

CTAC RFP Questions and Answers

April 24, 2015

	<b>Section</b>	<b>Question</b>	<b>Response</b>
11.	Section L, Attachment L-3	Attachment L-3. The current format of Attachment L-3 limits the space to respond to Items 13 and 14 to one right-side column. Would it be acceptable to modify the form to allow for more space to respond to these items?	Yes, the form can be modified for formatting. However, the content cannot be adjusted and the page limitations still apply.
12.	Section L, Attachment L-4	L.31. Criterion 1. Attachment L-4. If a project was performed as a prime for an office within DOE that does fall under DOE-EM and the information is available in PPIRS, should we still forward the L-4 to the DOE customer?	If the work was performed for DOE-EM as a Prime Contractor the Attachment L-4 Past Performance Letter and Questionnaire does not need to be forwarded if there is available past performance information in the PPIRS system.
13.	Section F.03	Section F.03 states: <i>“The base period of performance for this contract is 36 months from contract award. The base period of performance includes a 30 day transition period and 35 months of Technical Support services. The contract includes one 24 month option period that may be exercised unilaterally in accordance with FAR 52.217-9, “Option to Extend the Term of the Contract (MAR 2000).”</i> <ul style="list-style-type: none"> <li>• If the offeror is only responsible for 11 months of performance in the base year, should the offeror decrement the estimated DPLH in Section B.03, Price Schedule, that appears to be based on a full year of support?</li> <li>• How is the transition priced?</li> </ul>	No. The estimated DPLH in Section B includes the work to be completed during the transition period. The estimated DPLH may not be adjusted.
14.	Section L.32	Item (c) states: <i>“Offeror shall complete Attachment L-6, Pricing Workbook to reflect both the Base Period, Option Periods, and the firm fixed price amount for the Representative Sample Task (see Attachment L-8). The Offeror’s Excel files shall be working versions including formulas and computations.”</i> Attachment L-7 labeled Representative Sample Task Order Pricing Worksheet was provided as a PDF page in the solicitation file (should be L-8 instead of L-7). Is it the Government’s intent that we add an additional sheet to Attachment L-6 to show the calculations used to arrive at the pricing required on the Representative Sample Task Order Pricing Worksheet or do you want us to simply fill out the PDF form and submit it in the pricing volume, adding in	Section L-6 will be amended to require additional Offerors to provide additional calculations for the buildup of the fixed price.

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		appropriate totals into Attachment L-6 as indicated?	
15.	Section L. 31	<p>Criterion 2 states: <i>“The Offeror shall describe its management approach to ensuring the continued adequacy, implementation, and effectiveness of performing the audit activities described in the Representative Sample Task found in Section L, Attachment L-8. The Offeror’s approach shall also include a detailed description of the staffing required, by labor category, to conduct the Representative Sample Task.”</i> Please clarify the instructions for what is required in response to the sample task, including.</p> <ul style="list-style-type: none"> <li>• What is meant by “continued adequacy, implementation, and effectiveness?”</li> <li>• Is the requirement to essentially describe our management approach to ensure adequacy, implementation, and effectiveness for the sample task and is the requirement met by focusing solely on the sample task?</li> <li>• Does the requirement to address “continued adequacy, implementation, and effectiveness” indicate that DOE EM is looking for a discussion at a higher/ programmatic level discussion about how the offeror is going to sustain an audit program requiring the activities described in the sample task?</li> </ul>	The Offeror should demonstrate its understanding of and management approach to performing the audit activities described in the Representative Sample Task.
16.	Section L.32	<p>Section L.32, Item (e) states: <i>“The Offeror shall provide the basis and explanation for each fully burdened labor rate. The fully burdened labor rates include the base labor rates, applicable indirect costs (fringe benefits, overhead, G&amp;A, New Mexico Gross Receipts Tax (NMGRT) etc.) and normal profit.”</i> The rate charged for New Mexico Gross Receipts Tax (NMGRT) is subject to change by the State. Also, the Performance Work Statement (Section C.1 p. C-2) indicates that while the majority of work is performed in Carlsbad, NM, some work may be performed at National Laboratories and other locations. Should CBFO require the contractor, for example, to place staff for extended periods at</p>	<p>Section L.32 (e) and the plug number for materials in Section B will be amended. The NMGRT is a material cost that is will not be built into the fully burdened rate. This will be accounted for in the material costs.</p>

