



***NASA Langley Research Center  
Occupational Health Program Support  
Contract***

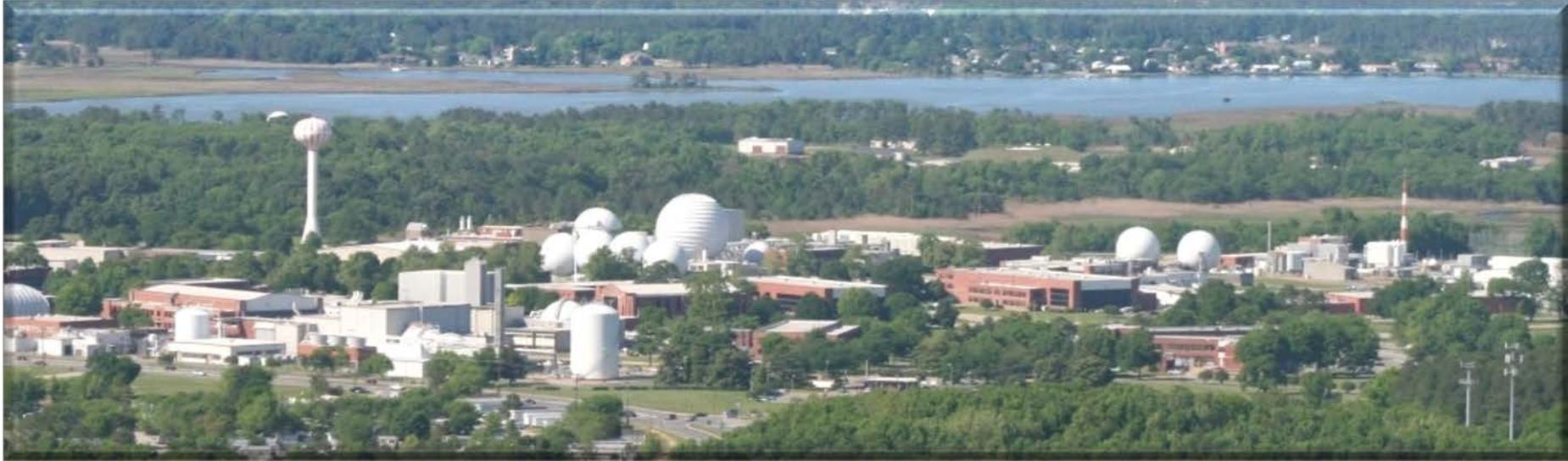
Pre-Request for Quotation Conference  
December 18, 2014

# *Agenda*



- Welcome
- Procurement Highlights
- General Statement of Work Requirements
- Tours of the NASA LaRC Occupational Health Clinic and Fitness Center
- Question and Answer Session

# NASA Langley at a Glance (2014)



**2014 Budget** ..... ~\$800m

NASA Langley Budget..... ~\$770m

External Business..... ~\$30m

**Workforce**..... ~3,600

Civil Servants..... ~1,900

Contractors (on/near-site)~1,700

## **Infrastructure/Facilities**

166 Buildings.....788 acres

Replacement Value..... ~\$3.5b



# Procurement Highlights

Krista Y. Jensen  
Contract Specialist

# Conference Guidelines



- As a reminder, if you have not signed in, please do so at the end of the presentation.
- Index cards are available to write down questions for the Question and Answer Session. Please include company name, Point of Contact Name, and e-mail address with each question.
- List of attendees, conference presentations, and responses to questions received today will be posted on the NAIS and FedBizOpps websites under Pre-solicitation Notice NNL15527797Q.
- These presentations are for informational purposes only and in case of conflict or inconsistency between these slides and the Final Request for Quotations (RFQ), the RFQ takes precedence.
- The Final RFQ has not been released, and even then, can be amended at any time thereafter. It is imperative that potential Quoters monitor NAIS/FedBizOpps for changes to the RFQ when developing their quote.

# *Acquisition Background*



Current Occupational Health Program Support Contract expires March 31, 2015.

- Contract Number NNL10AA09C.
- Contract Type: Firm Fixed Price Contract for Services with a Cost Reimbursable CLIN for Supplies.
- 5 year Period of Performance.

# ***Quote Preparation Instructions***



- Ensure quote contains all required information consistent with Final RFQ NNL15527797Q ADDENDUM TO FAR 52.212-1, INSTRUCTIONS TO OFFERORS - COMMERCIAL ITEMS.
- The evaluation will be completed in accordance with 52.212-2 Evaluation—Commercial Items (Jan 1999), using the actual material submitted in each quote.
- Ensure that the proposed pricing in the SF 1449 in Contract Line Item Numbers (CLINs) 000 through 015 (SF 1449 Blocks 21-24, Pages 1-4) and the Attachment 6 Pricing Instructions and Spreadsheet is consistent with the Technical portion of the submitted quote. Discrepancies may be viewed as a lack of understanding.
- Page limitations, font size and other Quote Instructions are firm, and thus any requests to deviate from them may not be considered.
- NASA will reject any quote that fails to comply with all Quote Submission Instructions.

