
  - For those Offerors who are determined to be technically acceptable, tradeoffs will be made between past performance and cost/price by the Source Selection Authority (SSA). Past performance is significantly more important than cost/price

# Responsibility Requirements



- There are also several responsibility requirements that will be reviewed to determine if an Offeror is eligible to be awarded the contract.
- Subcontract Arrangement Information
  - If a subcontracting arrangement is proposed, Offerors shall include specific detail as defined in the RFP so that the Government can determine that the prime contractor making the offer will be performing the primary and vital requirements for the contract
- Organizational Conflict of Interest
  - If an Organizational Conflict of Interest is unable to be mitigated, the offeror may be ineligible for award
- Government Property Management
- Business System Adequacy

# Discussions



- ▶ The Government preference is to award without discussions; however, the Government reserves the right to conduct discussions
  
- ▶ Offeror's initial proposal should contain the best terms from a cost/price and technical standpoint
  
- ▶ If discussions are held, the Offeror will:
  - have the opportunity to provide additional information
  - be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes

# Anticipated Proposal Outline



- ▶ Volume I – Technical Acceptability
    - Management and Staffing Plan
    - Total Compensation Plan
    - Phase-in Plan
    - Safety and Health Plan
    - Technical Implementation Approach
  - ▶ Volume II—Past Performance
  - ▶ Volume III—Cost/Price Proposal
  - ▶ Volume IV— Other Proposal Requirements
  - ▶ Volume V— Model Contract
    - SF33
    - Contract Clauses (Fill-ins required Sections B through I)
    - Section J - Attachments
    - Section K - Representations and Certifications
- For those Offerors who are determined to be technically acceptable, tradeoffs will be made between past performance and cost/price. Past performance is significantly more important than cost/price.**

# Special Considerations



- NOTE TO PROSPECTIVE OFFERORS

Prospective Offerors are reminded not to contact incumbent personnel (either directly or through electronic means) during duty hours or at their place of employment, as such contacts are disruptive to the performance of the current contract



**10-Minute Break**



**Kelly Rubio**  
**JSC Industry Assistance Office**

# Small Business Overview



- JSC Industry Assistance Office
  - Phone: 281-483-4512
  - E-mail: [JSC-Industry-Assistance@mail.nasa.gov](mailto:JSC-Industry-Assistance@mail.nasa.gov)
- Small Business Specialists
  - Kelly L. Rubio, JSC Small Business Specialist
    - Phone: 281-244-7890
    - E-mail: [Kelly.L.Rubio@nasa.gov](mailto:Kelly.L.Rubio@nasa.gov)
  - Charles T. Williams, Senior Small Business Specialist
    - Phone: 281-483-5933
    - E-mail: [Charles.T.Williams@nasa.gov](mailto:Charles.T.Williams@nasa.gov)



**Suzan P. Thomas**  
**JSC Contractor Industrial Labor Relations**  
**Officer**

**Labor Relations**  
**Guidelines for Responding to Labor Relations**  
**Requirements in the Request for Proposal (RFP)**

# RFP Labor Relations Requirements



- Exemption to the Service Contract Act (SCA)
- Total Compensation Plan (TCP)
- References (Regulations and Clauses)

# Exemption to the Service Contract Act (SCA)

- The SCA (41 U.S.C. § 351, *et seq.*) applies to every contract entered into by the United States or the District of Columbia, the principal purpose of which is to furnish services in the United States through the use of *service employees*
  - Section 8(b) of the SCA defines the term "service employee" as any person engaged in the performance of a contract or that portion of a contract subject to the SCA except those employees in bona fide executive, administrative, or professional capacities as those terms are defined in the Fair Labor Standards Act (FLSA) regulations found at 29 C.F.R. Part 541
- In practice, a 10 to 20 percent guideline has been used by the Department of Labor to determine whether there is more than a minor use of service employees
- This contract is anticipated to employ only one secretary/administrative labor category
  - Therefore, the SCA is not triggered by this contract

# Exemption to the Service Contract Act (SCA), (cont'd)



- A Department of Labor (DOL) Wage Determination (WD) is not required for this procurement as the SCA is not triggered by this procurement.
  - Therefore, there is no DOL WD or Collective Bargaining agreement (CBA) in the contract.
- Offerors are reminded that compliance with the Fair Labor Standards Act (FLSA) – in absence of a DOL WD – is mandatory per FAR 22.1002-2.

