



NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
GEORGE C. MARSHALL SPACE FLIGHT CENTER
MARSHALL SPACE FLIGHT CENTER, ALABAMA 35812

INDUSTRY BRIEFING

Marshall Engineering Technicians and Trades Support (METTS) Contract

Draft Request for Proposal (RFP) - NNM13443380R

MSFC, Bldg. 4200, Morris Auditorium

August 16, 2013, 1:00 pm - 4:00 pm



Agenda and Presenters

Welcome	Ron Beshears
Requirements Overview	Ron Beshears
Procurement Overview	Kathryn Christy
Property Overview	Kathryn Christy
Source Selection	Kathryn Christy
Cost Forms Overview	Chiquita Goodloe-Suggs
Service Contract Act	Patrick Rasco
Site Tour	Ron Beshears
Procurement Schedule	Ron Beshears
Closing Remarks	Ron Beshears



Welcome

- Purpose of Industry Briefing:
 - Promote exchange of information
 - Improve understanding of Marshall Space Flight Center (MSFC) METTS Requirements
 - Highlight key/unique aspects of the Draft RFP
 - Provide an overview of site locations
 - Serve as an aid in preparation of proposals



Ground Rules

- No questions or comments during briefing
- No photography or recording
- Submit all comments via email or written cards at auditorium exit
- Mute all cell phones; Dial “911” in an emergency situation
- Please confine your activity to ground floor areas (e.g., restrooms, common areas) and stay with tour groups
- Remarks and explanations at the Industry Briefing shall not qualify the terms of the Solicitation; Terms of the Solicitation and Performance Work Statement remain unchanged unless the Solicitation is amended in writing.



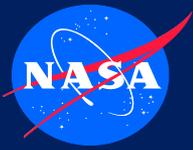
Comments and Questions

- An assessment of all comments and questions will be made. If determined necessary, significant comments and questions may be summarized and posted on the NAIS prior to release of the final RFP.
- Use of industry comments and questions to structure the final RFP is at the discretion of the Government. Changes (based on comments and questions received and internal audits) will be incorporated in the final RFP.
- All comments and questions regarding the Draft RFP shall be submitted in writing by 2:00 p.m., CT, on August 23, 2013, to:
 - NASA/Marshall Space Flight Center
 - Procurement Office
 - ATTN: Kathryn C. Christy/Mail Stop PS20
 - MSFC, AL 35812
 - or via e-mail to kathryn.c.christy@nasa.gov
- Written questions may be submitted today. Please use the provided index cards and place in the basket at the back of Morris Auditorium.
- The Industry Briefing charts and a list of firms attending the industry briefing will be posted on the NAIS: <http://procurement.nasa.gov>

