

Industry Questions #4 ETIS II NNG 13451194R

1. Reference: Section L.16, 2. (a) DIRECT AND INDIRECT RATE SUBSTANTIATION. The Government revised the paragraph 1 text for L.16, Cost Volume, 2. Cost Proposal Format (a). If the Offeror is planning to hire the incumbent EXEMPT employees currently covered by the CBA, is the Offeror required to use the Enclosure C average incumbent CBA rates for those EXEMPT positions?

Response: The rates provided should be used for both the exempt and non-exempt employees. The RFP will be amended to reflect this change.

2. Reference: Section L.16, 2. (a) DIRECT AND INDIRECT RATE SUBSTANTIATION. The RFP L.16.2 (a) paragraph 1 says to escalate by 4% per year. Paragraph 3 says to justify the escalation. Do these two instructions conflict? If they don't conflict, please explain.

Response: This language requesting to justify the escalation will be deleted. The RFP will be amended to reflect this change.

3. Reference: Enclosure C

The rates in Enclosure C are to be used thru March 2015. Is the Offeror allowed to deviate from the 4% escalation beyond March 2015 for the incumbent CBA covered employees? Does the 4% escalation also apply to Exempt CBA covered incumbent employees?

Response: The rates provided should be used for both the exempt and non-exempt employees as well as the 4% escalation beyond March 2015 for pricing purposes.

4. For pricing purposes, when does the 60-day phase in period start?

Response: October 1, 2014.

5. Reference L. 13 (a) (5)

Question 9 (DRFP) answered that the Proposal Matrix will no longer be required. However, the instructions still include its submittal. Will L.13 (a) (5) be revised to delete the matrix submittal.

Response: The language in L.13 (a)(5) will be removed referencing the matrix. The RFP will be amended to reflect this change.

6. Within Section L.15, the Government states “for similar efforts with a minimum average annual cost/fee incurred of \$13M that your company has had within the last 3 years of the RFP release date”. Would the Government consider reducing this minimum value on past

performance to \$6.5 million, based on the size of the individual elements within the Past Performance questionnaire?

Response: The Government does not plan on lowering the past performance minimum annual cost/fee amount.

7. Within Section L15.3, the Government asks “Offerors shall address the availability of funding and other financial resources available for this effort”? To what type of funding does the Government refer?

Response: The Government reconsidered the evaluation criteria and has determined that the solicitation will be amended to remove it.

8. Reference: Exhibit 1A and Enclosure A ETIS Job Descriptions There are Government Estimated hours by Labor Category for 5 positions where no ETIS Job Description is included in Enclosure A. The positions are Financial Analyst, Human Resources Specialist, Human Resources Administrator, Administrative Assistant, and Equipment Specialist.

Will the Government provide Job Descriptions for these positions?

Response: The Government will add the following positions to the job descriptions in Enclosure A: Financial Analyst, Human Resources Specialist, Human Resources Administrator, Administrative Assistant, and Equipment Specialist.

9. Reference Exhibit 1A
There are a few labels that appear to be conflicting in the second section of Exhibit 1A. The second section in the referenced spreadsheet Column A is labeled "Offeror ONSITE Management Labor Categories and/or Other Direct Costs" (Cells A39-40). However, Cells O39-O40 are labeled Government Estimated Non-Management OFFSITE Direct Labor Hours and Cell P39 is labeled Total Government Non-Mgmt OFFSITE Direct Labor Costs. Line 40 contains many references to Offsite Rates (B40, D40, E40, G40, H40, J40, K40, M40, O40), and Line 72 contains the phrase "Government Management ONSITE Direct Labor Hours/Costs.

- a) Are Cells O39-40 and P39-40 labeled correctly? Are the hours for this portion of Exhibit 1A to be Government Provided or Offeror Estimated?

Response: The On-site Management and Off-site Administrative Labor categories hours are offeror estimated. The columns referenced will be corrected to read Offeror Estimated Management Onsite. The RFP will be amended to reflect this change.

- b) Is the Offeror allowed to use other labor categories?

