

NNA14408214R

Questions and Answers Set 2

Question 1: Can we obtain the staffing information in the specific areas of the Statement of Work (SOW)?

Answer: For this solicitation the Government plans to provide the Government estimates for the Core requirements and IDIQ requirements. However this information is for INFORMATIONAL PURPOSES ONLY and is not a binding agreement.

Question 2: Do you use any standard software for estimating and Earned Value Management?

Answer: Please refer to Section 4.3.5 of the draft SOW; this Section contains software used for estimating and EVM such as, but not limited to, Implementation Guide (EVMIG) and industry specific software applications such as Price™, SEER™, wInsight™, Microsoft Project™, and Primavera.

Question 3: Must the prime retain 51% of the work share or 51% of the contract value? Will this be determined at the overall contract level or at the task order level?

Answer: In accordance with FAR 52.219-14(c), "By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for (1) Services (except construction): at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern." This percentage will be determined at the overall contract level, including both Core and IDIQ.

Comment 4: The draft RFP stipulates that past performance qualifications must be \$5 million or over...We would like to request that the fixed size limitation be removed and that the evaluators have the flexibility to determine the applicability of the selected past performance qualifications after considering size and other factors. If this is not possible, we would ask that the fixed limit be reduced, perhaps to \$1 million per year or something similar.

Answer: The Government has lowered the \$5 million threshold located in the Past Performance Proposal Section L.10(b) of the Draft Request for Proposal (DRFP). The threshold for providing a list of three (3) relevant contracts (Government and/or industry) completed no more than five (5) years ago, or on-going, involving related types of effort shall be \$2 million total contract value for the prime and the threshold for the major subcontractors shall be \$1 million.

Comment 5: We respectfully request the government reconsider to allow references from minor subcontractors if they have direct and relevant past performance in a "*major area to be evaluated*" as per L.10(b)(5).

Answer: In accordance with Section L.10(b) of the DRFP, past performance information is only required from the offeror and any major subcontractors. Major subcontractors are defined as subcontracting dollars of \$1 million or more covering a performance period of five (5) years. See answer to Comment #4 for updated thresholds for providing a list of three (3) relevant contracts for past performance purposes.

Question 6: Do you anticipate utilizing the GSA 520 for this contract?

Answer: The Government will not use GSA as the contracting vehicle for NNA14408214R.

Question 7: B.1 Supplies and/or Services To Be Provided states that “* Base Period – Only Line Items No. 01 (Phase-In) and 02A (Contract Management) and 02B (Core Requirements) will be awarded at time of contract award: ...” These appear to be contradictory requirements. Is it NASA’s intent that SOW 3.0 and 4.1 Core Services SOW performance will begin at the end of Phase-In?

Answer: Line items No. 01, 02A and 02B will be awarded at time of contract award. Performance of SOW 3.0 Contract Management and 4.1 Core Requirements will start no later than the end of Phase-In.

Question 8: Reference L.10, A, 2. 2nd bullet, Ostensible Subcontractor. This paragraph requires that “...If a subcontractor arrangement is proposed, then describe how the offeror will ensure compliance with FAR 52.219-14, Limitations on Subcontracting. Provide the name(s) of the company(s) selected and the basis of the selection.” Section L does not provide instructions on where in the proposal this requirement is to be addressed. Where in the proposal is this requirement to be addressed?

Answer: Based on the question received, the Government has decided to request the requirement of L.11 “SBA Ostensible Subcontractor Rule Information” as a written portion of an offeror’s Mission Suitability proposal. Please see final posting of the RFP.

Question 9: Reference L.6 GOVERNMENT PROPERTY MANAGEMENT INFORMATION (NFS 1852.245.80) (JAN 2011). This clause requires the contractor to identify the industry leading or voluntary consensus standards, and/or the industry leading practices, that it intends to employ for the management of Government property, provide the date of its last Government property control system analysis, and identify any property it intends to use in performance of this contract from the list of available Government property in the provision at NFS 1852.245-81, List of Available Government Property. Paragraph L.10 PROPOSAL PREPARATION--SPECIFIC INSTRUCTIONS does not describe where this requirement is to be addressed. Also Section G.1, II references an attachment that appears to be data processing equipment provided for use on site. Is a response required if the contractor is not proposing additional equipment beyond that in the attachment?

