

Questions and Answers January 14, 2009 thru January 15, 2009 Part II

1. For clarification purposes and to ensure compliance, what documents and/or information is specifically required from each subcontractor for each Volume? Is there a preference on rather or not this information is received separately from each subcontractor or submitted with the Prime's proposal?

Answer: As stated in the RFP, Section L, paragraph L000B, " Subcontractors submitting proprietary information may register in IIPS and submit their information separately identifying in the subject line, the solicitation number and to whom they are a subcontractor; or they may provide a password protected document (file) to the Prime Contractor and share the password with the Contracting Officer. Regardless of the method chosen, the subcontractor's proposal must adhere to the proposal due date/time stated in the solicitation." Please see Section L for RFP proposal preparation instructions regarding required documents and/or information.

2. Section L004 – Volume III – Cost Proposal – Are all subcontractors subject to each submission requirement (excluding item 6) for the cost volume?

Answer: Yes, see L004(a)(5)

3. What are the current government wage scales for the staff now providing Personnel Security and Facility Clearances?

Answer: The following will be amended under Clause 52.222-42, Statement of Equivalent Rates for Federal Hires:

<i>Employee Class</i>	<i>Monetary Wage - Fringe Benefits</i>
Processors	
<i>Clerical/Administrative</i>	<i>\$12.95 hr. to 19.62 hr.</i>
Adjudication	
<i>Personnel Security Clearance Processor</i>	<i>\$16.04 hr. to \$28.45 hr.</i>
<i>Team Lead</i>	<i>\$33.84 hr.</i>

Disregard Q&A 15 Jan 2009 Part I question 8 & 10. This information will be provided with this question and as an amendment to the RFP.

4. If there is a surge requirement can the surge workload be performed at a contractor facility and will this cost be reimbursable?"

Answer: All work will be performed at Government facility.

5. Referencing page L-4 of 20, Item 3, "Overall Arrangement of Proposal" and Page L-11 of 20, Item 5, Teaming & Subcontract Proposal Data Submission, are subcontractors required to submit their own proposals or can all subcontractor information be submitted along with the Prime's proposal?

Answer: See question 1 above.

6. Section PBWS 4.15 – Mail Station – Will the government share historical volumes for this station and how many times a day is mailed received?"

Answer: Mail Station handles 3000-6000 items monthly for internal and external distribution. Mail is received and delivered 2 or 3 times daily.

7. In Section L003(b)(4), page L-10 of the RFP, it states that for TAB 4: Criterion 4 – Past Performance, Offerors should include a copy of our completed Corporate Experience & Performance Self-Assessment Form with the Past Performance Questionnaire that we will send to our references, and that the points of contact should return the completed Past Performance Questionnaires directly back to NNSA. Please confirm that our contacts do not need to return the copy of the Self-Assessment Form to NNSA along with the Questionnaire.

Answer: Per RFP L003(b)(4), "... These points of contact shall return the completed Past Performance Questionnaires directly to the NNSA Contract Specialist listed in Block 7 of this solicitation's SF 33 or by facsimile at (505) 284-7593."

8. In Section B – Supplies or Services and Prices/Costs, Items 0001, 0005 and 0011, for Personnel Security and Facility Clearance Programs Support Service, for the Base Period and Option Periods 1 and 3, it lists a contract type of "U - Cost Plus Fixed Fee". However, for Option Period 2, Item No. 0008, it states that this activity has a contract type of "S – Cost". Please explain.

Answer: CLIN 0008 should have been coded as "U-Cost Plus Fixed Fee." This will be corrected on the upcoming amendment.

9. Attachment L-3, Program Manager Resume Elements, states at the bottom of the form that each resume shall be limited to 3 pages. This statement implies that more than one resume is required to be included in our proposal response. The RFP instructions state that only the resume for the Program Manager should be included, not anyone else's. Please confirm that only one resume, that of the Program Manager is required to be included as part of our Attachment L-3 response.

Answer: Provide only one resume for the Program Manager.

10. It is unclear whether or not the resume information contained in Attachment L-3, Program Manager Resume Elements, is restricted to the font size requirements contained in the proposal preparation instructions in Section L0001, para. (a)(5)(ii). Is this Attachment L-3 considered a "table" that can be excluded from the font size requirements?

