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**Welcome to the  
NASA White Sands Test Facility (WSTF)  
Test Evaluation and Support Team 2 (TEST2) Contract  
Pre-proposal Conference**

**April 7-9, 2015  
Ramada Palms Hotel  
Las Cruces, NM**



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# Welcoming Remarks

**Jason Noble**  
**TEST2 Chair**



# Safety and Administrative Information

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- **Meeting room exits**
- **Restrooms can be found in the hallway outside this ballroom**
- **Cell phones should be off or on vibrate**
- **Recording devices are not permitted**
- **Site Tour Information (Must have pre-registered)**
  - **Mandatory safety briefing will be provided before the tour**
  - **Buses will leave promptly at 12:00 pm on 4/7/15**
  - **Buses will depart from the NW Side of the Ramada Palms**
  - **There will be no personal tours**

# Agenda



<b><u>Topic</u></b>	<b><u>Presenter</u></b>
Conference Registration	07:30 – 08:00
Welcome and General Information	Jason Noble
Opening Remarks	Steve Janney
Orientation and Procurement Overview	David Tellez
Organization, Vision, and Objectives	John McManamen
PWS, J Attachments, and DRDs	Jason Noble
Labor Relations Overview	Suzan P. Thomas
Safety and Health Programs	Alton Luper
Q&A, Schedule, and Closing Remarks	Jason Noble
<b>10-Minute Break</b>	
Pricing Breakout Session	Monica Craft
Load Buses for WSTF Site Tour	11:45-12:00



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**Steve Janney**  
**Office of Procurement**



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# **Orientation and Procurement Overview**

**David Tellez  
Contracting Officer**



# Disclaimer

## (Orientation)

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- ▶ These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the Draft Request for Proposal (DRFP).
- ▶ To the extent there are any inconsistencies between this briefing and any future RFP, the RFP will govern.

# Purpose of Preproposal Conference (Orientation)

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- ▶ The purpose of this Preproposal Conference is to help industry understand the Government's requirements
- ▶ Questions:
  - ▶ Responses to questions during the conference shall not be construed as an official answer.
  - ▶ All questions requiring official answers must be submitted to the Contracting Officer as described in the draft RFP.
  - ▶ Official responses to written questions received by the Contracting Officer will be posted to the NASA Acquisition Internet Service (NAIS) web portal and the TEST2 procurement website (<http://procurement.jsc.nasa.gov/test2>).
  - ▶ If a difference exists between verbal and written responses to questions, the written responses shall govern.
  - ▶ **The deadline for submitting questions regarding the Draft RFP is April 16, 2015.**



# Source Selection Authority and Acquisition Team Members

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- ▶ Source Selection Authority
  - Melanie Saunders
    - Associate Center Director, Johnson Space Center
  
- ▶ Acquisition Team
  - Jason Noble, Chair
  - David Tellez, Contracting Officer
  - Todd Kaufman
  - Michael Owen
  - Alan Porter
  - Miguel Maes



# Points of Contact (Orientation)

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- ▶ **Contracting Officer:**

David L. Tellez

david.l.tellez@nasa.gov

- ▶ **TEST2 web address:**

<http://procurement.jsc.nasa.gov/test2>



# Ombudsman (Orientation)

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- ▶ Ombudsman (NFS 1852.215-84): “...before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution ... If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman ...”
- ▶ Address/Phone:
  - NASA Headquarters
  - Mail Code: LP011
  - Washington, DC 20546-0001
  - Phone: (202) 358-0445

[Agency-procurementombudsman@nasa.gov](mailto:Agency-procurementombudsman@nasa.gov)



# Current Contract Overview

- ▶ **Contract Number:** NNJ11HA02C
- ▶ **Prime Contractor:** Jacobs Technology
- ▶ **Contract Type:** Hybrid CPAF/FFP IDIQ
- ▶ **Period of Performance:** May 1, 2011 – April 30, 2016
- ▶ **Tasks currently provided on contract include:**
  - Propulsion testing
  - Propellants and aerospace fluids, materials and components testing
  - Remote hazardous testing
  - Hypervelocity impact testing
  - Flight hardware processing, precision cleaning, component refurbishment and machining
  - Training, quality, safety and health
  - Facility maintenance and construction management
  - Communication systems
  - Emergency services (fire, EMS, dispatch, and emergency preparedness)



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**John McManamen, Manager  
White Sands Test Facility**



# NASA Vision and Mission

## Vision:

We reach for new heights and reveal the unknown for the benefit of humankind.

## Mission:

Drive advances in science, technology, aeronautics, and space exploration to enhance knowledge, education, innovation, economic vitality, and stewardship of Earth.



# Johnson Space Center Organization

National Aeronautics and Space Administration



Lyndon B. Johnson Space Center  
January 27, 2015



\* Direct Reports to Headquarters  
\*\* Host Center/PM at KSC



The purpose of JSC 2.0:  
**Advance human spaceflight  
by being lean, agile and  
adaptive to change.**

Only by doing that, will we make possible future exploration missions leading to a mission to Mars. And possible, not just because we solve many exciting technical and operational challenges, but because we figured out how to do it in a way that:

- Fits a budget that the Administration and Congress are willing to provide,
- Makes best use of every person we have,
- Leads to smart decisions about roles for commercial and international partners, and
- Engages the public.

# JSC 2.0

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All of the aforementioned translate into a “new way of thinking and doing business” that extends to the focus of the TEST2 contract:

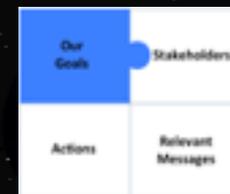
- Innovation with the goal of increasing efficiency and cost effectiveness
- Business agility – being adaptive to change and working with our customers to focus efforts where needs are greatest (even as those needs evolve and change)
- Green initiatives – in technology and products we use, and the processes we employ
- Emphasis on innovative ways to fulfill requirements – becoming “lean and agile”

# JSC VISION

Lead a global enterprise in human space exploration that is sustainable, affordable, and benefits all humankind

# JSC MISSION

Provide and apply the preeminent capabilities to develop, operate, and integrate human exploration missions spanning commercial, academic, international, and US government



Exploit the ISS as a cornerstone of human exploration

Enable commercialization of LEO

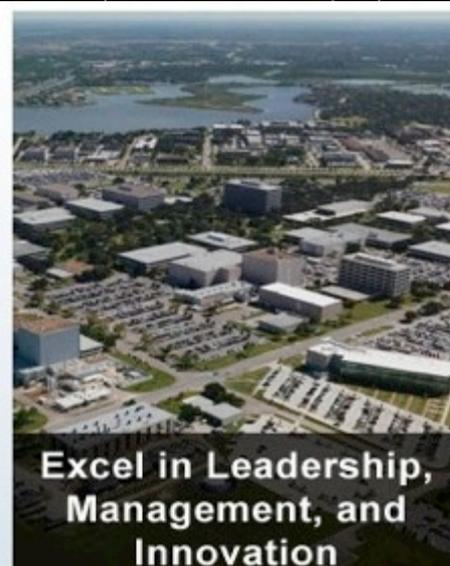
Extend human exploration beyond LEO



Leverage ISS experience to lead international community participation

Guide development of Global Exploration Roadmap

Champion international participation in the development of exploration capabilities



Lead through innovative technical and business management practices

Lead by Fully engaging the human spaceflight team

<http://strategicplan.jsc.nasa.gov/>



Intertwine JSC in mutually beneficial partnerships

Inform, educate and engage all generations to advance exploration

Strategically communicate JSC's relevance



# WSTF Vision and Mission

## Vision:

WSTF is an investment in America's space exploration future and the model of excellence: learning from yesterday, performing today, preparing for tomorrow. We strive to be the world's leading Test and Evaluation Facility as we accomplish our mission.

