

**Pre-Solicitation Questions with Answers (01/24/2012)**

Q#	Question	Answer
1	Could let us know what your interests are in keeping the current staff if another contractor wins?	This is a management decision of the vendor
2	Will this RFP not be automatically posted in FedBizOpps?	When the RFP is issued, it will be posted on the FBO website through FedConnect.
3	Will this be a small business set-aside, and if so, what is the size standard?	Yes, \$7.0M
4	Who is the incumbent?	Systematic Management Services Inc
5	I would appreciate it if you would provide me with that person's name and contact information. My company is potentially interested in this re-compete and we are trying to obtain sufficient data so as to enable us to make an informed decision.	This information can be submitted using a freedom of Information request. The technical point of contact cannot disclose any information regarding the future contract source selection.
6	Is this new work?	This is a re-compete of a previous contract
7	Can you please tell me who is the incumbent and what is the name of the contract they are providing support under?	See Question 4 above. Emergency Operations Training Academy (EOTA) Support Services.
8	Will this reading room be a physical location, or will this be a forum online?	Online web address (Virtual Library)
9	Is there an update on the reading room?	Not at this time
10	Is the incumbent is qualified to bid because of his size?	No
11	The NAICS code you specify 541 which is under 500 people is that correct?	No. The NAICS code is 541611. The size standard is \$7.0M.

**Solicitation (RFP) Questions with Answers**

1	Is this a follow on requirement? If yes then who is the incumbent and what is the contract number?	Yes, Systematic Management Services, Current Contract Number: GS10F0012L/DE-AT52-07NA26901
2	Could you please let us know the number and kind of FTE's required to fulfill the tasks mentioned in the PWS if possible.	All information is contained in the RFP and in the pre Solicitation Documents in FedConnect and Federal Business Opportunities.
3	In reviewing the RFP dated December 22, there is reference to a site visit (Attachment 8, which provides a map), but I cannot find the date and time for the site visit.	The site Visit information is contained in the RFP on or about page 73 of 78. This information can also be found in the Reading Room at <a href="http://www.doeal.gov/EOTA/default.aspx">http://www.doeal.gov/EOTA/default.aspx</a> under

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	Please tell me the date and time of the site visit and if it is mandatory or not.	the tab "Industry Day Information." Attending the Industry Day is not mandatory.
4	Good afternoon, I am interested in attending the pre proposal conference for the Emergency Operations Training and Support (EOTA) contract. Please send me further information on the where about of this conference. I have the time and date from GovWin, which is 1/6/12 at 9am. I look forward to speaking with you shortly.	All information is contained in the RFP and in the pre Solicitation Documents in FedConnect and Federal Business Opportunities. This information can also be found in the Reading Room at <a href="http://www.doeal.gov/EOTA/default.aspx">http://www.doeal.gov/EOTA/default.aspx</a> under the tab "Industry Day Information."
5	The PWS, Attachment 1, (page 1 of 13) in the list of items under 2.0 Background, identifies "adjunct personnel" to augment the core staff, and "consultants" for short term or surge projects. This appears to contradict the descriptions in the CLINs. For example, CLIN 0002 specifies Consultant Staff as doing "...all things necessary for or incident to the technical requirements specified in the PWS..." (i.e. augmenting the core staff), while CLIN 0003 specifies for Adjunct Support Staff to "...do all things necessary for or incident to performing surge support for the technical requirements in the PWS". Please clarify the definitions of Adjunct Support Staff and Consultant Staff.	Consultant Staff – applies to the use of Subject Matter Experts (Consultants). Adjunct Support Staff directly relate to the additional work that may need to be accomplished in a short time frame. But, may also apply to full time positions for longer term projects.
6	Page 52 of 78 (using Amendment #1 paging), Paragraph 1.C.(1). The second sentence implies that relevant Past Performance must be specifically in support of the EOTA, which would unfairly favor the incumbent. A more reasonable and clarified wording would be: "Relevant performance is performance of efforts involving support services that are similar or greater in scope, magnitude, and complexity to the effort described in this solicitation." Is this reworded statement correct?	Relevant performance is performance of efforts involving EOTA Support Services that are similar or greater in scope, magnitude, and complexity to the effort described in this solicitation which does not favor the incumbent contractor.
7	Page 74 of 78 (using Amendment #1 paging), Clause 16(a) requires the Worker and Safety Health Program to be submitted with the proposal. In which Volume should the WSHP be submitted? Also, is there a page count limit for the WSHP?	The WSHP can be an attachment. There is no page count to the WSHP however it should be a complete plan.
8	<b>Font restrictions:</b> The RFP is silent regarding the type font and size for tables and annotations in any included technical diagrams, suggesting that they should conform to the requirement for text (Times New Roman font size of 11 pitch). Studies have suggested that using 11 point Times New Roman in diagrams and tables detracts from readability and, in the case of technical diagrams, significantly limits explanatory annotations. We appreciate the need to keep diagrams and tables readable to facilitate	The Response to the RFP shall be readable to the Government evaluators.

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	<p>proposal review and evaluation, and believe that allowing a smaller type size in diagrams and tables will help make evaluation easier.</p> <p>Accordingly we suggest changing paragraph C.1.f of the Specific Instructions (page 48 of 78) to include the following sentence:</p> <p>'For all diagrams and tables specifically generated for this proposal, callouts and annotations within technical diagrams and all table entries shall be in either Times New Roman or Arial font and shall be no smaller than 9-point; callouts and annotations on diagrams and/or tables taken from other sources may be in their native sizes, but in all cases must be legible to be considered for evaluation.'</p>	
9	<p>The RFQ requires to propose cost for 12,935 Hours/Year Fixed Price Training Support Staff (CLINS 0001, 1001, 2001, and 3001); 9,300 Hours/Year Time &amp; Material cost for Adjunct Support Staff for performing surge support (CLINS 0003, 1003, 2003, 3003); and includes a Not To Exceed Amount for each Consultant Staff for each performance period (CLIN 0002-\$2,870,635.00, 1002-\$1,500,277.00, 2002-\$1,545,285.00, 3002-\$1,591,644.00). All of the CLINS refer to the Performance Work Statement (PWS) dated October 1, 2011, Attachment 1. However, neither clearly defines the day-to-day technical requirements included in the work scope to be performed under the fixed price and by the Adjunct Support Staff surge support or by the Subject Matter Experts. Therefore, would the agency provide clarification for the following?</p>	<p>CLINs 0001, 1001, 2001, and 3001 are fixed price CLINs for the day-to-day work required to accomplish the tasks identified in the EOTA PWS. The amended solicitation (schedule) was changed to remove the labor hours and NTE dollar limit that was present in CLIN 2001 of the originally posted solicitation (schedule).</p> <p>CLIN 0002, 1002, 2002, and 3002 are based on hours for consultants (Subject Matter Experts) with an overall NTE. However the labor rates for the SMEs may vary based the specific skill set and capabilities of the cost NTE of the amount in the specific CLIN to because the SMEs .</p> <p>CLIN 0003, 1003, 2003, and 3003 are based on hours for adjunct staffing with an overall cost NTE of the amount in the specific CLIN to perform additional day-to-day requirements and assist with short term surges in support on an as needed basis. Depending on the tasking adjunct personnel may be of short or long duration and may be part time or full time as there are no time restrictions on their use.</p>
10	<p>What scope of the PWS each Task is to be proposed under the fixed price CLIN 1001?</p>	<p>The scope of the PWS for CLIN 1001 is the same as CLINs 0001, 2001 and 3001 which are the day-to-day requirements to support the EOTA mission.</p>
11	<p>What scope of the PWS each Task is to be proposed for the Adjunct Staff providing the surge capacity? Answer: The day to day operations should be completed by the firm fixed price CLIN personnel, we do not have specific work or percentages of work identified for adjunct personnel. The adjunct positions are available on an as needed, if needed, basis and can be used for long term work or on a short term to augment staff for specific projects.</p>	<p>The day to day operations should be completed by the firm fixed price CLIN personnel and adjunct labor if staffing is structured that way. The adjunct positions are available on an as needed, if needed, basis and can be used for long term work or on a short term to augment staff.</p>
12	<p>Is the staff providing the surge capacity to be dedicated or are they to be used on an as needed basis?</p>	<p>Same as answer above, they can be used in either capacity depending on the task.</p>
13	<p>What scope of the PWS each Task the agency expects to be performed by the Consultant Staff, Subject Matter</p>	<p>Consultants are used as subject matter experts to provide content for course development as well as to deliver content when the course is an instructor led course; consultants are also</p>