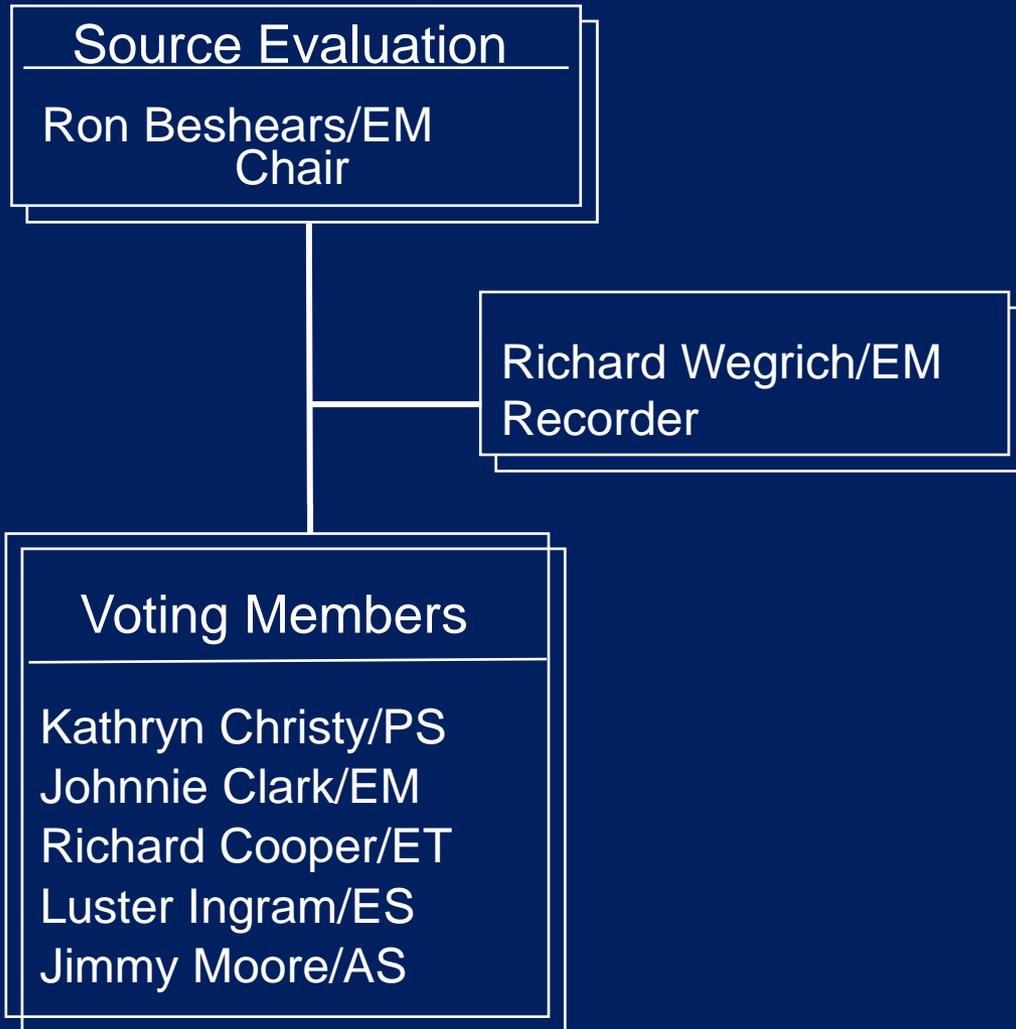


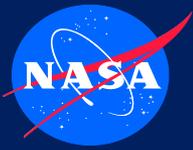
METTS OVERVIEW

Dr. Ron Beshears
METTS SEB CHAIR



Source Evaluation Board





Requirements Overview

- The MSFC's primary mission is to carry out a wide range of testing activities (e.g., materials, propulsion) and support operations in the performance of NASA priorities such as the development, fabrication, and testing of ground and flight hardware associated with various NASA Programs/Projects.
- The Center has a need for a centralized and flexible workforce of technicians and trades (various crafts) to execute day-to-day support services across a wide spectrum of testing and operational functions.
- METTS provides support under one contracting vehicle with a broad range of operations to include:





RFP Work Breakdown Structure

MISSION SERVICES

1.0 Contract Management Support

2.0 Mission Services Technicians and Trades Support

- 2.1 Materials Testing
- 2.2 Reserved
- 2.3 Structural Strength Test Support
- 2.4 Fabrication and Assembly of R&D Space Flight and Associated Hardware
- 2.5 Electrical Fabrication, Test and Assembly
- 2.6 Metrology and Calibration
- 2.7 Space Environmental Effects Testing
- 2.8 Reserved
- 2.9 Reserved
- 2.10 Design Support Services
- 2.11 Reserved
- 2.12 Reserved
- 2.13 Reserved
- 2.14 Reserved
- 2.15 Reserved
- 2.16 Propellant and Pressurant Operations and Systems
- 2.17 Reserved
- 2.18 Propulsion Test Support
- 2.19 Reserved

