

1. **Question:** The company I represent has interest in determining the contract value for subject Solicitation number of the last (prior) contract value.

Answer: Current calibration and metrology services are being performed as a sub-task order under a larger contract and the prior contract value applicable to the Calibration and Metrology Services Contract (CAMS) is not separately priced or available. The Independent Government Estimate can be found in Table L3 and L4 of the Request for Proposal (RFP).

2. **Question:** Would you consider a sole source contract in accordance with 13 CFR 124.506(a)?

Answer: No. The determination has been made that this effort will be a small business set-aside in accordance with Federal Acquisition Regulation 19.502-2 and NASA will not consider a sole source contract.

3. **Question:** Is the RFP published?

Answer: The Calibration and Metrology Services Draft RFP was published on February 25, 2004, and the Final RFP is scheduled to be published on approximately April 15, 2004.

4. **Question:** Where will the RFP be posted?

Answer: The RFP is posted on the Internet at the following address:
<http://procurement.nasa.gov/cgi-bin/EPS/bizops>

5. **Question:** If this is a recompetition, please provide history information of the current contract (i.e. who is the incumbent, period of performance of the current contract, and the value of the current contract).

Answer: The incumbent contractor on contract number NAS 9-19100 is Lockheed Martin Information Technology Space Operations. Rothe Enterprises, Inc. is the subcontractor who accomplishes the CAMS portion of the contract. The period of performance for the CAMS portion of the contract is June 2003 – December 2004. For contract value, please see Question 1.

6. **Question:** Is the RFP a recompetition or a new contract?

Answer: This is a recompetition of the calibration and metrology services portion of contract number NAS 9-19100.

7. **Question:** What kind of contract will be awarded for this RFP?

Answer: A cost-plus-fixed-fee, performance-based contract will be awarded for this RFP.

8. **Question:** Would NASA consider a change to the proposed NAICS code for the subject solicitation?

Answer: No. NAICS code 541380 has been determined appropriate for this acquisition.

9.A. **Question:** The requirements for the Project Manager, Deputy Project Manager, and Quality Manager to have an engineering degree should be relaxed. Military training and experience in this field should be a suitable substitute. Until very recently, the field of Metrology was taught solely by the military. Metrologists are not brought up through the commercial engineering pipeline and very few engineers have extensive metrology experience. Locating an engineer with extensive metrology experience would prove difficult and costly. Managers should more importantly have extensive knowledge of ISO 17025 and ISO 9000 as well as metrology experience.

9.B. **Question:** Reference Table L2: Standard Labor Categories (SLCs) for this effort. It appears that the educational requirements are somewhat rigid. They do not give the contractor flexibility to employ a competent staff that has experience in lieu of the educational requirements. Recommend that the educational/experience requirements be stated as "education OR experience." Example: Project Manager, 10 years experience; Deputy Project Manager, 7 years experience to include metrology, etc.

9.C. **Question:** We have reviewed the solicitation and were surprised to find that three of the positions for this project require a degreed person. Section L Pg L-5 Project manager, Deputy Project Manager, and the Computer programmer, Pg L-16 all require degrees. [Our company] having ran US Air Force ALC Laboratories at the depot level with upwards of 40-45 thousand items can see no reason that a well qualified, school trained PMEL Manager cannot perform as the Manager or the Deputy Manager very well without a degree. The degree requirement tends to lean the procurement to a particular individual or a company who is already positioned with these people on payroll and there is really no requirement for the degree in performing the task of Manager or Deputy

Answer: In response to the questions above, the educational requirements listed in the Standard Labor Categories (SLCs) proposed for this contract have been reviewed.

The RFP states that the SLCs are only guidelines. Offerors are free to propose personnel they consider qualified.

In addition, the following changes have been included in the RFP Section L2.4.1 to clarify the requirement:

“Table L2 addresses the recommended qualifications and experience levels of SLCs that are to be used for proposal purposes.”

“Relevant experience, when explained, may be considered as substitution for recommended education qualifications.”

Offerors should note that the recommended experience qualifications for the Safety and Quality Manager has been changed from 10 years to 5 years.

10. **Question:** During the Pre-Proposal Briefing, the Contracting Officer advised that bidders would be furnished a “list of employees and their length of service” so bidders can figure out what they should be paid.

Our Company feels that release of the names of our employees is proprietary. The Company also feels that the length of service and pay rate is also proprietary. We request this information not be released to competitors.

Answer: At the release of this amendment, a list of employees, their length of service and corresponding pay rate will not be released.

11. **Question:** Attachment J-12, Government Furnished Property depicts property that is used to accomplish the tasks identified in the Statement of Work. Are all Government calibrations currently being accomplished using only Government Furnished Property/Equipment?