Answer: In accordance with L.7(b)(2) bullet #10 of the DRFP, a complete response to NFS 1852.245-80 is required in the cover letter submittal, not in Section L.10 “Proposal Preparation – Specific Instructions.” Response to NFS 1852.245-80 is required because Government property will be provided for use by the contractor to perform contract requirements. Yes, a response is required even if the contractor is not proposing additional equipment beyond the provided list of Installation Provided Property, Attachment J.1(a) #3. In accordance with NFS 1852.245-80(c), the offeror shall identify any Government property it intends to use in performance of this contract from the list of available Government property in the provision at NFS 1852.245-81, “List of Available Government Property.”

Questions and Answers Set 2

Question 10: Reference L.7 PROPOSAL PREPARATION-GENERAL INSTRUCTIONS, (b), (2). This paragraph requires submission of a Cover Letter containing 12 separate items of information. Paragraph L.7 (b) (7) BINDING AND LABELING requires that each volume of the proposal shall be separately bound in a three-ring loose-leaf binder that shall permit the volume to lie flat when open. Staples shall not be used. Is the Cover Letter material to be separately bound in a three ring loose leaf binder?

Answer: No, a separately bound three ring loose leaf binder is not required for the cover letter material.

Question 11: Reference L.8 PROPOSAL PAGE LIMITATIONS. The wording of the Mission Suitability Proposal Oral Presentation in the table for Technical Understanding seems to imply that a response is required for overall SOW understanding in addition to the 3 specific SOW paragraphs listed. Is a response required for overall SOW understanding?

Answer: In accordance with L.10(a)(B) of the DRFP, the offeror shall demonstrate its overall understanding and technical approach to **only** the SOW requirements stated: 4.2.3 Reimbursable Agreements Management Services, 4.3.1 Program Planning & Control (PP&C), 4.3.4 Cost Estimating and Analysis. Please see the final RFP when posted.

Question 12: Reference L.10 Proposal Preparation – Specific Instructions, Past Performance Proposal (Volume II). The instructions require that “At a minimum, the Past Performance Proposal shall include the following: (1) A list of three (3) relevant contracts, each in excess of \$5 million, completed no more than 5 years ago, or on-going, involving related types of effort.” Are the three relevant contracts requirement permitted for each company if a teaming arrangement is proposed?

Answer: In accordance with L.10(b), three (3) relevant contracts from the offeror and all major subcontractors (defined as subcontracting dollars of \$1 million or more covering a performance period of five (5) years) are permitted. (See answer to Comment #4 above for updated thresholds). If in the teaming arrangement, a teaming company meets the criteria of a major subcontractor, then three relevant contracts are permitted for that company.

Question 13: Reference L.10 PROPOSAL PREPARATION--SPECIFIC INSTRUCTIONS, (b) Past Performance Proposal (Volume II), (1) Table. The instructions in this paragraph require the offeror to complete a table. The Table appears to require entry of information in one or more of three columns indicating “Yes,” “No,” or “Some (specify).” If the “Yes” box is checked, is information still required in the “Some” box?

Answer: Check the “Yes” box if all tasks in the “Description” box were/are being performed for the identified contract. Check the “No” box if none of the tasks in the “Description” box were/are being performed for the identified contract. If only some of the tasks in the “Description” box were/are being performed, use the “Some” box to explain what support was performed for the identified contract. The final RFP will provide more clarity in this section.

Question 14: Reference: L.10 PROPOSAL PREPARATION--SPECIFIC INSTRUCTIONS, (b) Past Performance Proposal (Volume II), (1), (2), (3). These references require for up to three contracts - contract numbers; Government agency or industry placing the contract; Contracting Officer, telephone number and email address; the type of financial services provided, completion of a table containing responses to five SOW performance requirements, and answers to questions on performance issues, terminations, and schedule slips. Also reference L.10 PROPOSAL PREPARATION--SPECIFIC INSTRUCTIONS, (b) Past Performance Proposal (Volume II), (5), A. This reference requires answers to ten additional questions on the cited contracts. The maximum number of slides for the oral presentation covering this material is limited to 9 and 20 minutes to cover the contract description, mandatory table and answers to 13 questions on each of three contracts. It does not seem possible to cover this information in a way that permits NASA to complete a valid evaluation. The instructions on the Past Performance Volume are not clear as to what is to be included on the 9 slides. Is it NASA's requirement that the information at L.10, (b), (5), A be included on the 9 slides?

