

Modification Description

RFQ ID: RFQ329884 **Modification 2**

Date of Mod 2: 11/07/2008 10:24:48 AM EST

Description:

purpose of this amendment is to provide the following: A. SF 1449 for offeror's proposal submission B. Answers to offeror questions received C. Provide Non-Disclosure form for proposal submission purposes All other terms and conditions of this solicitation remain unchanged.

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**HQ0034-08-R-3002 OSD Support Services
Questions & Answers**

1. With reference to required personnel security clearances on page 10 paragraph 5.e states: e. Security Requirements: Contractor personnel, at a minimum, must possess a TOP SECRET clearance. However Task Order 1 QUADRENNIAL DEFENSE REVIEW SUPPORT states that only a Secret clearance is required. We assume that the Task Order requirement takes precedence over the more general BPA requirement. Is that correct?

2. The BPA states a requirement for Top Secret-cleared people, while only a Secret clearance is required for the QDR task order. Can the contractor submit resumes of people with Secret clearances on the broader BPA?

3. Reference, QDR PWS, Paragraph 2.1, Pages 23-24: Will the Government please clarify the security clearance level required for the personnel assigned to the task?

4. Question: The solicitation document indicates that all personnel working on task orders under the BPA would be required to have a Top Secret clearance. However, the first Task Order (Support for the Quadrennial Defense Review) indicates that only Secret is required.

5. Would you please clarify whether Top Secret will really be required for the overall solicitation? It would appear that requiring a level above Secret could be left to be specified in the individual Task Orders. Lowering the requirement to Secret for the overall solicitation would also make it easier for small businesses to participate as team members on this effort.

6. Paragraph 5. e. Security Requirements: States that "Contractor personnel, at a minimum, must possess a TOP SECRET clearance. Contractor personnel working on sensitive compartmented information (SCI) must have a TOP SECRET clearance with access to SCI. Contractors may be issued courier card(s) for the purpose of delivering documents/media to the federally controlled buildings within the National Capital Region (NCR)." However the first task order work statement only requires a SECRET clearance. What is the minimum required clearance for the BPA?

7. Reference: PWS, Section e. Security Requirements, page 10 and Task Order Work Statement, section 2.1 page 23.

8. The PWS, Section e. states that contractor personnel at a minimum must possess a Top Secret clearance. The Task Order Work Statement on page 23 states that a SECRET security clearance required. Please clarify the clearance level required for this BPA.

9. Can you provide clarification on security clearance requirements (i.e., Top Secret or Secret)

10. The solicitation for the BPA requires a TOP SECRET clearance for all personnel, yet Task Order 1 specifies that a SECRET clearance is required. Given that the first work to be under contract only requires SECRET, is there allowance to start with personnel who possess SECRET clearances with movement toward TOP SECRET?

11. Clause C.2 Contractor Visits:

Do the contractor personnel need to submit a security visit request for each visit or would the agency consider approving access to Task Order Off-site personnel for the duration of the Task Order?

Are we correct in assuming that contractor's on-site personnel will be able to obtain access authorizations and will not require approval of visits?

12. Page 23, Task Order #1 security requirement for contractor personnel is at the SECRET level, however on Page 10, para 5.0e, (Security Requirement) Government states at minimum contractor personnel must possess a TOP SECRET clearance for overall BPA. Also, Should the Task Order personnel be at the TOP SECRET clearance level or should the overall BPA clearance requirement be SECRET?

13. Security Clearance requirements for the personnel are: BPA states personnel shall have a TS while the TO states the personnel shall have a Secret. Is the clearance type TO dependent?

14. Minimum security clearance for the BPA and Task Order 1 is Top Secret but paragraph 5(e) on page 10 and Factor 1 Note 4 on page 38 state there may be a need for TS SCI. Are we correct in assuming that for this proposal we only have to submit staffs who have a TS clearance with a description in Volume 3 Staffing and Management Approach our process for upgrading clearance to SCI level if needed?

15. Page 10, PARA e. establishes security clearance requirements for task orders issued under the BPA as a minimum of Top Secret. The TWS requirement refers to Secret level security access (pages 22-23). Do the contractors require Secret clearances or Top Secret with access to SCI

The following answer pertains to questions 1 – 15

Answer: The blanket purchase order is written to cover a broad range of potential requirements. TS-SCI is the highest threshold that the contractor must obtain. We anticipate most orders will require TS/SCI access; however, some orders may not need that level of clearance for operational, security or cost reasons. Task order 1 was purposely written with a minimum clearance requirement.

16. Does the government expect to receive two separate proposals: one for the BPA and a second for the QDR task order – each with Technical Approach, Management Approach, Personnel Experience, and Past Performance? (Note: these volume titles, provided on page 36 of the RFP, do not correspond to the volume titles provided in the chart on page 37. Which does the government prefer?)