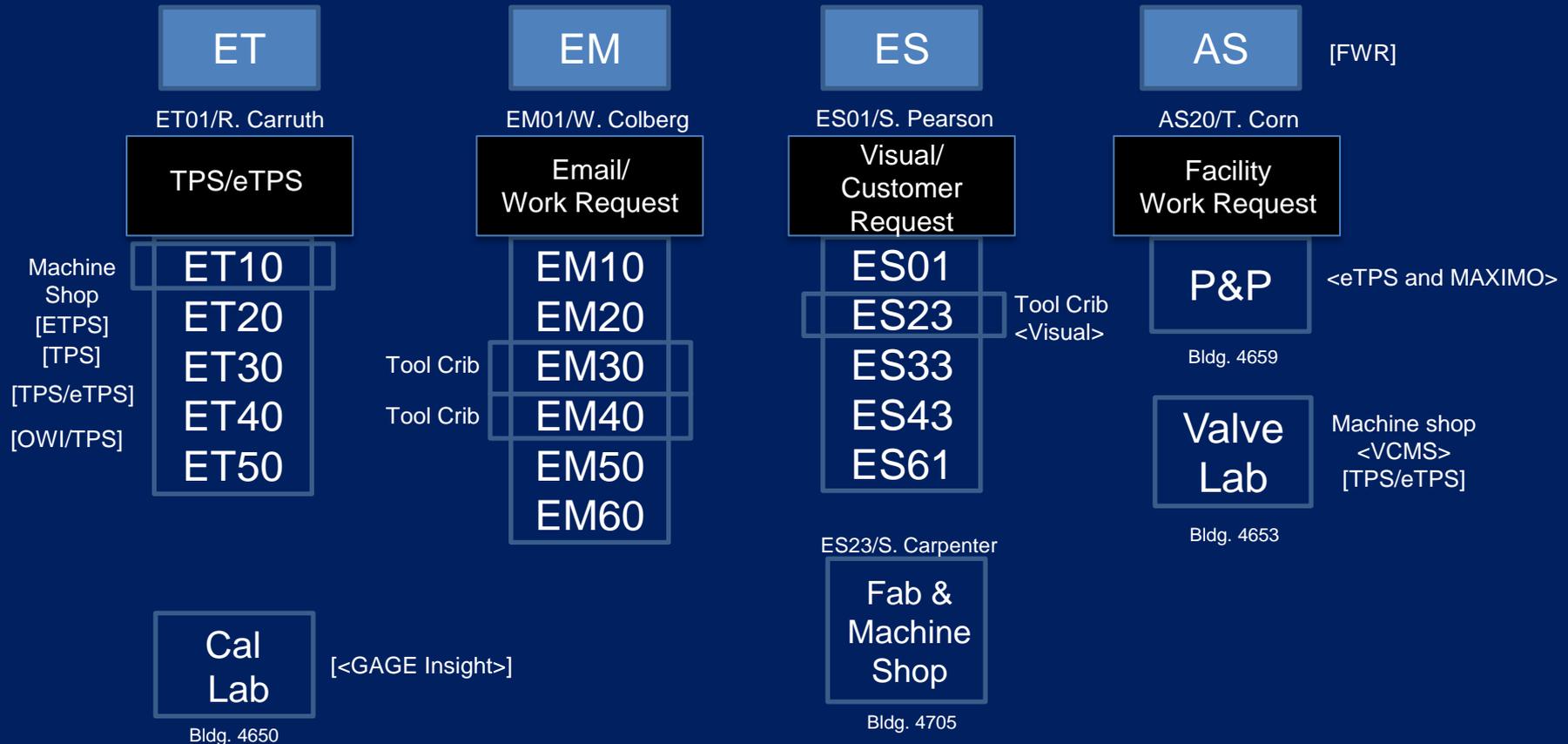
IDIQ SERVICES

3.0 IDIQ Technicians and Trades Support

- 3.1 Materials Testing
- 3.2 Environmental Test Facility (ETF) and Experimental Fluid Dynamics Test Facility (EFDTF) Support
- 3.3 Reserved
- 3.4 Reserved
- 3.5 Reserved
- 3.6 Reserved
- 3.7 Reserved
- 3.8 Structural Dynamics Test Support
- 3.9 Reserved
- 3.10 Reserved
- 3.11 Materials and Processes (MAPTIS)
- 3.12 Optics Support
- 3.13 Metals Engineering Support
- 3.14 Nondestructive Evaluation (NDE)
- 3.15 Nonmetallic Materials and Manufacturing Support
- 3.16 Reserved
- 3.17 Reserved
- 3.18 Reserved
- 3.19 Support Functions



Work Tracking Systems



NOTE: Work orders (independent of software or method) are used within each parent organization/branch. AS specific DRD's will address that organizations instructions.

< > Software Used
 [] Work Order Used



Work Tracking Systems (cont.)

- **ET:** Most work requests are generated and approved using either Test Preparation Sheets (TPSs) or electronic TPS (eTPS). The TPS/eTPS system provides work tracking capability.
- **ET:** Metrology and Calibration Laboratory (MCL): Government-provided GAGE Insite software is used for generation, approval and tracking of work requests.
- **EM:** Most work requests are generated and approved using the electronic work request system (EWRS) within the Materials and Processes Technical Information System (MAPTIS), which provides work tracking capability. Work requests may also consist of e-mails from the customer to the Contractor.
- **ES:** Fabrication work requests are generated and tracked using VISUAL Manufacturing software. VISUAL is also used to track tool crib inventories.
- **AS Propellant and Pressurant Services:** Work requests are generated and tracked using eTPS. MAXIMO software is also used alongside eTPS.
- **AS Valve and Component Services:** Work requests are generated using TPS or eTPS, and are entered into and tracked using Valve & Component Management System (VCMS).