Answer: No, this attachment is not considered a table and is, therefore, restricted to the font size requirement.

11. Section 4.5 states contractors shall process the investigation to the PSD adjudication organization. Does OPM conduct the investigations for DOE personnel clearances? If so, OPM generally conducts the investigation and then forwards the completed investigation to the requesting organization for adjudication. What is the contractor's responsibility to NNSA for this portion of the investigation?

Answer: OPM conducts the majority of investigations for the NNSA, approximately 9000 to 11000 investigations and reinvestigations annually. The FBI conducts approximately 500-60 investigations annually. Numbers vary annually depending on the number of individuals due for periodic reinvestigations each year, as well as the number of new employees hired by NNSA facilities and contractors. The contractor performs the processing functions, as well as the adjudication functions as described in the PBWS.

12. 4.5 states the contractor will support the PSD help desk. Does NNSA require the contractor to provide personnel to staff the help desk, or provide support to personnel within the helpdesk to facilitate processing of clearances?"

Answer: The contractor will be required to staff the help desk.

13. 4.3 - Adjudications. It states that adjudicators "conduct in-depth personnel security interviews in accordance with DOE directives." Is this correct that personnel security interviews are conducted by adjudicators?

Answer: Yes. Individuals identified to conduct personnel security interviews at certain sites remote from the NNSA SC(as described in the PBWS) are contractor employees fully qualified and experienced to conduct such interviews. Contractor can expect to travel on routine basis to conduct travel interviews in order for PSD to meet required time elements.

14. 4.3 - Are all adjudicators located at the NNSA Service Center?

Answer: Yes

15. Would the Agency consider providing Offerors with a list of incumbent personnel to facilitate transition to this new contract?"

Answer: To avoid any distraction in contract performance and cause any undo concern with the current contract employees, we will not provide a list of incumbent personnel. Upon award of the contract, the successful Offeror will be able to interview incumbent personnel for available positions.

15. In the attachment pages, there seems to be a discrepancy with the page count listed on page 39 of the Section J of the RFP and the actual number of pages. The following is a summary of those discrepancies: SecJAtch1PBWS11December08 RFP Stated – 10

Actual – 11

SecJAtch2ReportingRequirementsChecklist

RFP stated – 2

Actual – 3

SecJAtch3GFPListing

RFP stated – 32

Actual – 22

SecJAtch4Wage Determination

RFP stated – 35

Actual – 10

SecJAtch5CSCSForm

RFP stated – 3

Actual – 3 Can you please provide the accurate number of pages each of these sections to ensure that the offerer has the correct amount of pages associated with each of these sections?"

Answer: Attachment 1= 11 pages, Attachment 2= 3 pages, Attachment 3=22 pages, Attachment 4=10 pages, Attachment 5=3 pages. An amendment to the RFP is forthcoming to correct this administrative error.

16. (a) L010 SMALL BUSINESS SIZE STANDARD AND SET-ASIDE INFORMATION (FEB 2005) (TAILORED)

i. This acquisition is set-aside for exclusive small business participation. The size standard for this

ii. Solicitation is \$6.5M and the North American Industry Classification System (NAICS) code is 541690.

(b) 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004) - ALTERNATE I (APR 2002)

i. The North American Industry Classification System (NAICS) code for this acquisition is 541690.

ii. The small business size standard is \$7 Mil. Question: Can you please indicate which of these small business standards are being used for this proposal? 6.5 million or 7 million?"

Answer: The correct size standard is \$7M.

17. (a) L004 PROPOSAL PREPARATION INSTRUCTIONS: VOLUME III--COST PROPOSAL (FEB 2005)(TAILORED)

(b) Overview and General Requirements

(c) The Contracting Officer has determined that cost or pricing data is not required for this solicitation. However, in accordance with FAR 15.403-3 and 15.403-5, information other than cost or pricing data is required to determine if your proposed costs are reasonable, realistic, and reflect a clear understanding of the solicitation requirements. If, after receipt of proposals, the Contracting Officer determines that there is insufficient information available to determine price reasonableness and none of the exceptions in FAR 15.403-1 applies, the Offeror shall provide current, complete and accurate cost or pricing data within 14 days after receipt of the Contracting Officer's request. Question: Can you please clarify why the Contracting Officer has deemed it not necessary to provide cost or pricing data for this solicitation yet they provided us an attachment for costing purposes?"