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	Experts?	used to assist with development and delivery of exercises. Additionally consultants are used to augment the full-time staff to perform tasks that are outside of the “in-house” capabilities. In short, while consultants are primarily used for their expertise as it relates to the content of training and exercises, they may be used in all aspects of the PWS if required for clearly defined tasks.
14	Are there minimum criteria for Subject Matter Experts?	Selection of consultants is primarily based on the support contractor review of the consultant qualifications and occasional input from stakeholders when appropriate. The support contractor evaluates the consultant’s qualifications against the requirements of the tasks. Their credentials (resume, etc) are evaluated, references and recommendations are checked, and the consultants are interviewed to determine suitability. The support contractor monitors the consultant’s performance during task accomplishment, and also solicits feedback from the customer regarding their satisfaction with the consultant’s performance. Once “approved” for use we add them to our approved vendor list for current or future projects applicable to their respective areas of expertise.
15	As the price proposal is either fixed price or time and material, why is the agency requesting the details such as fringe benefits and G&A in Attachment 3 and how will this information be evaluated?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
16	As the agency is requiring the details such as fringe benefits and G&A in Attachment 3, would the agency allow the selected contractor to adjust the fixed price and Time and Material rates if the actual fringe benefit and G&A rates are higher than proposed?	No. See FAR Part 12.
17	What price information, if any are the vendors to provide for Consultants CLIN 0002 (\$2,870,635.00), 1002 (\$1,500,277.00), 2002 (\$1,545,285.00), and 3002(\$1,591,644.00).	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP by providing the information for each Consultant using Attachment 3 with your price proposal.
18	If vendors are to propose price information for Consultants CLIN 0002 (\$2,870,635.00), 1002 (\$1,500,277.00), 2002 (\$1,545,285.00), and 3002(\$1,591,644.00); what basis are vendors to use in preparing this information?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP by providing the information for each Consultant using Attachment 3 with your price proposal.
19	<p>Clause 9 FAR 52.237-3 Continuity of Services (January 1991) requires the contractor to provide phase-in and phase-out services for up to 90 days. Would the agency clarify the following?</p> <p>a. Please indicate whether this clause is included in the contract of the incumbent contractor? If yes, what will be scope of the incumbent contractor’s phase-out services?</p>	Yes. The incumbent vendor will perform the day-to-day activities during the transition period unless the selected vendor states he does not need a transition performance period.
20	CLIN 0006 indication of the Transition Period from March 1, 2012 through March 31, 2012 conflicts with the 90 day period as included in Clause 9 FAR 52.237-3 Continuity of Services (January 1991). Please clarify.	There is no conflict with Clause 9 FAR 52.237-3 Continuity of Services (January 1991). The Government will allow only a 30 day Transition Period.

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21	As CLINS 0001, 1001, 2001, and 3001 are fixed price, please indicate how the contractor is to invoice incremental cost for these CLINS, e.g. can the contractor submit and be paid against the interim monthly invoices?	Based on the unit of issue which is month (23 month times monthly rate equals total CLIN price).
22	Please confirm that in accordance with RFP Clause C.1. Volume I-Technical Capability (d), the solicitation requires the resume of only one key person, the project manager.	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
23	RFP Clause C.1. Volume I-Technical Capability (e) requires vendors to describe an approach to recruiting key and non-key personnel. Please clarify the agency's expectation of this clause to non-key personnel as they relate to Adjunct Staff and Consultants.	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP regarding management staffing plan.
24	RFP Clause C.1. Volume I-Technical Capability (b), and Evaluation A.2 Volume I – Technical Capability requires the offeror to indicate if it possesses either a “Top Secret” level DoD or “Q” Level DOE Facility Clearance Code. Please clarify whether the offeror is to provide Facility Clearance Code or need to have facilities capable of handling TS or Q documents.	Please refer to FAR Provision 52.212-1 and 52.212-2 regarding Facility Clearance Code.
25	Clause C.2. Volume II- Price (c) mentions “Discounted Hourly Labor Rate”. Please clarify.	You may have standard rates in which you may want to discount to the Government in the proposal.
26	Clause C.2. Volume II- Price (g) indicates CLIN 0006 Transition to be NTE \$5, 000.00. Please indicate how vendors are to indicate this NTE amount in their Price Proposal.	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
27	Clause 3 FAR 52.212-2 Evaluation – Commercial Items includes the following: “The following factors shall be used to evaluate offers: (1) Technical Capability, (2) Price and (3) Past Performance. The Government will evaluate technical capability of each Offeror’s proposal, rank only the technically acceptable rated proposals by price, and then the Government will document the past performance of all Offeror’s past performance submission starting with the lowest priced Offeror... Technical Capability and Past Performance when combined will be evaluated as significantly more important than Price.” Would the agency clarify the following? a. What are the criteria for determining whether technically acceptable?	Answer: Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
28	As the Government has indicated that it will use the NTE estimates for CLINS for Subject Matter Experts (0002,	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP. Failure to provide the information requested in the RFP could result in the Offerors proposal being non-responsive.

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	1002, 2002, and 3002), Adjunct Labor-Surge Support Staff (0003, 1003, 2003, and 3003), Technology Upgrades and other miscellaneous items (0004, 1004, 2004, and 3004), Travel (0005, 1005, 2005, and 3005) and Transition (0006); would the agency confirm that only the price for Firm Fixed Price for CLINS 0001, 1001, 2001, 3001 is to determine the reasonable of price?	
29	Clause 3 FAR 52.212-2 Evaluation – Commercial Items includes the following: “The following factors shall be used to evaluate offers: (1) Technical Capability, (2) Price and (3) Past Performance. The Government will evaluate technical capability of each Offeror’s proposal, rank only the technically acceptable rated proposals by price, and then the Government will document the past performance of all Offeror’s past performance submission starting with the lowest priced Offeror... Technical Capability and Past Performance when combined will be evaluated as significantly more important than Price.” Additionally, for Firm Fixed Price what criteria and basis would be used to determine whether the Firm Fixed Price was reasonable?	Please refer to 52.212-1 and 52.212-2. Failure to provide the information requested in the RFP could result in the Offerors proposal being non-responsive.
30	The Evaluation Criteria only identifies the elements that may be rated unacceptable but does not include any information regarding the rating of Technical Capability. Would the agency indicate whether Technical Capability would be rated only as acceptable or unacceptable (see Evaluation D. The Evaluation Process)?	Please review 52.212-1 and 52.212-2 for this information. Failure to provide the information requested in the RFP could result in the Offerors proposal being non-responsive.
31	Additionally, as the PWS does not include sufficient information to determine the Training Support Staff to be proposed as Firm Fixed Price (CLINS 0001, 1001, 2001, 3001); Subject Matter Experts (CLINS 0002, 1002, 2002, 3002); and Adjunct Support Staff (0003, 1003, 2003, 3003), what basis/criteria would be used to determine whether the Offeror’s Management/Staffing Plan is acceptable or unacceptable?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP. Failure to provide the information requested in the RFP could result in the Offerors proposal being non-responsive.
32	Evaluation A. Volume I – Technical Capability (1) states “The Government will evaluate the Offeror’s technical knowledge, experience and understanding of performing the task area requirements identified in Section 5 of Attachment 1, “Emergency Operations Academy (EOTA) Support Services Performance Work Statement (PWS).” An overall unacceptable rating of this element shall result in an overall unacceptable Technical Capability rating.” As other elements submitted under Clause C.1 Volume I -Technical Capability are separately evaluated; would the agency	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.

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	indicate what information submitted under Clause C.1 Volume I – Technical Capability will be evaluated under this criterion?	
33	Evaluation B. Volume II – Price (2) indicates that the Government will evaluate the reasonableness of the proposed labor categories for Options CLINS 0002/1002/2002/3002. However, the PWS and RFP do not include sufficient information for preparing price proposal for Subject Matter Experts. Would the Government provide additional information for Subject Matter Experts, e.g. estimated hours for types of Subject Matter Experts, minimum and qualification, education, and experience requirements?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
34	Clause C.2. Volume II-Price (c) requires offerors to use NTE estimates provided by the Government for Subject Matter Experts (CLINS 0002/1002/2002/3002). The PWS does not provide sufficient information to determine the requirement in terms of hours for types of Subject Matter Experts. Therefore, the PWS provides insufficient information for preparing Attachment 3 Pricing Worksheet price information for CLINS related to Subject Matter Experts. Would the agency provide further specificity in the PWS for Subject Matter Experts and guidance regarding the requirements for the Price Proposal for CLINS related to Subject Matter Experts?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
35	Clause C.2. Volume II-Price (c) requires offerors to use NTE estimates provided by the Government for Adjunct Labor-Surge Support (CLINS 0003/1003/2003/3003). The PWS does not provide sufficient information to determine the requirement in terms of the surge capacity requirements. Additionally, the rates for the Surge Support would depend on the anticipated use by labor category and the availability of the surge staff will also be dependent on the anticipated requirements. The PWS provides insufficient information for preparing Attachment 3 Pricing Worksheet price information for CLINS related to Adjunct Support Staff. Would the agency provide further specificity in the PWS for Adjunct Support Staff and guidance regarding the requirements for the Price Proposal for CLINS related to Adjunct Support Staff?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
36	Clause C.2. Volume II-Price (e) requires offerors to use NTE estimates provided by the Government for Technology Upgrades and other miscellaneous items (CLINS 0004/1004/2004/3004) and Attachment 3 Pricing	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.

