

Questions and Answers regarding the RFP for PR-HQ-10-10020, *Technical Support for the Assessment of Ecological Effects, Fate and Transport of Pesticides in the Environment*

Q 1: Will this award be to multiple firms or to a single firm?

A 1: This solicitation is a total small business set aside and OAM intends to award to 1 small business.

Q 2: Is it possible to get a more detailed project description and description of the requirements?

A 2: No, the performance work statement attached to the solicitation is the most detailed information on the requirement that OAM will be releasing.

Q 3: Is there currently a company (incumbent) providing these services?

A 3: That information is provided on the Agency's forecast database and can be accessed by the following link: <http://yosemite1.epa.gov/oarm/oam/forecastdatabase.nsf>

Q 4: Is the staffing plan counted towards the 15 page limit?

A 4: Yes.

Q 5: Can the presentation be postponed by a couple of weeks?

A 5: Yes. The solicitation will be amended to reflect offeror's presentations scheduled during the week of September 20, 2010. Presentations will be scheduled between the hours of 9:30 am to 1:30 pm EST.

Q 6: Section L.3.b.1. (on page L-2 of 25 in the RFP) notes that "the offeror's proposal should include options for the Government to order optional quantities." Please clarify as there do not appear to be any Optional Quantity hours or Optional Other Direct Costs specified in the Solicitation.

A 6: This requirement does not include optional other direct costs; however, the solicitation will be amended to reflect a change in the level of effort and to include optional quantity hours.

Q 7: Section L.3.b.2. (on page L-3 of 25 in the RFP) states that the offeror should "submit the proposal utilizing the labor categories and distribution of the level-of-effort (LOE) specified in the solicitation". Please clarify as there does not appear to be any distribution of the LOE as listed in Paragraphs B.1 and H.7 of the Solicitation.

A 7: Section L.3.b.2 of the solicitation will be amended to remove the reference to a level-of-effort breakdown among labor categories. Offerors should distribute level-of-effort among appropriate labor categories as they understand the requirement.

Q 8: Section L.15.b. (on page L-15 of 25 in the RFP) states that information is required "about environmentally preferable features and practices your facility will have in place for the EPA event described in the solicitation". Since organizing meetings and workshops is a subtask and no specifics such as location and attendance have been identified, what level of detail regarding environmentally preferable features/practices is required in the written and oral technical proposals?

A 8: The solicitation will be amended to remove Section L.15.b.

Q 9: Does this contract require we submit small disadvantaged business subcontracting plan goals?

A 9: No.

Q 10: Section L.19.II (on pages L-23 and L-24 of 25 in the RFP) and M.3.b (pages M-2 and M-3 of 4 in the RFP) are unclear regarding what information should be included in the 15

page written Technical Proposal. Should the written Proposal contain information on all of the topics that will be covered in the Oral Presentation, including technical approach, staffing (with the exception of resumes and non-key personnel summaries), project management, and corporate experience (with the exception of Past Performance Questionnaires)?

A 10: The 15 page limit restriction of the written technical proposal includes only the staffing plan. However, the written portion of the technical proposal should include resumes, non-key personnel summaries, letters of intent (if any), past performance questionnaires and past performance information, as well as a staffing plan.

Q 11: Would it be accurate to describe the written Technical Proposal as an outline for the Oral Presentation?

A 11: No, the written portion of the technical proposal should include resumes, non-key personnel summaries, letters of intent (if any), past performance questionnaires and past performance information, as well as a staffing plan.

Q 12: If the text of the 15 page written Technical Proposal references material appended to the proposal, will the referenced material be counted against the 15 pages and will it be considered? For example, in a discussion of project management, can reference be made to the detailed contract descriptions (described on page L-8 of 25 of the RFP) that are part of the Past Performance Information?

A 12: If the text of the 15 page limit restricted portion of the written technical proposal references material appended to the proposal, the referenced material will be counted against the 15 pages and will only be considered provided it is within the page limit.

Q 13: Is it required that copies of the Oral Presentation slides be appended to the written Technical Proposal?

A 13: If copies of the oral technical presentation are not appended to the written technical proposal, then they should be handed out prior to the start of the oral presentation.

Q 14: Section L.19.II (on page L-23 of 25 in the RFP). The RFP states that the written technical proposal is limited to 15 pages exclusive of any display media related to the oral presentation. Must the display media be identical to what is presented in the oral presentation; for example, may a flow chart that will be broken into several slides in the oral presentation be presented as a single graphic in the written technical proposal?

A 14: If the offeror chooses to use power point, charts, graphs, or other display media during the oral proposal, this display media must be identical to what is presented in the oral presentation.