17. Does the page limit for Volume 1/Factor 1 and Volume 2/Factor 2 (as stated on page 37 of the RFP) apply for the BPA and QDR Support task order combined, or can we submit two separate proposals – one for the BPA and a second for the QDR Support task order – with the page limit applied separately to each?

18. Is the government expecting the contractor's technical approach for the BPA and QDR Support task order as part of Volumes 1 and 2/Factors 1 and 2 (as the volume titles appear on page 37 of the RFP) or does the government expect to see the technical approach only in Volume 3 "Staffing and Management Approach" (under 3A and 3B)?

19. Reference , Instruction to Offerors, Factor 3, Page 41: Will the Government consider updating the numbering for Subfactor 3, as there appears to be section out of order (see quality control plan and subcontracting approach)?

20. Is there one proposal due, with both BPA and Task Order sections or are there two proposals due, one for each the BPA and Task Order?

21. The table on page 37 identifies Volume 1 as Factor 1—Technical Approach, Specialized Experience and Volume 2 as Factor 2—Technical Approach, Past Performance. The basic evaluation (a) for Factor 1 and Factor 2 describe only requirements for evaluation specialized experience and past performance, respectively there is no mention of technical approach. Please clarify what, if any, information WHS envisions for describing the technical approach.

22. Under Section 2 entitled "PERFORMANCE REQUIREMENTS" 2.1 entitled "Professional, Technical, and Analytical Personnel Support" under what CLIN should we propose this effort for "senior peer reviews of products to "red teams" concepts, ideas, and courses of action."?

The following answer pertains to questions 16 – 22

Answer: For clarification purposes, evaluation factors for this solicitation are:

FACTOR 1: Offerors Specialized Experience

FACTOR 2: Offerors Past Performance within the Past Five Years

FACTOR 3: Staffing and Management Approach

FACTOR 4: Price

Factor 3, Sub factor 3B contains complete proposal requirements for and evaluation of Task Order 1. Per "Relative Importance of Sub factors Information" under

Factor 3, Sub factor 3B information should be readily distinguished from other proposal information. Past Performance will be evaluated under Factor 2. Page limitations and volume information is in the matrix under "Instructions to Offerors", item 4.

Under Task Order 1, information under Professional, Technical, and Analytical Personnel Support contains the requirements for the Program Manager/Senior Advisor and 7 policy experts.

23. NAICS Codes are needed for contractors to know if the requirement fits their business and if what the size standard is. Please let us know which code you select. We recommend NAIC Codes: 541611 Management and Consulting Services; or 541330 Engineering Services; or
541618 Business Consulting Services

24. Size Standard is also needed. Size Standard Recommendation: Under \$6 million for small business

25. When can we expect the NAICS Codes?

26. Those offerors who qualify as a large business have an existing approved Small Business Subcontracting Plan included in their GSA MOBIS Schedule contracts. Please clarify the requirement to provide a Plan with our proposal as the existing Plan would apply to all GSA Schedule orders including a resulting task order award. Please clarify subcontractor reporting requirements given the difference between Mobis and this BPA. We have an approved Small Business Subcontracting Plan at the Schedule level. Do the goals set forth in this BPA have any impact on the Schedule-level plan?

27. Due to the delay in identifying NAICS codes which delays a prime contractor's ability to choose compliant small businesses, would the government consider extending the proposal due date by 14 days?

28. The objectives of the Government's procurement include highly specialized analytical support often to include support to expeditiously respond to questions and theoretical situations posed by senior leaders in the Executive and Legislative Branches. Such support generally requires depth, breadth, and experience, as well as organizational flexibility that are difficult to assemble and maintain in a small business of the size standard associated this NAICS 541611, i.e. \$7.1M.

29. Would the Government consider modifying the small business standard associated with this procurement to be one which is based on number of employees rather than average annual revenue; e.g. 250 employees? There are a number of businesses with fewer than 250 employees as professional staff able to respond to the specialized needs in this solicitation. This would provide the Government the opportunity to engage qualified

small businesses under 250 employees thus enabling WHS to meet its small business goals with quality support.

30. Will you use the MOBIS size standard for small business subcontracting?

31. Will you be interested in seeing small businesses form contractor teams to prime unrestricted?

32. Clause E.4 Small Business Participation/Reporting:

Would the agency indicate if small business participation is to be reported on the Task Order Award Value or the Actual Dollar Value of the work performed by small businesses or both? We recommend both.

33. Page 7, para 4. (Small Business Participation/Reporting) This paragraph appears to be in direct contradiction to FAR Part 19. FAR Part 19 states that small business participation goals are based upon awarded subcontract dollars, not on total dollars awarded to the prime contractor. If the Prime is not a small business the government is then directing that 41% of all work be subcontracted out to small business. Will the government please clarify its intent?

34. Would WHS be amenable to making this BPA a small business set-aside, since all task areas can be performed by a small business?