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	Worksheet does not include any requirement for providing any price information for CLINS related to Technology Upgrades and other miscellaneous items. Would the agency provide further guidance regarding the requirements for the Price Proposal for CLINS related to Technology Upgrades and other miscellaneous items?	
37	And what information will the Government use to evaluate the reasonableness of the proposed prices (other than the NTE amounts provided by the Government) for Technology Upgrades and other miscellaneous items?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
38	Clause C.2. Volume II-Price (f) requires offerors to use NTE estimates provided by the Government for Travel (CLINS 0005/1005/2005/3005) and Attachment 3 Pricing Worksheet does not include any requirement for providing any price information for CLINS related to Travel. Would the agency provide further guidance regarding the requirements for the Price Proposal for CLINS related to Travel?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
39	And what information will the Government use to evaluate the reasonableness of the proposed prices (other than the NTE amounts provided by the Government) for Travel?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
40	Clause C.2. Volume II-Price (g) requires offerors to use NTE estimate of \$5,000.00 provided by the Government for Transition (CLINS 0006) and Attachment 3 Pricing Worksheet does not include any requirement for providing any price information for CLIN 0006 Transition. Would the agency provide further guidance regarding the requirements for the Price Proposal for CLIN 0006 Transition?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
41	And what information will the Government use to evaluate the reasonableness of the proposed prices (other than the NTE amounts provided by the Government) for Transition?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
42	On Page 9, under Option Period II – 1 March 2015 – 29 February 2016, CLIN 2001 Training Support Staff includes NTE amount of \$ 1, 545,285.00. Please provide guidance whether offerors are to use this amount in their quotation.	This was corrected in amendment 0001 to the RFP issued on 12/28/2011. This is a fixed priced CLIN.
43	Would the agency identify specific PWS requirements that are to be proposed for 12,935 Labor Hours for Training Support Staff (CLINS 0001, 1001, 2001, 3001); 9,300 Labor Hours for Adjunct Support Staff (CLINS 0003, 1003, 2003, 3003); and Consultant Staff-Subject Matter Experts (CLINS	Please refer to the CLIN schedule and FAR Provision 52.212-1 and 52.212-2 in the RFP.

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	0002, 1002, 2002, 3002)?	
44	Would the agency confirm that in spite of the language included under Supplies or Services indicating that the contractor shall furnish all personnel, labor, materials and supplies and otherwise to do all things necessary for or incident to the technical requirements specified in the PWS entitled "Emergency Operations Training Academy Support Services Performance Work Statement", dated October 1, 2011; the contractor price for all labor CLINS (0001, 1001, 2001, 3001, 0002, 1002, 2002, 3002, 0003, 1003, 2003, 3003 ) is to be based on the Government furnished supplies, materials, equipment, facilities, and furniture?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
45	Would the agency indicate positions or functions needing DOE "Q" clearances?	The requirement is for the Offeror to be able to provide personnel to perform support services who are eligible to possess "Q" Clearance.
46	Please confirm that the Clause 30. NNS-H-1007 Key Personnel, the offerors are to only provide one Key Person.	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
47	It seems that Adjunct Labor-Surge Support (CLINS 0003/1003/2003/3003) would be required on as needed basis. Therefore, it is likely that the individuals performing Adjunct Support may not be needed on a continuous basis. As such, the contractor's staff performing Adjunct Support may not be located in the vicinity of Albuquerque, NM. Therefore, would the agency allow the travel cost for individuals who may have to travel to EOTA for performing Adjunct Staff Functions? Answer: No.	No.
48	Would the agency indicate whether the current contract includes the requirement for Adjunct Staff?	We are currently operating under a different structure than the structure proposed in this RFP. We use a combination of FTEs with consultants to assist with surge requirements.
49	Would the Training Support Staff be allowed to observe Alternate Work Schedule?	Not at this time.
50	How would the Government accommodate additional cost of Training Support Staff caused by increased day-to-day technical requirements or decreases caused by Training Support Staff's being absent from work caused by illness, jury duty or military leave; especially if the Contractor accomplishes all day-to-day technical requirements?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.
51	Are the contractor's home office for cost for conducting administrative activities defined under Task 5.6.1 such as receiving payment (registration fees via cash, check, credit card, and in person or online transaction) and would the Government allow the vendor charges such as on-line systems or hotel administrative charges as direct costs?	Overhead costs for home office staff would not be allowable as charges to the government. The expectation is that contractor staff working at the EOTA site would process these actions and if necessary get assistance from the company's home office.

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52	Would the Government allow labor charges in excess of 8 hours if the actual travel time from the EOTA to temporary work duty station exceeds 8 hours – especially to OCONUS (CLINS 0005, 1005, 2005, 3005 under Supplies and Services)? If not, why not?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP and the CLINs 005, 1005, 2005, and 3005.
53	Would the Government indicate any EOTA specific training that needs to be undertaken by Training Support Staff or Adjunct Staff and indicate how the cost of these labors hours would be paid?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP. It is expected that the Offeror's company will provide qualified personnel, but for training courses that are provided or reimbursable by the Government please refer to PWS task 6.5 Training.
54	Would the Government indicate under the PWS Task 5.3 what other Government Agencies the contractor is expected to support?	All support for this contract is through the EOTA Office in Albuquerque however EOTA may be required to support other agencies.
55	Would the Government indicate how a contractor is to provide in Attachment 3 extended price for CLINS 0002, 1002, 2002, 3002, 0003, 1003, 2003, and 3003 in Attachment 3 when it does not include hours/year and the PWS does not provide any specificity to determine these hours and C.2 Volume II – Price specifically requires offerors to use NTE amounts for these CLINS, and how the Government will conduct determination of Price under the Evaluation Process Step 2?	These are labor rates only. The government will total all CLINs (including the not to exceed cost) to arrived at a Total Contract price.
56	Would Government allow the vendors to submit proposals via FedConnect?	Please refer to 52.212-1 under General Instructions.
57	Attachment 3 - Pricing Worksheet, 1 October 2011 requires offerors to provide labor category and labor descriptions. C.2. Specific Instructions Volume II-Price (b) requires offerors to submit the description of labor categories for Firm Fixed Price Technical Support Staff. However, C.2. Specific Instructions Volume II-Price (c) Subject Matter Experts and (d) Adjunct Labor for Surge Support do not require offerors to submit labor category descriptions. Additionally, Evaluation B. Volume II indicates that the Government will evaluate the reasonableness of the proposed labor categories. Therefore, would the agency respond to the following? a. Are the descriptions of labor categories required for Subject Matter Experts and Adjunct Support Staff for Surge Support?	Yes.
58	Attachment 3 - Pricing Worksheet, 1 October 2011 requires offerors to provide labor category and labor descriptions. C.2. Specific Instructions Volume II-Price (b) requires offerors to submit the description of labor categories for	This is an Offeror's responsibility to determine if the SME has the qualifications to perform the specific function or provide advice to the Government.

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	<p>Firm Fixed Price Technical Support Staff. However, C.2. Specific Instructions Volume II-Price (c) Subject Matter Experts and (d) Adjunct Labor for Surge Support do not require offerors to submit labor category descriptions. Additionally, Evaluation B. Volume II indicates that the Government will evaluate the reasonableness of the proposed labor categories.</p> <p>b. As the PWS does not provide specificity for determining qualification requirements for Subject Matter Experts (CLINS 0002, 1002, 2002, 3002) would the agency indicate what basis the offerors are to use for determining the qualification requirements for labor categories included in Subject Matter Experts (CLINS 0002, 1002, 2002, 3002)?</p>	
59	<p>What criteria and basis will be used to determine the reasonableness of the proposed labor categories?</p>	<p>Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.</p>
60	<p>What criteria and basis will be used to determine the reasonableness of the proposed labor categories?</p>	<p>Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.</p>
61	<p>Please confirm that the descriptions of labor categories are to be included in the Price Proposal. Answer: Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.</p>	<p>Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.</p>
62	<p>Please confirm that Volume II -Price has no page limit.</p>	<p>Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.</p>
63	<p>As the offerors are to use NTE estimates provided by the Government in their Volume II-Price (c) Subject Matter Experts and (d) Adjunct Labor for Surge Support, please explain how the agency is going to use the proposed labor categories and labor rates to establish pricing to be used with labor hours assigned to Subject Matter Experts (CLINS 0002, 1002, 2002, 3002) and Adjunct Labor for Surge Support (CLINS 0003, 1003, 2003, 3003)?</p>	<p>Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.</p>
64	<p>As the PWS does not provide specificity for determining the hours for Subject Matter Experts (CLINS 0002, 1002, 2002, 3002) or assigning hours to individual labor categories for Adjunct Labor for Surge Support (CLINS 0003, 1003, 2003, 3003); would the agency indicate what basis the offerors are to use in estimating hours for labor categories included in Subject Matter Experts (CLINS 0002, 1002, 2002, 3002) and Adjunct Labor for Surge Support (CLINS 0003, 1003, 2003, 3003)?</p>	<p>Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP.</p>
65	<p><b>Font restrictions:</b> The RFP is silent regarding the type font and size for tables and annotations in any included technical diagrams, suggesting that they should conform to the requirement for text (Times New Roman font size of 11</p>	<p>This is acceptable to the Government.</p>