Response: Yes the offeror is allowed to propose additional administrative labor categories. Offeror's are reminded that contractor proposed labor categories and all non-management categories must be proportioned and converted into one of the Government provided non-management labor categories, per the instructions in L.16(d) in the RFP.

c) Should line 40 be labeled Onsite Rate?

Response: Yes line 40 should be labeled onsite rate and this will be updated in an amendment.

d) Is Line 72 correct?

Response: Line 72 should read Subtotal Offeror Estimated Management ONSITE Direct Labor Hours/Costs. The RFP will be amended to reflect this change.

10. Reference: Enclosure C: It appears as though the average incumbent CBA rates are simple averages (ie, the midpoint of the min and max for each category). Will the government provide a weighted average of the incumbent CBA rates in order to establish a schedule of task order pricing rates for Attachment B that is suitable for pricing task orders?

Response: The Government has considered your request and has decided not to provide weighted averages as this information is not readily available. Offerors should note that in Amendment 1 the Government revised to update the language in clause B.3 and Attachment B to clarify the task ordering process during contract performance.

11. . General Provision "1852.225-74 Notification Prior to Acquiring Information Technology Systems from Entities Owned, Directed or Subsidized by the People's Republic of China (JUNE 2013) (DEVIATION)" was added to the RFP as I.123. Reference I.123 already exists for "52.204-1 Approval of Contract." Please clarify that this clause should be "I.124" versus "I.123".

Response: Provision 1852.225-74 Notification Prior to Acquiring Information Technology Systems from Entities Owned, Directed or Subsidized by the People's Republic of China (JUNE 2013) (DEVIATION) should be labeled I.124. This will be corrected in an amendment to the RFP.

12. **RFP SECTION REFERENCE: COST EXHIBIT 8 *Phase-In Cost Plus Award Fee***

Please clarify that the Phase-In template should read "Total Firm Fixed Price" versus "Cost Plus Award Fee."

Response: Yes it should read "Total Firm Fixed Price" and will be corrected in an amendment to the RFP.

13. **RFP SECTION REFERENCE: M.3 1. MISSION SUITABILITY SUBFACTORS, SUBFACTOR B – BUSINESS APPROACH, PAGE 1181)** *A separate organization chart for each subcontractor*

The requirement for a separate organization chart for each subcontractor was removed from Section L. Please clarify that since this requirement is no longer in Section L, that the corresponding evaluation factor in Section M should be removed from the RFP.

Response: Yes this requirement will be deleted in section M as an amendment to the RFP.

14. **RFP SECTION REFERENCE: L.13(A)(2) PROPOSAL FORMAT AND ORGANIZATION, PG. 87.** Offerors and proposed significant subcontractors for cost proposal purposes defined as any subcontract that is likely to exceed 25% of the proposed contract value shall separately package one (1) additional copy of their Cost Proposal, marked NNG13451194R NASA Proposal Evaluation Material, for their cognizant Defense Contract Audit Agency (DCAA) office.

Should the offeror submit a copy of the Cost Proposal directly to their DCAA office or submit it to GSFC with the rest of the proposal response?

Response: The contractor shall submit directly to GSFC with the rest of the proposal response however; label a separate envelope for DCAA as well.

15. **RFP SECTION REFERENCE: L.13(B)(2) PROPOSAL CONTENT AND PAGE LIMITATIONS, PG. 89** *Text in Diagrams, schedules, charts, tables, artwork, and photographs shall be no smaller than 10 point.*

Are screenshots excluded from the 10 point font requirement?

Response: No they are not excluded.

16. **RFP SECTION REFERENCE: RFP COVER LETTER, PG. 2 AND L.14(A)(1) OFFER VOLUME, PG. 90** RFP Cover Letter pg. 2: *“It is requested that the proposal offer have an acceptance period of not less than 270 days.”* L.14(a)(1) Offer Volume: *“It is requested that offerors indicate, in Block 12 of the SF 33, a proposal validity period of 390 days.”*

Question/Comment: Please clarify which validity period should be used for this proposal, 270 or 390 days?