## Mission:

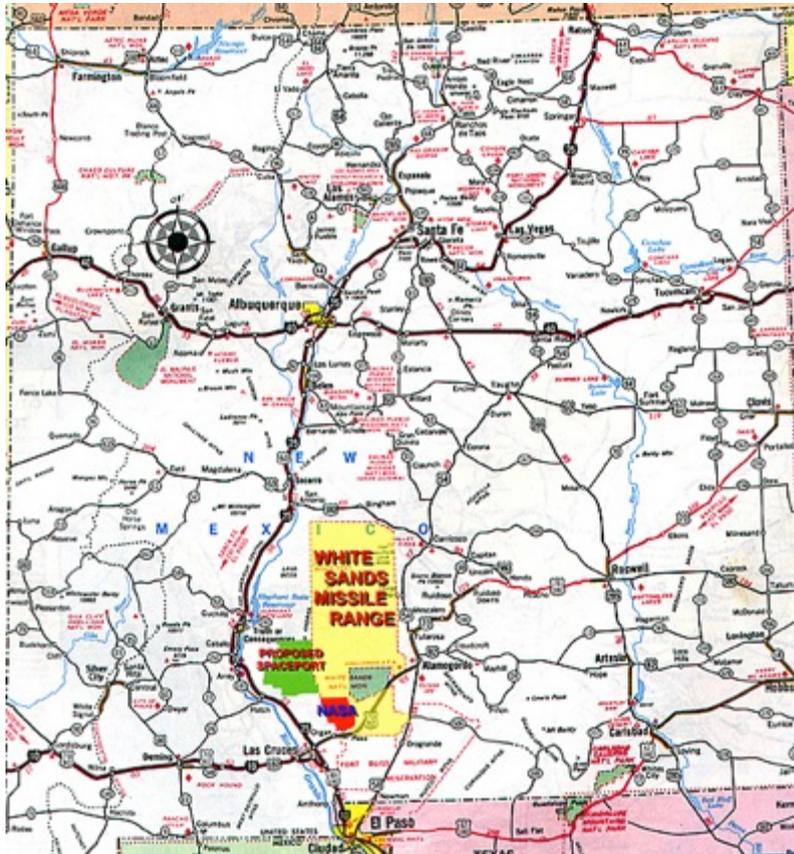
Provide the expertise and infrastructure to test and evaluate spacecraft materials, components, and propulsion systems to enable the safe exploration and use of space.

- Accomplished with JSC 2.0 initiatives
  - Innovation
    - Lean and agile
    - Adaptive to change





# WSTF Location





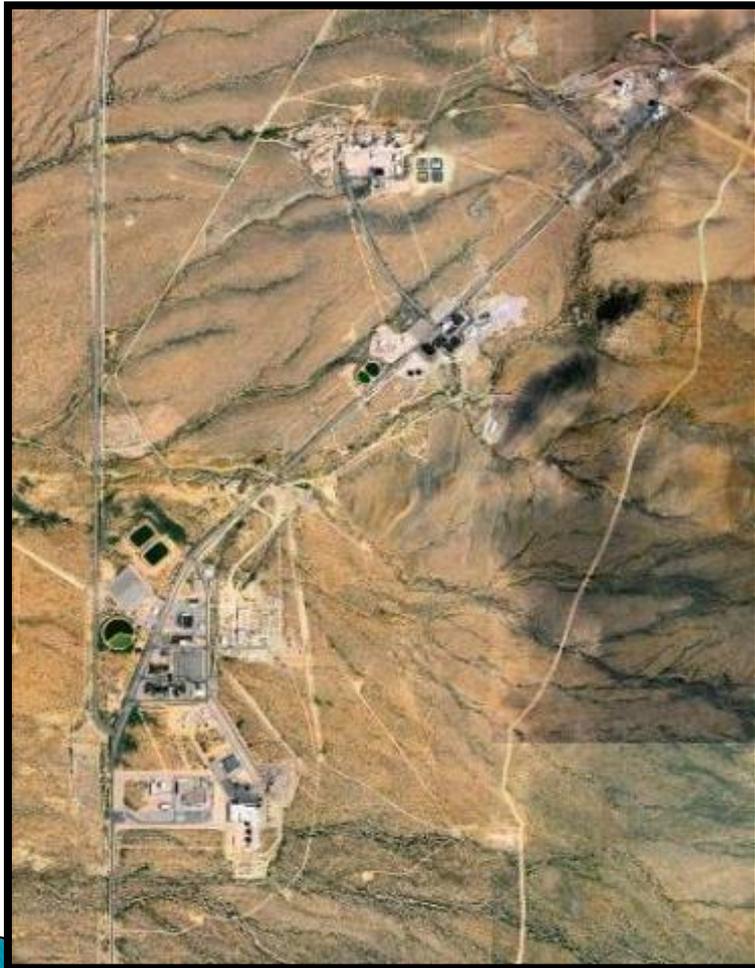
# WSTF Background

- Constructed 1962-64 to Support Apollo Project
- Component Facility of NASA Johnson Space Center
- Occupies 28 square miles of the SW Corner of White Sands Missile Range (WSMR)
- Average Annual Budget for past 4 years ~\$60M
- 64 NASA and 535 Contractor Personnel





# WSTF Background (cont.)



- ▶ Large Buffer Zone and Controlled Remote Property for Hazardous Testing
- ▶ Moderate Desert Climate Ideal for Year-round Testing
  - Low risk area for Tornado, Earthquake, Hurricane (flash flood risk), Winter Weather
- ▶ Environmental Permits in Place for Hazardous Testing

# WSTF Core and Enabling Capabilities

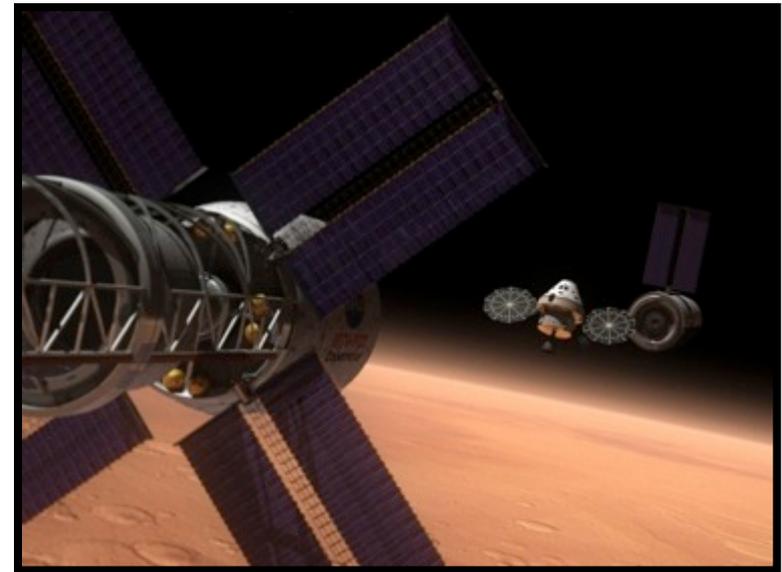


## Core:

- Rocket Propulsion Testing and Evaluation
- Oxygen Systems Testing and Analysis
- Propellants and Aerospace Fluids Testing and Analysis
- Hypervelocity Impact Testing
- Composite Pressure Systems Testing and Analysis

## Enabling:

- Component services (precision cleaning, NBIC Valve repair)
- Machining and Welding Fabrication
- Calibration laboratory
  - Engineering design and analysis
  - Heavy equipment and lifting devices