Information Technology

- Export Control
 - NFS Clause 1852.225-70, Export Licenses, will be included in the RFP and subsequent contract.
 - Appropriate NASA and MSFC directives regarding NASA and MSFC export control program will be included in the RFP and subsequent contract as applicable by regulation and procedure.
 - International Traffic in Arms Regulations (ITAR):
If data delivered under this contract is subject to the International Traffic in Arms Regulations (ITAR), the data shall contain an “ITAR Notice” as follows:

International Traffic in Arms Regulations (ITAR) Notice

This document contains information which falls under the purview of the U.S. Munitions List (USML), as defined in the International Traffic in Arms Regulations (ITAR), 22 CFR 120-130, and is export controlled. It shall not be transferred to foreign nationals, in the U.S. or abroad, without specific approval of a knowledgeable NASA export control official, and/or unless an export license/license exemption is obtained/available from the United States Department of State. Violations of these regulations are punishable by fine, imprisonment, or both.



Security Classification

- This contract has a **SECRET** Level Security Clearance requirement.
- The Offerors or their subcontractor(s) will be required to have a Defense Security Service (DSS) approved Secret Level - Facility Clearance Level (FCL) for their organization at the time of the contract award.
- Offerors are not required to have an active FCL during the proposal phase.
- Costs associated with the Offerors obtaining a new FCL are anticipated to be included in the Offerors' cost proposal.
- The Offerors or their subcontractor(s) are required in the proposals to demonstrate their ability to receive and maintain a SECRET clearance level to meet the contract requirements.
- The DOD Form DD254, Contract Security Classification Specification, will be processed as required by FAR 4.403(c)(1) during the Award Phase.
- References:
 - NASA Procedures and Requirements (NPR) 1600.2
 - DoD 5220.22-M National Industrial Security Operating Manual (NISPOMM)
 - FAR 52.204-2 Security Requirements



Safety, Health and Environmental

- The Contractor will be required to comply with all federal, state, local and agency safety, health and environmental laws, regulations, and policies.
- The effort will be performed on-site, unless otherwise directed, and will involve hazardous operations and handling of hazardous materials and chemicals. Therefore, safety will be an important consideration.
- Safety considerations will be incorporated into the RFP, proposal evaluation, performance evaluation plan, and contract terms/conditions.
- The contract will include the approved SHE plan of the successful Offeror.



METTS PROCUREMENT OVERVIEW

Kathryn C. Christy
METTS SEB CO



Procurement Overview

- Total Competitive 8(a) Set-aside.
- Place of Performance: MSFC.
- NAICS Code: 541712 Research and Development in the Physical, Engineering and Life Sciences (except Biotechnology).
- Size Standard 1000 employees.
- Cost Plus Award Fee (CPAF) Mission Services with an IDIQ task ordering provision.
- Contract will include a 12 month base period and four one-year Options.
- Total potential contract Period of Performance is five (5) years.
- Anticipated Period of Performance: July 01, 2014-June 30, 2019
 - Base Year: July 01, 2014 - June 30, 2015
 - Option Year 1: July 01, 2015 - June 30, 2016
 - Option Year 2: July 01, 2016 - June 30, 2017
 - Option Year 3: July 01, 2017 - June 30, 2018
 - Option Year 4: July 01, 2018 - June 30, 2019
 - Six Month Option to Extend Services: July 01, 2019 - December 31, 2019



Procurement Overview (cont.)

- Status of Business Systems, FAR 16.301-2
 - Contractor's/subcontractor's accounting system must be determined adequate prior to award of a cost reimbursement contract or subcontract.
- Business systems include: accounting, estimating, employee compensation, property management, timekeeping, and purchasing.
- Provide information on the Prime Contractor and Major Subcontractor(s).
- If a Joint Venture is established, this information shall be provided for each participant.
- Competitive 8(a) set-asides are not covered under the Cost Accounting Standards (CAS).
- Reference Draft RFP Section L, MTA-1 and Cost Volume.



Procurement Overview (cont.)

- Status of Business Systems, FAR 16.301-2 (cont.)
- Provide current status of the prime's, major subcontractor's, and Joint Venture participant's business systems
 - Accounting System is determined NOT to be adequate, the Offeror shall:
 - Describe in their proposal the approach to obtain this determination prior to contract award, including key milestones.
 - Accounting System is determined to be adequate, the Offeror shall provide:
 - The date approval was given.
 - The approval document (i.e., DCAA Audit No. or DCMA Letter No.).
 - The responsible Government agencies' office and POC information.
- Explain any existing conditional approvals and the compliance status of any systems(s) for which approval is currently withheld.



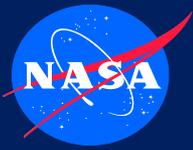
Procurement Overview (cont.)