# Quote Preparation Instructions



Quote Section	Page Limit (A Page is Defined as Times New Roman 12 Point Font, 8.5 x 11" Paper Size)
<p>1. <b>Standard Form (SF) 1449</b>: Including completed Block 17a and signed and dated Blocks 30a-30c with Attachments 1 through 6.</p>	<p>N/A: Pre-Determined Page Limits except for Fee-for-Service Plan Template as Outlined Below</p>
<p>2. <b>Technical</b>  <b>a) Staffing Plan</b>                      -Shall include Labor Category Positions and Descriptions, Qualifications, Licenses/Accreditations, and the Quoter's plan for scheduling of staff and any potential cross-utilization of staff.                      -Subcontractor/ Teaming personnel, if any, shall be clearly identified in the Staffing Plan.  <i>*A Significant Subcontractor/Teaming Partner is defined as a Subcontractor/Teaming Partner with an annual subcontract/ teaming arrangement value over \$300,000, or any Subcontractor/ Teaming Partner that will be performing an entire portion, except for prime contractor oversight, of either Sections 1.0, 2.0, or 4.0 of the Statement of Work.</i></p>	<p><b><u>Maximum 5 Pages</u></b></p>
<p><b>b) Phase-In Plan</b>                      -Demonstrate the Quoter's ability to meet all performance requirements beginning on the first day of the contract.                      -Shall include the Quoter's schedule for the 30 day period prior to contract start to enable a smooth transition from the incumbent contractor</p>	<p><b><u>Maximum 2 Pages</u></b></p>

# Quote Preparation Instructions



Quote Section	Page Limit
<p><b>c) Fee-for-Service Plan</b></p> <p>1) Rates the Quoter will charge for Mandatory Services required to be offered on a Fee-for-Service Basis;</p> <p>2) Additional services and rates the Quoter plans to provide at NASA LaRC;</p> <p>3) Description of how the Quoter will advertise and promote the available Fee-for-Services;</p> <p>4) Benefit the Fee for Service Plan will have to the NASA LaRC Workforce; how the Plan supports the NASA LaRC Occupational Health and Wellness Program and;</p> <p>5) % of monthly Fee for Services proceeds that will be applied as a credit to the invoiced amount on contract vouchers.</p>	<p>Section 1 <b><u>Maximum 1 Page.</u></b></p> <p>Sections 3-5 <b><u>Maximum 1 Page.</u></b></p> <p>Section 2 <i>Additional Services Quoter Plans to Provide at LaRC: No Limit</i></p>
<p><b>3. Past Performance:</b></p> <p>-A list of up to three of the Quoter's most relevant contracts performed within the past three years and;</p> <p>-A list of up to three of its teaming partner's or significant subcontractor's most relevant contracts performed within the past three years.</p>	<p><b><u>Maximum 1 Page</u></b> For each Contract Referenced: a) Description of work performed and Relevance to Requirements; b) Contract Number; c) Contract Agency/ Customer Name; d) Points of Contact e) Contract Type; f) Performance Period; g) Price (original and any revised pricing).</p>

# Quote Preparation Instructions



Quote Section	Page Limit
3. <b>Pricing:</b> Complete Proposed Pricing in Contract Line Item Numbers (CLINs) 000 through 015 (SF 1449 Blocks 21-24, Pages 1-4) and the Attachment 6 Pricing Instructions and Spreadsheet	N/A: Pre-Determined Page Limits

# *Method of Evaluation*



- Quotes will be evaluated consistent with Final RFQ FAR 52.212-2 Evaluation— Commercial Items (Jan 1999).
- The Government intends to award a purchase order without discussions, but reserves the right to hold discussions if the Contracting Officer deems them to be necessary

**Technical, Price, and Past Performance are considered essentially equal. Technical and past performance, when combined, are significantly more important than price. The following factors shall be used to evaluate quotes:**

- i) **Technical:** The Government will evaluate the Quoter's proposed Staffing Plan, Phase-In Plan, and Fee-for-Service Plan, using the Adjectival Ratings of; Excellent, Very Good, Good, Fair, and Poor.
- ii) **Past Performance:** The Quoter's Past Performance will be assessed to determine the Government's confidence in the Quoter's ability to successfully perform the Statement of Work requirements. The Relevance of the past performance experience to the Statement of Work Requirements and the Quoter's Performance Record will be evaluated using the following levels of confidence ratings: Very High Level of Confidence, High Level of Confidence, Moderate Level of Confidence, Very Low Level of Confidence, Neutral.
- (iii) **Price:** The Government will evaluate the Quoter's proposed Firm-Fixed-Price, including Options.