Response: Please use the 390 days stated in L.14(a)(1) Offer Volume.

17. **RFP SECTION REFERENCE: L.17(B) PRIOR CUSTOMER EVALUATIONS (PAST PERFORMANCE QUESTIONNAIRES), PG. 113** *The Offeror shall instruct each of its references to return the questionnaire directly to the Government in a sealed envelope.”*

Would the government consider allowing the offeror’s references to submit Past Performance Questionnaires electronically through email? Through this method, the offeror would be able to confirm GSFC has received all Past Performance Questionnaires from references.

Response: Yes the Past Performance Questionnaires can be emailed to Monique.C.Leigh@nasa.gov or faxed as well.

18. Attachment B Section 1/ Section 6- Attachment B, Section 6 requires position qualifications which are labeled To Be Proposed (TBP). Enclosure A reflects position qualifications for a majority of the labor categories. Please confirm that TBP reflected in Attachment B is only for labor categories that don't have a position qualification in Enclosure A.

Response: In Attachment B section 6- Offerors are expected to include the position descriptions for those offeror proposed direct labor categories that are proposed in Exhibit 2A and 2B. This language has been amendment in The RFP.

19. Per the Q&A received from the Draft RFP, the Government stated that plug numbers for ODC's, Travel, Material, and Overtime would be addressed in the Final RFP. These plug-in numbers have not been located. Will the Government confirm that ODC's, Travel, Material, and Overtime are not to be priced at this time?

Response: The Government will provide a cost Exhibit with plug in's for ODC's in an amendment to the RFP.

20. Section L.17(a) states: "Prime offerors shall furnish the information requested below for all of your most recent contracts (completed and ongoing) for similar efforts with a minimum average annual cost/fee incurred of \$13M that your company has had within the last 5 years of the RFP release date." However, the Past Performance Questionnaire instructions, section V, indicate only performance in the past 3 years is relevant.

Would the Government consider updating the Past Performance Questionnaire, allowing our customers to provide performance data over the 5 year Section L requirement versus the shorter 3 year relevancy period noted in the Questionnaire?

Response: The Questionnaire will be changed to reflect a period of 5 years. The RFP will be amended to reflect this change.

21. Section L16. 1, paragraph 7 states: "In accordance with the RFP, for purposes of Cost Volume, a significant subcontractor is defined as a subcontractor expected to exceed 25% or more of the Government Pricing Model total estimated costs. A proposed significant subcontractor shall provide the same cost exhibits and supporting information that is requested from the prime offeror." However, under Section L.16.2 (d) states: "Offerors and all Subcontractors (regardless of dollar value) included in Exhibit 1A shall complete Exhibits 2A to Government Contract Non-Management Direct Labor Conversion."

Based on review of Exhibits 2A the information provided by the subcontractors is proprietary and would require the information to be submitted under sealed package. Please confirm that only 2A would be provided under sealed package, if the subcontractor is not a significant subcontractor.

Response: Yes that is correct. The Government shall receive Exhibit 2A from any

subcontractor that is not a significant subcontractor.

22. Section L. 15, 3. Mission Suitability, Subfactor B - Business Approach, Page 97, first paragraph The Instructions include the following: The staffing plan shall include a comprehensive hiring plan which presents the expected number of personnel to be hired from incumbents, those to be transferred from within the offeror's own organization, and those from other sources. Describe what effort will be undertaken to recruit staff not currently in the company employ.

In order to complete this instruction, will the Government identify the number of incumbent personnel by labor category?

Response: You have asked the Government to identify the number of incumbent personnel by labor category. NASA cannot respond directly to a request for what may be proprietary information. Further, this answer is dependent upon the unique technical approach taken by the offeror. Thus, one set answer does not exist.

23. Section L.15, 3. Mission Suitability Subfactor C - SBU/Exhibit 12 The example table under Subfactor C (a)(7) is different than the table included as Exhibit 12.

Will the Government modify Exhibit 12 to reflect the format of the sample table in the instructions?

Response: This will be updated in an amendment.