

1. Page 12, Sect C-2(c) states, “The Contractor shall be paid the prices per staff-day as set forth in the schedule for each staff-day of services rendered, which is agreed to be the services of one technician/engineer for one day of eight hours, Monday through Friday (excluding holidays).” Given that this a Cost-type contract with reimbursement for labor hours based on actual costs associated with recorded time, would the Government consider removing this language from the RFP?

No. Given that this is a performance-based services contract, there is a potential for the offeror to accumulate excessive overtime in order to meet deliverable schedules. This statement is required by the Government to control overtime costs. As a result, the Government will reimburse the offeror for these additional labor hours based on actual costs for recorded time.

2. Page 34, Sect H-15 (d)(4) states, (the contractor’s invoice shall include evidence, such as receipts, substantiating actual cost incurred for authorization...)” If an offeror has an approved accounting system, would the Government consider removing the requirement for providing receipts to substantiate authorized travel invoiced?

No. For auditing purposes the Government requires receipts to validate costs of authorized travel.

3. Page 65, Sect L-13.9: Table 1 lists a slide/page limit of 25 for sample task 1. This sample task will not be briefed as part of the orals presentation. Does the government intend for the response to sample task 1 to be narrative or briefing format? In addition, page 71, Sect L-16.1.7.2 indicates that the sample task response length is left to the offeror’s discretion. Please confirm that the page/slide limits in Sect L-13.9 are correct, and clarify the format as either briefing style or narrative.

The response to Sample Task 1 shall be in the narrative format. Part (E) “Sample Tasks” in Table 1 in Section L-13.9 should read “Sample Task 2 Task Order 25 slide/page limit” and “Sample Task 3 Task Order 25 slide/page limit”. Table 1 will be amended. The Government confirms that sample task response length will be left to the offeror’s discretion.

4. Page 66, Sect L-13.13: This section states that “under no circumstance shall cost-type data be included” anywhere but in the cost volume. However, page 71, Sect L-16.1.6.a.1 requires the initial TOs to include “total estimated cost and fee” and page 78, Sect L-16.4.5.1 requires we submit our subcontracting plan. The requirement of the Plan has total estimated subcontracting cost. Please resolve this apparent conflict.

Section L-13.13 shall be amended to read “Cost data shall only be contained in the Cost Proposal (Volume II). With the exception of the following two items, under no circumstances shall cost data be located anywhere except in the offeror’s cost volume: (1) cost and fee associated with the initial Task Orders and (2) total price in the offeror’s subcontracting plan.”

5. Page 67, Sect L-15.4 and Page 72, L-16.1.7.5: The oral presentation is designed to be 4 hours in duration, with one hour devoted to parts A-D, two hours devoted to presenting the sample tasks, and one hour devoted to questions and answers. Although sample task 3 will be provided to the presentation team at the commencement of the orals, there is no

time in the schedule for the contractor team to caucus to develop its response to this problem. Suggest that the government allocate at least one-hour for this purpose.

It is the Government's intention that the offeror assign relevant personnel from its contracting team to prepare its response to Sample Task 3 at the beginning of the oral presentation. The offeror will then present its response to Sample Task 3 when it has completed presentation of its response to Sample Task 2 in approximately the third hour of the oral presentation.

6. Page 67, Sect L-15.3: This section states that "attendance at the oral presentation and question and answer session is limited to the offeror's and (if applicable) subcontractor's current or proposed key personnel. Two additional people (e.g., CEO's, company presidents) of the offeror may attend." Can these two additional people participate in the preparation of sample task 3? Can others participate in sample task 3 preparation and not in the orals presentation? Please clarify the government's requirements for oral presenters.

Offerors may use a total of five personnel for their oral presentation. It will be left to the offeror's discretion to determine the number of these five individuals it will use to prepare its response to Sample Task 3. Any of these five personnel may present the offeror's response to this sample task. In other words, a total of five people may work the presentation of the sample task.

7. Page 71, Sect L-16.1.6.1: The requirements for the TO are unclear. This paragraph indicates that each TO will include sections A-J. However, the paragraph only identifies the information to be contained in sections B, C, and F. Can the government please clarify what is to be included in the other referenced sections of the TO? Would the Government consider allowing offerors to use a TO structure of their own design?

Section L-16.1.6.1(a) states that each proposed TO shall contain information in a format that is consistent with format of the RFP's Sections A-J. Thus, while the offeror is to provide the specific information listed for Sections B, C, and F, the information for the remaining sections should follow those contained in the RFP. As Section L-16.1.6.1(4) states, if the content of a specific section such as Section I would not change, then the offeror should state "See the basic contract" in that section.

8. Page 72, Sect L-16.1.7.3 and L-16.1.7.4: The term TO as used in the Sample Task section appears to describe more than would typically be found in a TO. For example, sample task 1 describes a TO that provides a POA&M and a system diagram and a set of policies. Similarly, sample task 2 describes a TO that includes a network topology and a concept of operations. This guidance seems inconsistent with the structure of the TO conveyed in L-16.1.6.1. Can the government please confirm that it would be appropriate for an offeror to provide the required sample task response and include in that response a performance based TO?

