

Questions / Comments on PHILIS RFP PR-HQ-08-13082

1.) Page E-3, Section E.3.A, Pre-award Documentation: “The offeror must submit the following quality system documentation **as a separate and identifiable part of its technical proposal**: (CO select one or more)”.

Quality Management Plan

Joint Quality Management Plan/Quality Assurance Project Plan of the contract

Programmatic Quality Assurance Project Plan

Q1: Are existing documents from other programs, not specifically tailored to EPA acceptable for submission for the technical proposal?

A1: Existing documents from other programs, not specifically tailored to EPA are acceptable; however, if the document can be tailored specifically for the PHILIS requirement, please do so.

2.) Page G-7, Section G.6.(b), Government Property: “the contractor is authorized to acquire and/or fabricate the equipment listed below...”

Q2: What equipment is being described in this statement? The RFP does not list the equipment “below” this statement.

A2: There is no equipment or equipment list associated with this clause.

3.) Page H-8, Section H.8 Award Term Availability of Funds “Funds are not presently available for any award term.”

Q3a: In this statement, does award term apply to all possible years (1-7) or award terms (years 3-7)?

A3a: The statement applies to Award Term 1 and Award Term 2.

Q3b: Are funds available for the “Base Period” (Years 1 and 2)?

A3b: Funds are presently available for the Base Period.

4.) Page H-11, Page I-9, Section I.12 Availability of Funds for the next Fiscal year “Funds are not presently available for performance under this contract beyond_____”

Q4: Will funds be available after contract award?

A4: See A3b above.

5.) Attachment 1, PHILIS PWS, Page 1-9 states “The PHILIS units’ capabilities/systems may be upgraded/matched to the PHILIS-2 unit.” “Additional equipment and

analytical capabilities may be added to one or all of the PHILIS units if deficiencies are determined and when EPA funding is available.”

Q5: What is the present operational readiness status of ALL the current PHILIS units? Will bidders be given specific information on the condition of ALL the instrumentation contained in each PHILIS unit? Will bidder be given the opportunity to physically inspect any/all of the PHILIS units prior to completion and submission their proposals?

A5: The Edison, NJ PHILIS units are currently operational. The Erlanger, KY and Denver, CO PHILIS units are expected to be operational in the near future. Bidders will not be given specific information on the condition of ALL the instrumentation contained in each PHILIS unit. Per the Site Visit Notice posted on the website, bidders were given the opportunity to inspect the PHILIS units on July 21, 2009.

- 6.) Attachment 1, Sect 3.0, Task 1, PHILIS Laboratory Support, page 1-10 states, “The contractor shall dispose of all waste (including samples) generated by the PHILIS units’ operations in accordance with the Code of Federal Regulations...”.

Q6a: Is the EPA the waste generator?

A6a: Yes.

Q6b: Will the Contractor be using an existing EPA waste generator number?

A6b: Yes.

- 7.) Page 1-12, Transportation of the 53’ tractor-trailers shall require the use of tractors that the contractor shall supply.

Q7: The number of movements is an unknown. For bid purposes, may the contractor assume a constructed “cost per move” figure using an average estimated time and distance computation or will the government provide specific moves required by destination?

A7: For proposal purposes only, please assume the number of movements to be four (4).

- 8.) Page 1-13, The contractor shall arrange for in-house and scheduled PHILIS sample analysis to be completed at a different PHILIS unit(s), Regional/EPA Lab(s), and/or contract lab(s) during emergency response activations(s).

Q8: For pricing purposes, what are the anticipated requirements for in-house and scheduled PHILIS Sample analysis workload?

A8: For proposal purposes only, please assume the number of in-house and scheduled PHILIS Sample analysis during emergency response activation(s) to be...

To be addressed in a subsequent amendment.

- 9.) **Page L-8 of 24** asks the offeror to provide, “A list of three (3) projects (inclusive of team subcontractors) completed during the last five (5) years for similar work”.

Q9: Is the government requesting three (3) projects from the prime contractor and three (3) projects from each subcontractor or is the government requesting a total of three (3) projects for the entire team?

A9: Please provide a total of three (3) projects.

- 10.) **Page L-8 of 24, Section 1.** Technical Ability/Approach appears to contain instructions regarding the submission of past performance information; specifically, the request for three specific projects.

Q10: Should the offeror submit this information in their response to Section 4. Past Performance?

A10: The offeror shall submit the required information in accordance with each specific evaluation criteria.

- 11.) **Q11: For planning purposes, can the government provide any additional information on when the orals presentations will be conducted?**

A11: Oral presentations will tentatively be conducted during the week of August 17th, 2009. This date is subject to change.

- 12.) Section L.11 (B) – COST/PRICE PROPOSAL INSTRUCTIONS: Section (2), Direct Labor, of this section notes that “Labor costs shall be computed by multiplying the appropriate hourly rate by the number of direct labor hours specified.” The table which specifies the hours to bid notes that the estimated hours per person is 2,080.