Answer: All calibrations currently being accomplished in support of JSC Calibration and Metrology requirements are either performed using Government Furnished Property/Equipment or are outsourced to approved calibration service providers, who use their own NIST certified equipment. It should be noted that any equipment necessary for the fulfillment of this contract and not provided by the Government shall be provided by the contractor.

For clarification the following has been added to the Statement of Work in RFP Section C 2.1:

”The contractor shall furnish all resources and facilities necessary for the performance of this SOW. The resources include personnel, materials, supplies, and equipment necessary to provide the required services, except for those specifically identified as Government-furnished or installation-provided, in accordance with the contract terms and conditions.”

12. **Question:** Will the vehicles used for pickup and delivery be provided?

Answer: The Government will not provide vehicles for pickup and delivery of items under this contract. As stated in the RFP Section C “Statement of Work”, Part 3.2.1.c:

“The contractor shall provide the number and type of motor vehicles needed to support pick-up and delivery of customer-provided instrumentation. These motor vehicles shall be suitable for use on public roadways.”

- 13.A. **Question:** Please refer to Section L of the CAMS solicitation. Within the Independent Government Estimate there is listing non-labor resources in dollars and it gives specific costs associated with ISO 17025 annual certification, MET/CAL license, equipment maintenance, travel, training and outsourcing for an annual amount of \$521,000.00. Are the amounts shown under this category supposed to be used or is it an example? If an example, where is it referred to for cross referencing?

Answer: The numbers in the RFP provided as the Independent Government Estimate are the Government’s approximations of possible costs for the items listed. It is not required for offerors to use these numbers as long as any differences are explained in accordance with Section L for the RFP.

As stated by cross reference in the RFP Section L2.4.1:

“The IGE is the government’s estimate of the resources required to perform this effort and is not intended to influence your proposed estimates. The offeror is responsible for determining if the IGE is appropriate or if modifications are required based on the proposed technical and management approach.”

Also stated in the RFP in section L2.6.1.3:

“The independent government estimate (IGE) represents the government estimate for accomplishing the requirement without incorporation of any one offeror’s specific management and technical approach. It is intended to assist you in determining the magnitude of the non-labor resources (NLR) requirement. This is not to be considered a government “plug number”. Use of the IGE for non-labor resources above is elective. Offerors are free to incorporate the IGE into their Cost/Price Volume or to propose non-labor resource costs as deemed appropriate to accomplish the task order SOW.

However, if the offeror elects NOT to utilize the IGE amounts provided, the following documentation must be included in the Cost/Price Volume. Offerors shall provide supporting rationale for the quantity of non-labor resources proposed (e.g., square foot requirements for facilities or number of trips required for travel). Explain all the non-labor resources identified that will be indirectly charged to the contract through an indirect rate based on your disclosed accounting practices and contract requirements.

The non-labor resources (NLRs) IGE for ISO 17025 certification includes costs associated with obtaining and maintaining certification according to the ISO 17025 standard. The non-labor IGE

for the MET/CAL software license includes annual software licenses fees for the MET/CAL software product at the levels and quantities required for activities in support of this contract. The non-labor IGE for equipment and maintenance includes raw materials, purchased parts, supplies, equipment, and equipment maintenance. The non-labor IGE for travel includes airfare, and meals/per diem. The non-labor IGE for training includes tuition, fees, materials, and costs other than travel associated with training of employees for contract related duties. The non-labor IGE for out-sourcing includes all equipment to be sent to outside supplier for calibration.

It is important that offerors understand the IGE does not include application of any indirect expenses such as material handling or general and administrative expenses, nor does it include fee.

The non-labor IGE for this effort is included in Table L4.”

As stated in L2.6.2.12 regarding the IGE:

“This template is identified as the independent government estimate and is provided to the offerors. The estimate is not intended to influence the offeror when proposing on this procurement. It is the government’s estimate of full time equivalents and the costs associated with non-labor resources. The offeror may or may not use this estimate when estimating the resources necessary for this procurement.”

- 13.B. **Question:** Additionally, are we expected to use an additional criteria other than wage and price determination to annotate the hourly wages for our employees. If so, what is the measurement standard?

Answer: The wage and price determination is a minimum pay rate for applicable categories as detailed in FAR Clause 52.222-41 Service Contract Act of 1965, As Amended (May 1989). The cost proposed will be evaluated in accordance with M.2.5 of the RFP.

- 13.C. **Question:** Finally, are there standard operating procedures for the cost volume forms in Section L?

Answer: There are no standard operating procedures associated with the cost volume forms required in Section L. All instructions and explanations associated with these cost forms are included in the RFP in section L2.6.

The forms are provided as Excel electronic spreadsheets and should not be altered except for the entry of offeror data unless otherwise directed by the RFP or by instructions on the forms. Categories and types of information to be entered upon the forms are labeled in headings on the forms.

