**DE-SOL-0007251 – RFP – Posted: 3/2/2016 (as Amendment 000003)**

**Question 1**:RFP H.8 Work Breakdown Structure states: “The Contractor shall use the WBS structure approved by the Administrative COR as the basis for all contractual reporting, invoicing, and accounting.” Is there a standard format? Is MS Project2013 an acceptable format?

**Response 1**: *The WBS should align with the structure provided. If any changes are necessary to the WBS after award, these will be discussed at that time. The WBS should be provided in a Microsoft Word format.*

**Question 2**: RFP H.34 Travel and Per Diem Costs (pg. 43) – Can we add G&A to the travel and per diem costs?

**Response 2**: *The RFP requires fixed-price proposals for the identified task orders. Other direct costs (ODC) was provided as an estimated amount for development of the Offeror’s fixed-price. How a fixed-price is developed is up to each Offeror but must be inclusive of all cost elements.*

**Question 3:** RFP H.35 Automatic Data Processing Equipment Leasing– Historically, has the contractor leased any ADPE or printing equipment for this contract? Or have these equipment needs traditionally been fulfilled under H.16 Government Provided Services? If the contractor has leased equipment, can you provide a list of the equipment?

**Response 3**: *Historically, no leasing of equipment has been necessary. The Government has included a listing of Government property assigned to a successful Offeror, see Attachment 3.0 Government Furnished Property.*

**Question 4**: RFP Attachment D Position Qualifications – Can extensive work experience be used in lieu of educational requirements, or are the requirements mandatory?

**Response 4**: *The minimum qualifications are mandatory.*

**Question 5**: RFP Criterion 3 Relevant Past Performance states “In addition, for the same three contracts identified as relevant experience, the Offeror and subcontractors shall submit the following relevant past performance information to supplement the information collected in Exhibit E, Past Performance Reference Information Form:

• indicate if the work was performed as the prime or as a subcontractor;

• list of major subcontractors and their specific role and responsibility in the project;

• period of performance: start date and end date;

• staffing level;

• types of deliverables; and

• information on problems encountered on the identified contracts and subcontracts, and the corrective actions taken to resolve those problems.”

Most of this information is already requested within the Past Performance Reference Information Form. Can we simply include it there, or is another document needed?

**Response 5**: *If the information is clearly included, it does not need to be resubmitted in a separate document.*

**Question 6:** Since the Key Personnel are not actually considered part of the task orders, we ask the following: For the Key Personnel, do we get reimbursed for their contract specific travel related expenses? For the Key Personnel, do we have to provide office space? Or if they are “Onsite” at the PA site and provided space. Will the Key Personnel have access to a computer or will we have to provide one? For the Key Personnel, do they have access to the Company Vehicles?

**Response 6:** *The RFP requires an Offeror to propose a fixed-price for each identified task order. The fixed-price is to be all inclusive of all cost elements associated with the task, including key personnel and any necessary travel. Available office space has been identified in the RFP and on-site offices will include access to NETL computers and LAN/WAN systems to be used specifically for performance under this contract. Access to Government vehicles is available to on-site support contractors on a request basis and based on availability. No Government vehicle is assigned specifically for use under this contract.*

**Question 7**: The DOL Wage Determinations provided in FedConnect have more recent updates directly through the [dol.gov](http://dol.gov/) website.  In our pricing of this contract, should we be using the updated Wage Determinations or the ones provided with the bid?  For example, you have provided WD 05-2451 for the Pennsylvania location, which was posted on [www.dol.gov](http://www.dol.gov/) on 07/14/2015.  The most recent one on the [www.dol.gov](http://www.dol.gov/) website for the Pennsylvania location is WD 15-4235 (Rev.-2) where many of the rates are different from the one posted on Fed Connect.  Which one should we use?

**Response 7:** *The most**recent, available wage determinations were posted with the Final version of the RFP, posted on 2/4/2016 as Amendment 000001 – which includes the WD (15-4235 (Rev.-2) referenced in the question. Please refer to the WD’s posted, most recently, under Amendment 000001. The prior determinations were posted with the Draft solicitation (under the same solicitation number).*

**Question 8**: Solicitation H.9 Ordering Procedures, para 3, "Cost associated with overall Contract Management (e.g. Key Personnel costs and administrative support staff providing contract level support (e.g. invoicing, property management (contract level property management for property assigned to the contractor), reporting, Environmental Safety and Health, and Quality Assurance oversight, etc.)) shall be identified and applied through the Project Management Office (PMO) indirect rate required as part of the NETL site specific on-site indirect rate."