35. As an alternative, would WHS consider setting aside ONE of the BPAs for award to a small business?

36. Was any consideration given to setting aside some of the BPAs to Small Businesses? The Importance of setting aside for small business would allow OSD to report direct participation by small business vs subcontract?

37. Would you consider setting aside a BPA for small businesses for a small business team?

38. Is it the Government intent to issue this solicitation under NAIC's code 541611?

The following answer pertains to questions 23 – 38

Answer:

Following is a list of NAICs (Codes) which may apply to the BPA Performance Work Statement. This list is not all inclusive; offerors may propose other applicable NAICs not listed below. Vendor Small Business Reporting under Clause E.4 and Technical Exhibit 2 must contain NAICs information. Small business size will be determined in accordance with the Central Contractor Registration.

**519190 – All Other Information Services
532490 – Other Commercial Equipment Rental and Leasing
541330 – Engineering Services
541511 – Custom Computer Programming Services
541512 – Computer Systems Design Services
541519 – Other Computer Related Services
541611 – Administrative and General Management Consulting Services
541618 – Other Management Consulting Services
541690 – Other Scientific and Technical Consulting Services
541990 – All other Professional, Scientific, and Technical Services
561110 – Office Administrative Services
561210 – Facilities Support Services
561410 – Document Preparation Services
561920 – Convention and Trade Show Organizers**

Under Clause E.4, the Small Business Reporting requirement is not intended to reflect formal Small Business Subcontracting Program requirements as set forth under FAR 19.7 - which are not applicable under a BPA. As stated in the clause, “the Government wishes to cultivate small business sources in support of OUSD (Policy) requirements. To that end, the Government intends to actively monitor each BPA holder’s efforts to include small business participation under awarded Task Orders”. The intent of the reporting requirement under Clause E.4 is to measure small business participation under each Task Order awarded. At this point in the procurement process, the Government does not intend to change the procurement approach set forth under solicitation HQ0034-08-R-3002.

All vendors are encouraged to propose. The Government will evaluate each offerors total solution for meeting PWS requirements. As a result, individual vendors are not required to possess contracts under each MOBfS schedule identified.

Under Factor 3, Sub factor 3 “Subcontracting Reporting Approach”, change the first paragraph to read as follows:

“Offerors should present a Subcontracting Approach containing the offerors strategy for achieving all or some WHS Small Business Goals as set forth below. The proposed approach should contain a list of subcontractors/partners/team members and their socio-economic status. Offerors should also develop and submit

a report format for reporting this information in accordance with Clause E.4 and Technical Exhibit 2.”

39. Can the contractor include 5 projects under Volume 1/Factor 1 and a different 5 projects under Volume 2/Factor 2 for a total of 10 projects? Or must we use the same 5 projects for both volumes, but describe them differently in each?
40. Should the contractor use Volume 1 “Specialized Experience” to include projects that show past performance in relation to Section 6.8? (On page 39, Factor 2a implies there is not a requirement to address Section 6.8 at all.)
41. Is the Past Performance to be provided for the BPA only and not for the QDR SUPPORT Task Order, also?
42. Past Performance. Is there a crosswalk performed between Volume I and II? If experience is cited in Vol. I is there a requirement to list as a past performance in Vol II ??
43. Factor 1 (b) and Factor 2 (b) both limit the number of projects submitted to five. Should these be the same five projects for each factor, should the projects for each factor be different, or combination of same and different projects identified.
44. Are five projects as specified in (b) Proposal Submission Requirements for each company included in the proposal or for the entire team proposed?

The following answer pertains to questions 39 – 44

Answer: Past performance under Factor 2 is to be submitted for all projects discussed under Factor 1 “Offerors Specialized Experience”.

Under Factor 2, subparagraph (b), the second paragraph is corrected as follows:

“The form, Past Performance Questionnaire (Technical Exhibit 3), should be used to record past performance. For all projects submitted under Factor 1 that have been completed or substantially completed within the past five (5) years of the RFP closing date, offeror’s are responsible for having each of their costumers complete the attached Past Performance Questionnaire completely and return this questionnaire to (b)(6)

(b)(6) for inclusion in the proposal.

There is no need to evaluate past performance under the Task Order as past performance is already being evaluated under Factor 2 of the BPA.

45 . For partnering purposes, can Deloitte obtain a list of attendees for the bidder's conference on October 28, 2008?

Answer: The Bidders Conference attendee list was published as an amendment to solicitation HQ0034-08-R-3002 on GSA E-buy on October 29, 2008.

46. Off the incumbents, how many full time equivalences are currently working on contract?

47. Is this a new procurement? If not, what was the structure of the previous contract (e.g., number of winners, value of the original contract, executed amount, etc)? Who are the incumbents?

48. For the record, please restate the existing companies providing services to OSD (P) based on earlier BPA's.

49. Is this a re-compete of HQ003407R1168?

50. Is there any chance of finding out the current BPA for this requirement?

51. In 2006, WHS issued RFQ# HQ0034-7-R-008 and awarded a similar BPA contracts; how is that BPA different from this? Will this BPA serve as a replacement?

