

Questions and answers regarding EPA's solicitation PR-HQ-09-1346

1) Section L.13, on pages L-14 and L-15, indicates that any combination of years of experience and education "**totaling four (6) years**" will be an acceptable substitute for a B.S. degree. Please clarify the total number of years of combined experience and education that can be used as substitute for a B.S. degree.

Answer: "of experience and education "totaling four (4) years" will be an"

2) Section L.13, on page L-15, indicates that a B.S. degree plus a combination of years of experience and education "**totaling two (4) years**" will be an acceptable substitute for a Masters degree. Please clarify the total number of years of combined experience and education that can be used as substitute for a Masters degree.

Answer: "of experience and education "totaling four (4) years" will be an"

3) Section L.13, on page L-15, indicates that a B.S. degree plus a combination of years of experience and education will be an acceptable substitute for a Ph.D. degree but does not specify the total number of years of combined experience. In addition, it does not indicate the total number of years of combined experience beyond a Masters degree that can be used as substitute for a Ph.D. degree.

Answer: "A B.S. Degree plus a combination of additional years of experience and graduate level study totaling six (6) years in the proposed field of expertise will be acceptable substitute for a Ph. D. Degree. Also, a B.S. and Masters Degree plus a combination of additional years of experience and graduate level study totaling three (3) years in the proposed field of expertise will be acceptable substitute for a Ph. D. Degree.

4) Section L.18, on pages L-19 and L-20, requests information on environmentally preferable features and practices for meetings and conferences. Is it sufficient to include this information in the technical approach section of the proposal? Or should this information be provided as a separate document (i.e. appendix)?

Answer: Requirement has been removed. See amendment 2 to the solicitation.

5) Section M.3., on page M-2, describes the adjectival ratings to be used in the evaluation of the technical proposal. In the past, for evaluation factors, EPA has assigned points to evaluate each section of the technical proposal. Points are not provided in this RFP. Please confirm that EPA's evaluation of the technical proposal will be conducted using the adjectival ratings only.

Answer: Yes, an adjectival rating will be used.

6) Please confirm that work assignments issued under this contract will include an estimate of the required labor hours as stated in Section B.2 (page B-1).

Answer: Yes, Work assignments issued will include an estimate of the required labor hours.

7) Please indicate whether it is acceptable to submit reps and certs via ORCA (Section K.1, pages K-1 and K-2)

Answer: Yes.

8) Section L.3 (b)(2), on pages L-2 and L-3, discusses how to present clerical costs if it is the offeror's normal practice to charge clerical hours as direct costs. However, this paragraph also states that "...direct charging of these on any resulting contract will not be allowed". Please clarify whether direct charging of clerical hours is allowed.

Answer: If it is the offeror's normal practice to charge these types of costs as direct costs, include these costs along with an estimate of the directly chargeable labor hours for these personnel. These direct charges are to be shown separate from the technical effort (level of effort) and the estimated time does not count towards the professional and technical hours specified in the solicitation.

If it is the offeror's normal practice to include this type of effort in the offeror's indirect costs, no estimate is required. However, if the effort is included in the indirect costs, then direct charges of these hours will not be allowed.

The specific sentence is making reference only when the offerors include clerical hours in their indirect costs.