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		Los Alamos, the NMGRT rate is different than that for Carlsbad based on the county. Further, the tax is also due on total receipts of the contractor, including any ODCs, and not just labor. Based on these conditions, may offerors modify the pricing schedule to call out the NMGRT separately instead of building the tax into the hourly rates?	
17.	Section L.31	May we request an additional page for each Attachment L-3 submitted in response to Criterion 1 and Criterion 4?	Attachment L-3 has been revised from 3 pages to 4 pages and will not be further amended. (See Question and Answer #6)
18.	Section L.31	With the staffing plan section now counting in the page count, plus the addition of the Representative Sample Task, may we request an additional five pages to fully respond to Criterion 2? Five additional pages was not enough for us to be able to respond to both of these requirements and the initial Criterion 2 requirements.	Section L.31 does not require a staffing plan. The approach to staffing is a part of Criterion 2 – Management Approach, which shall not exceed 20 pages. The page limitation for Criterion 2 will not be amended.
19.	Section L.31	Responding to the requirements of Criterion 3 will be difficult within the five allotted pages, including the rationale for selecting the Project Manager and QA Audit and Surveillance Manager, plus also addressing rationale for the chosen organizational structure. May we request three additional pages for a total of eight pages, plus resumes?	The page limitation for Criterion 3 will not be amended.
20.	Section L.31	We are assuming we are to submit Attachment L-3 (limited to three pages for each profile) only once to respond to both Criterion 1 and Criterion 4 (for example, present it against Criterion 1, then refer to that area of our proposal in Criterion 4). We are unclear as to: (1) whether we should submit identically completed Attachment L-3 forms in both Criterion 1 and Criterion 4 or (2) if different information is requested for both areas, necessitating submitting the forms with different content in the two areas. Will you please validate our assumption that only one Attachment L-3 is required as correct or incorrect and, if incorrect, please clarify the requirements?	That is correct. As stated in L.31, Criterion 1 “(Each Attachment L-3 form shall be submitted once for both past performance and relevant experience).”

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21.		<p>How should the 30 day transition be priced? L.32 (d) states that “Offerors shall assume a 30 day contract transition period that starts on October 1, 2015”. Should offerors pro-rate their labor rates to reflect 11 months of contract performance in the base year to take into account the 30 day transition? Or will DOE provide a CLIN for transition and reduce the base period to 11 months? Or should we assume that the base period starts in November of 2015?</p>	<p>The estimated DPLH in Section B includes the work to be completed during the transition period, which will be covered under the first task order to be issued after the time of contract award. Once the 30 day transition period is complete, a task order will be issued to begin the technical support services.</p>
22.		<p>New Mexico Gross Receipts Tax (NMGRT) is a very complex tax requirement. For example L.32(e) Technical Support: states "The Offeror shall provide the basis and explanation for each fully burdened labor rate. The fully burdened labor rates include the base labor rates, applicable indirect costs (fringe benefits, overhead, G&amp;A, New Mexico Gross Receipts Tax (NMGRT) etc.) and normal profit." However, profit is a taxable component of NMGRT if the profit is based upon work performed in NM. Rather than having offerors estimate where NMGRT is applicable, would DOE consider removing the requirement for NMGRT to be built into the rates, with the understanding that it will be a required cost element post award?</p> <p>If not will DOE add a CLIN for NMGRT that is applied to all costs – for example a line item in the Section L-Attachment L-6 Pricing Workbook – Sheet Total Evaluated Price – that captures NMGRT on all costs? (comment – not part of question - This cost approach/assumption would be consistent with F.04, however it might artificially increase the overall cost of performance – due to the use of reach back support where work may be performed more cost effectively at a location outside of NM.)</p>	<p>See response to question 16.</p>
23.		<p>Given the recent issuance of the Phase 2 AIB report on April 16, 2015; would DOE consider a thirty day extension of the due date for proposal responses in order to allow prospective bidders sufficient time to review the report and its ramifications to the proposal response.</p>	<p>The proposal due date will not be extended.</p>

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24.		<p>How will the two-page write-up for past performance and the two-page write-up for relevant experience be evaluated? When the Section L instructions were modified to add these pages per Amendment 1, a corresponding section in Section M was not provided detailing how they would be evaluated. Please provide an updated Section M.</p>	<p>The inclusion of the two additional pages for Criterion 1 and Criterion 4 does not change the evaluation criteria in Section M.</p>
25.		<p>Item (c) states: “As a part of completing Section K, the Offeror shall provide in Volume I, the original signed and completed FOCI packet, containing the original SF-328 “Use of Certificate Pertaining to Foreign Interests,” “Summary of FOCI Data Sheet,” and if applicable, “Representative of Foreign Interest Statement.”</p> <p>However, the instructions in Section K.05 state: “If the Offeror has an approved facility clearance, the Offeror shall identify (1) its DOE Facility Code (or DOD CAGE Code, if applicable), (2) the date the Offeror’s completed Standard Form 328 was submitted, and (3) the date of the Cognizant Security Officer (CSO) affirmative FOCI determination. A copy of the affirmative FOCI determination shall also be provided.”</p> <p>If an Offeror has a FOCI determination, will submitting the information required by K.05 satisfy the requirement of L.30, Item (c); specifically, are we required to resubmit the SF-328 and all the supporting information?</p>	<p>No. Offerors who already have an approved FOCI are not required to resubmit the SF-328. Section L.30 (c) will be amended.</p>
26.		<p>Item (k) states: <i>“The Offeror shall identify by name the Responsible Corporate Official who has sole corporate (parent company(s)) authority and accountability for Contractor performance. The Offeror shall also name and provide affiliation of each member of the Corporate Board of Directors (or functionally equivalent entity) who will have corporate oversight of the management operations of the proposed contractor organization and key personnel.”</i></p> <p>Under an LLC or joint venture formed for this contract, the Board of Directors (or equivalent entity) would have day-to-day oversight of this contract and its key personnel. However, if a company were bidding to perform as itself, a traditional prime contractor’s (i.e., not forming an LLC or joint venture for this contract) Board of Directors would <u>not</u> be involved in the day-to-day oversight of the project or its key personnel. In this case, does DOE still require the prime contractor to provide the names of its corporate Board of Directors in the proposal?</p>	<p>Yes.</p>