Q#	Question	Answer
	<p>pitch). Studies have suggested that using 11 point Times New Roman in diagrams and tables detracts from readability and, in the case of technical diagrams, significantly limits explanatory annotations. We appreciate the need to keep diagrams and tables readable to facilitate proposal review and evaluation, and believe that allowing a smaller type size in diagrams and tables will help make evaluation easier.</p> <p>Accordingly we suggest changing paragraph C.1.f of the Specific Instructions (page 48 of 78) to include the following sentence:</p> <p>'For all diagrams and tables specifically generated for this proposal, callouts and annotations within technical diagrams and all table entries shall be in either Times New Roman or Arial font and shall be no smaller than 9-point; callouts and annotations on diagrams and/or tables taken from other sources may be in their native sizes, but in all cases must be legible to be considered for evaluation.'</p>	
66	<p>I would like to express my interest in the solicitation referenced above and would like to obtain the information for the meeting on January 6, 2012. I will await your reply to determine if you need any additional information from me.</p>	<p>The Request for Proposals (RFP) solicitation has been posted onto FedConnect. The solicitation can be accessed at <a href="https://www.fedconnect.net/FedConnect/PublicPages/PublicSearch/Public_Opportunities.asp">https://www.fedconnect.net/FedConnect/PublicPages/PublicSearch/Public_Opportunities.asp</a>. You can read the questions and answers either on the site above or at <a href="http://www.doeal.gov">http://www.doeal.gov</a> under the selection of <a href="http://www.doeal.gov/EOTA/default.aspx">http://www.doeal.gov/EOTA/default.aspx</a>. The information you that you are requesting is on the site above and also contained in the RFP. Please refer to the information in the RFP which will provide you the date, time and location of the Industry Day.</p>
67	<p>Would the Government indicate what other federal agencies are being provided support under current contract for the Performance Work Statement 5.3 Task Area 3 – Mission Related Work for DOE, NNSA, or other Government Agencies and whether this support is expected to be continued under the new contract?</p>	<p>See answer to Question 54.</p>
68	<p>Would the Government indicate whether the Performance Work Statement 5.3 Task Area 3 – Mission Related Work for DOE, NNSA, or other Government Agencies is considered to be included in Firm Fixed Price Technical Support Staff for day-to-day support (CLINS 0001, 1001, 2001, and 3001), or Adjunct Labor for Surge Support (CLINS 0003, 1003, 2003, and 3003) or Subject Matter Experts (CLINS 0002, 1002, 2002, and 3002)?</p>	<p>The day to day operations should be completed by the firm fixed price CLIN personnel, we do not have specific work or percentages of work identified for adjunct personnel. The adjunct positions are available on an as needed, if needed, basis and can be used for long term work or on a short term to augment staff for specific projects. Consultants are used as subject matter experts to provide content for course development as well as to deliver content when the course is an instructor led course; consultants are also used to assist with development and delivery of exercises. Additionally consultants are used to augment the full-time staff to perform tasks that are outside of the "in-house" capabilities. In short, while consultants are primarily used for their expertise as it relates to the content of training and exercises, they may be used in all aspects of the PWS if required for clearly defined tasks.</p>
69	<p>Clause 31(a) NNS-H-1008 Government-Furnished Facilities and Services (Nov 2009) states that the Government will</p>	<p><b>31. NNS-H-1008 GOVERNMENT-FURNISHED FACILITIES AND SERVICES (Nov 2009)</b>  (a) During contract performance, the Government will make available workstations</p>

Q#	Question	Answer
	<p>furnish the contractor office space for approximately twelve individuals and additional space may be provided by the government as NNSA project demands. Would the Government indicate whether office space for twelve is for: 1) firm fixed price day-to-day support (CLINS 0001, 1001, 2001, and 3001); 2) firm fixed price day-to-day support (CLINS 0001, 1001, 2001, and 3001) and Adjunct Labor for Surge Support (CLINS 0003, 1003, 2003, and 3003)?</p>	<p>for up to twenty five total individuals to be utilized by seventeen full time (either FFP or Adjunct labor) and on an as needed basis for part time, or consultant labor at:</p> <p style="text-align: center;">US Department of Energy/NNSA Emergency Operations Training Academy 2201 Buena Vista Dr. SE, Suite 203 Albuquerque, NM 87106</p> <p>Additional office space may be provided by the Government as the NNSA project demands. (b) On-site utilities and office furnishings, standard manuals, supplies, and access to the Government computer systems may be furnished by the Government on an as-required basis. The Government may also provide all telephone and janitorial services, and on-site mail service for the on-site facilities during contract performance. "On-site" means a Government specified location at a Government facility.</p>
70	<p>Would the Government confirm that under Clause 31 (a) NNS-H-1008 Government-Furnished Facilities and Services (Nov 2009) the Government will furnish the contractor office space for the support being provided by the Subject Matter Experts (CLINS 0002, 1002, 2002, and 3002)?</p>	<p>See answer to Question 69.</p>
71	<p>Subject to the approval of the COR, would the Government allow, when appropriate the support provided by Adjunct Labor (CLINS 0003, 1003, 2003, and 3003) or Subject Matter Experts (CLINS 0002, 1002, 2002, and 3002) to be performed at locations other than the Government facilities, e.g. at the work locations of the Subject Matter Experts or the Adjunct Staff</p>	<p>This is a project or task specific situation. Higher rates for "Off-site" work will not be authorized; however, it is a common practice to work with consultants both here at the EOTA worksite as well as via long distance from the consultant's office. We do not currently have adjunct personnel so this will be a new situation we will need to work through, but the desired state is to have full time personnel here at the EOTA location, and depending on the task and the duration of employment of an adjunct laborer it may be in the government's best interest to occasionally have adjunct personnel work from off-site locations.</p>
72	<p>To the best of our knowledge the current contract ends on February 29, 2012. However the Supplies or Services state the Transition Period of Performance from March 1, 2012 through March 31, 2012 and Based Period in the underlined header is from 1 Mar 2012 – 28 Feb 2014 while at the bottom the Period of Performance is stated to be April 1, 2012 through February 28, 2014. Therefore, would the agency respond to the following: a) As the new contractor will be in the transition period, would the Government indicate which contractor would be responsible for providing the support for the period from March 1, 2012 through March 31, 2012?</p>	<p>See answer to Question 19.</p>
73	<p>To the best of our knowledge the current contract ends on February 29, 2012. However the Supplies or Services state the Transition Period of Performance from March 1, 2012 through March 31, 2012 and Based Period in the</p>	<p>See answer to Question 19.</p>

Q#	Question	Answer
	underlined header is from 1 Mar 2012 – 28 Feb 2014 while at the bottom the Period of Performance is stated to be April 1, 2012 through February 28, 2014. Therefore, would the agency respond to the following: b) If the new contractor is to be responsible for providing the support, would the Government make appropriate revisions to the period of performances?	
74	Schedule for Supplies or Services for ODC Travel (CLINS 0005, 1005, 2005, and 3005) restrict cost of labor charges to 8 hours during any travel. These CLINS refer to a definition of "Travel Day". Within the solicitation document, we have not been able to locate this definition of travel day. Would the agency provide this definition and provide any federal regulations or laws that are used to develop this definition of "Travel Day"?	Please refer to the Federal Acquisition Regulation and GSA Federal Travel Regulations contained in the CLIN 0005.
75	Schedule for Supplies or Services for ODC Travel (CLINS 0005, 1005, 2005, and 3005) and ODC – Technology Upgrades & Other Miscellaneous Items (CLINS 0004, 1004, 2004, and 3004) state that these CLINS are NON FEE BEARING/NON-INDIRECT COST BEARING REIMURSABLE, NOT TO EXCEED CLINS. However, the contractors using a total cost accounting system developed in accordance with DCAA requirements for total cost accounting system will have to apply the indirect rates to these CLINS. Would the agency provide any rationale why the contractors will not be allowed to apply indirect rates to these CLINS?	This is a commercial contract (See FAR Part 12).
76	As the New Mexico Gross Receipt Tax (NMGRT) Rate may change during the performance period of this contract, would the agency indicate how it will modify the burden labor rates to make equitable adjustment to the contractor's rates for accommodating increases in NMGRT?	See FAR Clause 52.212-4 (k), Taxes. Offerors will not receive an equitable adjustment to the NMGRT.
77	Other than Attachment 3 – Pricing Worksheet, we are unable to find any instructions for submitting the total Price Proposal that combines costs for all CLINS for each period of performance. Would the Government indicate how the offerors are to submit costs for CLINS for each performance period?	Use the Schedule B and the list of CLINS
78	Would the Government indicate whether the prime contractors are required to provide subcontractor's labor rates and if yes, how they are to be provided?	Please refer to FAR Provision 52.212-1 and 52.212-2 in the RFP. Offerors shall provide information as to how each labor description/category/rates was developed.
79	Supplies or Services Schedule include the following Labor Hours: CLIN 0002 -25,870, 1002-12,935, 2002-12,935, and	The Labor Hours CLINs 0002, 1002, 2002, and 3002 for Consultant Staff/SMEs are not directly associated with CLINs 0001, 1001, 2001, or 3001. CLINs 0001, 1001, 2001, 3001