- Phase-in, Provision L.15
 - Phase-In Period is 45 days, occurring prior to contract commencement.
 - The Phase-in period will be ordered through a firm-fixed price purchase order (PO) referencing the awarded METTS services contract and the selected Offeror's proposed Phase-In Plan.
 - The Maximum FFP of the Phase-in PO shall not exceed \$150,000.
 - During Phase-In, the incumbent Contractor will continue performance under the current contract. The successful Offeror will assume full PWS responsibilities at the contract commencement date after the successful completion of the Phase-In period.



Procurement Overview (cont.)

- Phase-in, Provision L.15 (cont.)
 - Phase-In requirements include:
 - No disruption of service at hand over
 - Qualified and badged staff ready to assume performance
 - Submission of the following DRDs are required during Phase-In:
 - Configuration Control Plan, DRD 1447CM-003
 - Government Property Management Plan, DRD 1447LS-001
 - Management Plan, DRD 1447MA-001
 - Organizational Conflict of Interest Plan (OCI) Plan, DRD 1447MA-003
 - Quality Management System Plan, DRD 1447QE-001
 - Contractor Personnel Certification Plan, DRD 1447SA-001
 - On-site Safety, Health and Environmental (SHE) Plan DRD, 1447SA-002, Attachment J-10



Procurement Overview (cont.)

- Award Fee Objectives
- Reference Attachment J-19, Performance Evaluation Plan
 - Summary of Subjective Award Fee Criteria
 - Management Performance 35%
 - Technical Performance 40%
 - Cost Control 25%



Government Property Overview

- On-site Contractors are required to use NASA's Agency-Wide Property Management System - Property, Plant and Equipment System (PP&E).
- N-PROP is the End User interface for the PP&E System.
- The Contractor shall comply with all NASA property procedures and their approved Property Plan.
- Property that is made available to an on-site contractor on a no-charge basis for use in performance of the contract.
- NASA will assign an on-site Property Administrator (PA) for property management oversight. The PA will perform a Property Management Systems Audit (PMSA) on a routine basis, typically annually.
- Unless authorized by the Contracting Officer (CO) all property is to be utilized only within the physical confines of MSFC and the Contractor shall not bring any contractor-owned property onto MSFC.



Types of Government Property

- Installation Accountable Government Property (IAGP), NSF 1852.245-71
- Contractor Requests for Government Provided Equipment, NSF 1852.245-70
- Government-Furnished Property (GFP), FAR 52.245-1



IAGP

- Installation Accountable Government Property (IAGP)
- Government retains title and accountability of the property.
- Property that is made available to an on-site contractor on a no-charge basis for use in performance of the contract.
- Contractor Acquired property is transferred to NASA after delivery and becomes IAGP to contractor if continued use on contract.
- There are two types of IAGP
 - Controlled
 - Contractor Managed (formerly referred to as 'Non-Controlled')



Controlled IAGP

- Controlled property, NSF 1852.245-71
- Acquisition value of >\$5000 or if categorized as sensitive (e.g., monitors, computers, and printers) \$500 - \$4999.99
- Required to have a NASA Equipment Control Number (ECN) tag.
- The Contractor shall have User Responsibilities for all ECN tagged, provided property. User Responsibilities include, but are not limited to:
 - Safeguarding property
 - Excessing any unused property
 - Alerting their supervisor and NASA security if the property is lost or stolen, or moved
 - Assisting the Government with locating property during inventories
 - Updating property records in N-PROP (i.e., locations, declare items as excess and transfer to other users)



Contractor Managed IAGP

- Contractor Managed, FAR 52.245-1
- On-site, Contractor Managed property, is IAGP
- Does NOT have an ECN tag number.
- Acquisition value is below the \$5000 threshold or not categorized as sensitive.
 - Examples: Materials and special Tooling/special test equipment as defined in FAR 2 and 52.245-1.
- Contractor's Property Plan SHALL detail the process for the 10 Property Management Outcomes in accordance with FAR 52.245-1.
- All other on-site Contractor Managed property not recorded in NASA property systems must be managed in accordance with the requirements of FAR 52.245-1 and NPR 4100.1 NASA Materials Inventory Management Manual.



Contractor Requests For Government-Provided Equipment

- NFS 1852.245-70 and RFP Clause G.14, Nonexpendable Property and Equipment Purchases, acquisition of equipment other than deliverables requires prior CO approval.
- Contractor requests must:
 - Justify the need
 - Provide the reasons why contractor-owned property cannot be used;
 - Describe the property in sufficient detail to enable the Government to screen available property
 - Combine requests for quantities of items with identical descriptions and estimated values when the estimated values do not exceed \$100,000 per unit



Contractor Requests For Government- Provided Equipment (cont.)