Answer: The information at L.10(b)(5)(A) shall be included in the oral presentation slides. The maximum slides for the oral presentation on past performance will be changed from 9 slides to 15 slides with a time limit of 30 minutes in the final solicitation.

Comment 15: The 100% accuracy metrics to evaluate the performance during execution of the contract appears unrealistically stringent for this type of work.

Answer: 100% accuracy is the metric for selected requirements in the SOW; however, opportunities exist for the contractor to make corrections prior to submission in order to achieve the 100% metric.

Question 16: Section L.8(b) states: "Times New Roman font text in diagrams, charts, tables, and photographs shall not be presented in a size smaller than 12 point." Section L.9(b) states: "Times New roman font text in diagrams, charts, tables, and photographs shall not be presented in a size smaller than 12 point." The restriction of 12 point in graphics, tables, charts, etc., especially in the oral presentation slides, constrains the presenter's ability to display integrated text and graphics. This is particularly important given the slide limit of 25 for mission suitability and 9 for past performance. Would the government consider setting the minimum font size for graphics, tables, charts, etc. at not less than 9 point?

Answer: Times New Roman 12 point font remains the minimum font size. The Government will be increasing the number of slides in the final RFP for the oral presentation.

Question 17: L.7(b)(5) states: "Each CD ... shall include ... and oral presentation." L.9(a) states: "The government will furnish the presentation (in the original sealed package) ..." Is the government's intent for each submitted CD to be in a sealed package, or only one of the CDs, or is the presentation to be in a separate CD in a sealed package? Please clarify.

Answer: The offeror shall submit one (1) original sealed proposal package which includes the oral presentation CD. The CD itself does not have to be separately sealed.

NNA14408214R

Questions and Answers Set 2

Question 18: J.1 Statement of Work, 5.0 Performance Requirements Summary (PRS). Table line 2 states: "100% compliance on NASA required training within 2 months prior to posted deadlines..." Is compliance due not later than the NASA established deadlines or 2 months PRIOR to deadlines?

Answer: The deadline for the referenced requirement has been updated. Compliance is due one (1) month prior to the NASA established deadlines.

Question 19: Are there are any special requirements given the nature of the contract with regard to citizenship?

Answer: No, there are no special requirements with regard to citizenship for this Financial Support Services contract.

Question 20: B.4(c) 1 PRS 3.0 Contract Management states: Performance Incentive is earned if the Contractor provides replacement personnel who meet all existing requirements with no breaks in service... Incentive is earned for each occurrence. Would the contractor qualify for the three (3) month and/or six (6) month incentives if the contract experienced zero (0) openings for that period?

Answer: The referenced Performance Incentive will not appear in the final RFP.

Comment 21: Please refer to L.10(b). We request that ARC allow newly formed offerors, with limited past performance history, to submit past performance of offerors' principal owners to evaluate past performance of the offeror. As you are aware, small businesses' performance is mostly a reflection of the company principals and key personnel proposed for the procurement.

Answer: Section L.10(b) of the DRFP requiring past performance history from the offeror and any major subcontractors shall remain. As stated in the DRFP, "Offeror" and "major subcontractor," for purposes of this solicitation, include predecessor companies.

Comment 22: Please provide a summary of the differences in scope between current incumbent contract and planned solicitation.

Answer: The SOW for the current contract NNA08BB30T is located in the NASA Ames FOIA Electronic Reading Room: http://www.nasa.gov/centers/ames/business/foia/AI_Razaq.html. Use this SOW to compare to the posted draft SOW for NNA14408214R.

Comment 23: Please provide estimated percentages of effort (in the form of contract dollars or FTE) between the major scope areas, i.e. between Paragraphs 4.1, 4.2, 4.3 and 4.4 of the draft statement of work.