Per this paragraph we understand that the Key Personnel, PM and BM, are not requested to be priced as a separate direct cost to the government with independent Labor Categories, but rather should be priced in as an indirect cost as part of our fully burdened labor rate to the government. Would the government please advise if this understanding is accurate? Is the government expecting to see separate price line items in our price proposal for the Key Personnel?

**Response 8:** *The description identified above is specific to any cost reimbursement task orders that may be issued under the contract. At the present time, the RFP is requiring each Offeror to propose on the identified fixed-price task orders which should include all costs associated with those task orders. How each Offeror comprises its proposed fixed-price for each task order is up to the individual Offeror and their method of ensuring full recovery of all costs related to the Key Personnel. As indicated, the three fixed-priced task orders are all that is anticipated at contract start and under this Indefinite-Delivery-Indefinite-Quantity contract there are no guarantees that other task orders will be issued. If however, a cost-reimbursement task order is issued and the Offeror intends to recover any Key Personnel costs under that task order, then it must be done through the application of a NETL-specific overhead rate inclusive of the PMO cost element.*

**DE-SOL-0007251 – RFP – Posted: 2/25/2016**

Set-Aside Status

**Question 1:** May we request that you extend the competition of the subject solicitation to certified Service Disabled Veteran Owned Small Business (SDVOSB)?

**Response 1**: *This is a follow-on action to a previously 8(a) Small Business Set-Aside. The determination has been made that this contract be set aside to 8(a) Small Business certified organizations and is not subject to change.*

Pricing

**Question 2:** Is the Contractor required to submit the indirect rate ceilings table with the Volume III or after award in support of a cost reimbursable task order?

**Response 2**: *The RFP requires the indirect rate ceiling table be provided with an Offeror’s response as part of the Fill-in of Contract Clauses. The purpose of the table is to identify ceiling rates for any cost reimbursable tasks that may be issued under the subsequent contract. The ceiling rates will not be evaluated, nor used in determination of a selected Offeror, however will become part of any subsequent contract issued.*

**Question 3**: Why isn’t the Government requiring Offerors to provide fully burdened hourly rates for all labor categories for all locations? If this is not a requirement, then are Offerors required to provide historical rate builds for Firm-Fixed Price (FFP) contracts?

**Response 3**: *Not all labor categories are applicable to all locations and the proposed management structure and placement of personnel may vary. Historical rate builds are not required. This is not a time and materials contract and not subject to fixed labor rates. The fixed price task orders will be used to determine the evaluated price for each Offeror as indicated in the solicitation.*

**Question 4**: If this is Task Order pricing, shouldn’t these be priced under separate CLINs?

**Response 4**: *The resultant contract is not priced under separate CLINS but priced under separate Tasks, as reflected in the Pricing Exhibit.*

**Question 5**: Library support is identified to possibly include acquisition of reference materials. If this is possible, then what is the level of procurement (in dollars) requirement on a quarterly and annual basis?

**Response 5**: *The pricing instructions for the Task that includes the Library support did not indicate any ODC amounts for an Offeror to include in their fixed-price. If it is determined that the Library support is to “procure” reference materials as a direct charge to the task then a modification would be issued to include the pricing. The wording as currently included is intended to represent that the Library support will monitor reference materials and enter acquisition request into the Federal acquisition system for the Federal staff to issue the procurement or through the already established Interagency Agreement funded through the Library of Congress.*

**Question 6**: Event management support services are identified, can you provide the number of events that the contractor is to support?

**Response 6**: *The number of events vary throughout the year and from year to year. The staffing level identified in the historical data and pricing instructions is more than sufficient to meet the support required.*

**Question 7**: Does NETL provide the Copy Center equipment?

**Response 7**: *NETL does provide the copy center equipment. Monitoring of equipment, maintenance orders, and services calls would be within the copy center operation expectations.*

**Question 8**: Are there any additional details/explanations that should be included in the cost volume, and if so, in what file should it be included?

**Response 8**: *No, no additional details need to be included above what is provided in the Pricing Exhibit.*

Past Performance

**Question 9:** The RFP states "The reference point-of-contact for each contract should complete and submit the Past Performance Questionnaire (Exhibit D) directly to the Contracting Officer at the address identified in the Past Performance Information Questionnaire (PPIQ) cover letter, prior to the closing date of the RFP." Both a physical address and email address are listed on the cover letter. Is the government expecting hard-copy versions of the complete Past Performance Information Questionnaires to be physically mailed to them or is an email submission acceptable? Can you please confirm the due date for the questionnaires?