Q 15: Section L.19.I.d. (on page L-22 of 25) states that “changes will not be allowed or accepted after receipt of the proposal submission.” If copies of the Oral Presentation slides are appended to the written Technical Proposal, does the above statement mean that the slides used in the Oral Presentation must be identical to those appended to the written Proposal?

A 15: Yes.

Q 16: Attachment 1, Section II (page 1-4 of 13) states that the contractor will supply the necessary software for the performance of each work assignment. Please identify what

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software, other than software developed by the Agency, is currently required for this contract. Is the intent of this statement that the contractor supply any software requested by the Agency, regardless of cost and whether the software will be used only in completing assignments specific to this contract?

A 16: The contractor is expected to have Microsoft Office, including Access in order to fulfill the requirements of this contract. EPA will maintain the licenses for any specialized software required.

Q 17: When will the government inform us about the date on which the Presentation will be made? Should we anticipate being informed on Friday, September 10th after 4 pm, or will we be contacted sometime on Monday September 13th during normal business hours? If we will be contacted on Friday, should contact information be provided in the cover letter to the written Technical Proposal in the event that contact is attempted outside of normal business hours?

A 17: Contact will be made during normal business hours and at least a one week notice will be provided to any offeror prior to their presentation appointment.

Q 18: Section L.19.1.d. (on page L-22 of 25) states that 7 copies of the display media are required for the TEP. Are the 7 copies of the Oral Presentation slides to be distributed at the presentation by key personnel, or does this refer to copies of the Oral Presentation slides appended to the written Technical Proposal (if appending these slides is required)?

A 18: If the offeror chooses to use power point, charts, graphs, or other display media during the oral presentation and does not append the display media to the written technical proposal, then 7 copies are required prior to the oral presentation for the TEP.

Q 19: Will the Technical Evaluation Panel be permitted to ask questions of the presenters during the Oral Presentation?

A 19: No.

Q 20: Should the Oral Presentation be designed to allow for questions within the 1 hour timeframe, or will all questions from the TEP be asked following the Pop Quiz?

A 20: Any clarifications to the oral technical proposal will be asked immediately following the oral presentation of the technical proposal by the contracting officer. Any clarifications to offerors responses to the pop quiz will be asked immediately following the oral presentation of the pop quiz by the contracting officer.

Q 21: What, if any, materials other than cell phones cannot be brought to the Oral Presentation for use in the Pop Quiz? Are printed materials such as copies of guidance documents allowed? Is a computer acceptable if there is no internet connection?

A 21: No communication devices may be brought to the oral presentation for use in the pop quiz. Printed materials such as copies of guidance documents are also not allowed as well as any other printed materials. The exception to this includes display media, if the offeror chooses to use and distribute display media to the TEP. A computer with no internet connection is acceptable.

Q 22: Section L.19.1.d. (L-22 of 25 in the RFP) states that the government will not provide a computer or projector. Will a white surface such as a screen, white wall, or whiteboard be available during the oral presentation?

A 22: A screen, white wall, or whiteboard will be available during the oral presentation.

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Q 23: How early on the morning of the oral presentation will we have access to the room for setup? Will non-key personnel be allowed to help with setup, so long as they are not present when the Oral Presentation begins?

A 23: Setup may begin at 9:00 am. Non-key personnel are allowed to assist with setup and dismantling of equipment, but they must not be present during the oral presentation.

Q 24: Section L.19.II.b. (on page L-23 of 25 in the RFP) requires a staffing plan for key and other personnel. Section L.19.II states that the 15 page limit for the technical proposal excludes resumes, personnel summaries, and other items, but makes no mention of the staffing plan. Should the staffing plan be submitted as part of the 15 page written technical proposal or is it to be included in addition to the 15 pages?

A 24: The 15 page limit restriction of the written technical proposal includes only the staffing plan. However, the written portion of the technical proposal should include resumes, non-key personnel summaries, letters of intent (if any), past performance questionnaires and past performance information, as well as a staffing plan.

Q 25: Page L-8 of the RFP lists information that should be provided regarding the contracts being used for Past Performance. Page L-23 of the RFP states that the Past Performance Questionnaires are not counted as part of the 15 page written Technical Proposal. Since the information listed on page L-8 does not appear in the client letter or the Past Performance questionnaire, should it be provided as part of the 15-page written Technical Proposal or should it be included in an attachment to that proposal?

A 25: Section L.19.II. will be amended to reflect that the technical proposal is limited to 15 pages exclusive of required resumes, non-key personnel summaries, letters of intent (if any), past performance questionnaires and past performance information, Quality Management Plan, Security Plan, Organizational Conflict of Interest Plan, and disclosure statement.