# Total Compensation Plan (TCP)

(DRD AN-05)



- TCPs identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees for both the prime and all major subcontractors
- The Compensation Templates (a) - (e) will be provided in the Cost/Price Volume
  - The requirement is found at NASA FAR Supplement (NFS) 1831.205-670, “Evaluation of contractor and subcontractor compensation for service contracts”
  - Ensure your major subcontractors [subcontracts that meet the criteria in NFS 1852.231-71(d)] submit a TCP and the Compensation Templates
  - The TCPs for the proposed prime and major subcontractors can be combined into one document or submitted separately
- The TCP is due with the proposal, and is updated upon any major changes and every three years

# References (Regulations and Clauses)



Reference	Title
FAR Part 22	Application of Labor Laws to Government Acquisitions
NFS Part 22	Application of Labor Laws to Government Acquisitions
29 CFR 541	Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Computer, and Outside Sales Employees



**Connie Pritchard**  
**Safety and Test Operations Division**

**Safety & Health Programs**  
**Guidelines for Responding to Safety Requirements in**  
**the Request for Proposal (RFP)**



# Overview of the NASA Safety Program



- NASA safety objective is to avoid loss of life, personal injury and illness, property loss or damage, or environmental harm resulting from any of its activities and to ensure safe and healthy conditions for persons working at or visiting NASA facilities
- NASA shall comply with all applicable regulations
  - NASA Safety & Health Requirements
  - Requirements of those Federal agencies with regulatory authority over NASA such as OSHA, EPA, and DoT
- NASA requires every employee to report workplace hazards
  - NASA ensures that there is no reprisal to personnel for reporting unsafe or unhealthy conditions

# Overview of the NASA Safety Program



- The NASA Safety Policy stresses individual responsibility of each employee for their own safety and that of their co-worker. Risk within the work environment must be managed to control hazards and we strive to continuously improve workplace conditions
- OSHA has recognized JSC as a leader in health and safety by awarding the “Star” designation level of achievement in the Voluntary Protection Program (VPP)
- As a VPP Star, JSC is recognized as having a comprehensive and successful safety and health program, which is below the national average for the industry in injury/illness rates, has demonstrated good faith in working with OSHA, and serves as a safety & health mentor

# What would be expected of you at JSC?



- All contractors performing work at JSC shall comply with all applicable safety and health regulations
- Every major onsite contractor shall have a designated safety official and shall conform to a written safety and health plan
- Safety and health approach shall follow OSHA, JSC and VPP guidelines
- Failure to comply with safety and health requirements may result in one or more of the following
  - Contract termination
  - Lower fee or no fee
  - Exclusion from future contract awards

