

Ames Professional Administrative Support Services (APASS)

RFP NNA15538623R

QUESTIONS and ANSWERS SET 5

1. Section 2.0 of the SOW states that the core business hours are 9 a.m. to 3:30 p.m. The Electronic Pricing Model (EPM), Exhibit 4, portrays the labor hours per year as 1860. Could the government clarify the number of work hours in a year?

Reference: Attachment J.1(a)(1), SOW, Section 2.0 and Attachment J.1(a)(3), Exhibit 4

The labor hours of 1,860 per Work Year Equivalent (WYE) represents a typical number of productive work hours (52 weeks x 40 hour = 2,080 less non-productive time, such as holidays, vacation, sick leave) for a full-time employee is only a representative number for use in the Pricing Template, based on which the Offeror proposes its rates. The actual number of work hours will be proposed and negotiated through individual contract task orders. Core business hours are provided in the solicitation for scheduling purposes only. It is expected that many positions on the contract will be full time (40 hour/week) and that in most cases their shifts should encompass the core business hours.

2. The direct contract language of I.6 calls for employers to recognize 10 Federal Holidays, while the Wage Determination attachment from the Department of Labor says we are to pay for 11 Federal Holidays. Which one should we follow for NASA/Ames?

Reference: Attachment J.1(a)(9) and I.6

I.6 is provided for information purposes and is not directive. Federal offices are closed on the holidays listed in I.6 and contractor services are typically not required then. The Wage Determination specifies the minimum number of holidays that are required for employees covered under the Service Contract Labor Standards.

3. On Page 7 of Attachment J.1(a) 9 – Wage Determination: VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)
On page I-8 of the Solicitation, Section I.6: In compliance with the Service Contract Labor Standards statute and the regulations of the Secretary of Labor (29 CFR part 4), this clause identifies the classes of service employees expected to be employed under the contract and states the wages and fringe benefits payable to each if they were employed by the contracting agency subject to the provisions of 5 U.S.C. 5341 or 5332.

These two references to the U.S. Code have been included in the contract and while they are similar, they can and do result in conflicting calculations for vacation time accumulated by any given employee. In as much as vacation time off is a price calculation and will result in varying numerical values, please indicate which of the clauses will govern during the course of the contract for NASA Ames?

Reference: Attachment J.1(a)(9) and I.6

As is the case with holidays, the vacation times shown in I.6 are informational, not directive. The Wage Determination specifies the vacation requirements for employees covered under the Service Contract Labor Standards.

4. Will the Government be releasing a complete roster of employees (names will not be necessary), including a) position title, b) number of people in each position, c) current level of wage for each person at each seniority level, d) original start date (regardless of contractor) and e) current level of vacation? Alternatively, will the Government establish a costing procedure for vacation calculation and other compensation mandates based upon tenure and time on the job as regards the current staff, which is fair to all offerors?

The Government does not have the requested information. As provided in question and answer number 21 of Questions and Answers Set 3, the majority of current incumbent employees have five years or more of seniority.

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>

5. What is required in EPM, Exhibit 3, cells B54-B59? Are these the percentages from Exhibit 2 for overhead, G&A and Profit? Or do we list the non-labor categories to which the rates are applied?

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

As stated in the instructions for Exhibit 3, on page L-18 of the solicitation, "The non-labor related indirect cost rates (and profit if applicable) for each Contract Year, listed at the bottom of the template, shall be used for application to estimated non-labor direct costs, such as material, travel, training, etc., proposed on task orders under the contract." If an Offeror intends to burden non-labor costs on task orders with such things as material overhead, G&A, fee or any other burdens, they are to be listed in Exhibit 3 on lines 55 through 59. The rates should be the same as those used to burden Other Direct Costs at the bottom of Exhibit 5.

6. L.8 C-Price Proposal B(2)-Standard Labor Categories (SLCs) (Page L-14)
The last sentence states: "The Offer shall list its proposed labor categories for the Contract Management task under the "Other Categories" section of the pricing exhibits." Exhibits 1, 2, and 3

show the Program Manager under the NASA Standard Labor Categories and uses the example of Program Manager under the "Other Categories". Please clarify if the Program Manager should be included with the Standard Labor Categories or the "Other Categories".

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

The Program Manager is not a Standard Labor Category. To avoid confusion, Program Manager position has been removed from the "NASA Standard Labor Category" section of Exhibits 1, 2 and 3 in the EPM (See attached updated EPM, dated 7/16/2015).

7. L.8 C-Price Proposal B(7)-Price Templates Instructions (b)-Exhibit 2 (Page L-16)
The first sentence states: "A separate FBR-DT is required for phase-in as well as for each contract year of the effort..." Since the Pricing Model includes a Phase-In Template (Exhibit 10), why would we provide an Exhibit 2 for Phase-In? The Standard Labor Categories on Exhibit 2 are contract-specific where most Phase-In labor would be more of corporate personnel type.

Reference: L.8(c)(B)(7)(b)

Offerors are required to provide an Exhibit 2 for the Phase-in period to show the development of the fully burdened labor rates that will be used to price the proposed labor hours in Exhibit 10.

8. L.8 C-Price Proposal B(7)-Price Templates Instructions (b)-Exhibit 2 (Page L-17)
Instructions state: "Columns F through J are where the Offeror enters its indirect cost rates and profit rate." Can Offerors show the indirect cost rates on the line below the headings in these columns and show the actual indirect dollar amount (using a formula) for each labor category?