Q#	Question	Answer
	<p>3002-12,935. Would the Government confirm that these hours are for Consultant Staff (Subject Matter Experts) for which the offerors are to include the Government provided NTE total amounts and these hours were not meant to be associated with Technical Support Staff (CLINS 0001, 1001, 2001, and 3001)? If the hours for Technical Support Staff (CLINS 0001, 1001, 2001, and 3001) are not provided by the Government then would the Government either provide specific PWS elements and the frequency of support (e.g. continuous, daily, or weekly) it considers to be included in the firm fixed priced cost for Technical Support Staff (CLINS 0001, 1001, 2001, and 3001)? The current PWS and the solicitation do not provide sufficient specificity to estimate a firm fixed price for Technical Support Staff (CLINS 0001, 1001, 2001, and 3001).</p>	<p>directly relate to performance of day-to-day support to EOTA. See the answer to Question 9.</p>
80	<p>C. Specific Instructions: 2. Volume II-Price states that the offerors will use NTE amounts for Subject Matter Experts (CLINS 0002, 1002, 2002, and 3002) and Adjunct Labor (CLINS 0003, 1003, 2003, and 3003). However, Attachment 3 requires offerors to provide the information to establish price for these CLINS. These rates will be dependent on the estimated hours for each category and the frequency of usage of these categories. The current PWS and the solicitation do not provide sufficient specificity to estimate labor hours or the frequency of usage for the labor categories to be used under these CLINS. Therefore, would the Government provide clarification regarding whether offerors are to use NTE amounts and provide further specificity that can be used by offerors in developing the information for Attachment 3?</p>	<p>Use Attachment 3 to provide the how the labor hour rate was developed for each labor category of Consultant and Adjunct personnel. The NTE price has been established for these CLINs using the schedule of CLINs.</p>
81	<p>Page 47 of 77 (using Amendment #1 paging), Section C, 1(f) pertaining to Volume 1 specific instructions states that technical diagrams, if used, shall be limited to 2 pages and shall be attachments to the Volume 1 - Technical Capability. Please confirm that "technical diagrams" does not include call out boxes, figures, or charts that are embedded in the text of the document.</p>	<p>The technical volume shall not exceed 25 pages. It is up to the Offeror to not to exceed the page count.</p>
82	<p>2. Page 47 of 77 (using Amendment #1 paging), Section C, 1(f) pertaining to Volume 1 specific instructions states that a minimum Times New Roman font size of 11 pitch is required. Does the font/pitch requirement apply to figures, captions, headers/footers, tables, charts, graphics and the like?</p>	<p>No but the information shall be readable to the Government Evaluators.</p>
83	<p>Solicitation, Past Performance, p.48 says, "For each contract referenced, the Offeror shall furnish the</p>	<p>This should read Attachment 4.</p>

Q#	Question	Answer
	information at Solicitation Attachment 5 - Past Performance Contact Information (approximately 3 pages per referenced contact)." - Should read, ". . . Attachment 4 . . ."	
82	Attachment 4 – Past Performance: Items “K” and “L” appear to be the same.	Disregard item “L” however provide information In Item K
83	1/5 is the deadline for questions to be answered at the conference. Is there a drop-dead date for submitting all questions?	Questions will be answered as soon as possible after being submitted, however, the Government will not extend the due date just to answer questions.
84	The total labor hours and NTE amount at the bottom of page 9 appear to be inserted here incorrectly. Will you please you confirm?	See answer to Question 42.
85	Are diagrams as explained in section C.1.(f), page 48 included in the 25 page technical volume restriction or in addition to the 25 page limit?	Yes.
86	Transition funding is listed as NTE 5,000 in section 2.(g.) page 49. Is this correct?	Yes. FFP of \$5,000.00
87	Is there a specific software program that must be used for Emailed proposals; e.g. is either Word or Adobe acceptable?	Yes.
88	Section 3. FAR 52.212-2 EVALUATION--COMMERCIAL ITEMS (Jan 1999) on Page 51 of the proposal states that Technical Capability and Past Performance when combined will be evaluated as significantly more important than Price. However the evaluation procedure outlined on page 54, paragraph states that “If the lowest price evaluated offer receives an acceptable "Technical Capability" and a "Substantial Confidence" performance confidence rating and is determined to be responsible, that offer represents the best value for the Government.” This citation indicates a lowest price technically acceptable acquisition strategy which is contradictory to the first citation which more clearly indicates a best value acquisition strategy. Will you please clarify whether this will be a best value or lowest price technically acceptable selection process and explain if the evaluation procedure will be modified to synchronized the evaluation procedure with the appropriate award criteria?	This is a best value evaluation.
89	Does EOTA anticipate adding more tasks, and if so will offeror be able to request additional funding?	No. This is not a task order contract. References to Task Order should have been corrected in Amendment 0002.
90	Does the Government have labor category descriptions to be used?	This is the Offeror’s responsibility to provide labor category descriptions based on the requirements of the PWS since the Offerors is the expert in performing the services requested.
91	What are the payment terms? Fixed fee paid 1/12 in advance and contactor costs net 30 from billed?	Monthly invoicing.
92	What is the page limit on attachments?	Technical Volume has a two page limit including attachments. Past Performance volume has

Q#	Question	Answer
		a 20 page limit. There is no page count for the price proposal.
93	Do we need to submit plans where plans are required for funding, such as the safety plan, or do we simply need to acknowledge that we will comply with providing the plans and policies required before funding starts?	The safety plan is part of the requirements to be submitted with the proposal. This is not reimbursable.
94	Do staff and the facility need to have Q level clearance before submitting or only before funding?	The Offeror needs to be able to provide individuals that are eligible to obtain the proper clearance at the time of award.
95	There is different numbering in the pre-solicitation vs the schedule vs the solicitation. Is there one source we should be using or does it matter?	You should be using the request for proposals issued using the SF1449 with schedules and all amendments.
96	Please explain Item #4 in Volume II, pricing.	The Offeror is responsible for providing all the information requested in the RFP. Failure to provide all information requested may deem an Offeror's proposals to be non-responsive and eliminated.
97	The schedule says in FAR 52.212-1 INSTRUCTIONS TO OFFERORS -- COMMERCIAL ITEMS (Jun 2008) "(11) If the offer is not submitted on the SF 1449, include a statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation. Offers that fail to furnish required representations or information, or reject the terms and conditions of the solicitation may be excluded from consideration." What does "on the SF1449" mean? It is just a PDF.	The SF1449 is the cover to the complete RFP. It needs to include the Schedule B which contains the prices along with the price proposals and all fill-ins.
98	<b>Reference: Instructions to Offerors</b> If portrayed on 8.5 x 11 sheets, are organization charts and staffing charts "technical diagrams" and thus required to be presented as Attachments to Volume I-Technical Capability Information?	This is an Offeror's decision as to how the information is presented.
99	No allowable deviation from the 11 point TNR font is stated for tables, charts and graphs. May offerors use 10 point or 9 point fonts for these exhibits?	Yes.
100	Please confirm that the Past Performance form/format to be used is <b>Attachment 4</b> to the Solicitation <u>not</u> <b>Attachment 5</b> as stated on said page 50, item (b). <b>[(page 50 (b))]</b> .	This is correct. This was corrected in Amendment 0002 issued on 6 Jan 2012.
101	Option Period 2 shows Training Support Staff CLIN 2001 at 12 Months/2,935 Hrs for a not to exceed (NTE) price of \$1,545,285. Neither the base period, nor the other option periods for Training support staff show an NTE price. Is this correct?	This was corrected in amendment 00001
102	Who specifically supports CLINs 2 & 3 – EOTA contractor staff or adjunct staff?	The selected Offeror will be responsible for being able to provide support for CLIN 0002 and 00003.
103	<b>Reference: PWS</b> 5.1 Are there any functional; assessment data cross-	