**Response 9:** *Either submission via email or hard copy is acceptable and will be considered if submitted prior to the closing date / time of the RFP. It is expected that the PPIQ information will be received by the proposal due date.*

**Question 10**: Concerning Relevant Past Performance information, how many Past Performance references are required and are subcontractors required / permitted to provide past performance references? If current CPARS are available, can they be used in place of Exhibit D, Past Performance Information Questionnaire Form, rather than submitting the form to our customer who has already provided an evaluation within the CPAR system?

**Response 10**: *As highlighted in* ***bold*** *text in the amended RFP, the number of Relevant Past Performance and / or Relevant Experience referenced contracts should be no more than three for the Prime and each proposed Sub-Contractor (3 for prime, 3 for proposed sub-contractor A, 3 for proposed sub-contractor B). If prime is a joint venture then 3 for each corporate entity that comprises the joint venture.*

**Question 11**:In Criterion 1, the RFP states, “If subcontracting is proposed, relevant experience for the subcontractor should also be discussed. “However, in Criterion 3, the RFP does not explicitly mention past performance of “major or critical subcontractors.” Please consider adding “major” or “critical subcontractor” language in sections L.13 and M.5 and clarify how many Past Performance citations should be submitted.

**Response 11**: *It is not anticipated that a significant amount of subcontracting would be required for this requirement. However, as indicated above, if subcontracting is planned then each subcontractor may present up to 3 referenced contracts for consideration of past performance for the area in which they are proposed to perform.*

Personnel

**Question 12**: There seems to be a conflict between the Attachment D Position Qualifications for Program Manager and the RFP:

‐ Attachment D states that the PM requires a Master’s Degree in a Business Related Field

‐ The RFP page 261 states that a Bachelor’s Degree is required.

Can you clarify this requirement?

**Response 12**: *The table in Attachment D Position Qualifications includes a “Preferred Qualifications” column and a “Minimum Qualifications” column. The Master’s Degree for the Program manager is listed in the preferred qualifications column, while a Bachelor’s Degree is listed in the minimum qualifications column. On page 264 of 276 of the RFP (or the 261st*

*page of the document, minus the cover pages), the paragraph preceding the “Program Manager: Bachelor’s Degree in Business, Management or related field” line states that “the following Key Personnel shall be proposed and candidates shall meet the minimum qualifications…”*

**Question 13**: Will the Contract/Business Manager manage only the contract/task orders that result from this RFP, or will s/he also assist NETL in managing other NETL contracts?

**Response 13*:*** *The Program and Business Manager for this contract will be responsible for the task orders that result from this contract*.

**Question 14:** Historically, has the Program Manager been working full time on this contract? If not, what has been his/her average time spent per month?

**Response 14:** Historically, full time.

**Question 15**: Historically, was the Business Manager working full time on this contract? If not, what has been his/her average time spent per month?

**Response 15**: *Historically, a corporate entity managing this contract and several others of the company.*

**Question 16:** Will the Government provide office space for the key personnel (Program Manager and Business Manager)?

**Response 16:** *We have provided the number of available spaces, it is up to the Offeror to decide how many people it needs to accomplish the tasks and fit within the spaces provided. However, each Offeror is reminded that work completed on-site at NETL must be 100% associated with the NETL contract.*

**Question 17:** PRICING PROPOSAL.docx does not contain a line item for the key personnel (Program Manager and Business Manager). How was the cost of the key personnel handled historically, as overhead or direct bill?Is the Government expecting to see separate price line items in our price proposal for the Key Personnel?

**Response: 17:** *It is up to the Offeror to determine the best method to allocate the Program Manager and Business Manager’s time across the task orders issued. Historically this has been accomplished through the use of an indirect rate (overhead rate) applied to all task orders issued. With the majority of task orders planned to be issued as fixed price, it is up to the Offeror to determine the best methodology for recovery of these costs. Under cost Reimbursement Task Orders, the application of applying Key Personnel is required to be done through the NETL specific overhead rate (indirect rate).*

**Question 18**: Other than the Key Personnel, does the Government expect the personnel assigned to this project to be Non-Exempt?