52. Are there any incumbent contractors? If so, who are the incumbents? Are they all eligible to submit proposals?

The following answer pertains to questions 46 – 52

Answer: Note as BPA's are agreements against which Task Order requirements are procured, the new BPA's will not be follow-on vehicles to the current awards, but rather new vehicles against which new Task Order requirements may be awarded. Having made this clarification, OSD Policy currently has multiple award BPA's for similar services with, Logistics Management Institute (LMI), McNeil Technologies Incorporated, Science Applications International Corporation (SAIC), and Analytic Services Incorporated (ANSER).

This procurement is being conducted as a full and open competition under GSA E-Buy. As the current BPA has 21 Task Orders with a variety of periods of performance and staffing requirements, it is not possible to give a static number of contractor personnel working against these BPA's.

53. Clause E.3 Other Terms and Conditions:

Will the agency include Federal Supply Schedule Number of each Team Member in this clause?

Would the agency provide additional information regarding the GO/NO Factor for Task Order award; e.g. small business participation goal accomplishment?

Answer: The contractors MOBIS numbers will be added to the BPA at award. The term Go/No Go is self explanatory, no other explanation will be provided.

54. Who will be the technical government interface for the Program Manager/Senior Advisor or rather for whom will the program manager directly work while on site?

Answer: The Government Contracting Officer Representative (COR) will be the the Government counterpart to the contractor's BPA Program Manager.

55. In the meeting we heard 3 contractors will be selected for the award of the BPA. Is the maximum number of awards expected to be 3 contractors? If not, what is the maximum number of contractors who will be selected for award for the BPA?

Answer: Per solicitation paragraph B "BPA STRUCTURE", the Government intends to establish multiple award BPA's with three or more vendors.

56. Please clarify comments at the 28 October bidders' conference regarding the Program Manager (PM) role. We understood the government said "the PM will be added to the QDR Support task order." Does the government expect a single PM for the BPA and the task order, or can these be different people? Does the PM(s) have to be onsite?

57. Reference, Industry Day comments and questions. Will the Government please clarify if the BPA Program Manager (PM) and the Sample Task Order Program Manager are to be the same person?

58. Pages 22-23, paragraph 2.1. list the QDR task order Program Manager/Senior Advisor and seven policy experts' experience/expertise requirements to include several OSD, Joint Staff, and Service level assignments and capabilities. We understand these requirements to refer to the required experience/expertise for the group of personnel in aggregate and not necessarily as a minimum for each person. Do you agree?

59. Reference: Performance Work Statement Exhibit 1, page 25. In the staffing chart on page 25, is the identified Program Manager the Program Manager for the entire BPA or is it specific to the Task Order?

60. PWS Section 5.i:

Is the agency indicating that the on-site Program Manager and the alternate Program Manager of each of the BPA holders will be reimbursed for 100% dedicated time even if the BPA holder does not have an on-going Task Order?

61. Will this experience be limited to the experience of Key Personnel at the BPA level including Program Manager and Alternate Program Manager?

62. If the Program Manager and Alternate Program Manager are to be 100% dedicated; how is the cost for these individuals to be submitted?

63. Does the requirement for an onsite PM refer only to the TWS or to the BPA and the TWS? (The reference is on page 8 under Paragraph 6, Key Personnel)

64. On page 8 item 6 – Key Personnel is identified as the Program Manager with an alternate replacement, however, on page 27 listed Key Personnel as head Policy Analyst, Outreach Coordinator, and head Administrative Officer and did not list Program Manager as Key Personnel; please clarify the labor category(ies) that are considered Key.

65. How many resumes does the government wish to receive for the BPA? Or does the government only expect resumes for the QDR Support task order? Should resumes be included in Volume 3: "Staffing and Management Approach"?

66. Clause E.6. Key Personnel:

Would the agency provide the requirements for Task Order Key Personnel?

67. We assume we must submit resumes for key personnel for both the BPA and Task Order 1. We also assume resumes would be a part of Volume 3 and excluded from any page limitations. Please confirm.

68. Are resumes required for sub factors 3A and 3B (Staffing and Management Approach) evaluation factors.

69. Can the Government elaborate further on the senior level analyst, mid level analyst and subject matter expert positions? Can you place them in context of civil service equivalents?

70. How many resumes does the government wish to receive for the BPA? Or does the government only expect resumes for the QDR Support task order? Should resumes be included in Volume 3: "Staffing and Management Approach"?

The following answer pertains to questions 56 – 70

Answer: PWS paragraph 5.i contains key personnel requirements for the overall BPA. A Program Manager is required for both the overall BPA and Task Order 1. The Program Manager for the overall BPA is managing the contractor's overall BPA activity and performance. As such, the BPA PM may be charged in

accordance with the contractor's accounting structure, and passed onto the Government in the rates. PWS paragraph 5.i contains key personnel requirements.