Q#	Question	Answer
	referenced to the courses in the catalog?	
104	5.1.1.3 If instructors must be “expert”, please advise the Government’s criteria for “expert”.	It is up to the offeror to provide the definition for SMEs with their proposal..
105	5.2.5 The evaluations shall use “.... Data received from formal inspection programs to validate training effectiveness” Where will this data be generated – from the offeror’s or the Government’s inspection program at EOTA or from across the DOE/NNSA complex?	The data will be gleaned from a combination of sources related to EOTA actions and from evaluation activities throughout the DOE/NNSA and other applicable agencies.
106	5.3 Please advise how the scope of additional support to other entities may be defined and cost-estimated such that unfunded mandates are avoided.	If an external organization requests work, we will scope the work based on their requirements. We then estimate the work. If the work cannot be included into our current work force then we will ask for additional support from the selected offeror.
107	5.6.1.2 Please provide examples of products requiring accreditation/certification, and by whom accreditation/certification will be made.	Examples are any of our existing courses that may provide someone with CEUs or “credit” toward achieving or maintaining a certification with the governing body
108	5.6.5 How many MoUs and MoAs will need to be reestablished by a new contractor?	We currently have zero formal MoUs or MoAs
109	5.6.5 How will “the special projects as directed by the COR” be estimated and documented if not part of the contract?	We will adjust the workload and schedules as needed to perform any special projects.
110	<b>Reference: General Questions</b> Can you provide the current organizational structure of EOTA?	No. This information is in the PWS
111	<b>OCI:</b> It is our understanding that an EOTA staffing study was recently conducted. a. Are the results of that study relevant to this proposal?  b. If relevant, will the government provide the data from that study?  c. If the data is relevant and provided, would the company that conducted the survey be eliminated from competition under the organizational conflict of interest (OCI) rules	a. The results of the study are not relevant to the immediate proposal for a few reasons. First, the study was an examination of the incumbent contractor's staffing under the previous requirement, which was far more prescriptive than the immediate requirement in that the previous requirement specifically identified positions that required staffing. For the immediate requirement, the Government is not interested in being as prescriptive with respect to staffing because it limits Offerors' abilities to propose unique approaches. Second, the Government did not use or rely on the results of the study when it defined the immediate requirement. Lastly, the study will not be used in any way as part of the evaluation process. b. The Government will provide a copy of the EOTA Staffing study for informational purposes only, and only to the extent that the information contained in the study is not proprietary. It should be stressed that the Government does not believe the study to be useful, and could in fact lead Offerors astray by focusing Offerors on the previous requirement as opposed to the immediate requirement. c. The Government has determined that the data is not relevant. The Government is choosing to provide the study for transparency purposes. Because the data is not relevant and because the Government does not believe the company that conducted the survey gained any unfair competitive advantage, the company that conducted the study will not be excluded. The Government reserves the right to reconsider this determination at any time.
112	CLIN0006 does not indicate the \$5000 NTE value stated in	CLIN 0006 is a firm fixed Price of \$5,000.00.

Q#	Question	Answer
	paragraph (g) on page 49. Are we to assume the CLIN0006 NTE cost is \$5000 and are there NTE labor hours estimated by the government for this activity?	
113	Additionally, is the \$5000 NTE cost questioned above only for direct labor or is it inclusive of all costs (i.e., travel and ODC's?). If it does not include travel and ODC, will the Government amend the Period of Performance for CLIN0004 and CLIN0005 to begin March 1, 2012?	CLIN 0006 is a firm fixed Price of \$5,000.00 and is inclusive
114	CLIN2001 indicates a value for total labor hours (12,935) and NTE cost (\$1,545,285). These values appear to be the values provided for CLIN2002. Are the costs and labor hours for CLIN2001 as indicated or are they to be derived by the bidder as is the case for CLIN0001, 1001 and 3001?	This was corrected in Amendment 00001. CLIN 2001 does not have any estimated hours or price.
115	CLIN2001 indicates a value for total labor hours (12,935) and NTE cost (\$1,545,285). These values appear to be the values provided for CLIN2002. Are the costs and labor hours for CLIN2001 as indicated or are they to be derived by the bidder as is the case for CLIN0001, 1001 and 3001?	This was corrected in Amendment 00001. CLIN 2001 does not have any estimated hours or price.
116	Did the government's NTE estimated costs provided for each option year's Consultant Staff and Adjunct Support Staff contain an escalation? If so, what is that value?	The Independent Government estimate will not be provided.
117	On page 22, (ii) 52.219-8- Is the \$650,000 a cumulative value over the life of the contract or on an annual basis?	Please refer to 13 CFR 124 for definition of a Small disadvantaged business concern.
118	On page 24, 9. FAR 52-237-3- Is this clause within the existing GS10F0012L/DE-AT52-07NA26901 contract?	It is included into the Task Order by reference from the GSA Schedule
119	On page 30, 13 DEAR 952.208-70- Should less than 5000 copies of a single unit or no more than 25000 units in aggregate be incurred, are these costs reimbursable under the respective ODC CLIN?	Yes.
120	On page 30, 13 DEAR 952.208-70, paragraph (2)- Is there a minimum notification timeframe to notify the CO for production?	This will be coordinated with the COR during the performance of the contract.
121	On page 32, 17. DOE-G-1007- What is the pecking order for the list of COR's?	There are primary and alternate CORs assigned to this requirement. At the time of award, the selected offeror will be informed as to the responsibilities of the primary and alternate COR.
122	The Note section on the Past Performance Contact	Please refer to this note locate in the Past Performance Contact information: (NOTE: If the

Q#	Question	Answer
	Information form refers to the "Organizational Structure Change History" provided as a part of you Past Performance Volume. Section C. Volume III-Past Performance on page 78 of the RFP does not discuss or require such history. Could you please explain what is required/meant for the Organizational Structure Change History.	company or division performing this effort is different than the offeror or the relevance of this effort to the instant acquisition is impacted by any company/corporate organizational change, note those changes. Refer to the "Organizational Structure Change History" you provided as part of your Past Performance Volume).
123	Items K. and L. on the Past Performance Contact Information form appear to be the same. Should item L. be eliminated from the form?	Yes, this is a duplicate
124	The Past Performance Contact Information form requires contact information for an Administrative Contracting Officer. Should one not be available for a contract, is it permissible to state does not apply (DNA)?	No. You must provide the Government with a Point of Contact so that we can verify the information.
125	Section 30. NNS-H-107 Key Personnel on page 37 indicates that Key Personnel are dedicated full-time to this contract. Section C Specific Instructions: 1. Volume 1- Technical Capability on page 48 indicates need for only one resume-that of the Manager/Supervisor. Is the Manager/Supervisor expected to be physically located at the EOTC in Albuquerque (AL), NM? Additionally, where is the Manager/Supervisor required to work to support this contract?	Yes, Albuquerque
126	We plan to submit the Worker and Safety Health Plan in Volume 1. Is that correct? If the government does not prefer the WSHP in Volume 1, in what volume should it be included?	See answer to question 92.
127	The proposal delivery address identified in the RFP does not appear to be complete as it does not have a street address for FED EX deliveries identified. Could you please resubmit the complete address?	This has been corrected in Amendment 0003 issued 6 January 2011
128	There seems to be a 7% New Mexico tax that has to be applied to services. Could you please provide any instances where you think the tax would not be applied such as work being performed outside the state of New Mexico, or is this a tax rate that will always apply because the invoicing and payments are issued out of the state of New Mexico?	All work is performed within the State of New Mexico.
129	During our visit can we be supplied with a list of all current subcontracting personnel (employees and consultants) that are supporting EOTA and its scope of work?	

Q#	Question	Answer
130	During our visit can we be supplied with an organizational chart that shows the individuals by name, title, and who they report to?	Please refer to <a href="http://www.doeal.gov">http://www.doeal.gov</a> . this information may be found in the documents on this website.
131	Concerning the Technical Proposal, can attachments (Diagrams and Tables) be excluded from the total page count?	Please refer to FAR Provision 52.212-1 and 52.212-2.
132	Concerning attachment 4, Items K & L seem to be repeat statements. Is this a cut and paste error	K and L are duplicates please answer only one of these.
133	Concerning the Technical Proposal, can the Table of Contents be excluded from the total page count?	Please refer to FAR Provision 52.212-1 and 52.212-2.
134	If we use an 11x17 size page in our proposal will it count as one page?	Please refer to FAR Provision 52.212-1 and 52.212-2.
135	The both based on the number of months required to perform the tasks. However, CLIN 2001 not only lists the number of months but after the CLIN description it also lists the Total labor hours of 12,935. Is CLIN 2001 correct and if so shouldn't CLINs 0001 and 1001 have the labor hours listed as well?	See Amendment 00001 to this requirement.
136	How are hardware and software upgrades for workstations, network appliances and web training equipment acquired? Will the contractor be required to predict costs and build this into the proposal or is this addressed outside of the normal operating budget?	These are either purchased by the support contractor and reimbursed by the government, purchased by a federal employee using a Government Purchase Card, or provided by the government through partnerships with other federal organizations.  Please refer to FAR Provision 52.212-1 and 52.212-2.
137	Solicitation DEL-SOL-0003174 indicates offers may be submitted on the SF 1449. Is the completed SF-1449 to be included in Volume II - Price Proposal, along with the necessary fill-ins and certifications in FAR Provision 52.212-3 and pricing information?	Please refer to FAR Provision 52.212-1 and 52.212-2.
138	A PO Box address is provided for mail delivery and a location is provided for hand delivery of the proposal. Might a street address be provided for FedEx carrier delivery?	This has been corrected in Amendment 0002 issued 6 January 2012
139	Three weeks is insufficient time for other than the incumbent to prepare a credible bid; is there a possibility for an extension?	The RFP due date has been extended until 31 January 2012 at 11:00 am ET
140	If current staff is transitioned to a new contractor, is there a requirement to provide equal benefits/compensation packages as offered by the incumbent? IF so, what provisions is DOE requiring in terms of compensation and benefits? What are current benefits / compensation packages?	This information should be a part of your price proposal however the government will not evaluate this as being separate item. This is not a M&O contract. This is unknown to the Government. This is a commercial acquisition.
141	What were the elements taken into consideration in the RFP CLIN elements and cost ceilings?	Historical data.