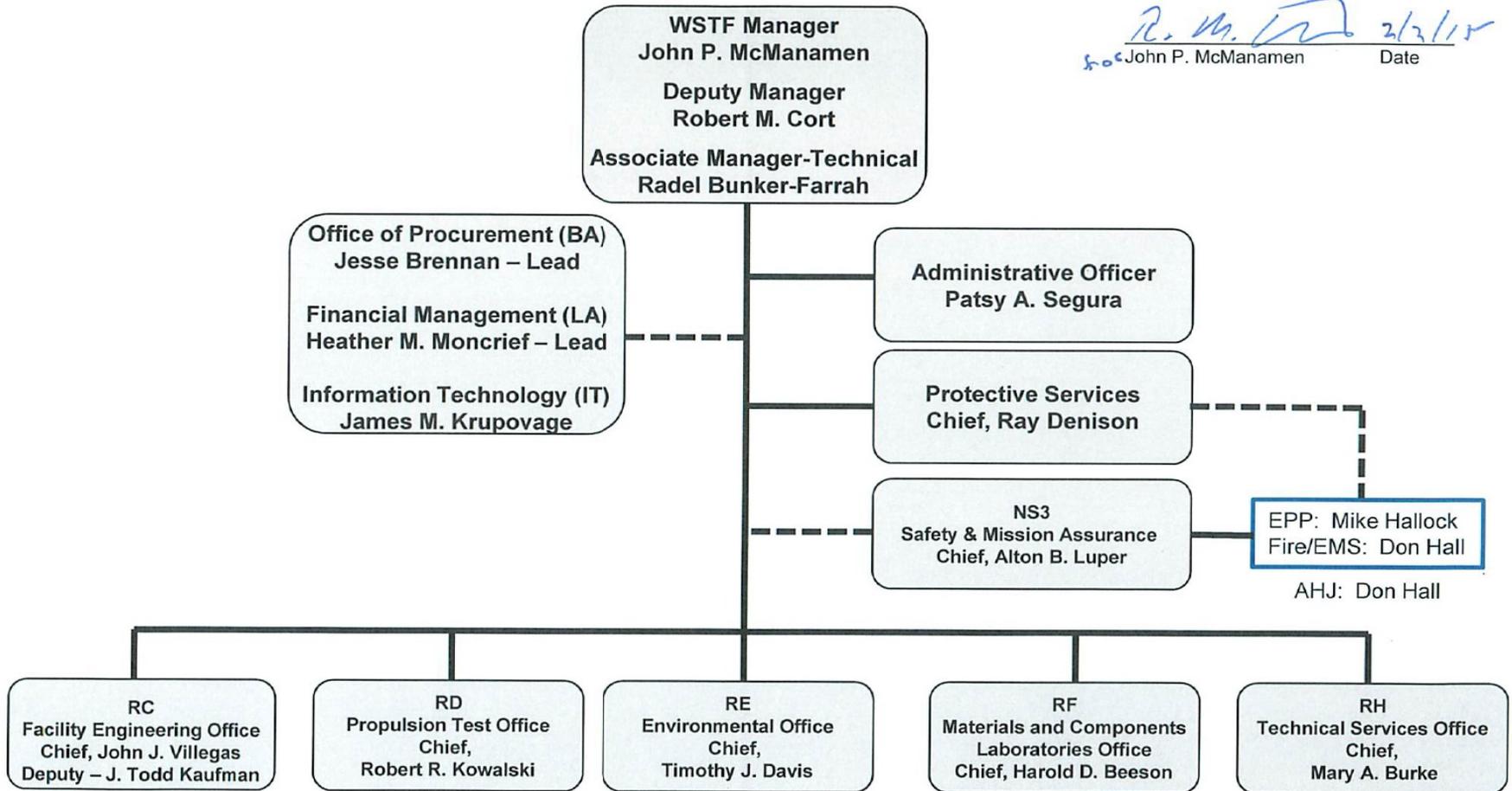


# Lyndon B. Johnson Space Center

## White Sands Test Facility

APPROVED:

*John P. McManamen* 2/3/15  
John P. McManamen Date





# WSTF TEST2 Objectives

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- Continue to support all current and future NASA programs for space transportation and human space flight, as well as other Federal agencies and commercial customers
- Maintain a safe and injury free workplace
- Maintain environmental compliance, actively pursue pollution prevention and conservation, and assist in the cleanup of site contamination due to historic activities
- Proactive management of operations by anticipating potential issues and providing contingency plans
- Engineering and scientific excellence
- Flexibility to meet dynamic technical challenges and schedule demands



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# **PWS, J Attachments, DRDs Overview**

**Jason Noble**  
**TEST2 SEB Chair**

# Performance Work Statement (PWS) Overview

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- ▶ **The PWS, Section C, is composed of 7 sections, which outlines the following:**
  - **Section 1.0 Overview of the TEST2 PWS**
  - **Section 2.0 Management and Administration requirements**
  - **Section 3.0 WSTF Test and Evaluation Services**
  - **Section 4.0 Enabling Capabilities requirements**
  - **Section 5.0 Construction, Operation and Maintenance requirements**
  - **Section 6.0 Safety and Mission Assurance requirements**
  - **Section 7.0 Emergency Services requirements**



# Notable PWS Changes

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- ▶ **The following sections are Firm-Fixed Price Baseline work**
  - **Section 2.0 Management and Administration**
  - **Section 4.10 Logistics and Property Management**
  - **Section 4.11 Buildings & Grounds Maintenance and Janitorial Services**
  - **Section 6.0 Safety and Mission Assurance**
  - **Section 7.0 Emergency Services**
- ▶ **Radios and Paging requirements are not included in TEST2 scope.**



# Section J

## ▶ Section J Contents

- J-0 Table of Contents
- J-1 Data Requirements List (DRL) and Data Requirements Documents (DRD)
- **J-2 Contract Work Breakdown Structure (CWBS) and Dictionary**
- **J-3 Contract Management Plan**
- **J-4 Technical Innovation Proposed Contract Language**
- **J-5 Contract Phase-in Plan**
- **J-6 Labor Relations Plan**

Blue = DRD  
delivered with  
proposal  
Green = DRD  
delivered after  
contract award  
Black = Not a  
contract deliverable



# Section J

## ▶ Section J Contents

- **J-7 Total Compensation Plan**
- **J-8 Staffing and Critical Skills Plan**
- **J-9 OCI Plan**
- **J-10 Small Business and Subcontracting Plan**
- **J-11 Performance Evaluation Plan**
- **J-12 Wage Determination Collective Bargaining Economic Terms**
- **J-13 Performance Assessment Plan**
- **J-14 Information Technology Plan**
- **J-15 Environmental Compliance Plan**
- **J-16 Government Property Management Plan**
- **J-17 Safety and Health Plan**

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delivered after  
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contract deliverable



# Section J

## ▶ Section J Contents

- **J-18 Quality Plan**
- **J-19 Maintenance, Operations, and Repair Plan**
- **J-20 WSTF Operations Information**
- **J-21 List of Installation-Accountable Property and Vehicles**
- **J-22 DD 254: Contract Security Classification Specification**
- **J-23 Pressure Systems**

**Blue = DRD  
delivered with  
proposal**  
**Green = DRD  
delivered after  
contract award**  
**Black = Not a  
contract deliverable**



# **Overview of TEST2 Draft RFP NNJ14522358R**

**David Tellez  
Contracting Officer**



# General Information

- ▶ If an RFP is issued, the actual issued RFP and amendments take precedence over this conference or any draft RFP issued
  