**Response 18**: *It is the Government’s expectation that these employees would meet the requirement for non-exempt however that determination is up to the Offeror and must comply with Department of Labor audits and requirements. You are reminded that this is a Service Contract Act covered contract.*

**Question 19**:The tables include the Minimum Qualifications and Preferred Qualifications for the positions of the SCA labor categories. The minimum qualifications for the positions appear to be excessive for the SCA labor categories and the Preferred Qualifications are substantially higher qualifications than what would be expected for the type positions required.  Is it the Government’s intent behind these qualifications to re-categorize these labor categories to SCA Exempt positions?

**Response 19**: *The Government does not consider the minimum qualifications for these positions to be excessive, all requiring an education level between a high school diploma to a Bachelor’s degree and a minimal amount of actual experience for non-entry level positions.  This is evident by the incumbent workforce qualifications and any recent vacancy hires being able to easily meet or exceed the minimum requirements.  Preferred qualifications are not required to be met, but represent qualifications that NETL would prefer to see already possessed by potential candidates understanding that a successful Offeror would be required to follow the RFP FAR clause 52.222-17 Non-displacement of Qualified Workers providing a preference to displaced qualified employees of the incumbent contractor prior to open market hires*

**Question 20**: If the Government does expect non-Key Personnel to be Non-Exempt employees, will the Government allow the Contractor to recover any additional costs associated with overtime pay in the event a Non-Exempt employee is asked to work overtime?

**Response 20**: *In a fixed-price task order the Offeror would be responsible for any overtime pay associated with completing the requirements of the task order. The Government would not entertain a request for equitable adjustment unless it was supported by a change in the requirement or some other circumstance that warrants consideration.*

**Question 21:** RFP Section H.44: How many overtime plans have been submitted in previous contracts for these services? How many were approved? What is the total dollar value of the previously approved overtime plans?

**Response 21:** *Overtime has not been historically necessary under the task orders identified.*

**Question 22:** What is the Government’s expectation from the Contractor in the event one of our on-site personnel calls in sick or has some sort of unforeseen emergency? Will we be required to provide a backup on short notice?

**Response 22:** *This is a fixed-price task order and as such the subsequent contractor would be expected to fulfill the requirements in order to receive payment for the fixed-price services required. The successful Offeror would describe their plan for such coverage in their management plan.*

**Question 23:** Will the Contractor be responsible for escorting visitors or anyone else who does not have a NETL identify badge?

**Response 23:** *If the visitor is performing work under this contract or visiting associated with the work required under this contract then the subsequent contractor may be responsible for escorting the said visitor. It is not a responsibility of this contractor to escort visitors for other purposes.*

**Question 24:** Is NETL considered a “Telework Ready” office and will Contractor staff be considered Telework Ready?

**Response 24:** *The Offeror would need to describe their plans to telework in their technical approach if it is their plan to fulfill the requirement through the use of telework. NETL’s readiness for telework applies to the Federal staff employed at our site and would not apply to a site support contractor. The site support contractor would be required to have their own telework policy and describe that to NETL in their approach as stated earlier in this response.*

**Question 25:** Does the Government require that all positions be filled on-site?

**Response 25:** *It is up to the Offeror to determine their approach to fulfilling the requirements. While there is an expectation that many of the functions would require an on-site presence there is no set-fast requirement for such.*

**Question 26:** Is the awarded contractor required to fill all 29 positions, if it is deemed that some of the tasks can be accomplished by fewer employees?

**Response 26:** *It is up to each Offeror to determine the appropriate number of employees necessary to meet its approach to performing the work, however since this will result in fixed-price task orders you are cautioned that the Government has presented in the RFP the historical number of FTEs necessary to accomplish the work and a request for equitable adjustment will not be considered solely because an Offeror’s proposed approach was flawed in the number of FTEs necessary to fulfill the requirement.*

**Question 27:** The Contract/Business Manager position states preferred qualifications of a minimum of five years’ experience inclusive of financial and invoice management, cost accounting and reporting, and budget control. Will the Government share what accounting software/system is used?

**Response 27:** *Each Offeror may use different accounting software/systems. The Government is not at liberty to disclose what accounting software/system is used by the incumbent contract as that is business proprietary information.*

**Question 28:** The Contract Price Reductions for Changes to Key Personnel within two years of being placed appears to suggest elements of a Personal Services Contract given the Government’s view that individuals and not the company that employs them are essential to successful performance. In addition, most if not all states within the US are “at will” states and could create additional risk to offerors and therefore employment contracts that would be necessary to hold workers in place are not enforceable. Can the Government please remove these clauses all together or substitute with more traditional Key Personnel replacement language like “equal to or greater than the individual being replaced?"

