

Ames Professional Administrative Support Services (APASS)

RFP NNA15538623R

QUESTIONS and ANSWERS SET 3

1. The instructions for the Electronic Pricing Model (EPM), Exhibit 5, state that the hours and labor categories must not be changed, but the note on line 9 of Exhibit 5 states that the data is for example only. Could the government modify the note in the excel file?

Reference: L.8(c)(B)(7)(e) and Attachment J.1(a)(3), Exhibit 5

The note on line 9 of Exhibit 5 is hereby deleted (See attached updated EPM, dated 7/10/2015)

2. How do we supposed to fill out the "Incumbent Actual Labor Rate" column on Exhibit 1 since we do not have the incumbent's information? Will the Government provide that information for non-wage determination categories?

Reference: Attachment J.1(a)(3), Exhibit 1

As stated at the top of page L-16 of the solicitation under the instructions for Exhibit 1, that column is only applicable for the incumbent contractor and its subcontractors (if they propose on this requirement).

3. EPM Exhibit 8 requests details on the cost of fringe benefits. How does the government want us to calculate the total of benefits and percentages? Based on hours provided in the IDIQ pricing sheet?

Reference: Attachment J.1(a)(3), Exhibit 8

Yes, based on hours provided in Exhibit 5.

4. Historically, how much travel has been required for the contractor FTEs?

Average of 10 trips for all contractor FTEs per year for all the tasks.

5. Does NASA foresee any ODCs other than travel?

The Government anticipate the following ODCs: Travel, Supplies, Materials, Software, Website fees, Subscriptions, Shipping & Handling, Online Catalog Maintenance, Training, and Library Cards.

6. What positions are considered non-exempt under the Service Contract Labor Act?

The labor categories listed in clause I.6 FAR 52.222-42 on page I-6 and I-7 of the RFP are non-exempt.

7. Can NASA provide BOATS' contract number and the current period of performance?  
NNA10DE58C, from 10/18/2010 to 10/17/2015.
8. Do you have any additional information on what will be required from the contractor for each of the Contract Task Orders (CTO)? (i.e. page count, any past performance, technical approach, etc). How will the CTOs be issued?  
CTO requirements will be addressed in each CTO by the task requester after contract award. Each CTO will include established metrics and more specific descriptions of deliverables.  
The Contractor will propose a Task plan (including labor hours and ODCs) based on the task requirements. All CTOs price will be proposed based the contracted FFP rates which the Contractor has proposed in its Price Proposal Volume.
9. Is there a minimum time for task orders?  
The period of performance of a task order depends on the task requirements. It is projected that the majority of the task orders issued will cover a one-year performance period which is driven by the Agency's annual budget and the severability of the services envisioned.
10. Is the desire for Contract Management and Administration support to be on site? Do you foresee Contract Manager/Program Manager to be full-time?

Reference: Attachment J.1(a)(1), SOW, Section 3.0

It is the Offeror's own decision to have contract management personnel on-site or off-site; full-time or part-time.

11. Would you prefer joint venture or solo offeror?  
Offeror needs to determine how they can best fulfill the requirements on this procurement.
12. How much, if any work is expected to be performed at the contractor's facility?

Reference: Attachment J.1(a)(1), SOW

Currently, the Government do not expect any task to be performed at the contractor's facility.

13. How many of events at the Center annually?

Reference: Attachment J.1(a)(1), SOW, Section 4.2

This is an IDIQ requirements so the number of events will vary. As stated in the SOW, Section 4.2, The Center has year round events including conferences, tours, symposium, workshops, peer reviews, colloquia, seminars, classes, receptions, banquets, meetings, award ceremonies, etc.

14. On Exhibit 2, Column D – Incumbent Retention Percentage- what are the Government expectations from companies to complete this section? How will this information be used in the

evaluation of the prices? Does the Offeror have to commit to provide incumbent rates if they put 100%?

Reference: Attachment J.1(a)(3), Exhibit 2

The Government would like to know the percentage of the existing workforce that an Offeror intends to retain for each labor category. This information be used in the evaluation of the reasonableness of the price. The Offeror is not committed to the proposed percentage.

15. For the price analysis, what will be the review process for comparing estimated incumbent labor rates vs. the actual rates? Will a cost adjustment be made for evaluation purposes?

Each Offeror's proposed rates will be compared against rates proposed by all Offerors (including the incumbent) and evaluated for reasonableness and risk. There will be no cost adjustment.