  - ▶ Competition: Full and Open; NAICS Code 541712 and Size Standard 1000 employees
  
  - ▶ Period of Performance:
    - Phase-In Period: 3/01/16 to 4/30/16
    - Basic Contract: 5/01/16 to 4/30/18
    - Option 1-Year 3: 5/01/18 to 4/30/19
    - Option 2-Year 4: 5/01/19 to 4/30/20
    - Option 3-Year 5: 5/01/20 to 4/30/21
- | Subcontracting Goals: |       |
|-----------------------|-------|
| SB                    | 26.0% |
| SDB                   | 5.0%  |
| WOSB                  | 8.0%  |
| HBCU/MI               | 0.3%  |
| HubZone               | 7.0%  |
| VOSB                  | 7.0%  |
| SDVOSB                | 6.0%  |



# Contract Type

- ▶ Type of Contract: Firm-Fixed-Price (FFP) Baseline with Cost Reimbursable (CR) and FFP Indefinite Delivery/Indefinite Quantity (IDIQ) task/delivery orders
  - IDIQ Task Orders issued will be priced using the established prices in Section B, Fully Burdened Rate Tables
  - B.6 IDIQ Guaranteed Minimum Quantity of work
    - Minimum Contract Total - \$100,000
    - NTE Maximum Contract Total - \$300,000,000
  - The Task Order Procedure is described in Clause H.4, NFS 1852.216-80, Task Ordering Procedure



# Clauses and Provisions

- ▶ When reading the Draft RFP, note that:
  - Important information is contained in the SF33 model contract and numerous clauses and provisions that have been incorporated, via full text and/or referenced text, throughout the document
  - Clauses incorporated by reference have the same force and effect as if they were included in their full text
  - Section J includes documents, exhibits, and other attachments
    - For example, Wage Determination Data; Data Requirement Descriptions (DRD)
  - As noted in the draft RFP cover letter, feedback is requested on the following section H clauses:
    - H.20 vs. H.29 Contractor use of Government Property for commercial use.
    - H.25 Contractor Purchasing



# System for Award Management

- ▶ The **System for Award Management (SAM)** is a **Federal Government owned and operated** free web site that consolidates the capabilities in the:
  - Central Contractor Registration (CCR)/Federal Register;
  - Online Representations and Certifications Applications (ORCA); and
  - Excluded Parties List System (EPLS).
  
- ▶ Future phases of SAM will add the capabilities of other systems used in Federal procurement and awards processes.
  
- ▶ The SAM website is located at: <https://staging.sam.gov/portal/public/SAM/>.
  
- ▶ If you had an active record in the CCR database, you have an active record in SAM.
  
- ▶ We recommend that you create an account in SAM in order to verify that your information in this database is current or to add information to SAM.



# Government Property

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- ▶ Under Clause G.7, NFS 1852.245-71, Installation Accountable Government Property, NASA anticipates providing the following in support of this contract:
  - Office Space, work area space, and utilities
  - Office Furniture
  - Property Listed in Section J, Attachment J.21



# Additional Responsibility Requirements

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- ▶ In accordance with FAR 16.301-3(a)(3), a cost-reimbursable contract may only be used when the contractor's accounting system is adequate for determining costs applicable to the contract or order. This requirement also extends to subcontractors performing under a cost-reimbursable subcontract.
- ▶ Offerors should review Chapter 8 of the DCAA Audit Manual to determine if they are subject to full or modified Cost Accounting Standards (CAS) coverage and if they require an adequate Disclosure Statement prior to award. *The link is: [http://www.dcaa.mil/cam/Chapter\\_08 - Cost\\_Accounting\\_Standards.pdf](http://www.dcaa.mil/cam/Chapter_08_-_Cost_Accounting_Standards.pdf).*



# Discussions

- ▶ Offeror's initial proposal should contain the best terms from a price and technical standpoint
- ▶ The Government preference is to award without discussions, however, the Government reserves the right to conduct discussions with those Offerors who have made it to competitive range
- ▶ If discussions are held, the Offeror will:
  - have the opportunity to correct weaknesses and;
  - be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes



# Anticipated Proposal Outline

- ▶ Volume I: Mission Suitability (MS) Factor
  - Management Approach - MS Sub-factor 1
    - Overall Management Approach
    - Staffing and Critical Skills Approach
    - Contract Phase-in Approach
    - Key Personnel Approach
    - Environmental Compliance Approach
  - Technical Approach - MS Sub-factor 2
    - Specific Technical Understanding and Resources
  - Safety and Health Approach – MS Sub-factor 3
    - Safety and Health Plan
  - Small Business Utilization – MS Sub-factor 4
    - Small Business Subcontracting
    - Commitment to Small Business Program



# Anticipated Proposal Outline

- ▶ Volume II: Past Performance
- ▶ Volume III: Cost and Price Factor
- ▶ Volume IV: Responsibility Considerations
- ▶ Volume V: Model Contract
  - SF33
  - Contract Clauses (Fill-ins required Sections B through K)
  - Section J - Attachments
  - Section K - Representations and Certifications

**Mission suitability and past performance when combined are significantly more important than cost. Mission suitability is more important than past performance. Past performance is more important than cost.**



# Proposal Formatting

- ▶ In accordance with Section L.14.2, *Proposal Arrangement, Page Limitations, Copies, and Due Date*:
  - Instructions for proposal arrangement, page limitations, copies and the due date are specified in Section L.14.2.
  - Offerors shall submit their proposals in accordance with those instructions.
  - Pages and foldouts not conforming to the definition of a page and pages submitted in excess of the limitations specified will not be evaluated by the Government, will not be adjusted by the Government to conform to the RFP requirements, and will be returned to the Offeror electronically.
    - For example, Volume I has a requirement for a page limit of 250 pages with Arial12 point font and one-inch margins. If an Offeror submits this volume with 252 pages, two of which contain tables with 10 point font [if those two pages of tables in 10 point font were not removed as a result of excess pages] the 2 pages will be returned to the Offeror, and will not be adjusted or evaluated.

# Proposal Formatting, Continued



- ▶ Pay close attention to ensure that the number of pages, page margins, font type, font size, and page size are in conformance to Section L.14.2.
- ▶ Please note page limitations.
  - Some volumes/sections are subject to a page limitation and others are not.
    - In the Past Performance Volume, the Past Performance Information is subject to the page limit of 85 pages, but the Environmental Non-Compliance, OSHA Forms 300 and 300A, Insurance Carrier Information, and Consent Letter are not subject to the page limitation.
  - Proposal information must be provided in the correct volume.
  - Proposal information in a page-limited volume or section should not be moved to another volume/section without such page limitations.
- ▶ Having non-conforming pages returned may affect the government's evaluation of a proposal, and how this proposal is ultimately rated.



# Special Considerations

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## ▶ NOTE TO PROSPECTIVE OFFERORS

Prospective Offerors are reminded not to contact incumbent personnel (either directly or through electronic means) during duty hours or at their place of employment, as such contacts are disruptive to the performance of the current contract



**Suzan P. Thomas**  
**JSC Contractor Industrial Labor Relations Officer**

**Labor Relations**  
**Guidelines for Responding to Labor Relations**  
**Requirements in the Draft Request for Proposal (DRFP)**



# RFP Labor Relations Requirements

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- ▶ Wage Determinations (Service and Construction)
- ▶ Collective Bargaining Agreement
- ▶ New Regulations
- ▶ Data Requirements Descriptions
- ▶ References (Regulations and Clauses)

# Service Wage Determination (WD)



- ▶ The following Service WD is applicable to the RFP and resultant contract:
  - WD 2005-2511, Revision 19 (WSTF Area)
- ▶ This WD applies to all non-exempt labor categories (not covered by the CBA), and sets forth the minimum labor rates, health and welfare benefits, and vacation/holiday leave for these categories.
- ▶ Note that an odd-numbered wage determination requires the contractor to satisfy the health and welfare fringe benefit requirements (currently \$4.02) on a “fixed cost” per employee basis.
  - Compliance must be calculated using all hours paid for (including paid time off) up to 40 hours a week, 2080 hours a year, and the contractor must meet the minimum fringe benefit requirement as specified by the wage determination for each individual employee.