- Capitalized Property

- Property with an acquisition cost of \$100K or greater, or Software \$1M, and
- 2 year life expectancy and
- Future use are considered capitalized property assets

When it is known that capitalized assets are being procured/acquired NASA programs are responsible for completing a NASA Form **NF 1739, Alternate Future Use Questionnaire**. Information for this form is obtained from the contractor.

- Contractor Acquired Property

- Requires CO authorization prior to acquisition
- The Contractor's Purchase Order shall state "Delivery to MSFC Central Receiving", and
- The contractor is required to transfer accountability to the Government:
 - Within 15 days of receipt of equipment
 - Within 30 days for materials.



Government-Furnished Property (GFP)

- FAR 52.245-1
- Property furnished or provided to offsite METTS subcontractor or vendor locations, or stored offsite at contractor subcontractor/vendor locations would be furnished IAW FAR 52.245-1, and listed in NFS 1852.245-76.
- Exception: When property will be shipped from MSFC in support of a METTS task and will return to MSFC accountability after a test or modification is complete does not require transfer of accountability.



Source Selection

- Evaluation Factors
 - MISSION SUITABILITY - Total of 1000 points distributed among the two sub-factors:
 - *Management and Technical Approach – 500*
 - *Staffing and Total Compensation – 500*
 - PAST PERFORMANCE - Not numerically scored, but assessed at a level of confidence in accordance with NFS 1815.305
 - COST - Not numerically scored
- Relative Importance of Each Evaluation Factor
 - All evaluation factors are considered essentially equal in importance to each other.
 - All evaluation factors other than Cost (i.e., Mission Suitability and Past Performance), when combined, are significantly more important than Cost.



COST FORMS OVERVIEW

Chiquita Goodloe-Suggs
Pricing Team Representative



Section L.21 Volume III – Cost Volume Instruction

- Prime Offeror must submit a comprehensive proposal which includes all major subcontractor proposals.
 - If a major subcontractor objects to providing their proposal to the prime they may submit it directly to the government by the date and time provided in the RFP.
- For the purpose of this solicitation, a major subcontractor is defined as \$5 million over the 5 – year life of the contract.
- Prime and major subcontractor’s accounting systems must be capable of identifying and segregating costs in accordance with their approved system.
- CAS requirements do not apply for Small Businesses, however, the Prime and major subcontractors must document the status of their business systems.



Section L.21 Volume III – Cost Volume Instruction (cont.)

- The RFP includes government estimated values for Materials (Purchases, Supplies, Tools and Equipment), Training and Travel. The values are fixed for the purposes of submitting the cost proposal.
- As instructed in Section L – The Offeror and subcontractors must submit:
 - **EPM – Excel Pricing Model**
 - NASA provided model for submission of the cost (Attachment L-1)
 - **OPM – Offeror Pricing Model**
 - The Offeror's pricing model generated from the Offeror's Accounting System in a format in accordance with that Offeror's customary practices.



Section L.21 Volume III – Cost Volume Instruction (cont.)

- The EPM contains linking among the spreadsheets. However, use of external links (source data not provided to NASA) of any kind is prohibited. The EPM and all its associated workbooks/files shall not be locked/protected or secured by passwords.
- The Offeror shall not modify the cost forms unless an obvious error is discovered or unless the cost form contains specific areas where alternate input is required.
 - **It is the Offeror's responsibility to ensure that all data is properly accounted for in the cost proposal in order to ensure an accurate proposal.**



Section L.21 Volume III – Cost Volume Instruction (cont.)

- The Offeror must assume 3% of total productive hours as overtime per employee for costing purposes.
- Tab CC in the cost forms includes labor rates by labor category. Tab CC also requires the offeror to map their current labor categories to the NASA identified labor categories. If more than one of the offeror's categories maps to the NASA category, than they may add lines to include those categories and average them as appropriate.
- Labor rates should be escalated for the out years. The RFP includes escalation percentages per year. If the offeror chooses to use a different escalation rate, a thorough explanation/rationale shall be provided in the cost narrative.



Section L.21 Volume III – Cost Volume Instruction (cont.)

L-1A workbook includes the following tabs:

Tab CA - Summary of Total Cost

Tab CB thru CB5 - WYE Input

Tab CC - Summary of Fully Burdened Rates Proposed

Tab CD - Compensation Form Incumbency
Assumptions

Tab CE - Productive Factor

Tab CF - Overhead, G&A and Other Indirect Rates

Tab CG - Fringe Benefits/Payroll Additives

Tab CH - Total WYE by PWS and by
Offeror/Subcontractor

Tab CI - Phase-In Form

Tab CJ - Fringe Policy Questionnaire



Section L.21 Volume III – Cost Volume Instruction (cont.)