The Government requests that offerors use the format listed in Section L-16.1.6.1 for drafting their performance-based service contract TOs. As a result, the information for the examples listed above would be most appropriately described in Section C of the proposed TO.

9. Page 75, Sect L-16.3.2 Would the Government consider removing the requirement to segregate cost by contractor's fiscal/accounting year? This requirement would cause 1st – Tier subcontractors to have to segregate cost/price estimates by their respective fiscal years, but also

by the prime's fiscal year as well as contract year. We recommend allowing offerors to propose cost by contract period only, showing calculations for composite/weighted average indirect rates, based upon applicable contract period occurring within each fiscal year of the contractor, if the offeror's fiscal year does not coincide with the contract year specified period.

Due to program office funding requirements, the Government requests that offerors segregate cost by fiscal/accounting year.

10. Page 35/Section H-16/paragraph (f) - Ordering Period: "The period of performance for Items 0001 through 0002 shall be from 1 June 2004 through 12 months thereafter". Given proposals are due no sooner than 7 June, when is the beginning period of performance?

The beginning of performance will commence upon contract award. The Government plans to award this contract by September 2004. Upon contract award, section H-16 will be amended to reflect a twelve month period of performance beginning with the actual contract award date.

11. Page 65/Section L-13.9/Table 1: Is the 3rd column in Table 1 intended to provide a slide limit for the oral presentation, a page limit for Volume 1 (Technical Proposal) or both?

The third column provides both a slide and page limit for each section of the technical proposal where applicable. Please note that there is no slide or page limit for Resumes of Proposed Key Personnel, Initial Task Orders, Past Performance, and Small Business Utilization for the Technical Proposal section, and no slide or page limit for both the Cost Proposal and Contract Proposal sections.

12. Page 67/Section L-15.3: Per the following: "Other current or proposed offeror/subcontractor personnel are permitted to participate in the oral presentation. Two additional people (e.g., CEO's, company presidents) of the offeror may attend. Therefore, the maximum number of personnel permitted to be present during any offeror's oral presentation on behalf of the offeror shall be five."

The first two sentences seemed to be contradictory. Can the additional 2 personnel be proposed personnel or management personnel? Or only management (CEO's, company president) personnel?

The two additional personnel shall be people other than proposed personnel; e.g., CEO's or company presidents.

13. Page 74/Section L-16.1.10/Small Business Utilization Table: The instructions for the table (page 73) on page 74 require the offeror to identify "...the percentage of total dollar value proposed". This conflicts with the last column in the table on page 80, which requires "PERCENT OF TOTAL SUBCONTRACTED AMOUNT" and the evaluation criteria on page 133. Should the instructions on page 73 be based on percent of total subcontracted amount rather than percent of total dollar value proposed?

No. The instructions in section L-16.1.10 require offerors to list the percentage of total contract dollar value for the base year and all option years for each proposed first tier subcontractor in the proposal. This differs from the instructions in sections L-16.4.5.7 and M-4.1.6 where an

individual first tier subcontractor's percentage is calculated based upon the total amount of dollars proposed by all first tier subcontractors.

14. Page 98/Attachment 4 / TDs: The Task Assignment on page 98 is listed as paragraph 8.0. The previous Task Assignment on page 96 is paragraph 6.0, skipping paragraph 7.0. Is paragraph 7.0 missing or intentionally omitted?

Paragraph 7.0 has been intentionally omitted.

15. Page 127/Section M-2.2.1: Indicated paragraph states that non-cost evaluation factors have descending order of importance, and Section L-13.9/Table 1 indicates the following page limitations per each factor/section:

<u>Factor/Section</u>	<u>Table 1 page limitation</u>
Technical Approach	15
Management Approach	10 + no page limit for Resumes
Initial Task Orders	No page limit
Sample Task Orders	50 (25 pages for TO 1 and TO 2)
Facilities	5
Past Performance	None (5 contracts)
Small Business Utilization	None

Is the relative importance of the Technical Approach (highest non-cost factor) in Section M correct? All other Factors/Sections, which have a lower evaluation importance, have a higher (or no limit) number of pages allowed in which the offeror can provide a response?

The Technical Approach is the most important non-cost evaluation factor. The Government believes that a limit of 15 slides or pages is sufficient for offerors to prepare an adequate response to the requirement.

16. Page 63, L-10 states that for bidding purposes the award date is 1 August 2004. H-25 identifies the option periods starting 10 August each year. F-2 specifies the base ordering period to be 365 days. These three items taken together seem in conflict.

Offerors should refer to section F-2 for all dates concerning when contract performance will commence and when option periods will be exercised.

17. For bidding purposes should the offeror assume that a full staff starts in August 2004, or that effort ramps up until the beginning of FY05 on 1 October?

At this time the Government anticipates a contract award date in September 2004. Please be advised that this is only an estimate and is subject to change.