# Service WD, Continued

- ▶ Offeror responsibilities include the following:
  - Proposing exempt and non-exempt labor categories, based upon their own unique staffing approach.
    - 29 CFR 541 defines exempt and non-exempt employees.
  - For service non-exempt employees not covered under the Collective Bargaining Agreement:
    - Mapping the non-exempt labor categories to an appropriate category in the WD.
      - The SCA Directory of Occupations includes a detailed listing of each labor category listed in the wage determination.
    - Proposing at least the minimum labor rates for the mapped categories.
    - Proposing at least the minimum health and welfare, vacation, and holiday benefits that are stated in the WD.

# Construction Wage Determinations (WD)



- ▶ The following Construction WDs are applicable to the RFP and resultant contract:
  - General Decision Number NM150014, dated 2/6/15 - Superseded General Decision Number NM20140014 (WSTF Area)(Heavy)
  - General Decision Number NM150014, dated 2/6/15 – Superseded General Decision Number NM20140041 (WSTF Area)(Building)



# Construction WDs, Continued

- ▶ Offeror responsibilities include the following:
  - Proposing exempt and non-exempt labor categories, based upon their own unique staffing approach.
    - 29 CFR 541 defines exempt and non-exempt employees.
  - For construction non-exempt employees not covered under the Collective Bargaining Agreement:
    - Mapping the non-exempt labor categories to an appropriate category in the WD.
    - Proposing at least the minimum labor rates for the mapped categories.
    - Proposing at least the minimum fringe benefits that are stated in the WD.



# Collective Bargaining Agreement (CBA)

- ▶ The incumbent contractor has a CBA with the union:
  - White Sands Local Lodge No. 2515 of The International Association of Machinists and Aerospace Workers, effective 7/24/2012 through 4/30/2015.
    - Any updates to the CBA will be included in the final RFP.
  - This CBA is included at Attachment J-12.



# Important CBA Regulations

- ▶ In accordance with FAR 22.1002-2, *Wage determinations based on prevailing rates*: “Contractors performing on service contracts in excess of \$2,500 to which no predecessor contractor’s collective bargaining agreement applies shall pay their employees at least the wages and equivalent fringe benefits found by the Department of Labor to prevail in the locality or, in the absence of a wage determination, the minimum wage set forth in the Fair Labor Standards Act”.
- ▶ In accordance with FAR 22.1002-3(a), *Wage determinations based on collective bargaining agreements*: “Successor contractors performing on contracts in excess of \$2,500 for substantially the same services performed in the same locality must pay wages and fringe benefits (including accrued wages and benefits and prospective increases) at least equal to those contained in any bona fide collective bargaining agreement entered into under the predecessor contract”.



# New Labor Relations Regulations

- ▶ A number of FAR Part 22 clauses were revised in 2014, notably:
  - FAR 52.222-6: the “Davis Bacon Act” is now the: “Construction Wage Rate Requirements” (May 2014).
  - FAR 52.222-41: the “Service Contract Act” is now the: “Service Contract Labor Standards” (May 2014).
  - FAR 52.222-17, “Non-Displacement of Qualified Workers” (May 2014) is a new clause and is part of the Model Contract.
    - This clause must be read in depth, but essentially:
      - Qualified non-exempt employees are given the first right of refusal for employment for which a position is available.



# Data Requirements Descriptions (DRDs)

- ▶ The Draft RFP includes the following DRDs:
  - Total Compensation Plan
  - Labor Relations Plan



# Total Compensation Plan (TCP)

- ▶ TCPs identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees for both the prime and all major subcontractors.
- ▶ The Compensation Templates (a)-(e) will be provided in the Cost/Price volume, and will be evaluated as part of both the TCP (Mission Suitability – Management Approach) and the Cost/Price Volume.
- ▶ The TCP and Compensation Templates are required for both the prime team members and all subcontractors that meet the criteria in NFS 1852.231-71(d).
  - The NFS threshold to identify a major subcontractor for the TCP is different than the threshold for a major subcontractor as stated in the Cost/price and Past Performance instructions.



# TCP, Continued

- ▶ This DRD is due with the initial proposal, is updated at contract start and every three years, and during contract administration upon any major changes.
  
- ▶ Please provide sufficient detail to allow the board to conduct a thorough review of the TCP with the initial proposal.
  
- ▶ For each fringe benefit discuss:
  - What is the specific benefit that employees will receive?
  - When are employees eligible for the benefit? Is there a vesting period?
  - Does the employer or employee pay for the benefit, or is there a cost sharing ratio?
  - Are there any co-payments or premiums?



# Labor Relations Plan

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- ▶ Labor Relations Plan: Phase 1 Information: Offerors will describe their experience with organized labor and their approach towards working with organized labor.
- ▶ Labor Relations Plan: Phase 2 Information: The Notification of Potential Labor Dispute and Contingency Strike Plan will be used by the NASA Contracting Officer and the Contractor Industrial Relations Officer to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.
- ▶ Phase 1 information is required with the proposal and Phase 2 information is required at contract start.

# References (Regulations and Clauses)



Reference	Title
FAR Part 22	Application of Labor Laws to Government Acquisitions
FAR 52.222-6	Construction Wage Rate Requirements (May 2014)
FAR 52.222-41	Service Contract Labor Standards (May 2014)
NFS Part 22	Application of Labor Laws to Government Acquisitions
29 CFR 541	Defining and Delimiting the Exemptions for Executive, Administrative, Professional, Computer, and Outside Sales Employees <a href="http://www.law.cornell.edu/cfr/text/29/541">http://www.law.cornell.edu/cfr/text/29/541</a>
SCA Directory of Occupations	<a href="http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf">http://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf</a> .



**Alton Luper**  
**Safety and Mission Assurance Office**

**Safety & Health Programs**

**Guidelines for responding to Safety Requirements in  
the Draft Request for Proposal (DRFP)**

# Overview of the NASA Safety Program



- ▶ NASA safety objective is to avoid loss of life, personal injury and illness, property loss or damage, environmental harm resulting from any of its activities and to ensure safe and healthy conditions for persons working at or visiting NASA facilities
- ▶ NASA shall comply with all applicable regulations
  - NASA Safety & Health requirements
  - Requirements of those Federal agencies with regulatory authority over NASA such as OSHA, EPA, and DoT
- ▶ NASA requires every employee to report workplace hazards
  - NASA ensures that there is no reprisal to personnel for reporting unsafe or unhealthy conditions

# Overview of the NASA Safety Program



- ▶ The NASA Safety Policy stresses the individual responsibility of each employee for their own safety and that of their co-worker. Risk within the work environment must be managed to control hazards, and we continuously improve workplace conditions
- ▶ The OSHA has recognized WSTF as a leader in health and safety by awarding the “Star” designation level of achievement in the Voluntary Protection Program (VPP)
- ▶ As a VPP Star Site, WSTF has a comprehensive and successful safety and health program, is below the national average for the industry in injury/illness rates, has demonstrated good faith in dealing with OSHA, and serves as a safety & health mentor

