

Human Health and Performance Contract (HHPC) Final RFP Questions and Answers

Question 1. L.22.4 Past Performance Data: Section L.22.2 (j) second paragraph provides instructions on acceptable file formats. The last line indicates that MS Word documents should be provided in Word and not Adobe PDF. Would the Government consider allowing Offerors to submit Past Performance supporting documents, to include Subcontractor/Teammate/Program Manager Consent Letters; OSHA Forms 300 and 300A; and Insurance Company letters, in Adobe PDF? For documents with signatures, the PDF format produces a clearer document with a smaller file size than scanning signed documents and embedding into MS Word as images.

Answer 1. The statement that “Microsoft Word documents shall be submitted in Microsoft Word format, not in an Adobe PDF file” means that if a particular document is available in Microsoft Word format then the Offeror should submit the document in said format. However, the Government understands that it may be impractical to submit some types of documents, which may include signatures, in Word format.

Therefore, the Government will allow documents such as Subcontractor/Teammate/Program Manager Consent Letters; OSHA Forms 300 and 300A; and Insurance Company letters, to be submitted in Adobe PDF, or in the native format.

Question 2. Section L.22.4 Past Performance Data: Attachment L-10, Performance Information Matrix indicates that the Source Evaluation Board will provide the WBS structure for the HHPC effort. It does not appear that this information has been provided. Can Offerors assume submitting a second level WBS structure is acceptable for completion of the Attachment L-10?

Answer 2. Attachment L-10, “Performance Information Matrix,” has been modified to “The Offeror fills in the SOW numbers for their effort, corresponding to the sections of the HHPC SOW for which the cited contract Past Performance demonstrates relevancy.” Specific instructions on how to complete the Performance Information Matrix are provided within the revised document.

Question 3. Section L.22.2 (j), paragraph 3, Proposal Arrangement: This paragraph states that “each volume should be submitted as a separate file,” which leads the Offeror to assume that an entire volume should be in one file. Will the Government please clarify these instructions? Does each complete volume have to be in one MS Word document/file, or to minimize the file size and facilitate easier file handling, can the volume be divided into parts (similar to the RFP structure) and then placed on one CD?

Answer 3. Yes, the Offeror’s submitted volume may be divided into parts (similar to the RFP structure) and placed on one Compact Disc.

Question 4. Attachment L-4, Government Resource Estimate (GRE): In comparing the WYE counts in the GRE, there were some values that did not appear as expected for eight (8) SLCs. Are the WYE values as presented correct?

See table below for differences:

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Attachment L-4, GRE

No	SLC	WYE Table 2 (TO's)	WYE Table 3 (Total)	WYE Table 4 (SR)	Expected Table 4 WYE Value
1	Engineer III	12	90	77	78
2	Engineer IV	11	30	20	19
3	Information Technologist (IT) II	10	7	1	-3
4	Med Level II	13	20	3	7
5	Professional III / Technical Level III	6	10	3	4
6	Scientist IV	4	48	43	44
7	Supervisor	17	20	6	3
8	Supervisor (Senior)	13	30	16	17
TOTAL		86	255	169	169

Answer 4. “Table 3 - Cumulative Labor WYE’s by Skill Mix and Non-Labor Resources GRE (Represents the entire SOW in Contract Year 1),” which is included in Attachment L-4, is incorrect. The Attachment will be modified in RFP Amendment 1 to correct the discrepancy. Table 2 and Table 4 located within Attachment L-4: Government Resource Estimates (GRE) are correct.

Question 5. DRD-HHPC-SMA-03, Safety and Health Plan, Paragraph 8.B.5: The DRD requires the S&H Plan to identify resources to be provided by the Contractor and proposed resources to be provided by the Government.

Question: Is the data requested here different from the RFP request that Offerors provide a list of the Government Property (listed in attachments J-3 and J-4) that they intend to use?

Please clarify what the Government is asking Offerors to provide within the Safety and Health Plan.