18. Page 73, L-16.1.9.1 implies that all 5 contracts submitted as Past Performance must be from the Prime offeror. Is the offeror permitted to submit Past Performance for subcontractors either in place of, or in addition to, the 5 contracts required by this section?

Neither. This clause requires offerors who will be the prime contractor shall submit past performance information on 5 previous Government contracts *whose effort is relevant to the*

effort required by the solicitation. If an offeror has not had 5 Government contracts in the last 5 years, it should nonetheless submit any such contracts totaling less than 5 and may submit information on relevant Government or commercial contracts where it served as a subcontractor.

19. Page 65-66, L-13.11 specifies the minimum font size for the cost/price proposal and for the slides in the oral presentation. What is the minimum font size for the technical volume?

The minimum font size for the technical volume should be the same as that for the cost/price proposal and slides, which is no smaller than 12-point for text and any spreadsheets and any attachments and 10-point for any drawings, tables, and figures.

20. Page 65, Table 1 is referenced in section L-13.8 and not in L-13.9. Please provide guidance for the interpretation of “slide/page” in the heading of column 3 of Table 1. Do these limits apply to both the technical volume and the applicable sections of the presentation?

Specific information relating to the format of information contained in the technical, cost, and contract proposals are described in Section L-13.11. These limits apply to all sections of the oral presentation.

21. Sect B, CLINS 0003, 0008, 0013, & 0023 refers to only G&A. Is procurement handling fees allowed?

Procurement handling fees may be included as Other Direct Costs (at cost (including FCCOM) plus G&A only (not fee bearing)) in CLIN’s 0004, 0009, 0014, 0019, and 0024.

22. Page 78, L-16.4.4 refers to Sections B-K; text refers to B-J.

Section L-16.4.4 requires offerors to submit estimated cost and proposed fees in the relevant portions of “Supplies or Services and Prices/Costs” of Section B-J. Offerors must complete Section K, “Representations, Certifications, and Other Statements of Offerors.”

23. Page 27, H-3 in accordance with H-3 is attachment 2 completed as past performance on Prime and applicable subcontractors or is this a matrix form for the Prime and subcontractors?

Attachment 2—Reference Information Sheet shall be filled out by prime contractor offerors and contain information regarding any small businesses who will serve in a subcontractor capacity for this effort.

24. Page 76, L-16.3.3(e) has a Clerical LC listed, yet L-16.1.5.3 does not list duties/experience/education requirements. Will this be left to the contractor’s discretion?

The duties/experience/education requirements for the Clerical labor category are to be determined by the offeror.

25. Page 71, L-16.1.6.1(a) The proposed TO’s are required to be in a format consistent with the format of the RFP (sections A-J). For those TO’s where we anticipate that sections will be identical to the basic Prime Contract, specifically sections G, H, and I, can the offeror simply refer to the Prime Contract, or does the Government want the offeror to include the full anticipated text in each proposed TO?

Section L-16.1.6.1(4) states that if the content of a specific section would not change then an offeror may write "See the basic contract" in that section. In such cases, the offeror is not required to include the full anticipated text in each proposed TO.

26. Can the Government supply the RFP in Microsoft Word format? (Sect B, Sect K and all attachments would be especially helpful)

Due to security considerations, the Government is unable to supply the posted documents in Microsoft Word format and will only use pdf. format.

27. Page 28-30, the three OCI clauses, H-6, H-7 & H-8, are very restrictive. As written it may not allow the best service provider that also builds the best product and or capability in a certain IA arena to compete. Also, it seems that a restrictive OCI clause will prevent the breadth of experience that you require from being provided. Would an OCI mitigation plan, i.e. plan, NDA's, firewalls, etc., be entertained? Could these actions be worked on task order by task order basis?

Due to contractor support that the Government receives on other major programs, the Government must utilize the OCI clauses in Sections H-6, H-7, and H-8 to avoid any possible conflicts with these programs and their associated contractors.

28. Page 75, section L-16.3: The government indicated in its response to questions in the solicitation amendment (released on 11 May) that it will not provide the breakout between contractor-site and government-site LOE for costing purposes. Without this breakout and guidance, can the government please explain how it will equitably evaluate bids from competing offerors that propose significantly different contractor-site and government-site LOE allocations?

The offeror must provide recommendations in its proposal that address adequate support to fulfill the statement of objectives. Using performance based principles, the offeror's management approach should include an organization plan that is designed to achieve the objectives of the contract SOO. The offeror should discuss and justify its proposed percentage of government-site versus contractor-site requirements. The Government will equitably evaluate each proposal on the basis of how sufficiently the proposed contractor-site and government-site LOE allocations meet the Government's requirements listed in the SOO.

29. This change in mix affects overhead rates and will materially impact cost. Assuming that we desire to perform all of the work at Government facilities, will SPAWAR provide office space, desks, computers, etc for the estimated 100 staff that are required in the first year of the contract?

The Government cannot guarantee that it will be able to provide the necessary space, desks and computers for an offeror's proposed number of 100 on-site personnel. However, the offeror's labor rates should reflect lower costs if the Government provides space, desks, and computers in the first year of contract performance.