16. Will a lower incumbency retention percentage or not paying current incumbent labor rates be evaluated negatively?

Offerors should be aware of, and understand, Presidential Executive Order 13495 – Nondisplacement of Qualified Workers Under Service Contracts, which requires successor contractors to offer right of first refusal of employment under the contract to incumbent employees (excluding managerial and supervisory employees) in positions for which they are qualified. Due to the requirements of the Executive Order, the Government anticipates that a relatively high percentage of incumbent employees would be retained. Labor rates proposed by Offerors, along with other compensation, will be evaluated for reasonableness and its effect on recruiting and retaining qualified employees.

17. Will you accept years of Ames specific experience in exchange for education?

Reference: Attachment J.1(b)(4)

The Government currently do not have any exception on the required qualifications for the labor categories stated in Attachment J.1(b)(4). These qualifications may be negotiated during individual contract task order evaluation process, after contract award.

18. Can you provide more incumbent's information? (i.e. How many employees currently support the project by tasks? What are the turnaround rates on the tasks? What is the incumbent's performance rating? BOATS' SOW, etc.)

More information about the current contract (BOATS) can be found on Federal Business Opportunities website, via this link, or through FOIA request.

[https://www.fbo.gov/?s=opportunity&mode=form&id=d93593be8d110ebc13a8916e4dc333de&tab=core&\\_cvview=1](https://www.fbo.gov/?s=opportunity&mode=form&id=d93593be8d110ebc13a8916e4dc333de&tab=core&_cvview=1)

19. Are there specific equipment or facilities, vehicles required? What will be likely on the Government Furnished Properties list?

The Government Furnished Properties list will most likely include: office space, office supplies, computers, and telephone set. Specific equipment or facility, if any, will be required with details in specific task orders.

20. Can you provide the organization code or point of contact for Safety organization so that we can prepare our Safety and Health plan?

Reference: Attachment J.1(a)(2), line item 10

NASA Ames Research Center's organization chart can be found at:  
<http://www.nasa.gov/centers/ames/about/organizations.html>

The Safety and Health plan is not required to be submitted with the proposal. The awardee will be guided to submit the Safety and Health plan after award. Block 8 in line item number 10 on Attachment J.1(a)(2), page CDRL-4, is hereby deleted and replaced as follow: (See attached updated Attachment J.1(a)(2), dated 7/10/2015):

"The Contractor shall provide a Safety and Health Plan addressing issues pertinent to safe operation in all areas of responsibility under the contract for review by the Ames Occupational Safety, Health and Medical Services Offices. The plan shall include health and environmental compliance regulations applicable to this contract. The plan shall be submitted by the Contractor within 30 days after contract award and shall be updated in accordance with NFS clause 1852.223-70, SAFETY AND HEALTH."

21. Will the government provide information on seniority of the incumbent employees to allow for vacation calculations?

The majority of current incumbent employees have five years or more of seniority.

22. There is a bullet in the Cover Letter requirements list, stated "A completed response to Section H.3 NFS clause 1852.235-71, "KEY PERSONNEL AND FACILITIES"". Did the Government mean Section H.4 instead of H.3?

Reference: L.6(b)(2)

Yes, the sentence is hereby deleted and replaced with the following:

A completed response to Section H.4 NFS clause 1852.235-71, "KEY PERSONNEL AND FACILITIES"

23. Can ARC provide the Center's organization chart?

NASA Ames Research Center's organization chart can be found at:  
<http://www.nasa.gov/centers/ames/about/organizations.html>

24. The past performance requirement of the APASS RFP requests questionnaires from “no more than three relevant contracts.” How should we treat single award administrative support IDIQ’s that our company and major subcontractor hold? Would one questionnaire at the IDIQ level be preferable, or should individual past performance questionnaires completed for individual task orders under each IDIQ (up to the maximum of 3)?

Reference: L.8(b)(B)

As stated in Section L.8(b)(B), all information requested must concern contracts considered to be relevant in technical requirements, size and complexity to the contract expected to be awarded from this solicitation. It is the Offeror’s own judgment to select which contracts, at which levels to complete the requirements in this Volume.

25. How many pre-proposal meetings have been conducted for this procurement?  
The Government cannot provide number of pre-proposal meetings and the participants because the information is procurement sensitive.
26. What is the deadline to submit questions to the Contracting Officer for this procurement?  
Questions regarding the RFP, its attachments, and the procurement in general are due on July 14, 2015 at 4:00PM (PST).

[End of Questions and Answers Set 3]