# What Would Be Expected of You at WSTF

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- ▶ All contractors performing work at WSTF shall comply with all applicable safety and health regulations
- ▶ Every onsite contractor shall have a designated safety official and shall conform to a written safety and health plan
- ▶ Safety and health approach shall follow OSHA, JSC/ WSTF and VPP guidelines
- ▶ Failure to comply with safety and health requirements may result in one or more of the following - contract termination, lower fee, and exclusion from future contract awards

# The Safety and Health Deliverables



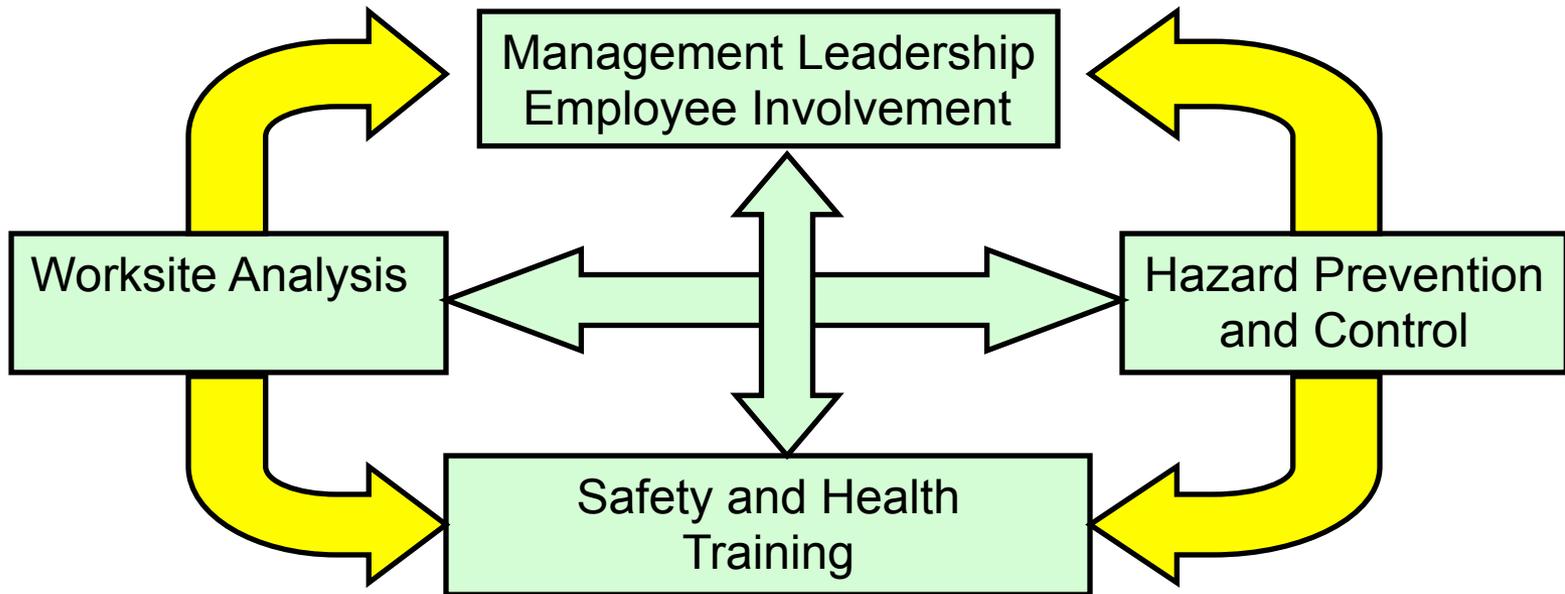
Submission of detailed safety and health data as part of the proposal

- ▶ Safety & Health Plan which includes detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees and to ensure safe working conditions throughout the performance of the contract
- ▶ Statement regarding past OSHA and EPA citations and corrective actions taken to prevent recurrence
- ▶ Records of OSHA recordable injuries (OSHA 300 and 300A logs and calculated frequency rates)
- ▶ Insurance carrier information - including Experience Modifier Rates (EMR)



# A Successful Safety Program Model

- ▶ Based on 4 Basic VPP elements defined by OSHA Region VI



# The Safety and Health Plan



- ▶ Safety & Health Plan provisions you should expect to address on a typical WSTF service contract
  - Management Leadership and Employee Participation
    - **Policy, Goals and Objectives** - Discuss company policies, goals and objectives for safety and health and top leadership's level of commitment for achieving objectives
    - **Management Leadership and Employee Participation** - Discuss visible leadership actions that motivate and reinforce safety and health performance and discuss meaningful opportunities for employees to engage and support the safety and health program
    - **Assignment of Responsibility** – Discuss roles, responsibilities and accountability of safety representatives
    - **Program Evaluation** – Discuss annual evaluation of safety and health program consistent with OSHA's VPP criteria

# The Safety and Health Plan



## ▶ Worksite Analysis

- **Hazard Identification** – Describe the methods and techniques used to systematically identify hazards
- **Inspections** – Describe the procedures and frequency for regular inspections and who will be accountable for implementing corrective measures
- **Employee Reports of Hazards** – Describe the methods to be used to encourage employees to report hazards and how the reports will be analyzed and resolved
- **Mishap Investigations** – Discuss methods of response, reporting, and investigation of mishaps
- **Trend Analysis** – Discuss approach in performing trend analysis and methods of documenting data

# The Safety and Health Plan



## ▶ Hazard Prevention and Control

- Discuss the approach to be used for selecting controls appropriate to the hazardous operations associated with this contract
  - Maintain a list of hazardous operations and processes
  - Develop written procedures to identify safety procedures
  - Describe methods for notification of personnel
- **Medical (Occupational Healthcare) Program** – describe medical surveillance program, response to injuries & illnesses, case management
- **Disciplinary System** – approach to modify behaviors
- **Emergency Preparedness** – approach used for emergency preparedness and contingency planning that addresses fire, explosion, weather, environmental releases or other potential emergencies

# The Safety and Health Plan



## ▶ Safety and Health Training

- **Program Description** – describe your training program to ensure safe work practices, hazard recognition and to meet all regulatory requirements
- **Tailor training toward specific audiences** – managers, supervisors, employees (crafts, office workers, etc.)
- **Discuss certification programs** – training requirements and physical conditions
- **Train for emergencies** – fire drills, evacuation drills, site emergencies
- **Personal Protective Equipment** – training in the use and care of PPE
- Training in hazard communication, confined space entry, lockout/tagout, etc.

# Recommendations



- ▶ Pay special attention to the miscellaneous reports contained in the body of the Safety & Health Plan DRD under Other Deliverables – building evacuation coordinator roster; hazardous materials inventory; roster of terminated employees; material safety data sheets; OSHA logs; program self evaluation.
- ▶ Tailor your plan to what you will do on the contract
- ▶ Review the requirements provided in **JSC Safety and Health Handbook (JPR 1700.1)** [<http://jschandbook.jsc.nasa.gov>] and describe how you will incorporate JSC/WSTF requirements into your Safety & Health Program
- ▶ For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries.