Q#	Question	Answer
142	The Transition period covers a 30 day period (CLIN 0006) with a ceiling of \$5,000.00 (Vol. II (g)); is this information accurate? What was the basis for this amount limit?	This has been corrected, please refer to Question 86.
143	If EOTA is making on-site space available for 12 individuals, what is the basis for requesting facility clearance capabilities or intentions to obtain one?	Please refer to the RFP item 31 for Government furnished facilities. Facility clearance is a Government requirement based on the access the contractor staff may have during the performance of the contract.
<b>Industry Day Questions</b>		
144	What is the average number of (per year) of Services delivered CONUS?	To date all of our services have been offered CONUS we have not offered any services overseas yet, but have had some international customers here at EOTA in Albuquerque, NM. We deliver approximately 10 - 14 instructor led courses, 6 - 9 on line courses, and a variety of analysis or other related projects each year.
145	In what Subject matter areas are experts required?	We use a wide variety of consultants including but not limited to those with expertise in the following: Crisis Communications; ICS (Incident Command System) Law Enforcement and Fire Department Specialists; Exercise Specialist; Health Physicist, Radiological Scientist; Training Specialist & Analysis; Emergency Public Information; RND Executive Administrative Specialist; RND Law Enforcement/Behavioral Training; RND Technical Consultant; RND Analysis; RND Exercise Controllers/Evaluators; RND Exercise Development and Delivery Specialists.
146	On page 4 of the RFP doe the reference to 25,870 hours relate to CLIN 0001 or CLIN 0002?	CLIN 0002
147	How do you qualify the SME's...does the Government or Contractor qualify the SMEs?	See question # 14 above. A list of previously used (approved) consultants/vendors will be provided in the reading room.
148	For evaluation purposes, will current TS Facility Clearance be more favorable than an description of how Offeror will obtain one?	No.
149	How are small businesses made aware of current subcontractors on EOTA in order to build their team?	A list of consultants that have performed under previous contracts will be posted in the reading room.
150	Can they request subcontractor POC names in order for potential teaming?	The Government will not get involved with an Offeror business practices regarding teaming arrangement.
151	Given the requirement to pay NMGRS for work performed in the State of New Mexico for the training support staff, is it acceptable to estimate a number of hours , XX hours, that will be out of state and exempt from the requirement to pay NMGRS? For example: given a full-time training staff member can an Offeror make assumption that XX number of hours say 160 will be performed out of state? In this instance, the Offeror would only have to pay NMGRS on 1920 hours.	The Government will not tell an Offeror how to price his proposal.
152	Are the hours and NTE costs for Adjunct Staff and Subject Matter Experts based on experience of work that is not currently being done by dedicated staff?	Our current organizational structure does not discern between dedicated staff and adjunct personnel. We believe we have provided enough information regarding the primary staffing requirements in the RFP.
153	What NMGRS rates will we need to use for New Mexico locations?	The current rates in effect at the time of the proposals are due.

Q#	Question	Answer
154	Is the agency going to define/quantity the technical support either as functions or hours?	The requirements for this acquisition are specified in the PWS and in the RFP.
155	Will the Answers to questions be issued as a formal amendment (made a formal part of the solicitation) or just as informational clarification or both?	Both
156	How will the proposal evaluation be done.	The process is outlined in the RFP at FAR Provision 52.212-2.
157	What is the number of Full time employees currently fulfilling the work?	The Offeror needs to tell the Government how they plan to perform the work at EOTA.
158	Absorbing current Staff?	This is the Offeror's responsibility to determine his needs based on their proposal.
159	Is the Government happy with the current staff?	This proposal is a recomplete of a contract that has served its period of performance. This is a decision of the Offeror.
160	Are the documents on sharepoint?	No.
161	Do the elements include student database, what logistics functions, and what is the functionality of database? Note: The PWS does not provide detail.	We have multiple databases with various functionalities. Our Learning Management System (Absorb) is a database of student records and course information; we use an analysis database (Vision) to house a multitude of data-points related to an analysis and course materials; we also have numerous databases that support different functions associated with our SharePoint site; our ISO storage systems for documents (QPulse) uses a database and other functions within the organization to a lesser degree may also use a database. Our primary database application is the Standard Query Language (SQL 2008) but we also have a small presence in an MS Access 2007 database.
162	How much work do you actually do?	4 on-line courses and 4 planned courses
163	What is work for others ?	Work for others is work that we may do for other organizations outside of our primary mission of supporting the DOE/NNSA/NA-40 Office of Emergency Operations.
164	What is RND?	RND is an acronym for Rad Nuc Detection.
165	Courses tailor to customer needs. How do you customized content?	We may have a course offered to various audiences and we sometimes tailor a course to a specific audience by using scenarios and examples from their community and showing how the principles of the course apply to that specific audience.
166	Questions are being provided in live format. Will these questions be provided in writing?	Yes.
167	Is the program SSA an NA40 or EOTA person?	NA-40
168	Hard copy delivery is required by the solicitation. Will electronic copies be accepted?	Yes. See FAR Provision 52.212-1 which provides numerous methods in which to submit your response to the RFP.
169	Hours for consultant staff what are they?	See the actual CLIN and Section F for an estimated number of hours.
170	The evaluation criteria provided is it only the technical support staff?	No Please read FAR provision 52.212-1 and 52.212-2 technical capability and past performance when combined are significantly more important than price.
171	Will the not to exceed amounts be included in total price for comparison?	These will be used to determine total contract price.
172	Page 4 of the RFP, 25,870 hours, what CLIN is associated with the hours.	CLIN 0002. See amendment 0002 to the RFP.
173	Labor hour CLINs, do you propose the rates but not the hours?	Correct.

Q#	Question	Answer
174	Will you explain the labor rates and how the NTE amounts will be used for evaluation and what the Government expects the pricing proposal to look like?	The labor rates will be evaluated for reasonableness and the price should be the NTE price.
175	In terms of rates, the contractor makes determine the mix and skill?	Yes.
176	Will the hours and the NTE be the same?	The hours and NTE are estimates that are used in computing the overall price of the proposals.
177	Is the Government looking for name associated with each SME proposed?	No. the Government expects that the Offeror will be able to address the SME's qualifications .
178	If we propose Adjunct Staff do we put \$0 for that element or use the NTE Amount?	For the CLINs related to the Adjunct Staffing the NTE dollar amount is to be used.
179	Paragraph C & D does not ask for description of SME?	This is correct however the Attachment 3 requires the description of the SME with the rate. This was addressed in Amendment 0002 to the RFP.
180	Since the requirement is fluid, how does the Offeror know what expertise will be needed?	Based on the PWS, the Offeror should be able to properly staff the day-today functions being performed. The Offeror should be able to provide other expertise as needed to support the EOTA mission.
181	Is the Government concerned with what skill mix an Offeror proposes or just the rate in the cost proposal?	Both. Please refer to FAR Provisions 52.212-1 and 52.212-2.
182	Difference between proposals in the tradeoff between hours and rates.	None. These are only estimates for proposal evaluation purposes.
183	Evaluation process example slide, if prices are NTE where is the difference in prices?	CLIN 0001.
184	Is the discrimination the CLIN 0001 FFP?	No. Please refer to FAR Provisions 52.212-1 and 52.212-2.
185	Will you evaluate rates for award selection?	Yes, for reasonableness.
186	Given there is no Adjunct CLIN is it an assumption that the current FTE Staff will be adjunct?	Please refer to FAR Provisions 52.212-1 & 52.212-2. The Government will not tell an Offeror how to write their proposal.
187	Will Offerors with clearances be given a preference?	No. Please refer to FAR Provisions 52.212-1 and 52.212-2.
188	If there is a Facility clearance that is expired, do we need to explain?	Yes. Please refer to FAR Provisions 52.212-1 and 52.212-2. The Government needs to know all details and any details that would lead the Government to understand there will not be any problems in getting a facility clearance.
189	Is the Management Staffing Plan where we put all staff for FFP and Adjunct?,	Please refer to FAR Provisions 52.212-1 and 52.212-2. The Offeror shall provide the Government with enough information in order to properly evaluate their offer
190	How far back doe we go for Past Performance? The present solicitation does not limit the number of years.	This was corrected in Amendment 0002 to the RFP to three years.
191	If the NM Gross Receipts Tax changes then how are they updated?	Please refer to 52.212-4(k) Taxes. The contract price includes all applicable Federal, State, and local taxes and duties.
192	Why does the Government care about these taxes?	These taxes are part of the overall labor rates being charged to the Government and are monitored by the NM Revenue and Taxation Department.
193	How is Attachment 3 Pricing Worksheet used?	This is an example of the information the Government is requesting in order to determine the rates and prices are reasonable.
194	Does if matter where the staff is located.	Yes. In the Albuquerque, NM area.
195	Does the two page resume of the key person included in the 25 page limit?	The Key Person's resume is limited to 2 pages and is not part of the page count.