Reference: L.8(c)(B)(7)(b)

Yes, Offerors can show the indirect cost rates on the line below the headings in these columns and show the actual indirect dollar amount using a formula for each labor category. If doing so, however, Offeror's must use the @ROUND function in each formula and round each formula to two decimal places (dollars and cents).

9. The requirement is that all fonts for all submittals be Arial 12 point. The EPM spreadsheets provided are all in Arial 10 pt., 8 pt and 9 pt. Are we to set all font in the pricing sheets to 12 pt. minimum or do we keep the provided size?

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

The offeror can keep the original font size on the EPM as provided. Volume III of your proposal is not page limited.

10. Is the intent to have each pricing exhibit on a single sheet or multiple sheets?

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

There should be sufficient space with most exhibits to provide the requested information in a single sheet. For Exhibit 2, there should be a separate sheet for phase-in and each contract year. Some exhibits may need to expand to more than one page if more space is needed, such as Exhibits 8 and 9, and possibly Exhibit 11 if more than four subcontractors are proposed.

11. Events Planning-Is this Bldg3 Conference Center?

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

Events' locations may vary, depending on the requirements. The Center has year round events including conferences, tours, symposium, workshops, peer reviews, colloquia, seminars, classes, receptions, banquets, meetings, award ceremonies, etc.

12. Is it acceptable to remove the SOW descriptions, while leaving the title, to create more space for Past Performance information?

Reference: Table L.8-1

Offerors need to determine how they can best demonstrate their Past Performance Information.

13. Is the JA Form 038 required by only the Prime Offeror or also by any Major Subcontractors?

Reference: L.8(c)(B)(1)

Section L.8(c)(B)(1) states: "The Offeror shall properly complete JA Form 038, Attachment J.1(b)1. The proposal cover sheet shall be signed by an official authorized to contractually bind your company". Offeror means Prime Offeror.

14. Many of our customers use the CPARS system and will not complete Past Performance Questionnaires. Will the offeror be penalized if our customers do not complete the Questionnaire? Does the government use CPARS in addition to PPIRS when evaluating Past Performance?

By acquiring and reviewing information submitted by the Offeror and major subcontractors as well as by sources submitted by the Offeror and each major subcontractor from the L.8(b)(1) list, the Government will evaluate each Offeror and each proposed major subcontractor's suitability to fulfill the requirements of this contract. Past performance may also be evaluated based on information obtained through questionnaires tailored to the circumstances of this acquisition, the Federal Past Performance Information Retrieval System (PPIRS) or similar systems of other Government departments and agencies, and other sources known to the Government, including commercial sources.

PPIRS is the application to retrieve contractor performance information which have been input into the Contractor Performance Assessment Reporting System (CPARS). In the case of an Offeror without a record of relevant past performance or for whom information on past performance is not available, the Offeror may not be evaluated favorably or unfavorably on past performance [see FAR 15.305(a) (2) (ii) and (iv)].

15. Must a subcontract value meet or exceed \$1 million for the subcontractor's past performance to be counted in evaluation? Since the final contract value is unknown, would NASA accept a slightly lesser threshold for determination of a "major subcontractor," such as an average of \$750,000 per year?

The Government has reviewed your request however the Government has decided to stay with the current threshold in the solicitation.

16. Clause H.5 states: "If the contractor's on site personnel work during a holiday other than those in paragraph (a) of this clause, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost." Will the government pay for holidays indicated in paragraph (a)?

Reference: H.5

In accordance with the United States Department of Labor guidance: On a government contract to which the labor standards of the McNamara O'Hara Service Contract Act (SCA) apply, holiday and/or vacation fringe benefit requirements are stated in the SCA wage determinations in contracts that exceed \$2,500.

17. Does the Program/Project assistant work in direct support of the Program Manager?

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

It is the Offeror's own decision. Offeror needs to determine how they can best fulfill the requirements on this procurement.

18. Is there any specific financial reporting required?

There is no anticipated financial reporting requirement on the resulted Firm-Fixed Price type contract.

19. Is the Program Manager provided on-site space?

On-site contractor personnel will be provided office space.

20. If a past performance contract has several areas of support, some the same as the SOW and some outside of the SOW scope, does the Government want all support listed in PP or only the relevant support?

It is the Offeror's own decision

21. Are all Ames Org Branches supported? What % if not?

ARC intends to have services under APASS contract available to all organizations at the Center.

22. Is it possible for a Past Performance evaluation to receive a "Very High Level of Confidence" rating if the past performance covers only one or several of the SOW areas?

Reference: M.3(3)

To receive a "Very High Level of Confidence": The Offeror's relevant past performance is of exceptional merit and is very highly pertinent to this acquisition, indicates exemplary performance in a timely, efficient, and economical manner and very minor (if any) problems with no adverse effect on overall performance. Based on the Offeror's performance record, there is a very high level of confidence that the Offeror will successfully perform the required effort.

23. Would it be possible to obtain the APSS Attachment J.1(b)(3) in Microsoft Word? The PDF version of the document which was posted as part of the solicitation is not editable. It would ease the process of completing it if we were able to obtain a Word version.

The Word version of the Attachment J.1(b)(3) will be provided upon request to the Contracting Officer at Uyen.K.Tu@nasa.gov.

[End of Questions and Answers Set 5]