

## Vendor Questions and Responses

### For Solicitation #NNA15551244Q

Q1.) How many people in the program do they wish to be assessed/ coached?

A1.) Approximately 8 – 10 individuals.

Q2.) Would they prefer a large number of coaches to choose from or a single coach?

A2.) A large number of coaches would be advantageous so that the Ames Coaching Program Manager could exercise discretion in selecting an appropriate coach for the client. The individual coaching client within Ames may also have a preference based on the coach/client rapport and the background of the coach.

Q3.) What is the process by which we could orient the practitioners to the NASA leadership model?

A3.) There are documents online at <http://leadership.nasa.gov/Model/Overview.htm>. Additionally, the Ames Leadership Program Manager would be happy to have a conversation about the model.

Q4.) Typically for a 12 hour coaching engagement we also have some administrative hours. Is that acceptable, or do we need to create a separate line item for administration time?

A4.) The administrative preparation time should be incorporated into the cost of the engagements.

Q5.) Are they interested in an online assessment or qualitative or blend of both?

A5.) Either type may be appropriate

Q6.) I am very interested in bidding on the solicitation referenced above and was hoping you could possibly tell me what the cost was for these services last year?

A6.) That information is not being made available.

Q7.) Is the requirement that vendors be certified by ICF (International Coaching Federation) a hard requirement?

A7.) Yes. To ensure standards and competencies that are in alignment with NASA coaching policy and practices, NASA ARC requires that coaches have coaching credentials from an ICF certified training program.

Q8.) What the cost was for these services last year?

A8.) That information is not being made available.

Q9.) Will you consider non-ICF certified coaches who have at least 10 years of proven, professional coaching experience?

A9.) No, the requirement is for ICF certified professional coaches.

Q10.) Will this be a single award or multiple contracts to several vendors?

A10.) It will be a single award.

Q11.) "Ames may periodically bring in the vendor to conduct small workshops in support of leadership development" - can you provide additional information regarding the scope of work?

A11.) The requirement for a small workshop could evolve from Organizational Development (OD) work.

Q12.) Consulting and Workshop Services (40) hours is included as a deliverable. How many hours would be consulting versus "workshop services"?

A12.) The requirement is for 40 hours depending on the organizational needs that arise. This deliverable is intended to provide a flexible "bank" of service hours/skills that can be called upon to meet the specific need at the moment.

Q13.) Do "workshop services" include the delivery of onsite programs?

A13.) Yes.

Q14.) Are the cost of training materials to be estimated in "workshop services"?

A14.) Yes.

Q15.) Please provide any information on why there is requirement that at least one (1) coach must be certified by New Ventures West.

A15.) Ames has had a very positive experience with the integrated professional coaching curriculum designed by New Ventures West. Ames has internal coaches who have been trained in this integrated approach, and it is useful to have common models with which to work and to measure coaching progress. This requirement is for the ease of managing a coaching program.

Q16.) What is the correct NAICS code for this solicitation?

A16.) *The correct NAICS code is 541611.*

Q17.) The Option Period - is that the option of your agency and/or the consultant (is that effectively stated the contract is renewable)?

A17.) The Option Period is provided in case the Government wishes to continue the services after the initial Base Year. For further information regarding the Government's use of options, please review FAR Clause 52.217-8 -- Option to Extend Services. (NOV 1999) in the Federal Acquisition Regulation.

Q18.) Do we need to bid on the options separately and/or have a separate line item in the bid for subsequent options?

A18.) Standard Form (SF) 1449 lists the Option Periods as separate line items.

Q19.) Do you have an example of an acceptable bid and/or format you prefer?

A19.) The SF 1449 is being provided in this amendment for use as the vendors' quote submission format.

Q20.) How many coaches/od consultants/facilitators are you hiring for this engagement?

A20.) A particular number of coaches/Organizational Development (OD) consultants/facilitators has not been specified, but the expectation is that the vendor would have many experienced professionals from which Ames could select depending on the task. For example, if an Ames executive in an IT organization needed a coach, Ames may seek a coach with experience in working with clients of a similar background.

Q21.) Should the successful bidder be able to provide the 3 components (coaching, OD consulting, and team facilitation)?

A21.) Yes. Please see the "Deliverables" section of the solicitation. Vendors should provide a cost breakdown of each component and enter the total value in Block 24 of the SF 1449.

Q22.) Given the engagement start-date is September 30th, what is the notification date?

A22.) Currently, the notification date is September 24, 2015.

Q23.) Can you tell me if there are any Font and Page Requirements for the Technical Factor and Price Factor, and if so what those requirements are?

A23.) While there is no font or page requirements for the Technical Factor, we would prefer vendors use 8 ½" x 11" paper with a 12-point font with 10 pages or less. For the Price Factor the SF 1449 is being provided in this amendment for use as the vendors' quote submission format. Keep in mind that this is a Request for Quotes not a Request for Proposals when preparing your submissions.

Q24.) Is the vendor required to conduct all activities at the Ames Research Center location?

A24.) In accordance with the Statement of Work (SOW) "Phone coaching is acceptable, but face-to-face is required for at least 40% of the coaching meetings."