Answer 5. The resources described in “DRD-HHPC-SMA-03, Safety and Health Plan” refer to safety and health resources, which could be personnel, services, or equipment.

It is the Offeror’s responsibility to describe Government resources it proposes to utilize versus those resources it proposes to provide itself. Some examples of resources the Government could provide are the JSC clinic, Occupational Health services-such as ergonomic assessments, and consultations with the JSC Safety and Health Office.

Question 6. Att. L-7; TOPT, ISCT: May Offerors make adjustments to summary formula calculations to ensure that burdens (such as G&A and Fee) are applied consistent with Offeror’s approach?

Answer 6. Yes, the Offeror may adjust formulas to be consistent with the Offeror’s approach.

Question 7. Att. L-7; TOPT, ISCT: May Offerors insert rows to appropriately distinguish the categories of non-labor costs?

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- Answer 7. Yes, the Offeror may insert rows to appropriately distinguish the categories of non-labor costs.
- Question 8. M.6: The last paragraph of M.6 states that, “The proposed past performance effort of the program manager will be considered less important than the proposed past performance effort of the same magnitude and complexity of that offered by a prime or subcontractor.”
- L.22.4 (c) does not require submission of the program manager’s past performance.
- We recommend that you delete this sentence from Section M and any residual references from Section L (e.g., consent letter, etc.).
- Answer 8. Section L.22.4 (a) will be modified as follows to clarify the Government’s intent to require the submission of past performance related to the Program Manager. Specifically, the second sentence of L.22.4 (a) has been revised as follows:
- Offerors, including joint ventures, major subcontractors (subcontracts with an estimated annual value greater than \$5M) and the proposed Program Manager shall each provide information on up to five past contracts (subject to the page limitation constraints).*
- Section M.6 “Past Performance Factor” will be modified to clarify the Government’s intent that “The past performance of the proposed Program Manager will also be evaluated.”
- Attachment L-10, “Performance Information Matrix,” will be modified to include a row for the Offeror to provide the Program Manager’s relevant past contract performance.
- Question 9. Att.L-3; Subtask 2.12; WP 230: WP 230 requirements 2, 3, 5, 6, 8, 9, 11, 12, and 13 reference Sustaining Engineering Plans (LS-71xxx) described in.
- We respectfully request that you provide several representative plans in the Technical Library.
- Answer 9. The HHPC Technical Library has been updated to include the Sustaining Engineering Plans (LS-71xxx) described in (Att.L-3; Subtask 2.12; WP 230).
- Question 10. The Government notified potential Offerors of its intent to post the average incumbent direct labor rates (by standard labor category) in the technical library, which was anticipated to be shortly after final RFP release. Access to this information will assist Offerors in determining fair and reasonable compensation, as well as assist primes with negotiating fair and reasonable labor rates with their team members. As of this moment, the incumbent salary data has not been released. Further delays may begin to impact Offerors’ ability to complete their Cost Proposal by the proposal due date. Please advise on when the Government plans to release the incumbent salary data.
- Answer 10. The referenced “average incumbent direct labor rate” has been provided in the “Reference Material” sub-section HHPC Technical Library.
- Question 11. RFP Attachment L-7 IDIQ Templates; Attachment L-1 Standard Labor Categories (SLC); Section B.9 Fully Burdened Rate Table for Pricing Cost Reimbursable Task/Delivery Orders:

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Should the IDIQ Template list the same standard labor categories listed in Section B and Attachment L-1?

IDIQ Template	Section B	Attachment L-1
Professional I	Professional I/Technical Level I	Professional I/Technical Level I
Professional II	Professional II/Technical Level II	Professional II/Technical Level II
Professional III	Professional III/Technical Level III	Professional III/Technical Level III

Answer 11. Yes, the IDIQ Template should list the same standard labor categories listed in Section B and Attachment L-1. The pertinent IDIQ templates have been updated to ensure consistency between the IDIQ Templates, Section B, and Attachment L-1.