**Response 28:** *The contract price reductions related to proposed Key Personnel are necessary to avoid the unnecessary switch out of Key Personnel once a contract is awarded. While it is understood that some situations related to the changing of Key Personnel are beyond the contractor’s control the clause is considered necessary to protect the interest of the Government. The clause also includes the methodology to request consideration of a waiver of the contract price reduction for certain explainable instances but that determination is a unilateral Government decision regarding whether a waiver is warranted or not.*

**Question 29**: Instructions for Key Personnel Letter of Commitment requires commitment to the contract for a minimum of twelve months. Contract Price Reductions for changes to Key Personnel however requires two years to avoid the price reduction. Please clarify twelve months versus two years.

**Response 29**: *The letters of commitment demonstrate the individual’s intent to agree to remain on the contract for the twelve month period and has no direct link to the price reduction clause. The purpose of the price reduction clause is to incentivize the successful Offeror to take positive action to retain individuals beyond what they may have individually committed or stated as their availability. The price reduction clause protects the Government related to continuity of the management of the contract.*

**Question 30:** Concerning multiple sites, are the “remaining positions” considered service employees and therefore subject to the local wage determination (WD)? If so, then Clause I.50 (FAR 52.222-17 Nondisplacement of Qualified Workers) applies to these personnel. In order to ensure compliance with both the WD and Clause I.50, please provide the current number of each labor category at each location.

**Response 30**: *Where a certain labor position is required to be located at a specific site, the RFP has stipulated the site. Other labor positions may be proposed by the Offeror for performance at either of the sites indicated. Under all circumstances, these are considered service employees and the clause FAR 52.222-17 does apply to these personnel. As such, a successful Offeror would be required to offer positions to qualified displaced employees of the incumbent. That does not require the successful Offeror to offer employment at the same rate, benefit, or site location as that of the current displaced employee. The successful Offeror must however adhere to the requirements for wages and benefits of any identified DOL SCA WD or CBA included in this solicitation for the site where they intend the employee, to meet their approach to fulfilling the requirement.*

**Question 31**: Could the Government provide location information for each labor category specified for the Strategic Outreach Support Task?

**Response 31**: *If a specific site location is not specified in the RFP for a specific portion of effort or labor category then it is up to the Offeror to determine where they are proposing to locate that position and meet their technical approach to fulfilling the requirement.*

Submission Instructions

**Question 32:** The page limits identified in the table above do not apply to cover pages, table of contents, glossary(ies), and list of acronyms. Can an Executive Summary be excluded from the page limits?

**Response 32**: *An Executive Summary submitted as part of an Offeror’s proposal is not excluded from the page limits specified.*

**Question 33**: The RFP outlines specific files names for each section of both Criteria (1 and 2). Does the Government expect each component listed in the table(s) to be submitted as separate data files? For example, Key Personnel resumes should be submitted as a separate file from Management, Organization, and Experience? Are we to include a table of contents, glossary and list of acronyms for each separate file? If the Cover Page and Table of Contents are to be provided as separate files, can the Government please provide a file naming convention for these two files?

**Response 33**: *Yes, the components should be submitted separately and follow the page limitations specified in the table(s). A table of contents, glossary, and list of acronyms is not required to be submitted for each separate file but can be and will not be counted against the page limits. The Cover Page / Table of Contents are not to be provided as separate files.*

**Question 34**: Given the 12-page limit for Criterion 2: Technical Approach, will the Government please accept a separate file with the WBS that does not count towards page count? This will allow us to provide the Government with the necessary detail requested in the WBS.

**Response 34**: *No, it has been determined that the 12-page limit should allow for adequate space to include any write-up necessary including the WBS and supporting information.*

**Question 35**: We understand that the Letter of Commitment is required for the Key Personnel. Is the Letter of Commitment required for any subcontractor on the team that is proposing a key personnel position or is the letter required for subcontractors proposed on the team?

**Response 35**: *If subcontractor personnel is proposed as Key Personnel, then yes, the letters of commitment should be provided. Subcontractors should also provide a letter of commitment as specified.*

**Question 36**: RFP Section H.33: Can the Government identify the “regional stakeholders” and provide guidance on the type and level of engagement required?