Per Factor 3, sub factors 3A and 3B, the quality of key personnel will be evaluated. Section E "Other Clauses", Item 6 "Key Personnel", contains key personnel requirements for the overall BPA. Key personnel for the Task Order 1 are Lead Policy Analyst, Outreach Coordinator, and Lead Administrative Officer. Key personnel requirements for Task Order 1 are under section 2.1 "Description of Work".

Resumes must be submitted for all key personnel, and are part of Volume 3.

71. WHS has issued this solicitation using GSA's E-Buy system, however, proposals are not to be submitted using that system. Is it the Government's intention to award subsequent contracts under the prime contractor's respective GSA schedule?

Answer: GSA E-Buy is being used as a solicitation tool. Proposals shall be submitted in accordance with "Instructions to Offerors". Contract award will be accomplished using the WHS contract writing system.

72. The PWS states OCONUS travel may be required, where to and how often?

Answer: Travel requirements are unknown at this time. Travel requirements, if applicable, will be set forth in each future Task Order.

73. How will notification of contract award be conducted?

Answer: The successful offeror will be notified by email with a letter of award. Unsuccessful offerors will be notified by email of the successful offeror.

74. Will the government impose any constraints/restrictions on BPA award winners' ability to add new members to their team after BPA proposal submittal? This increases overall chances of meeting small business goals, and allows capable companies to join BPA award winner teams after the 4+ awards have been made, thus enhancing capability offered to OUSD P on subsequent proposals.

Answer: Offerors may not make changes to their proposals after submission on November 25, 2008. After award, the Government will not impose any constraints/restrictions on BPA awardees ability to add new members to their team, however, rates established under the overall BPA will not be re-negotiated after award.

75. Technical Exhibit 3 Performance Questionnaire: The Desired Response Date for the Past Performance Questionnaires is blank. May we assume that the questionnaires are due to the government on the same date as the proposals are due?

76. As the submission of Past Performance Questionnaire is outside the control of the offerors, would agency accept and evaluate responses received after the RFQ closing time?

The following answer pertains to questions 75 & 76

Answer: Past Performance Questionnaire's are due on the same date as proposals, November 25, 2008, at 11:00 a.m., no extensions.

77. The BPA structure (page 1) indicates that the BPA will expire in five years or at the end of the FSS contract period, whichever is earlier. The requested pricing information (page 26) is for 12 months, 6 months, 6 months, and 3 months. What is the difference between the two time periods?

78. Clause B. BPA STRUCTURE: This clause indicates that the BPA will expire after five (5) years or at the end of the FSS contract period, whichever is earlier. Please provide clarification for the following:

Would the agency allow performance of the Task Orders issued under the BPA beyond the BPA period of five years, if required?

Would the agency consider the remaining Option Periods (five years each option period) that are included in the FSS?

Would the agency consider and evaluate the remaining FSS contract period including FSS option periods, if any? This may have a significant impact on the agency's abilities to obtain services from the selected companies.

79. BPA structure- the RFP stated that the BPA expires in 5 years or at the end of the FSS contract period; if we have only 1 year on our FSS, does that mean our BPP expires as well? If however, we are awarded another FSS with Base plus 1 option (10 years) with a new FSS contract number; can the FSS contract number replace the old one?

The following answer pertains to questions 77 – 79

Answer: For clarification purposes, under section B "BPA Structure", change the third paragraph to read:

The combined dollar limit of all the BPA's is \$250,000,000.00. The BPA's expire after five (5) years per the Federal Acquisition Regulations.

The Government intends to enter into ongoing five year BPA's with three or more vendors, subject to the terms and conditions of the BPA.

80. Clause C.4 Travel:

Is the local work related travel allowable cost?

Answer: No.

81. Paragraph 2 , page 7: The Ordering information states that "When a task order is required, the Contracting Officer will issue a request for proposal to the BPA Holder"... Does this mean all BPA Holders will be issued a request for proposal?

82. Would the government consider changing the bid/no-bid deadline to within 24-48 hours after bidder's receipt of questions? This allows bidders access to full knowledge that significantly impacts decisions to bid.

83. Is funding for the projected task orders based on the FY 09 appropriation or based on the FY 10 Presidents Budget?

84. Clause E.2. Ordering:

Would the agency clarify if Contracting Officer's suspension four Task Order RFPs applies to the base period also?

Would the agency indicate if each Task Order will be awarded to a single contractor or the agency may make multiple awards for each task order Task Order?

The following answer pertains to questions 81 - 84

Answer: Per Clause E.2 "Ordering", prior to soliciting Task Order proposals, Task Order Work Statements will be sent to all BPA holders with a request to acknowledge receipt within 48 hours. Within 48 hours of issuance of a request for proposals, BPA holders may choose not to participate in submitting a proposal response to the RPP by notifying the Contracting Officer. The purpose of the timing in this language is to enable the Government to seek other procurement approaches as quickly as possible in the event no BPA holders choose to bid. There are no contract terms and conditions which force BPA holders to submit proposals for task orders, either before or after the 48 hour period. Clause E.2 applies to the entire BPA period of performance.

