

Solicitation PR-NC-09-10062

Questions and Answers

1. Q: Are the fully burdened labor rates referenced in Section B.2 composite rates that include subcontractor labor costs or should subcontractor costs, including labor, be priced and later billed as a separate line item?

A: Subcontractor costs will be broken out separately in the “Fixed Rates for Services” clause. Subcontractor labor rates should be separately identified in the offeror’s cost proposal. The offeror’s proposal for subcontractor labor should be fully burdened.

2. Q: In Section I.11(d), The solicitation requires that even if a contractor has an approved purchasing system that a contractor never the less shall obtain the EPA contracting officer’s written consent before placing the following type of subcontracts “Time and Materials.” Would EPA consider removing the “Time and Materials” language from Section I.11(d), and if not removed, could you please provide the reasoning for its inclusion.

A. The “Time and Materials” language can not be removed from this clause. The Government has designated “Time and Materials” type contacts as the least preferable contact type, due to cost control issues. In an effort to minimize the risk of additional costs, the Government would like to be notified if the contractor is entering into a Time and Materials contact with a subcontractor.

3. Q: What is the NAICS Code and corresponding small business size standard?

A: The NAICS Code is 541690 and the size standard is \$7 Million.

4. Q: Section L.8(b) of the solicitation requests a list of all or at least 5 contracts and subcontracts completed in the past 3 years, and all contacts and subcontracts currently in process which are similar in nature to this requirement. Section M.5 requests a list of contracts and subcontracts completed during the past 3 years and those currently in process for similar work. Is it sufficient to provide information on at least 5 contacts and subcontracts that an offeror has completed and/or is currently working on in the past 3 years?

A: Yes, the offeror should provide the past performance information for at least 5 contracts and subcontracts that the offeror has completed and/or is currently working on in the past 3 years.

5. Q: Can the reference to “Standard Forms 1411” in Section L.11(d) “Definition of Labor Classifications” be deleted?

A: Yes, L.11(d) should state, "You should submit a cost summary for each of the following: 1.) Summary Proposal; 2.) Base Period; 3.) Option Year 1; 4.) Option Year 2; 5.) Option Year 3; 6.) Option Year 4.

6. Q: Does the EPA want a customized contract-specific QMP or will the offeror's QA/R-2 compliant corporate QMP suffice? If the former, would EPA allow the offeror to customize their QMP only if awarded the contract?

A: Yes, it is acceptable to submit a QA/R-2 compliant corporate QMP and then customize the QMP if awarded the contract.

7. Q: The RFP states that this will be an Indefinite Quantity (IQ) contract. Will the staffing of the positions at RTP be by task order, or will certain personnel, such as the Senior and Junior Scientist key personnel, be located full time on-site at RTP? If the Senior and Junior Scientist key personnel are to be full-time at RTP, are there expected areas of expertise for the key personnel?

A: All positions will be located on-site at RTP. Please review the Statement of Work for required tasks and areas of expertise needed for personnel.

8. Q: Section H.14 (page H-13) states that the "Contractor will assign to this contract the following personnel: PROFESSIONAL LEVEL II: TO BE DETERMINED AT CONTRACT AWARD." However, it can be inferred from the cost proposal that of the key personnel, the two Senior Scientists would be classified as Professional Level 2 and the Junior Scientists would be classified as Professional Level 1. Is this inference correct? If not, what are the expected professional levels, education and experience for the Project Manager, Senior Scientist and Junior Scientist?

A: The Professional Level II identified in the Key Personnel Clause shall be the Project Manager for the contract (tasked with coordination and dissemination of work).

9. Q: Are there any limitations on the number of pages, margins, font, font size, etc. for the technical and/or cost proposal?

A: No, there is not a limitation on the number of pages, but EPA expects that the offeror will exercise discretion in the determination of relevant information. There are no specifications for margins, font or font size.

10. Q: Are there any requirements about the file format (i.e. Word 2003, Word 2007, PDF) of the electronic copies of the technical and/or cost proposal.

A: No, there is not a required format for electronic copies.

11. Q: Please resolve the difference in period hours presented on page L-6 (6,410) versus the hours quoted on page L-7, item (d)(iii) (10,610).

A. This was a typographical error. Both amounts should be 6,410 hours.

12. Q: Page L-8 refers to the Technical qualifications, but there are no hours requested for technician level staff on page L-6. To what extent will technicians be used? Please clarify.

A: Technicians are not projected to be used under this contract.

13. Q: How will EPA adjust out fixed labor rates as described in the last paragraph of section L.14 of the RFP? How will ODCs be handled?

A: Clause L.14 "Compliance with FAR Clause 5.222-43, "Fair Labor Standards Act and Service Contract Act – Price Adjustment (Multiple Year and Option Contracts)" (EP 52.222-100)(FEB 1994) shall be removed from the solicitation.

14. Q: Please elaborate on how many task orders are anticipated for each contract period and how the EPA anticipates allocating the hours presented on page L-6 among multiple task orders.

A: EPA is unable to provide a fixed number of task orders at this point. It is anticipated that there will be an initial task order issued to include the more routine areas of the Statement of Work, followed by additional task orders.

15. Q: Does EPA expect that all work authorized under task orders will be conducted on-site at EPA facilities or can some of the work be conducted at contractor offsite facilities?

A: All work will be conducted on-site at EPA facilities.

16. Q: Please explain the difference between the ODC category (which includes miscellaneous ODCs) and the miscellaneous ODC category on pages L-9 and L-10.

A: ODCs in L.12 "Evaluation of Other Direct Costs (EP 52.215-130)(APR 1984)" should be grouped into the following three categories:

ODCs (materials, supplies, etc)

Travel

Miscellaneous ODCs (includes 247 Hood Certs, 67 BSC certs, sample analysis, instrument calibration, monthly water sampling, etc.)

17. Q: On Pages L-9 and L-10, the miscellaneous ODC category appears to include labor. Can these services be performed by the contractor as labor? If so, is that labor already included in the labor hours shown on page L-6 or do these services (i.e. hood certs, BSC

certs, sample analysis, instrument calibration, monthly water sampling) need to be priced separately?

A: No, this does not include labor. Any labor hours associated with these tasks should be included in the previous clause (L.11), this clause only includes non-labor costs associated with these tasks.

18. Q: Page M-2 identifies key personnel as the Project Manager, 2 Senior Scientists, and 1 Junior Scientist. Page L-6 specifies the level of effort for Professionals Levels 1, 2, 3 and 4. Assuming that the Professional Level 1 and 2 hours are for the Senior and Junior Scientists, what are the expected roles of Professional Level 4 (50 hours) and Professional Level 3, (60 hours)?

A: Professional Level 3 and 4 are expected to perform in a periodic oversight capacity. These will not be full time, on-site positions.