14. **Question:** On Page L-22, Section L2.5.1, Paragraph 2, it states to include up to one page of introductory material about our company experience and our major subcontractors. Please

confirm if this is one page total or one page for the company and one page for the major subcontractor. We would like to recommend one page for each.

Answer: One page of introductory material will be allowed for the prime contractor proposed and additionally one page each for major subcontractors proposed will be allowed. Section L2.5.1 will be modified to clarify this point and will now read:

“In this Volume, you are requested to include up to one page of introductory material about the experience and performance of your company, and up to one page each for major subcontractors (if proposed).”

15. **Questions:** In reviewing the individual sections of the draft solicitation for Calibration and Metrology Services (CAMS), we note that nearly all of the 50 section documents are in PDF format. We would like to begin immediately to develop a strawman proposal using text selections from many of these documents, but unfortunately we cannot do so without laboriously re-keying text. This is because the PDF documents have been password protected, allowing users only to print them. Because of this security setting, we are unable to copy and paste text, nor is it possible to export document content to a text file.

Request you provide the master password that will enable us to accomplish text copying and text export or, alternatively, please re-post the documents in a format such as MSWord that permits potential offerors to extract text sections as needed. The RFP sections most relevant to this need are Section C, Statement of Work (SOW) and Sections L and M. Also needed are Section J03 for the Management Plan (DRD01), Safety and Health Plan (DRD02), and Quality Plan (DRD07), and ultimately we will need Section K (Reps & Certs) for the final proposal.

Answer: PDF files associated with the RFP have been password protected to safeguard against unauthorized editing. The master password for the final RFP files will not be provided to offerors. However, so that offerors may select and copy text, file security restrictions on the final RFP files will be relaxed to allow these actions. Printing of the final RFP files will still be allowed, however editing of the final RFP files will not be allowed.

16. **Question:** RFP Section L, paragraph L2.4.1.1 states in line #8, “For each section 1-10 of your proposal Volume 1 shown in Table L1, ...e) Quantify and justify by narrative the amounts for types of Non-Labor Resources (NLRs) required.”, and f) “Quantify proposed labor resources in terms of Full Time Equivalents...”.

We are interpreting that the Government’s intent in subparagraphs e) and f) is for offerors to provide a detailed breakout of labor and non-labor in each SOW area to the second level of indenture (i.e. 2.1 thru 3.6). We are assuming that the WBS and Pricing Level required will be at the x. y level and not to the x.y.z level. Are our assumptions correct? Specific example: We will show an FTE table at the 3.2 level (Section 6) and not at the 3.2.1, 3.2.2 and 3.2.3 levels.

Answer: The intent of the Government is for the offeror to provide all the information requested under paragraph e and f of L2.4.1.1. For paragraphs e and f of L2.4.1.1, proposals are to be sectioned corresponding to the second level of indenture of the SOW, although any requirements below this second level should be addressed in the appropriate higher level enclosing section.

Section L2.4.1.1 of the RFP has been amended for clarification and now reads as follows:

“Statement of Work (SOW) Fulfillment: Volume I, Sections 1 through 10

Describe your approach to accomplishing the SOW. An outline of the SOW is included here as Table L1. Format sections 1 – 10 of Volume I of your proposal corresponding to SOW tasks and sub-tasks as shown in Table L1.

Include only top-level statements here for the Management, Quality, and Safety & Health Plan sections. You are later required to provide more detailed information for these plans by DRD.

For each section 1 – 10 of your proposal Volume 1 shown in Table L1:

For the following parts a) through d), individually address all corresponding tasks and sub-tasks. For example, section 6 of your proposal will individually address the requirements of SOW sections 3.2, 3.2.1, 3.2.2, and 3.2.3.

For the following parts e) and f), provide only composite quantities for each proposal section that include resources required for all tasks and sub-tasks. For example, section 6 of your proposal will address all NLRs and labor resources for SOW sections 3.2, 3.2.1, 3.2.2, and 3.2.3 as summarized quantities at the 3.2 level.

- a) State how you will accomplish the SOW in enough detail to show that you understand the requirements.
- b) Include innovative approaches, efficiencies, or cost savings and provide substantiation.
- c) Discuss applicable policies, procedures, and operational techniques.
- d) List any risks you identify to accomplishing the SOW and how these risks will be mitigated.
- e) Quantify and justify by narrative the amounts for types of Non-Labor Resources (NLRs) required. The IGE for NLRs is included in Table L4.
- f) Quantify proposed labor resources in terms of Full Time Equivalent (FTEs) using applicable Standard Labor Categories (SLCs) in Table L2. Follow the format of the template in Table L5 and provided with the RFP as the file *46 Section L Technical_Resources_Templates.xls*. Justify the skill mix proposed by corresponding narrative. The labor Independent Government Estimate (IGE) is included here in Table L3.”