Funding for Task Orders will be identified and established as each Task Order requirement is established.

85. Reference, QDR PWS, Page 27: Will the Government please clarify the type and years of experience required to satisfy the requirement for "OSD experience?"

Answer: Task Order Work Statement Section 2.1 contains contractor staffing performance requirements. No further clarification will be provided.

86. In order to provide accurate pricing can the Government provide a more specific start date for the initial task order?

87. For estimating purposes only, would you please provide a start date for the Task Order? Paragraph 5 of the SOW is identified as the Period of Performance. RFP states award is expected to be in 2nd quarter of FY09 so it may be Jan, Feb or March. For consistency and estimating purposes only, we ask for a start date, otherwise one contractor may choose Jan, another one Feb and another one March.

The following answer pertains to questions 86 & 87

Answer: As a new administration will be responsible for the next QDR, Task Order 1 was established with a significant amount of award flexibility. Accordingly, vendors are required to have their offer acceptance valid through the end of 2nd Quarter FY 2009.

88. Will the amendments discussed at the bidder's conference result in a new proposal submission date?

Answer: The proposal due date will not be extended.

89. The solicitation requires Offerors to submit a Standard Form 1449 with the Price proposal. The SF1449 was not provided in the solicitation, will the Government provide one?

90. Page 36, Section 1, third paragraph. Government requests offerors to include their best firm-fixed pricing on a fully complete and signed SF 1449. A BPA will have no dollar value associated with it so is the SF 1449 referred to for the TO and can the government provide a copy of a SF 1449 that can be filled in?

91. Reference Factor 4: Price, page 43, sect b, (i)) One of the BPA proposal requirements is for the contractor to submit a completed copy of the Standard Form (SF) 1449, blocks 12-18.

The following answer pertains to questions 89 – 91

Answer: An SF-1449 is attached to this amendment.

92. PWS Section 5.c Hours of Operations:

Would the agency need the support on AWS days, if approved?

Answer: PWS Section 5.c. contains sufficient information in response to hours of operation.

93. Are we correct in assuming hours proposed for each CLIN are to be for 100% dedicated staff and offerors can provide the Unit Amount (Per Month) base on equal distribution over the performance period?

Answer: Under Task Order 1, all personnel are full-time.

94. Will the government entertain use of the PES Schedule along with the MOBIS Schedule? The use of the PES schedule will ensure categories are available to meet the requirements of 6.8.3 and 6.8.4.

Answer: No.

95. Reference, Instruction to Offerors, Section 5, Page 38: Will the Government please indicate how many strengths qualify as "multiple" in order to receive a outstanding rating by the Government?

Answer: No specific number of strengths has been established for evaluation purposes.

96. When does any existing BPA's supporting OSD (P) expire?

Answer: Current BPA's were awarded in March 2007 and extend for five (5) years. Current BPA's are nearly at ceiling capacity.

97. Is there a required font for the headings and body of the proposal (i.e., Arial)?

98. Can you provide clarification on the font and point size for graphs and tables (i.e., no less than 8-point font on graphs and 10-point font on tables)

The following answer pertains to questions 97 & 98

Answer: Under "Instructions to Offerors", refer to section 4(b) for proposal format instructions.

99. Would you consider revising the OSD past performance requirement to DoD?

Answer: Past performance call also be demonstrated by past performance for DoD as long as that performance is clearly relevant to the work requirements specified in the PWS

100. PWS Section 4.0 Scope:

Would the contractor need to have DOD approved "possessing facilities" to perform the work?

Answer: The contractor will provide both on-site and off-site support. The DD-254 "DoD Contract Security Classification" applies to all awarded BPA's.

101. QDR SUPPORT TASK ORDER Section 2.1:

This section refers to policy experts. Are offers to include them under Defense Analyst in their price proposal?

Answer: Yes.

As the performance of the work can not discretely scheduled at this time, are the offerors to propose 100% dedicated staffing for each of the performance periods?

Answer: Under Task Order 1, all personnel are full-time.

102. INSTRUCTIONS TO OFFERORS Volume 1- FACTOR 1 and Volume 2 – FACTOR 2:

Would the agency indicate if 10 pages must include information of offeror's entire team or 10 pages are designated for each company included in offeror's proposal?

Answer: The page limit is 10 pages total.

103. FACTOR 1 OFFEROR'S SPECIALIZED EXPERIENCE WITHIN THE LAST FIVE (5) YEARS: Would the agency indicate what information will be used to evaluate Notes 1 through 4 and how this information is to be provided; especially if this information is limited to 10 pages for the entire team?

Answer: Notes 1 through 4 apply information to the information proposed under Factor 1.