**Response 36**: *Regional stakeholders are those community level stakeholders with a mutual concern for the Offeror’s interest related to community relations.*

**Question 37**: H.29 states that “The Government shall not reimburse the Contractor for any … indirect costs in excess of … the individual indirect cost ceiling rates” and that “all indirect costs in excess of said limit(s) shall be borne by the Contractor.” However, H.30(a)(5) states that an adjustment voucher may be submitted by the contractor to “reconcile all previous indirect billings if the established final rates differ from the previously approved billing rates.” Please clarify. Will the Government reimburse the Contactor for a difference in indirect costs?

**Response 37**: *This response applies only to cost reimbursement task orders issued against the subsequent contract. Indirect costs above the ceiling rates will not be reimbursed. However, upon reconciliation, if it is determined that indirect costs are above the billing rates and less than the ceiling rates, then an adjustment may be warranted if they are appropriate, allowable and allocable to the contract.*

**Question 38**: Can the Government confirm the three task (Strategic Outreach Support, Records Management and Library Support, and Administrative Support) are Firm Fixed Price (FFP)  and not Firm Fixed Price Level of Effort  (FFP LoE) types of contracts?   If FFP what are the specific deliverables/CDRLs for each task?

**Response 38**: *The identified task orders are firm fixed-price not level of effort. The deliverables are outlined in the Performance Work Statement (PWS) (Attachment A-2). This is a performance based requirement where the outcomes have been identified in the PWS and a historical FTE has been provided for potential Offerors to understand the volume of effort that has been historically necessary to fulfill the requirement.*

**Question 39**: Is the contractor limited to accomplishing only the tasks that are listed?

**Response 39**: *The successful Offeror will be expected to perform the work from task orders issued under this contract. At the present time, three task orders have been identified to be performed on a fixed-price basis and that is what required under the RFP to be priced. It is expected that these three task orders will be transitioned and performed at contract start time. Other task orders may be issued throughout the contract period of performance as determined necessary and within the broad administrative scope of this contract.*

**Question 40**: We plan to include additional pricing back-up information. Can the Government please provide a File Naming structure for this information?

**Response 40**: *Additional pricing information has not been requested and will not be reviewed as part of the evaluation process. However, if you feel it is necessary to submit the information, please select a naming structure that clearly indicates what the file is and aligns with the RFP naming structure.*

**Question 41**: Will the Government identify and provide a mapping of labor categories listed in Attachment D to the appropriate Wage Determination Service Contract Act Occupation Code and Title? For Service Contract Act positions identified by the Government how are offerors to interpret any discrepancy/difference between the qualification descriptions provided in attachment D and those provided by the Department of Labor?

**Response 41**: *Mapping of the provided labor categories to the appropriate DOL SCA WD is up to the Offeror. The position minimum qualifications are specific to NETL and represent the minimum qualifications to fulfill the requirement at NETL under this award. DOL’s minimum qualifications may be different for specific labor categories and represent the minimum for meeting the SCA WD requirements for classification into that position.*

**Question 42**: Does the incumbent have a phase out period that will coincide with the contract’s Phase-In period?

**Response 42**: *This will be determined upon award and can be dependent upon an Offeror’s approach to transition. It is expected that any such period would be very minimal.*

Subcontract Questions

**Question 43**: Are prime contractors required to submit a request/package for subcontract approval with their proposal, or is this completed post-award?

**Response 43**: *Subcontract consent approval is a post award function for this solicitation.*

**Question 44**: Is financial responsibility information also required for proposed subcontractors, or only the prime?

**Response 44**: *Financial responsibility information is only required for the Prime Offeror as part of the proposal.*

**DRAFT RFP - Questions and Responses – Posted: 2/4/2016**

**Question 1**: Reference B.2 Minimum and Maximum Quantity of Services. The draft indicates the contract ceiling is $20,000,000 over the life of the contract. However, the historical spend history for this program appears to have run between $5-7 million dollars per year. If that historical spend history is applied over the life of this requirement, it is reasonable a ceiling of $35-40 million could easily be reached. Would the Government increasing the contract ceiling to $40 million to allow for any increases or scope changes that could occur over the 5 year life of the contract.