Q12: The 2,080 estimated hours includes both direct and indirect time. Should these hours be reduced to the number of direct labor hours per category that an offeror proposes for a full-time equivalent?

A12: Yes

- 13.) Attachment 1, PHILIS Performance Work Statement: Paragraph 6.0, Administrative and Technical Personnel Categories (Page 1-14 of 22). This section states that, “The PHILIS requires staffing sufficient for continuous operation, 24 hrs/day, for an indefinite period.”

Q13: Given that only the 20 Key Personnel Categories are being priced for labor, the total contract value will be determined based upon this pricing,

along with Other Direct Costs. How will the cost for the surge capacity be addressed?

A13: To be addressed in a subsequent amendment.

- 14.) Background: Background: Section L.11 (B) – COST/PRICE PROPOSAL INSTRUCTIONS (Page L-12 of 24). Instructions at the bottom of the table for pricing purposes note that, “The above chart shall be duplicated and submitted for each year of the following contract periods/terms and each of the following listed locations...”

Q14: The Table included in Section L noted above, lists ten (10) positions which correlates to the Erlanger, KY chart contained in Section B.2. Should the number of positions be adjusted to five (5) positions for the tables to be prepared for the Edison, NJ and the Denver, CO locations?

A14: The table included in Section L.11 should be adjusted to reflect the number of positions for each individual location.

- 15.) The RFP references three distinct quality documents. On Page E-3 of 5 there are underscores for the Quality Management Plan and Programmatic Quality Assurance Project Plan. On page M4-4 and F 2-4 a QA/QC Program Plan is requested.

Q15: Please clarify if these are the same documents and which documents are to be included in the submission.

A15: They are the same documents. Please submit them with your proposal.

- 16.) **Q16: Under Section G.6 (Pg. G-7), can the contractor assume that the Government will provide furnished office space and required basic services (photocopiers, telephones, internet, etc.) for required contractor staff at each of the PHILIS-2 sites for contractor staff? If not, please clarify what is provided at each of the locations.**

A16: The contractor shall not assume that furnished office space and required basic services will be provided at each PHILIS location.

- 17.) **Q17: In general, would the Government accept a proposal with assumptions that clarify our execution strategy and cost proposal?**

A17: Yes, but any and all assumptions need to be clearly noted.

- 18.) Under Section 6.0 of the PWS (Attachment 1 of the RFP), due to the nature of the work and the Government requirement to maintain 24/7 capabilities, it is

particularly challenging to staff three locations with qualified personnel if there will be periodic breaks in service.

Q18: Short of an unanticipated reduction in EPA funding for the PHILIS program, does the Government plan to adequately fund the contractor so that its core team of key personnel remains intact? If no, please clarify as to how the Government envisions the contractor meeting contract requirements and recovering costs if staff at the three EPA locations have periodic breaks in project work and associated project funding.

A18: The government does not anticipate any periodic breaks in service for the PHILIS requirement.

- 19.) **Q19: Section 3 of the PWS (Attachment 1 of the RFP) and Section F.2 Reports of Work (Pg. F-1), does the Government intend to issue separate work orders for each task or activity listed or does the Government plan to issue a comprehensive work order, or one work order per site, that covers all listed tasks?**

A19: Please see clause G.1 Ordering of the RFP.

- 20.) **Under Section H.25 (Pg. H-18), there is a stated possibility that PHILIS units and contractor staff may need to mobilize across Mexican and/or Canadian borders. Based on our experience, there are significant export control and immigration issues associated with these actions.**

Q20: Will contractor-incurred expenses associated with these activities be an allowable ODC, or must they be incorporated into the labor rates? What, if any, of these issues should we assume in our proposal that the Government will work with the Mexican or Canadian government to waive or exempt the contractor from complying, based on the emergency nature of such a mobilization?

A20: EPA is unaware of any significant export control and immigration issues associated with the mobilization across Mexican and/or Canadian borders. EPA is also unaware of an additional contractor-incurred expenses associated with these actions.

- 21.) **Q21: Section L.2 (Pg. L-9), Personnel/Key Personnel, if for Government convenience the contractor chooses to utilize home-office expertise (i.e., non-key personnel), will the Government allowed the contractor to bill this time to the project, as long as it the hourly rate used matches one of the labor category rates quoted in our proposal? If this is allowable, does the contractor need to disclose any plan to use any home-office expertise in our cost proposal?**

A21: Utilization of home-office expertise is allowable under the PHILIS requirement, however, the chosen personnel must be equivalent to one of the labor categories specified in the RFP and/or proposal.

22.) **Q22: In Section E.3 (Pg. E-3), the boxes in front of the associated documents (i.e. Quality Management Plan, Programmatic Quality Assurance Project Plan) were not marked with an “X”; however is marked with a “_”. Does this “[_]” indicate that the associated documents are required? Please clarify?**

A22: The checkmark to indicate required documents is not showing up, however, the “[_]” indicates that the associated documents are required.