104. Specialized experience of the firm and *individuals* - This indicates that the agency will evaluate experience of individuals. Please clarify the following:

Is the Government suggesting that individual experience will be considered as the company's past experience?

Answer: Per Factor 1 (a) "Basis of Evaluation", the basis of evaluation will be to assess the offeror's experience in providing staff who have performed work of similar nature, size, type, and complexity in an environment of a similar nature, size, type, and complexity.

105. Volume 2 – FACTOR 2 – Past Performance: Would some offeror's past performance information may not be included in PRPRIS; CCASS/ACASSS and CPARS. Therefore, would the agency access Past Performance Information Retrieval Systems other than PRPRIS; CCASS/ACASSS and CPARS; e.g. NIH CPPS?

106. Would the agency access past performance information of all companies included in the offeror's proposal regardless if the data is not included in 10 pages?

Answer: Under Factor 2, Note 1, there is no limit on the Government's sources of past performance information.

107. FACTOR 3 STAFFING AND MANAGEMENT APPROACH – Subfactor 2- Quality Control Plan: Would the agency allow the cost of internal quality control as a direct cost?

Answer: Quality control is required for the overall BPA. As such, Quality Control may be charged in accordance with the contractor's accounting structure, and passed onto the Government in the rates.

108. As some of the classified data should be reviewed at the government facilities, would the government provide facilities for internal quality control reviews and approve visits?

Answer: The Method of Surveillance under the PRS and other quality requirements in general is not anticipated to require access to classified information. If classified information is required to enable quality reporting, the Government may arrange for the required access. If access is not possible, reporting in this are will be amended.

109. **FACTOR 4 PRICE:** We believe that the GSA FSSs require the FSS rate to be inclusive of overhead, indirect costs and profit. Please clarify item (a) that suggests different understanding of GSA FSS rates.

Answer: GSA rates often are inclusive of overhead, indirects, and profit. Please refer to Factor 4.1.a. Price.

110. Are we correct in understanding that these instructions are for the BPA and TASK ORDER for QDR SUPPORT is to be provided separately? Is the Price for QDR Task Order to be included in this section?

Answer: Task Order 1 pricing should be provided in accordance with Task Order 1 instructions and should be separate from BPA pricing.

111. **TASK ORDER - QDR SUPPORT:** Please clarify \$1.00 as included for each performance period is meant to include "1" without the \$ sign.

Answer: Quantity under "Surge" CLINS under Task Order 1 is better described as "Lot".

112. On page 18, CLIN 0001 Program Management is defined as BASE PERIOD and CLINS 1002 through 1005 are defined as OPTION1. Note regarding Surge on page 21, indicates Option 1 Surge as 20% of the total cost of CLINS 0001, 1002, 1003, and 0004. Are we correct in assuming that there is only Base Period for PROGRAM MANAGEMENT and PROGRAM MANAGEMENT does not have an Option 1?

Answer: Yes, Program Management will be exercised consecutively for all option periods exercised.

113. Based upon the solicitation's intent to utilize the selected contractors' MOBIS FSS under four distinct SIN's, is it acceptable for the Prime Contractor and its Sub-Contractors, as a team, to hold all four SIN's referenced within the solicitation.

Answer: Yes.

114. Page 6, para E.1.d (Disclosures) Paragraph makes reference to an OCI Analysis/Disclosure form as an attachment, but no attachment is included. Please provide a copy of the attachment.

Answer: OCI Disclosures will apply under awarded BPA's. A sample OCI form is attached.

115. Page 11, para 6.2 (FOIA) states that work shall be performed by the contractor at the contractor's facility. Can the government provide an approximate percentage of work to be performed at a contractor's facility?

Answer: Place of performance will be determined under each Task Order awarded. At this time, there is no FOIA Task Order.

116. Page 14, para 6.8.2 (QDR Support) Government states "Additionally, provide surge capability up to 10 personnel as needed' however this surge capability is not included as a requirement in Task Order #1, QDR Support. Does the Government intend to add this surge requirement to Task Order #1 and if so are we required to price on a T&M basis?

Answer: Under Task Order 1, CLINS 1005, 2005, 3005, 4004, 5005, 6005, and 7005 contain Task Order surge requirements.

117. Page 37, para 4c, (Binding and Labeling) Government states that the cover sheet does not count toward the page limit but does not address whether the Table of Contents (TOC) counts toward the page limit. Does the TOC count toward the page limit?

Answer: No. The TOC does not count toward the page limit.

118. Page 44, PRS#1, Standard column. Standard list is to fill vacancy within 17 days of vacancy being identified. Is the 17 days Federal Government business days or calendar days?

Answer: Calendar Days

119. On page 26, last paragraph indicates that the lead defense analyst is key, at the top of page 27 lead policy analyst, outreach coordinator, and lead administrative officer are key, and the table listing analytical support positions on pages 28-34 indicate lead defense analyst, outreach coordinator, and lead administrative officer are key. Confirm we are correct in assuming the lead policy analyst should be lead defense analyst.