Answer: The basis for this determination is that the Government believes that adequate competition will be received from this solicitation. See definition of "cost or pricing data" (FAR 2.101).

18. Resubmittal: (a) L017 OFFERORS SEEKING INFORMATION FROM INCUMBENT CONTRACTOR EMPLOYEES (FEB 2005) i. Contacts with the

incumbent Contractor employees regarding possible future employment are permitted. However, to avoid disruption of work, such contacts and interviews must take place outside the working hours of such employees and not on the Government site.

ii. When seeking information, recommendations or advice from the incumbent Contractor employees relating to the work called for by this solicitation, the offeror is cautioned to avoid organizational conflicts of interest during such discussions. Question: Would the Agency consider providing Offerors with a list of incumbent personnel to facilitate transition to this new contract?

Answer: To avoid any distraction in contract performance and cause any undo concern with the current contract employees, we will not provide a list of incumbent personnel. Upon award of the contract, the successful Offeror will be able to interview incumbent personnel for available positions.

19. Is it correct to assume that the Program Manager resume can be three pages in length and the Letter of Intent (LOI) would be counted as an additional 1 page?

Answer: Yes, the Program Manager resume is limited to 3 pages and the Letter of Intent is limited to 1 page.

20. Page L-17 of 20, Section L027 Worker Safety and Health Program Instructions, (d) (1) gives contractors the option to comply with the NNSA worker safety and health program. Can the government provide a copy of this program so that offerors can evaluate it for compliance, or is this a program to be coordinated after award? Is a compliance with the NNSA program or submission of a contractor-specific program required for submission with the proposal?"

Answer: It has been provided with "Response to Questions thru Jan 14" posted on IIPS on Jan. 15, 2009.

21. How many personnel currently perform adjudications?

Answer: The Government is not providing this information; however, historical data is being provided in the PBWS for the Offerors to use in their estimation of the needed work force to accomplish the PBWS requirements.

22. How many adjudications are performed annually? What is the breakdown of the adjudications by case type?"

Answer: The available historical data has been provided in the PBWS.

23. Will the contractor be responsible for the costs of maintaining the computer equipment on site (such as printers) or are these costs to be covered by the DOE/NNSA?

Answer: The Government will provide all computer equipment to include maintenance.

24. Does Attachment L-2 count as part of the 5-page limit for the staffing plan section?"

Answer: Yes, attachment L-2 counts toward the 5 page limit for the staffing plan section. See L001(6) for page count exceptions.

25. Is Arial Narrow an acceptable font choice?

Answer: No, we do not consider this a universal font since there is such a difference to "Arial" and "Courier".

26. In Section K, the reference is made to a size standard of \$7M, while Section L010 references a size standard of \$6.5M for the NAICS Code 541690. According to the latest size standards (August 2008) issued by the Small Business Administration, it would seem that \$7M is the correct number. Please confirm.

Answer: The correct size standard is \$7M.

27. The RFP states that “Offerors must submit Hard Copies of the proposal (Volumes I, II, and III along with a copy on a flash drive, CD or DVD . . .” How many hard copies are required for each volume?

Answer: L001(3)(i) gives the # of hard copies required. Provide 3 hard copies of Volume I, 5 hard copies of Volume II, and 5 hard copies of Volume III.

28. Will DOE provide computers, printers, software, etc. for contractor investigators performing the remote personnel security interviews.

Answer: Yes, this will be provided by the Government.

29. In Section H, Page 20, Section H010 Observance of National Holidays - Billable Time, item (4); it states... "The following are not considered to be time spent in performance of work and shall not be billable, or payable under this contract: (i) Sick Leave, (ii) Vacation Leave, (iii) Emergency Leave, (iv) Travel time to and from job assignment for leave or holiday, (v) Travel time during other than the normal duty hours identified in paragraph (1) above
(vi) Unauthorized time spent before leaving contractor's facility for assigned work site
(vii) Time spent awaiting security clearances” Does the above mean that the 10 federal holidays are billable as direct?"

Answer: See H010(a)(2) for guidance on the 10 federal holidays.