E:\Attachment L-1B Prime only Cost Forms 7 24.xlsx

L-1B workbook includes the following tabs :

Tab CK - Development of Adjusted Subcontractor Fully Burdened Rates (SFBR) with Prime Offeror Burdens

Tab CL - Composite IDIQ Rate Development (Prime only)

Tab CM -Summary of Proposed Blended IDIQ Rates by Contract Year (Prime only)

These Excel worksheets are linked to each other and these links should not be broken

E:\Attachment L-1C Audit Cognizant Office 7 16 Rev3.xlsx



Service Contract Act

Patrick Rasco

Director, MSFC Labor Relations



Service Contract Act

Purpose and Intent of the Service Contract Act of 1965



Service Contract Act

Service Contract Act of 1965

Federal Statute

41 United States Code 351
as amended in 1972 and 1976



Implementing Regulation

Title 29 Code of Federal Regulation Part 4



Contract Clause

FAR 52.222.41



Definition of “Service Employee”

- Service Contract Act (SCA) defines a service employee as any person engaged in the performance of a covered Federal services contract...
- However, it exempts those employees that qualify as a bona fide Executive, Administrative, or Professional employee
(as defined in Title 29 Code of Federal Regulations Part 541, as amended August 23, 2004).



Things to Consider ...

- As a prospective contractor you are liable for the proper interpretation, application, implementation, and administration of the mandatory provisions of the Service Contract Act
- You must take appropriate action when preparing your offer to ensure compliance with the SCA and that your corporate policies are compliant with the spirit and intent of the law
- It is the Offerors' responsibility to work with represented employees to gain knowledge of existing CBAs and agreements



Mandatory Requirements

- Applies to contracts entered into by the United States or District of Columbia in excess of \$2,500 for the furnishing of services through the use of “service employees” (29 CFR 4.113) and mandates:
 - Timely payment of wages (29 CFR 4.165)
 - Posting Requirements (29 CFR 4.184)
 - Minimum Record Keeping (29 CFR 4.185)



Mandatory Requirements (cont.)

Requirements outlined in the SCA “Area” Wage Determination:

- **Minimum wages based on job classification (29 CFR 4.161)**
 - See the SCA Directory of Occupations to ensure the proper classification of each service employee.
- **Minimum Health and Welfare Rate (29 CFR 4.171).**
 - A minimum average of \$3.81 per hour, computed on the basis of all hours worked by the service employees employed on the contract.
- **Minimum number of Vacation Days (29 CFR 4.173).**
 - Based on years of continuous service in any capacity with the incumbent contractor and all predecessor contractors.
- **Minimum number of Paid Holidays (29 CFR 4.174).**
 - 10 Paid Holidays per year.
 - Does not require a “service employee” to work the day before or the day after a holiday to receive holiday pay.
 - If any work is performed (by a service employee) in a work week in which a holiday falls, the employee is entitled to holiday pay.



Mandatory Requirements (cont.)

- Requires the payment of Health and Welfare, vacation, and holiday pay to temporary and part-time employees (29 CFR 4.176).
- SCA does not provide for premium rates of pay for overtime hours worked, but it does recognize other Federal laws that do require overtime pay:
 - The Fair Labor Standards Act.
 - Contract Work Hours and Safety Standards Act.
 - Premium Pay is one-and-one-half (1½) times the employee's basic hourly rate of pay for all time worked over 40 hours per week.



Mandatory Requirements (cont.)

- Items that can not be counted as Health and Welfare for SCA computation purposes:
 - Federal, State, and Local Taxes, Unemployment or Workers' Compensation, Professional Insurance, Liability Insurance, etc., (29 CFR 4.171(c)).
 - The furnishing of Board and Lodging (29 CFR 4.171(d)).
 - The furnishing of "facilities" or "transportation" (29 CFR 4.171(e)).
 - Contributions to social functions (29 CFR 4.171(f)).
 - Vacation Pay (29 CFR 4.173).
 - Holiday Pay (29 CFR 4.174).