# The Safety & Health Deliverables



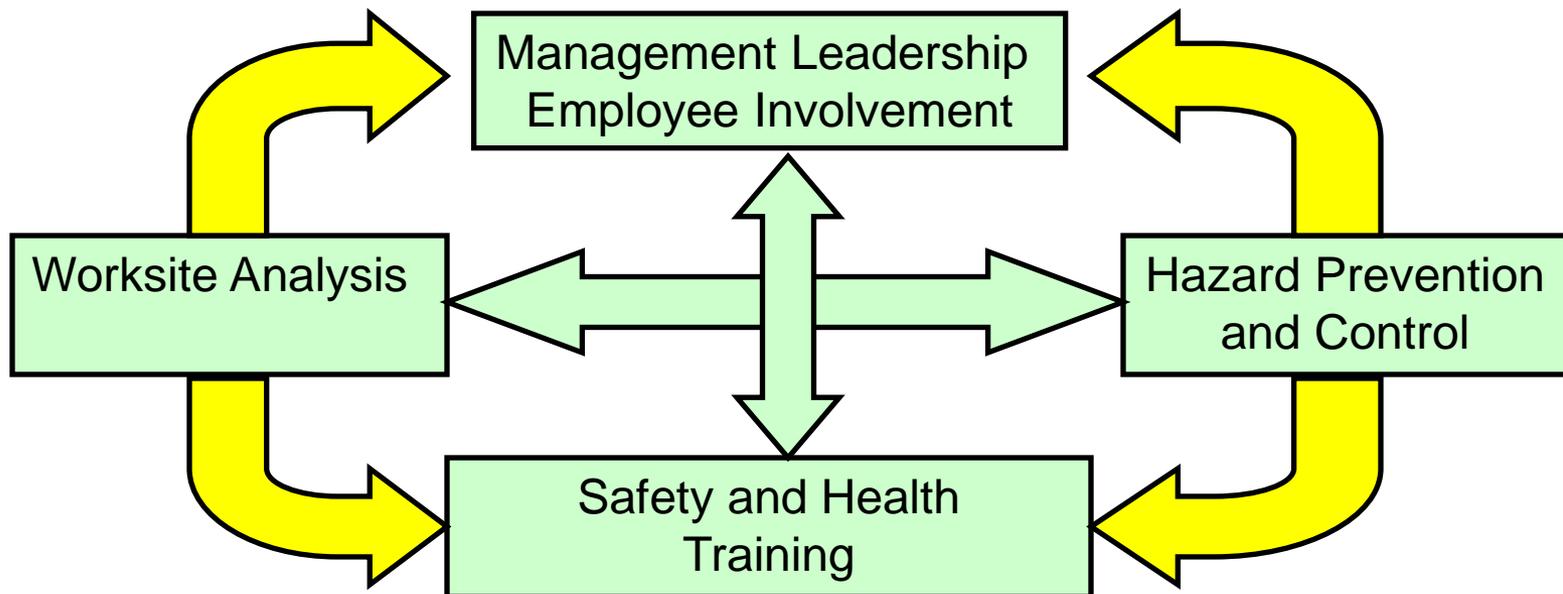
Submission of detailed safety and health data as part of the proposal including;

- Safety & Health Plan which includes a detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees and to ensure safe working conditions throughout the performance of the contract.
- Statement regarding past OSHA & EPA citations and corrective actions taken to prevent recurrence
- Records of OSHA recordable injuries (OSHA 300 & 300A logs & calculated frequency rates)
- Insurance carrier information – including Experience Modifier Rates (EMR)

# A Successful Safety Program Model



- Based on 4 Basic VPP elements defined by OSHA





# The Safety & Health Plan

Safety & Health Plan provisions you should expect to address on a typical JSC service contract

- *Management Leadership and Employee Involvement*
  - Policy, Goals and Objectives - Discuss company policies, goals and objectives for safety and health and top leadership's level of commitment for achieving objectives
  - Management Leadership and Employee Participation - Discuss visible leadership actions that motivate and reinforce safety and health performance and discuss meaningful opportunities for employees to engage and support the safety and health program
  - Assignment of Responsibility – Discuss roles, responsibilities and accountability of safety representatives
  - Program Evaluation – Discuss annual evaluation of safety and health program consistent with OSHA's VPP criteria



# The Safety & Health Plan

- Worksite Analysis
  - Hazard Identification – Describe the methods and techniques used to systematically identify hazards
  - Inspections – Describe the procedures and frequency for regular inspections and who will be accountable for implementing corrective measures
  - Employee Reports of Hazards – Describe the methods to be used to encourage employees to report hazards and how the reports will be analyzed and resolved
  - Mishap Investigations – Discuss methods of response, reporting, and investigation of mishaps
  - Trend Analysis – Discuss approach in performing trend analysis and methods of documenting data