# **One-on-One Meetings, Site Tour, Q&A**

**Jason Noble**  
**TEST2 Chair**

# One-on-One Communication with Industry

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- ▶ One-on One Communications
  - ▶ April 8<sup>th</sup> & 9<sup>th</sup>, Ramada Palms – Santa Fe Room
  - ▶ No more than 5 individuals may represent any party or team of parties
  - ▶ Only one meeting will be allowed
  - ▶ Meetings will not exceed 30 minutes in length
  - ▶ Recording devices are not permitted
  - ▶ All questions discussed during the one-on-one meeting are considered informal
  - ▶ Verbal responses shall not be construed as official answers

# White Sands Test Facility Site Tour

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- ▶ Leaving the Ramada Palms at 12:00 P.M. today, please meet the buses in the Northwest parking lot
- ▶ No more than 2 individuals may represent any company
- ▶ Tour is expected to be approximately 5.5 hours in length
- ▶ We'll visit all areas of WSTF described in the PWS
- ▶ Photography is not allowed
- ▶ Tour participants must obtain a WSTF visitor badge prior to boarding the bus. (Federal or State Government issued photo ID required)

# White Sands Test Facility Site Tour

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- ▶ Show escorted Safety Video



# Tips for Timeliness

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- ▶ For your proposal to be considered timely, your package must be delivered by the due date and time stated in the RFP.
  - Allot at least 48 hours to over-night a proposal through a mail carrier
- ▶ Review the proposal instructions, coordinate with the point of contact in advance of the delivery, and ask questions if any instructions are not clear.
- ▶ Review paragraph (c)(3) of FAR 52.215-1, “Instructions to Offerors – Competitive Acquisition.”



# Questions and Answers

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- ▶ Responses to questions during this conference shall not be construed as an official answer.
- ▶ All questions requiring official answers must be submitted in writing to the Contracting Officer as described in the draft RFP.



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# Pricing Session – Monica Craft



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# Cost/Price Proposal Overview

## Cost Volume III

Test Evaluation and Support Team  
(TEST2) Contract

Monica Craft

Cost/Price Analyst

**April 7, 2015**

# Agenda



- SEB Pricing Process
- Government Resource Estimate (GRE)
- IDIQ Process Flowchart
- Baseline (Firm Fixed Price) Process Flowchart
- Workbook Templates Overview
  - Workbook Technical and IDIQ Templates
  - Workbook Technical and Baseline Templates
- Common Cost Volume Errors

# The SEB Pricing Process (Continued)



- **What does the SEB do with your cost/price proposal?**
- May request a DCAA audit for all Prime and Major Subcontractor proposals (Major Subcontractor-annual contract value at or above \$1M)
  - DCAA Cognizant Audit Office Template (Section L) should be delivered with the Past Performance Volume( 6/16/15) and Cost Volume (7/7/15)
- Read all narrative portions of Cost/Price Volume
- Validate all Offerors' Excel Pricing Models (EPMs)
- Integrate EPMs of prime and major subs
- Test EPMs
- Make probable cost /cost realism adjustments (only if necessary)
  - Error Corrections/Reconciliations
  - Direct Labor Rate and/or Indirect Rates Adjustments
  - Staffing Adjustments (FTEs and/or Skill Mix)
  - Non-Labor Resources Adjustments
  - DCAA/DCMA input, as applicable

# The SEB Pricing Process (Continued)

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Some Examples:

- Error Corrections/Reconciliations
  - Mathematical corrections
  - Formula error corrections
  - Linking error corrections
  - Subcontractor FBRs utilized by the Prime Offeror do not match the FBRs proposed by the Subcontractor

# The SEB Pricing Process (Continued)

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## Example

### • Labor Rates Adjustments

- Incumbent Labor Rates
  - An incumbent is defined as the “current person performing same or similar function on current contract.”
  - Scenario 1: Offeror proposes to hire all incumbents and pay their prevailing wages, however proposal doesn't reflect offeror's intent. (Average composite labor rates will be available in technical library)
  - Scenario 2: Offeror's proposed percentage (%) of Incumbents to be paid at current wages [e.g. If Offeror is proposing to pay only 90% of the incumbents at their current wages and proposed rates don't reflect actual incumbent rates the SEB will adjust only 90% of proposed direct labor rate (s) using the incumbent labor rates by SLC. The remaining 10% of proposed labor rate(s) will not be adjusted if the SEB determines rate(s) are reasonable based current labor market data.

# The SEB Pricing Process (Continued)

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## SOME EXAMPLES:

- **Direct Labor Rates Adjustment**
  - Use latest Department of Labor (DOL) wage determination for non-exempt labor categories, other current labor market surveys and indices
- **Indirect Rates Adjustment**
  - Use current audit reports, forward pricing indirect rates recommendations from DCMA, etc.
- **Technical/Management Evaluation [FTE and Non-Labor Resources (NLR) Adjustments]**
  - Based on all technical or management weaknesses related to resources (FTEs/Skill Mix or NLRs)

# The SEB Pricing Process (Continued)

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SOME EXAMPLES:

- **DCAA/DCMA input, as applicable.**

- DCAA audit report of Offerors' cost proposals, if audits are requested
- DCMA rates information, such as latest incurred cost audits, billing rates, etc.

- **Develop Pricing Charts for Presentation to the Source Evaluation Board (SEB) & the Source Selection Authority (SSA)**

- Proposed Cost vs. Probable Cost and Delta
- Rationale for Probable Cost Adjustments

# Government Resource Estimate (GRE)

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- **What is the GRE?**
  - Grass roots estimate, not budgetary
  - Government's best estimate of resources (FTE and skill mix) and Non-Labor Resources (NLR)
  - Assists in assessing the general overall scope of the statement of work
  
- GRE is provided in Attachment L-4 Five Tables
  - First table GRE represents RFP Firm Fixed Price (Baseline) overall staffing by Performance Work Statement (PWS) (**Base and Option Years**)
  - Second table GRE represents RFP Sample Task Orders individually
  - Third table GRE represents RFP Cumulative FTEs by skill mix and non-labor resources for all sample task orders

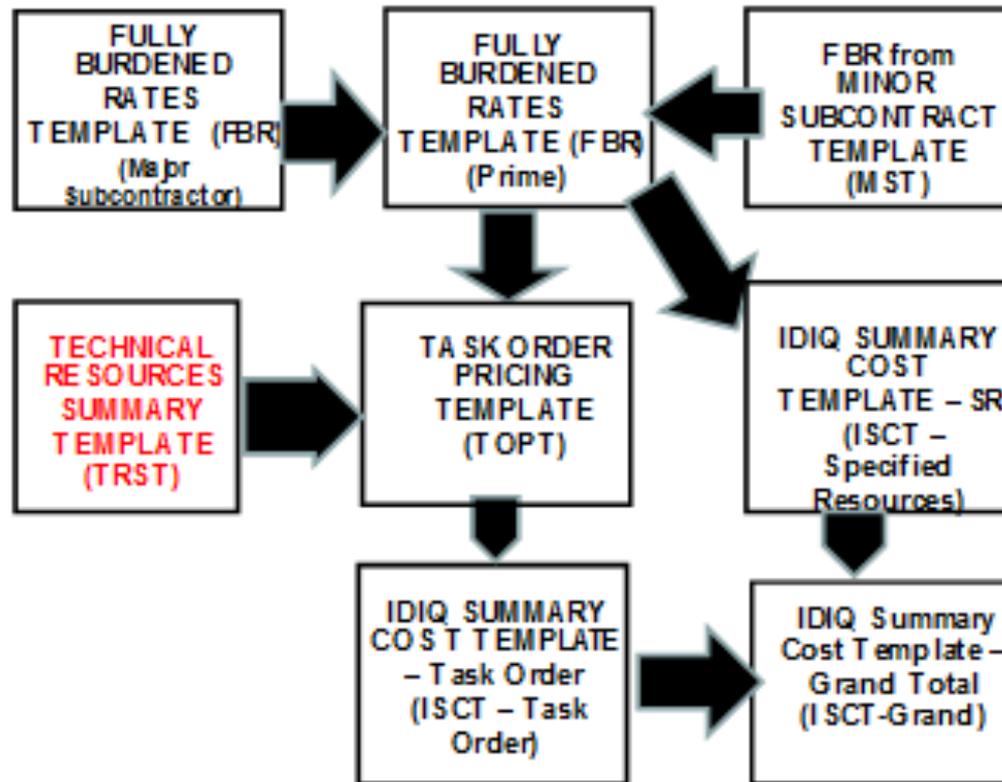
# Government Resource Estimate (GRE)