Job Description/Qualification Form (Form SB)

TITLE

Contractor Job Title: _____

Solicitation Job Title: _____

SCA Wage Determination Job Title: _____

SCA Directory of Occupations Classification Number _____

TYPE and SALARY / WAGE RANGE

EXEMPT ANNUAL FROM: _____ TO: _____

NON-EXEMPT HOURLY FROM: _____ TO: _____

HEALTH & WELFARE [FRINGE BENEFITS]

EXACT AVERAGE HOURLY COST OF HEALTH & WELFARE _____

DESCRIPTION

QUALIFICATIONS

EDUCATION: _____

EXPERIENCE: _____



Instruction for Completing Form SB

- TITLE
- There are multiple Job Description/Qualification forms per page. One form is to be completed for each job title/classification.
- (NOTICE: This applies to all proposing subcontractors as well)
 - Contractor Job Title - Enter your job title if different from the Service Contract Act (SCA) job title/classification.
 - Solicitation Job title – Enter the job title identified in the solicitation.
 - SCA Wage Determination Job Title/Classification - Enter the accurate SCA job title/classification and SCA job number from the SCA Wage Determination.
- [NOTE: Detailed position descriptions are contained in the SCA Directory of Occupations, Fifth Edition, dated April 2006 for each job classification listed on the wage determination. In addition, the SCA Directory of Occupations can also be found on-line at the following web address:
<http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf>



Instruction for Completing Form SB (cont.)

- TYPE

Place an X in the Box that is applicable to the job title/classification.

- Exempt - Those job classifications identified in Title 29 CFR Part 541 (Dated August 23, 2004) as exempt classifications.
- Nonexempt – All job classifications other than those exempt by 29 CFR Part 541 (Dated August 23, 2004).

- SALARY / WAGE RANGES:

For the specified job title/classification, enter the minimum and maximum annual pay in the corresponding space for Exempt Classifications or enter the minimum and maximum hourly pay in the corresponding space for Nonexempt Classifications.

Note: The minimum rate can never be lower than the SCA Wage Determination minimum.

- HEALTH AND WELFARE [FRINGE BENEFITS]:

Provide the exact average hourly cost of health and welfare for service employee (See 29 Title CFR Part 4.175(b)) for complete details.



Instruction for Completing Form SB (cont.)

- NOTICE: The exact average hourly cost of fringe benefits for service (non-exempt) employees and shall not include the cost of vacation pay, holiday pay, liability insurance, state and Federal taxes, professional liability insurance, unemployment or workmen's compensation insurance, etc.
- NOTE: The average hourly cost of fringe benefits must be computed separately for Exempt (those employees not covered by the SCA) and Nonexempt (those employees covered by the SCA) employees.
- NOTICE: The SCA makes NO distinction between full-time, part-time, and temporary "service employees" in regards to the payment of fringe benefits, including vacation and holiday pay.
- DESCRIPTION
Briefly describe the duties performed under the specified job title/classification.
- QUALIFICATION REQUIREMENTS
Identify the education and experience requirements for an employee to qualify for the specified job title/classification



Place Emphasis on SCA Requirements

- SCA is a critical part of this solicitation evaluation and successful contract performance.
- Failure to propose correctly can have serious consequences
 - Issues during evaluation of proposal
 - Union issues after award
 - Inability of team members to perform
- There are sanctions for failure to comply with mandatory SCA requirements (29 CFR 4.187 through 4.190).
 - If a contractor fails to comply with the mandatory SCA requirements, the Government may...
 - Withhold from payments a sum adequate to pay back wages or fringe benefits due employees;
 - Bring legal action against the contractor;
 - Terminate contract and hold contractor liable for any resulting cost to government;
 - Not award contracts to violators for 3 years.



Site Tour Instructions

- ABSOLUTELY no questions will be answered during the tour
- Questions may be written down and submitted via electronic mail to kathryn.c.christy@nasa.gov no later than August 23, 2013, 2:00 p.m., CT
- No picture taking or recordings are allowed
- Please leave cameras and cell phones on the bus (leave on your seat or place in provided basket. The Bus will be locked)
- No restroom facilities will be accessible during the tour
- Do not break away from group for any reason
- ***Anyone violating the above rules will be escorted off of the Center***



Procurement Schedule

Activity	Dates
Issue Draft RFP	08/07/2013
Industry Briefing	08/16/2013
Industry Comments (Due no later than)	08/23/2013
Issue RFP	09/13/2013
Proposals Received	11/15/2013
Selection Announced/Contract Award	05/09/2014
Phase-In Start	05/15/2014
Contract Commencement	07/01/2014



Closing Remarks

- Offerors should monitor the NAIS Website for periodic updates.
- Remember to place your comments and questions in box at rear of auditorium.
- Additional DRFP Comments are due in accordance with Section L, Provision L.18.
- As noted previously, Industry Briefing charts and a list of the companies attending the Industry Briefing will also be posted on web (NAIS/FedBizOps).