# The Safety & Health Plan



- *Hazard Prevention and Control*
  - Discuss the approach to be used for selecting controls appropriate to the hazardous operations associated with this contract
    - Maintain a list of hazardous operations and processes
    - Develop written procedures to identify safety procedures
    - Describe methods for notification of personnel
  - Medical (Occupational Healthcare) Program – describe medical surveillance program, response to injuries & illnesses, case management
  - Disciplinary System – approach used to modify behaviors
  - Emergency Preparedness – approach used for emergency preparedness and contingency planning that addresses fire, explosion, weather, environmental releases or other potential emergencies

# The Safety & Health Plan



- *Safety and Health Training*
  - Program Description – describe your training program to ensure safe work practices, hazard recognition and to meet all regulatory requirements
  - Tailor training toward specific audiences – managers, supervisors, employees (crafts, office workers, etc.)
  - Train for emergencies – fire drills, evacuation drills, site emergencies



# Recommendations

- Pay special attention to the miscellaneous reports contained in the body of the Safety & Health Plan DRD under Other Deliverables – building fire warden roster; hazardous materials inventory; roster of terminated employees; material safety data sheets; OSHA logs; program self evaluation
- Tailor your plan to what you will do on the contract
- Review the requirements provided in JSC Safety and Health Handbook (JPR 1700.1) <http://jschandbook.jsc.nasa.gov> and describe how you will incorporate JSC requirements into your Safety & Health Program
- For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries



**Shine Lin**  
**Contract Specialist**

**Schedule, Reminders and Closing Remarks**



# And Finally....Tips for Timeliness

- For your proposal to be considered timely, your package must be delivered to Building 420 by the due date and time stated in the RFP. *1:30 pm local time November 29, 2012*
- Review all proposal delivery instructions with your courier to stress the importance of timeliness and the proper location of delivery. *Shipping and Receiving will give your courier a receipt of delivery*
- When delivering a proposal in person, remember to deliver the proposal through Gate 4, and not through the Central JSC Gate 1. *Directions to Gate 4 are in the proposal instructions*
- Allot at least 48 hours to over-night a proposal through a mail carrier in case of carrier mechanical breakdowns or other problems



## Tips for Timeliness (cont'd)

- If you choose to deliver in person on the due date, remember that late flights, traffic jams, and congestion in the JSC area may affect the timeliness of your delivery of the proposal
- Review the proposal instructions, coordinate with the point of contact in advance of the delivery, and ask questions if any instructions are not clear
- Review paragraph (c)(3) of FAR 52.215-1, “Instructions to Offerors – Competitive Acquisition”

# Site Tour



- Leaving the Gilruth Center at 1:00 p.m. today, please meet in front under the covered walkway at 12:45
- Only pre-registered individuals may participate in the tour
- The tour is expected to be approximately 3 hours in length
- We'll visit SCTF, EF, and various buildings at JSC
- PLEASE wear comfortable shoes, no high heels or open-toed shoes
- Do not wander away from the group or ask questions of employees working in the areas you visit
- Follow all safety signs and instructions
- There are no restrooms available on the tour, *plan accordingly*
- No pictures may be taken on the tour
- No verbal questions; index cards will be available for you to write questions on

# Questions



- Questions regarding this RFP and conference must be submitted in writing; only responses posted on the website are considered official
  - Remember to leave any question cards with the JES Contracting Officer or Contract Specialist before you leave, or
  - Submit your question on the JES Procurement website at: <http://procurement.jsc.nasa.gov/jes>
- Written questions must be received no later than November 2, 2012



**This concludes the  
Johnson Space Center  
Preproposal Conference for the  
JSC Environmental Services (JES) Contract**

**Thank You for Attending**