Q#	Question	Answer
196	Are the Adjunct descriptions included in the 25 page limit?	No. See Attach 3, Pricing Worksheet, 1 Oct 2011 to the RFP.
197	Does the email have a size limit?	No.
198	If an Offeror submits their Proposal via email then does the Offeror submit two copies?	No. One copy is sufficient.
199	Are the slides going to be available on the DOE Reading Room?	Yes. <a href="http://www.doeal.gov">http://www.doeal.gov</a>
200	Will the attendees be provided?	Yes. <a href="http://www.doeal.gov">http://www.doeal.gov</a>
201	Please clarify, how many sessions of web-based training, classroom-based training, tabletop exercises and field exercises does EOTA deliver in a year?	Web based training is hosted on our Learning Management System, we average 12 classroom courses, 3 tabletop exercises, and 12 field exercises (within the delivery of the RAPTER classroom based course) in a fiscal year.
202	What percentage of classroom training is mobile, i.e., not held in or around the Albuquerque facility?	5 of the 12 classroom courses we average, 5 are delivered outside of Albuquerque NM.
203	What percentage of tabletop exercises is mobile, i.e., not held in or around the Albuquerque facility?	1 of the 3 tabletop exercises we average is delivered outside of Albuquerque NM.
204	What does 'Estimate at Completion' mean on the Attachment 4 form?	Attachment 4, Past Performance Contact Information at Paragraph E, "Estimate at Completion" refers to the total cost of the specific contract that an Offeror is using as past performance.
205	Regarding Adjunct Staff (CLINs XXX3): How is the load for adjunct staff anticipated? Will a labor category be required for a few hours or days at a time, or will the need be more steady-perhaps months at a time by labor category, or near-full-time?	The load is anticipated on an as needed basis and could range from a few days to several months or even longer. Since we do not currently use adjunct staff as described in this solicitation, it is difficult to predict their usage, but they could potentially be either full time or part time.
206	Regarding Adjunct Staff (CLINs XXX3): How much advance notice will the contractor have to source adjunct staff? Will the need for Adjunct Staff for the Base Period be known by the end of the Transition Period?	Adjunct personnel should be able to be put on staff within approximately two – three weeks. The need will be based on the capabilities of the core staff along with the ability to adjust workload. During the transition period, the offeror should be able to realize if there is an adjunct staff need.
207	Regarding Adjunct Staff (CLINs XXX3): Is the Adjunct staff to be invoked only as 'surge capacity'? In that case, will some of the same labor categories used for Core Staff (CLINs XXX1) also be used in Adjunct Staff?	The adjunct staff will supplement the core staff, however, it is possible for a labor category to exist within one area exclusively or within both areas.
208	Regarding Adjunct Staff (CLINs XXX3): If the need for Adjunct Staff labor categories is likely to be ad-hoc and short term, can the same labor category of Adjunct Staff be quoted at a higher rate than the effective hourly rate in Core Staff (CLIN XXX1)?	No. The rates should be the same.
209	Due to the page limitations, and with the large amount of space taken up with the formatting instructions, may we eliminate the directions from the Past Performance Contact Information form and embed the forms into our own format to allow for more content, as long as we include all required information?	Yes.

Q#	Question	Answer
210	I request that one entry in Amendment No. 2 to Solicitation No. DE-SOL-0003174 be revised. Under Section 3. VOLUME III – PAST PERFORMANCE, subparagraph (b) (page 11 of 16), the first sentence reads: The Offeror shall submit completed Past Performance Information for <b>five total contracts within the past three years performed by Offeror (which includes significant proposed member teams) where the work was relevant to the experience cited.</b> I request the <b>past three years</b> be changed to the <b>past five years.</b>	There will be no change to this requirement of three years for past performance information.
211	May a subcontractor submit their price details under a sealed bid?	No.
212	What format may a subcontractor submit their price details under a sealed bid? (e.g. separate electronic submission from the prime's proposal submission; hard-copy delivery; included in the prime's submission)	As part of the offeror's proposal in accordance with the RFP.
213	On page 48, section C.1 (c) indicates the management plan is to include a description for each labor category. Is the management plan to include these descriptions required for every labor category proposed for the Training Support Staff, Consultant Staff, and Adjunct Support Staff?	See Attachment 3 Pricing for labor categories and descriptions
214	Does the EOTA office have a specific Worker Safety & Health Plan? If so, may I request a copy?	The work performed at EOTA is primarily a administrative function where Offerors can submit the Workers Safety and Health requirement in letter format. The letter should address that the offerors personnel will follow the Federal Employees Occupational, Safety, and Health Program for administrative functions.
215	Will NMGRT be removed in price comparison/evaluation for CLIN 0001//1001/2001/3001 in order to account for the incumbent contractor's educated forecast of New Mexico-based labor hours?	No.
216	After reviewing the responses to the questions and further evaluation of the requirements, XXXXX respectfully requests an extension to the due date to allow for a more comprehensive and responsive submission.	Due that the current contract term of performance has been extended by two months, an advanced synopsis was published in July 2011, and the issuance of the RFP on 22 December 2011, it is not in the Government's best to extend the due date of 31 January 2012 at 11:00 am ET.
217	<p>Clause "DOE-L-1016, Contacts Regarding Future Employment (Nov 2009)" of the RFP states that:</p> <p><i>"Offerors may contact incumbent contractor employees about future employment except where prohibited by law. These contacts must take place outside the normal work hours of the employees."</i></p> <p>The third bullet of section 6.3, "Orientation Period (Transition)" of the PWS states that the orientation period</p>	The initial contact can be made during normal work hours in order to schedule any discussions with employees about future work which shall be accomplished outside of normal work hours. The Government is prohibited from releasing any personal information on employees. The transition period is to allow the opportunity to complete any requirements to assure satisfactory performance when full performance is required.

Q#	Question	Answer
	<p>will provide the contractor the opportunity to:</p> <p><i>Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance beginning on the contract start date. Contractors are prohibited from soliciting government personnel for employment during their duty hours; interview arrangements shall be made through the contracting office, in coordination with the CORS, at this installation.</i></p> <p>Given today's release of incumbent employ information, including work emails and phone numbers, is the Government allowing Offerors to contact these personnel through these avenues</p>	
218	<p>With respect to Question No. 205, I agree fully with the first sentence of your response: "The load is anticipated on an as needed basis and could range from a few days to several months or even longer." But, by definition, an adjunct support staff essentially precludes the option of having full time employees on the adjunct support staff. Clearly, there can be no question about part time employees or even Form 1099 personnel being part of the adjunct support staff. Please clarify precisely what the answer to Question No. 205 is intended to mean.</p>	<p>For adjunct personnel and SMEs , the Government has provided an estimated number of hours and an estimated total price for these CLINs. The Government is interested in the reasonableness of the rates that will charged by the selected Offeror. The Government cannot instruct Offerors on how to develop their pricing scheme. This is their management decision.</p>
219	<p>I do not, however, agree with your response to Question No. 208. It would be highly unlikely for a contractor to invoice at the same rate for identical labor categories because fringe benefit adders are not allowed for Form 1099 personnel, and fringe benefit adders for part time employees are always less than they are for full time employees. It is also a misconception that part time employees or Form 1099 personnel would expect to receive hourly compensation that is identical to the compensation received by full time employees in identical labor categories. Typically, it is higher for part time and Form 1099 personnel. Invoice rates for adjunct support staff can be lower, equal to or higher than the invoice rates for full time employees in identical labor categories. Request the answer to Question No. 208 be modified to allow offerors to provide their best rates to the government for all three types of staff personnel required in the EOTA solicitation?</p>	<p>See answer to Question 218.</p>
220	<p>What volume of the proposal should the Integrated Safety</p>	<p>Technical Volume has 25 page limitation including a two page limit for attachments. Past Performance Volume has a 20 page limit. The is no page count for the price proposal.</p>

Q#	Question	Answer
	Management Plan be submitted?	
221	What volume should form 1449 be submitted?	See answer to Question 221.
222	Please confirm that offerors are <b>only</b> required to complete the Attachment 3 Worksheet for the following: CLINS 0001/1001/2001/3001 CLINS 0002/1002/2002/3002 CLINS 0003/1003/2003/3003	Yes.
223	We cannot certify to the conditions in Paragraph (a) of FAR Provision 52.222-52, Exemption from Application of the Service Contract Act to Contracts for Certain Services. Therefore please provide the appropriate Service Contract Act wage determination for use in the solicitation	The current SCA Wage Determination for Bernalillo County, New Mexico has been included in amendment 0003 to the RFP.