NNA14408214R

Questions and Answers Set 2

Answer: This information must be requested through the Ames Freedom of Information Act (FOIA) Office. The FOIA Office information can be found here:
<http://www.nasa.gov/centers/ames/business/foia/guide.html>

Comment 24: Please provide historical FTE data for each fiscal year on the current incumbent contract.

Answer: This information must be requested through the Ames Freedom of Information Act (FOIA) Office. The FOIA Office information can be found here:
<http://www.nasa.gov/centers/ames/business/foia/guide.html>

Comment 25: Please provide historical annual funding data on the current incumbent contract

Answer: A copy of the contract and modifications to the contract must be requested through the Ames Freedom of Information Act (FOIA) Office. The FOIA Office information can be found here: <http://www.nasa.gov/centers/ames/business/foia/guide.html>

Comment 26: Please provide copies of Task Order requests issued by the Government under current, incumbent contract and funding amount for each Task Order.

Answer: This information must be requested through the Ames Freedom of Information Act (FOIA) Office. The FOIA Office information can be found here:
<http://www.nasa.gov/centers/ames/business/foia/guide.html>

Question 27: Page L-9 indicates that only four individuals may participate in the Oral Presentation, including the Program Manager and Key Personnel. A Company President or senior leader of the offeror would be able to provide valuable information about the offeror's business processes for managing the effort and communicating with the customer about the project. Would you clarify the instructions to allow such a leader to participate in the Oral Presentation even if the individual is not proposed to provide direct billable support to the NASA ARC Financial Services requirement?

Answer: In accordance with L.9 "Instructions for Mission Suitability – Oral Presentations" of the DRFP, "The offeror shall have the proposed Program Manager and Key Personnel present at the oral presentation (limit four (4) total presenters). Additional attendees beyond the four (4) presenters are not allowed." If the Company President is proposed by the offeror as a Key Personnel, then the Company President is permitted to attend.

Question 28: Page L-16 draws a distinction between an offeror and major subcontractors and indicates that the offeror may submit three Past Performance examples in the Past Performance

volume to highlight the offeror's capabilities. Page L-19 indicates that both the offeror and each major subcontractor may prepare questionnaires for 3 Past Performance examples. Please confirm, are major subcontractors also allowed to provide 3 past performance examples in the Past Performance volume?

Answer: See answer to Question #12, above.

Comment 29: The solicitation on page 25 states that Executive Management at NASA ARC strongly encourages contractor employees to participate in the DART program which requires 5% of an employee's time. Please confirm that these hours are billable under the contract.

Answer: As stipulated in H.5 "Disaster Assistance and Rescue Team (DART)", ARC clause 52.223-91, contractor employees are eligible to participate in DART if approved in writing by the contractor and appointed by the Government. Upon approval of participation, the contractor agrees to modify the employee's position description. It is estimated that participation will involve approximately 5% of the employee's (full) time, except for initial training/orientation, which will involve approximately 10% of the employee's (full) time. However, this percentage of work is included within the employee's established working hours; participation will not be considered overtime. The optional hours supporting DART efforts are included in the Firm Fixed Price (FFP) of the contract.

Question 30: Is there a technical library that offerors can refer to?

Answer: The NASA Online Directives Information System (NODIS) contains a complete list of information regarding NASA's policies and procedures, and specifically speaks to NASA Financial Management (Directives 9000-9799) that are utilized on the Financial Support Services contract. <http://nodis3.gsfc.nasa.gov/>. Also, all documents related to this procurement are located on Federal Business Opportunities (<https://www.fbo.gov>) and NASA Acquisition Internet Service (NAIS) Business Opportunities (http://prod.nais.nasa.gov/cgi-bin/nais/link_syp.cgi).

Question 31: Will a vendor with a quarter of century history with NASA with a non-financial past performance be considered as a prime if partnered with a company that satisfies the past performance and contract size criteria?

Answer: See answer to Question #3, above. Per FAR 15.305, "Past Performance Evaluation" an offeror without a record of relevant past performance or for whom relevant information on past performance is not available may not be evaluated favorably or unfavorably on past performance. Regarding consideration as a prime, the offeror shall be considered as a prime if retaining at least 50% of the cost of contract performance incurred for personnel, determined at the overall contract level.