**Response 1**: *The historical spend history of the prior contract is significantly different from the requirements included in this follow-on. The scope of work has been reduced to reflect current and expected needs for NETL. The ceiling of $20,000,000 is sufficient for the requirements as stated in the Request for Proposals (RFP).*

**Question 2**: Reference H.27(d) Key Personnel, p38. The importance of delivering key personnel and honoring commitments made is recognized. However, the penalty of $50,000 and $25,000 for each occurrence of a key person that leaves the contract for any reason is considered onerous and overly punitive. Will the Government consider changing the language to reflect penalties for “intentional misrepresentation” or similar circumstances and/or consider reducing the penalty amounts to be more in-line with the contract ceiling?

**Response 2**: *The reduction amounts included demonstrate the importance to NETL that Key Personnel are essential to continued successful performance. As noted in the clause (H.27(d)(iii)), the Contracting Officer possesses the unilateral discretion to consider waiving all or part of an identified contract price reduction, if the Contractor requests consideration.*

**Question 3**: Reference H.29, Limitation of Direct Costs, p 40. Are these costs determined by the Government in the final solicitation, proposed by the contractor with the proposal, fixed by the Government after initial proposals, or negotiated with the contractor during negotiations?

**Response 3**: *These amounts are to be proposed by the Offerors in response to the RFP and apply as limitations on cost reimbursement task(s) issued under the contract. .*

**Question 4**: Reference H.32, Contractor Value-Added Approaches, p44. These approaches were not seen as being specifically called out or evaluated in Section L/M of the draft. Would DOE consider including this list as part of the technical proposal and include a scoring evaluation factor in Section M to benefit firms that offer value-added services and solutions above the stated requirements?

**Response 4**: *The intent of the referenced clause is to ensure that value-added approaches included in an offeror’s proposal are incorporated into any subsequent contract awarded ensuring that an offeror follow through with items that were considered during the evaluation and selection of the successful offeror.*

**Question 5**: It is understood that the principal place of performance will be various NETL locations, including but not limited to Morgantown, WV, Pittsburgh, PA, and Albany, OR. Does the Government have a preference which primary location the key personnel (Program Manager and Business Manager) work from?

**Response 5**: *The Government does not have a preference to the location of Key Personnel. It is up to the offeror to determine the location that most effectively aligns with their proposed approach to perform the requirements and provide oversight to their employees.*

**Question 6**: Can you provide any information on the incumbent contractor?

**Response 6**: *The NETL electronic reading room located at* [*http://www.netl.doe.gov/business/site-support*](http://www.netl.doe.gov/business/site-support) *includes redacted copies of the current site support contract for which this RFP is a follow-on to (e.g. Contract DE-FE0004006).*

**Question 7**: The RFP includes several clauses associated with obtaining or having a Facility Clearance (FCL). Is a FCL required to be considered under the RFP or does an Offeror need to be capable of obtaining a FCL when/if necessary, and at what level of clearance?

**Response 7**: *An Offeror needs to be capable of obtaining a FCL when/if it becomes necessary. At the present time no classified work is currently performed under this requirement.*

**Question 8**: Will an Integrated Safety Management Plan be required to be submitted with the proposal?

**Response 8**: *As outlined in J.3 Attachment B - Reporting Requirements Checklist – the Integrated Safety Management Plan will be due 30 days after award and then “as required” after that throughout the life of the contract.*

**Question 9**: Is there a required format for the Letters of Commitment?

**Response 9**: *No, there is no required format.*

**Question 10**: The RFP states: “Three fixed-price task orders have been identified to be initiated at the start of this contract with identified levels of effort in the pricing instructions and Section J, Attachment D.” However, Section J, Attachment D is the listing of position qualifications. Will the Government provide the level of effort for each of the three task orders with the official RFP documents?

**Response 10**: *The level of effort is describe in Historical Information by Labor Classification in Section J and as specified Full Time Equivalents (FTE) in Section L, L.14 Proposal Preparation Instructions – Volume III Price Proposal.*

**Question 11:** The RFP states: “The Offeror should describe its Work Breakdown Structure (WBS) for effectively and efficiently administering the contract and performing the work described in the Performance Work Statement including its approach for effective communication.” Is the WBS for the IDIQ base contract or are Offerors required to provide the WBS for future task orders?

**Response 11**: *The Performance Work Statement describes the scope associated with any work that will be ordered under this Indefinite Delivery Indefinite Quantity (IDIQ) requirement. It would be expected that the proposed work breakdown structure would address the tasks identified within the RFP and the same type structure would be used for any unidentified work that would be ordered up throughout the life of the contract.*