# *Safety*



## **FAR 52.236-13 Accident Prevention (Nov 1991) Alternate I (NOV 1991)**

During the 30-Day Phase-In Period: The Successful Quoter shall submit a written proposed Safety Plan for implementing FAR 52.236-13 Accident Prevention (Nov 1991) Alternate I (NOV 1991) and meet with the NASA Contracting Officer and COR to discuss and develop a mutual understanding relative to administration of the Safety Plan. The plan shall include an analysis of the significant hazards to life, limb, and property inherent in contract work performance and a plan for controlling these hazards.

# ***Installation-Accountable Government Property***



## **1852.245-71 Installation-Accountable Government Property (JAN 2011)**

The Government property described in paragraph (c) of this clause is being may be made available to the Contractor on a no-charge basis for use in performance of this contract, to include:

- Property listed in Attachment 3 “Installation-Accountable Government Property”;
- NASA-provided media resources, including printing services and materials for posters and pamphlets, and the NASA LaRC Center website and electronic newsletter and;
- NASA Electronic Health Records System and NASA Electronic Fitness Membership System.

# *Acquisition Cycle Milestones*



## **Milestone**

## **Date**

Issue Final RFQ

*On or Before* January 5, 2014

Quotes Due

January 23, 2015

Award

March 1, 2015

Phase-in Begins

March 1, 2015

Contract Start

April 1, 2015



# Statement of Work Requirements

# Operation of the LaRC Occupational Health Clinic



- **Medical Staffing**
  - Licensed and certified
  - Physicians/Nurse Practitioners/Nurses/X-ray technician, Administrative Staff
    - Center Chief Medical Officer
- **Medical Services**
  - Provide initial, no-cost diagnosis and treatment for work-related and non-work-related illness/injuries
  - Provide health maintenance examinations
  - Occupation-Related examinations
  - Optician Services
  - Provide physicals, immunizations, counseling, and health-related documentation for International Travel
  - Administration of medications and treatments
  - Workers compensation Medical POC for LaRC Civil Servant and Exchange Personnel
- **Medicines and Medical Supplies**
  - Keep two-months' supply in stock of medications and medical supplies required to operate Clinic and Fitness Center

# ***Operation of the LaRC Occupational Health Clinic***



- **Medical Records**
  - Maintain medical records using NASA Electronic Health Records System (Currently Medgate)
- **Clinic Equipment and Facility Maintenance**
  - Provide routine maintenance of Clinic equipment in accordance with Manufacturer's recommendations and NASA requirements
- **Medical Waste Management**
  - Handle, store, and label medical waste for disposal by NASA
- **Emergency Services**
  - Be available as requested by the Contracting Officer's Representative or EMS.
- **Operating Procedures**
  - Develop and maintain SOP's per regulatory guidance

# ***Employee Assistance Program (EAP)***



- **EAP Services**
  - Available to Civil Service and Exchange Employees and Family Members.
  - Counseling sessions onsite and offsite.
- **Coordinate with Community Resources including hospitals and care-facilities, as needed.**
- **Participate in LaRC Committees and Meetings to promote EAP objectives.**
- **Provide Regular Training and Information Seminars**
- **Operating Procedures**
  - Develop and maintain SOP's per regulatory guidance.

# ***LaRC Occupational Health and Wellness Program Promotion and Consultation Support***



- **Program Coordination and Communication**
  - Plan, implement and evaluate Health Promotion Programs.
  - Appoint Medical staff to serve on LaRC committees.
  - Participate in Policy and Procedure Development Reviews.

# ***LaRC Physical Fitness Program and Fitness Center***



- **Fitness Center Operation**
  - Operate between 10:00 am and 6:30 pm.
  - RFQ includes Optional CLINs for up to 4 additional hours per day Monday-Friday.
- **Fitness Center Membership**
  - Issue, maintain, and track memberships and use of the facilities.
- **Fitness Services**
  - Orientation of equipment use, fitness screening, group fitness classes, personal training.
- **Fitness Center Equipment and Facility Maintenance**
  - Provide routine maintenance of Fitness Center equipment in accordance with Manufacturer's recommendations and NASA requirements.
- **Operating Procedures**
  - Develop and maintain SOPs per regulatory guidance.

# ***Fee-for-Service***



- **The Contractor shall offer the Services outlined in Statement of Work Sections 1.0 through 4.0 on a Fee-for-Service basis to NASA LaRC Contractor Personnel.**
- **The Contractor shall also offer any of the services that are not free-of-charge to NASA LaRC Civil Servant and LaRC Exchange Personnel, and any other services included in the Contractor's Fee-for-Service Plan, on a Fee-for-Service Basis.**
- **The Contractor may also offer Drug and Alcohol testing to On-Site LaRC Contractor Personnel on a Fee-for-Service Basis.**