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- Fourth table GRE represents RFP cumulative FTEs by skill mix for Specified Resources only
- Fifth table GRE represents overall staffing by skill mix and non-labor resources representing the entire contract year 1 for baseline, IDIQ, and Specified Resources
  - Contract Year 1 for Tables Second through Fifth
- The GRE is not intended to influence the Offeror's proposed estimates. Offerors shall develop their own estimates that are:
  - Consistent with Management Approach
  - Consistent with Technical Approach

# IDIQ Process Flowchart



# Workbook Templates

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- **Technical Templates**

- Technical Resources Templates (TRT T.O.#1 through #2)
- Technical Resources Summary Template Indefinite Delivery Indefinite Quantity, Cost Reimbursable (TRST-IDIQ-CR)
- **To be provided by the prime contractor only**

# Workbook Templates

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## ■ IDIQ Workbook Templates

- **FBR**-Fully Burdened Rates Templates (P& MS)
- **TOPT**-Task Order Pricing Template Cost Reimbursable (P)
- **ISCT-TO**-IDIQ Summary Cost Template-Task Order (P)
- **ISCT-SR**-IDIQ Summary Cost Template-Specified Resources (P)
- **ISCT-Grand**-IDIQ Summary Cost Template-Grand (P)
- **OTPT**-Overall Total Pricing Templates (P)

(P) Prime

(MS) Major Subcontractor (Annual contract value of \$1M or more)

# Workbook Templates



## ■ Other Workbook

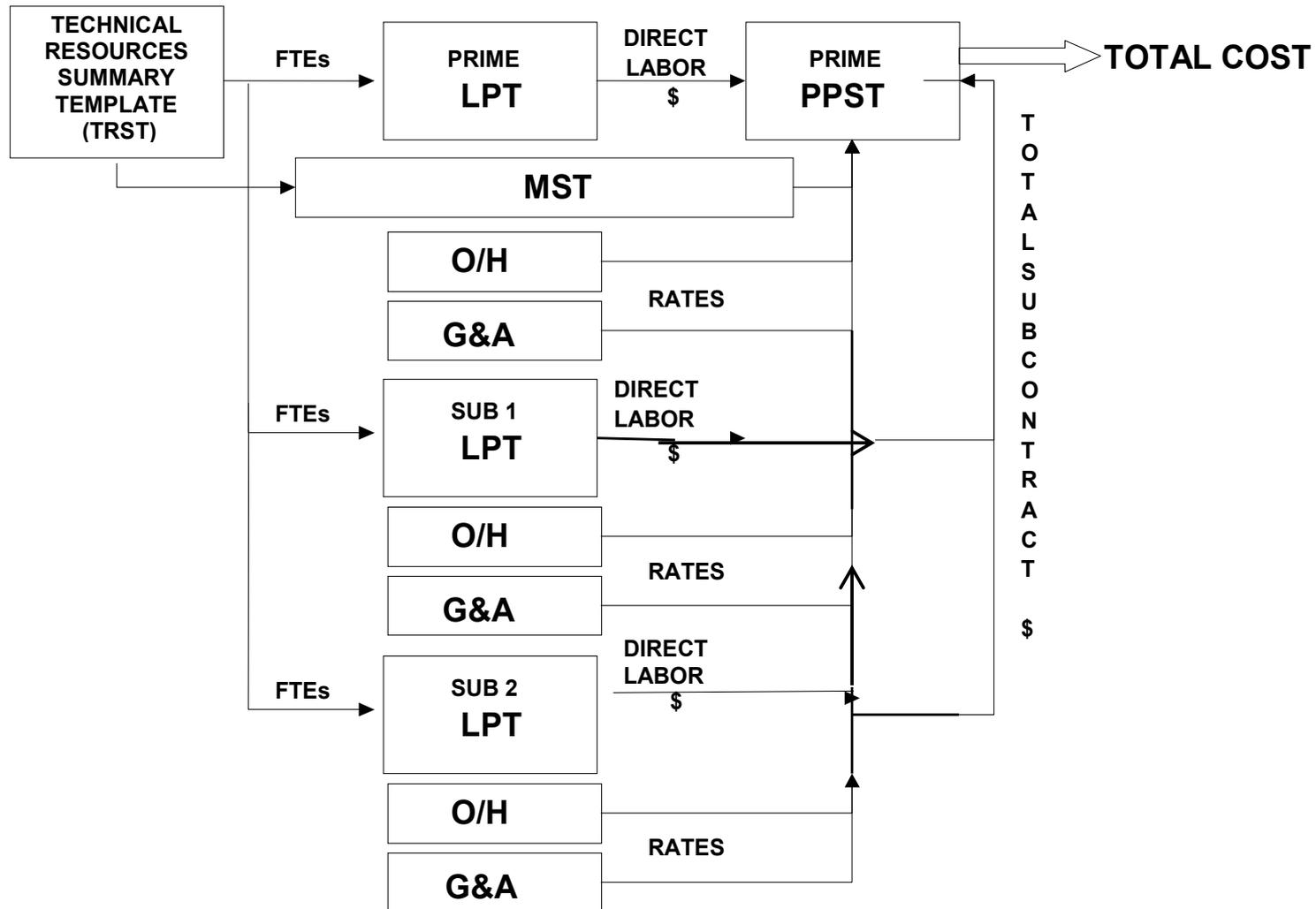
- **MST**-Minor Subcontract Template\*
- **OHT**-Overhead Template (P& MS)
- **GAT**-G&A Template (P& MS)
- **TC(a), TC(b), TC(c), TC(d), TC(e)**- Total Compensation Templates (P& MS)
- **CAOT**-Cognizant Audit Office Template (P& MS)
- **PIT**- Phase-in Template (P)

(P) Prime

(MS) Major Subcontractor (Annual contract value of \$1M or more)

\*Minor Subcontractors

# Baseline Firm Fixed Price Flowchart



# Workbook Templates

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- **Technical Templates**

- Technical Resources Templates [TRT-SOW 2.0,4.0,6.0,&7.0(FFP)]
- Technical Resources Summary –Firm Fixed Price Templates [TRST-(FFP)]

# Workbook Templates

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- **Baseline Firm Fixed Price Template**
  - LPT- Labor Pricing Template (P& MS)
  - PPST- Prime Price Summary Template (P)

(P) Prime

(MS) Major Subcontractor (Annual contract value of \$1M or more)

# Common Cost Volume Errors

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- **Proposals with omissions:**
  - Lack of detail on Overhead, G&A, and Other Indirect Rates
  - Lack of narrative supporting rationale
- **Logic Issues**
  - Inconsistent content within the proposal
- **Failure to follow template instructions:**
  - Fully Burdened rates in cost proposals do not match proposed Section B rates (Very common)
  - Placing hard numbers instead of formulas/links  
were appropriate
  - Placing Fully Burdened Labor Rates where straight time Direct Labor Rates are Required

# Common Cost Volume Errors (Cont'd)

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- **Lack of reconciliation between different areas of the proposal**
  - Technical
  - Management
  - Staffing
  - Cost
- **Basis of any estimate needs to be explained**
  - Specific
  - Clear
  - Detailed

# Questions and Answers

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**Thank you for attending the  
Johnson Space Center/White Sands Test Facility  
Pre-proposal Conference  
Test, Evaluation and Support Team 2 (TEST2) Contract**