Answer: Yes, the lead policy analyst is the same as the lead defense analyst.

120. Does the statement, "Do not include price data in the specialized experience factor" mean that you do not want information on the contract value of projects that demonstrate specialized experience? If so, to demonstrate similar size and scope what project information should be included? Number of full-time employees? Or, is simply

demonstrating the specialized experience i.e. QDR and outreach work, the most important piece here?

Answer: In general, the basis of evaluation under specialized experience will be to assess the offeror's experience in providing staff who have performed work of similar size, type, and complexity in an environment of a similar nature, size, type, and complexity. Furthermore, Factor 1 contains various types of information that describe specialized experience.

121. Does every individual proposed for task order 1 need to specifically have OSD experience or can we demonstrate OSD experience through the preponderance of the team members and the key personnel?

Answer: OSD experience is preferred, but we'll consider other directly relevant experience as well.

122. Under "Special Task Order proposal and pricing instructions" number 1 (page 40 of 51) it states, "1. The Program Manager requirement will be awarded beginning at Task Order award, and will extend through the end of Option Period 7 (or through the end of the last Option Period exercised, whichever occurs first.)" The Program Management CLINS from "Special Task Order proposal and pricing instructions" are PROGRAM MANAGEMENT (CLINS 0001, 2001, 3001, 4001, 5001, 6001, 7001). Please note CLIN 1001 Option Year 1 is not included. Should we price PROGRAM MANAGEMENT for CLIN 1001, Option Year 1?

Answer: Program management will be exercised consecutively for all option periods exercised. No additional pricing is required.

123. Under "Special Task Order Proposal and Pricing Instructions:" there are no Base Year CLINS for "ANALYTICAL SUPPORT," "OUTREACH COORDINATION SUPPORT," and "ADMINISTRATIVE SUPPORT." Will the RFP be modified to add these CLINS?

Answer: Option 1 CLINS will be the first set of CLINS available for exercise at Task Order award. Again, as a new administration will be responsible for the next QDR, Task Order 1 was established with a significant amount of award flexibility.

124. Are the "Options" in each period expected to have the same period of performance as the Period that they are in?

Answer: For pricing purposes, offerors may establish dates for each option period.

125. Can we provide a proposal with discounts to the MOBIS schedule for an establishment of a BPA or do we have to provide a proposal for Task Order as well? i.e. Can we no bid Task Order 1?

Answer: Offerors shall provide proposals for both the BPA and Task Order 1.

126. Since the BPA is to support the preparation of Policy for DoD; will participating in this effort preclude contractor from any future DoD procurements?

Answer: Any organizational conflicts of interest that arise during BPA performance will be addressed on a case by case basis.

127. The Blanket Purchase Agreement PWS calls for "utilizing the selected contractor's General Services Administration (GSA) Mission Oriented Business Integrated Services (MOBIS) Federal Supply Schedule (FSS) under SINs 874-1 "Consulting Services"; 874-2 "Facilitation Services"; 874-3 "Survey Services", 874-7 "Program Integration and Project Management services." Does the government intend that the prime contractor shall itself hold all four of the referenced SINs or may the prime contractor hold one or more, though not all four, of these SINs and utilize SINs held by subcontractors to make up the total of four?

Answer: The Government will evaluate each offerors total solution for meeting PWS requirements. As a result, individual vendors are not required to possess contracts under each MOBIS schedule identified.

128. Factor 1 – Note 1 The Proposal may receive an increased rating for specialized experience of either the prime or subcontractor for this BPA have performed together in the past for similar work. Factor 2 – Note 3 stated The proposal may receive an increased rating for this factor among offers that include teaming arrangements if the offeror(s) demonstrates that proposed teaming partners for this contract have successfully teamed with the offeror(s) in the past. Can WHS remove these requirements because it is discriminatory and may allow prime contractors to select only contractors whom they have had relationships with? It may also hinder opportunities for small businesses who are trying to establish relationships with Prime Contractors

Answer: No.

129. Factor 1: OFFEROR'S SPECIALIZED EXPERIENCE WITHIN THE LAST (5) YEARS (Specialized experience of the firm and individuals.) ... individuals, Is the RFP referring to Key Personnel as individuals? Please identify Key Personnel.

Answer: Please see the response to questions 56 – 70 above.

130. Clarify the requirement that all overtime must be requested and approved in accordance with the basic BPA. Is the agency referring to premium time or straight time for any hours over eight (8) hours/day or forty (40) hours/week?

Answer: The Government recognizes a (8) hours/day or forty (40) hours/week. Overtime rates should be included in the proposal for the BPA for all five years so they can be requested and approved in accordance with the negotiated BPA rates for each Task Order.

131. Joint venture arrangements are not consistent with the nature of the work to be performed under this RFP. Therefore, joint ventures will not be considered under this solicitation.