Question 12. RFP Section L.22.2, Proposal Arrangement, Page Limitations, Copies and Due Dates: The page limit for Volume II, Past Performance, is 85 on page L-13. This specifically excluded attachments L-9 and L-10. No other exclusions to page count are noted.

Should the performance data, as required in L.22.4 (e), including environmental and safety data, be excluded from page count?

Answer 12. Performance data, as required in L.22.4 (e), including environmental and safety data, are considered to be “Past Performance Attachments” and are therefore excluded from the 85 page count.

Question 13. FP Section L.22.2, Proposal Arrangement, Page Limitations, Copies and Due Dates: The page limit for Volume II, Past Performance, is 85 on page L-13. This specifically excluded attachments L-9 and L-10. No other exclusions to page count are noted. In addition, the Cognizant Audit Office Template (CAOT) is due with the Past Performance proposal on January 7, 2015.

Should the CAOT be excluded from the Past Performance page count?

II	Past Performance	85	
	Past Performance Description	Included in 85	MS Word
	L.22. 4, Past Performance Attachments	Not subject to page count limitations	MS Word
	Attachment L-9: Subcontractor/Teaming or Joint Venture Partner/Program Manager Consent for the Release of Past Performance Information to the Prime Contractor	Not subject to page count limitations	MS Word
	Attachment L-10: Past Performance Information Matrix	Not subject to page count limitations	MS Word

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Answer 13. [The Cognizant Audit Office Template \(CAOT\) information shall be considered to be part of the Cost/Price Volume III. Therefore, page count is not limited as detailed in L.22.2 Table L-2 Subsection III.](#)

Question 14. RFP Attachment L-4 Government Resource Estimate; Table 2 (Represents all Sample RFP IDIQ TDOs in Contract Year 1), Table 3 (Represents the entire SOW in Contract Year 1), and Table 4 (Represents the difference between the entire SOW and the Sample RFP IDIQ TDOs in Contract Year 1). When you add the GRE Tables together, the sum of the cumulative WYEs add correctly. However, at the SLC level, there are some variances between SLCs. See chart below:

Standard Labor Categories	Sum of WYEs GRE (TBL 3)	Sum of WYEs (Sample RFP IDIQ TDOs) (TBL 2)	Sum of WYEs (Diff b/t SOW and IDIQ TDOs) (TBL 4)	
Engineer III	90	12	77	-1
Engineer IV	30	11	20	1
Information Technologist (IT) II	7	10	1	4
Med Level II	20	13	3	-4
Professional III / Technical Level III	10	6	3	-1
Scientist IV	40	4	43	-1
Supervisor	20	17	6	3
Supervisor (Senior)	30	13	16	-1
Total Cumulative WYEs	760	345	415	0

Please clarify whether the SLC totals are correct and whether the SLCs as noted are appropriately assigned.

Answer 14. [See Answer 4.](#)

Question 15. Section L, Page L-34, 2. CD Cost Proposal Organization: Fully Burdened Rate Template (FBR) states the following: When multiple versions of the same template are required, then submit the multiple templates inside one worksheet stacked vertically. For example, if the Fully Burdened Rates Template (FBR) is required for each year of a ten year contract then ten vertically stacked templates will be submitted under a tab titled FBR under workbook IDIQ-Company Name.xls Section L, Page L-37, Cost Template Instructions (a) Fully Burdened Rates Template (FBR) A separate FBR is required for each contract year of the effort from both the prime Offeror and each major subcontractor(s). This template is provided so that each Offeror may show how they arrived at their individually proposed fully burdened rates including profit/fee.

Does the government want the FBR template to show CY 1-10 stacked vertically within the same tab or does the government want the FBR CY 1-10 to be shown on individual tabs? i.e. Tab 1 = FBR CY1; Tab 2 = FBR CY2; Tab 3 = FBR CY3, etc.

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Answer 15. Section L.22.5 VOLUME III – COST/PRICE, 2. “CD Cost Proposal Organization” states that “When multiple versions of the same template are required, then submit the multiple templates inside one worksheet stacked vertically.”