**QUESTIONS AND RESPONSES – August 30, 2017**

Q.1 Second paragraph on first page of Executive Summary states "It is anticipated that the award date for the resulting contract will be prior to the expiration of the current contract and will have an effective date of July 2018." Submittal requirements for cost exhibits B1 and B2 start in August. Submittal requirements for cost exhibit B3 start in May and end in July. Please clarify what start dates should be used for the cost exhibits.

**RESPONSE:**

**May through July is the anticipated transition period with full contract performance starting August 01, 2018.**

Q.2 "What software, if any, will the Government provide as GFP/GFI under this contract? Examples include:

a. Word processing software

b. Presentation software

c. Spreadsheet software

d. E-mail software

e. Scheduling/resource management software

f. Project Control software

g. Database management software

h. Cybersecurity software

i. Network management software

j. Human Resources software

k. Accounting software

l. Inventory software

m. Preventive maintenance software"

**RESPONSE:**

**Clause H.28 entitled Government Provided Services details the types of services that the Government will provide for on-site contractors. This clause includes a section on IT type services. On-site contractors will have access to the NETL LAN/WAN systems and software associated with those networks.**

Q.3 It is our understanding there are various NETL reporting tools, templates, and databases used for accounting, labor reporting, project/task status reporting, etc. that have evolved over many years to provide critical data to NETL management. Adopting and evolving these tools, templates, and databases would be more efficient and cost-effective than re-creating/re-developing them. Would the Government provide clarification and information regarding the reporting tools, templates, and databases that will be made available as GFP/GFI to the awardee offeror?

**RESPONSE:**

**Contract level reporting is identified in the Reporting Requirement Checklist which also includes the information formatting as well as templates provided in the RFP. Specific project level reporting may be required and may involve existing tools and templates which would be provided at the project level or require the development of specific tools and templates that are unique to the given project.**

Q.4 RFP states "A copy of the current "GFP List" is located on the internet at http://netl.doe.gov/business/site-support …" The "GFP List" could not be found on the site at this link. Would the Government post a copy of the "GFP List" in the electronic reading room and identify where it is located in the reading room?

**RESPONSE:**

**The Government Furnished Property listings are located on the electronic reading room at http://www.netl.doe.gov/business/site-support. No change has been made to the RFP resulting from this question.**

Q.5 The Final RFP clarified section H.5 by adding the words "as established in NETL Procedure 570.1-1 Space Management Process". Would NETL please make this procedure available in the electronic reading room?

**RESPONSE:**

**The Space Management Process procedure located on the electronic reading room at http://www.netl.doe.gov/business/site-support. No change has been made to the RFP resulting from this question.**

Q.6 Will the Government provide space for the transition team?  If so, can the Government please provide details regarding the space that will be available?

**RESPONSE:**

**The RFP identifies the Government space that may be provided for performance. Some transition activities are of a nature that are not suited to be performed on-site (e.g. interviewing and HR functions). The proposed on-site transition activities and the individuals involved would have access to the same space as identified in the RFP. No change has been made to the RFP resulting from this question.**

Q.7 Paragraph D states "…anytime the Program Manager is changed…" and "…anytime a Key Person other than the Program Manager is changed..." regardless of duration in the role unlike paragraph F which states "...prior to fulfillment of the commitment letter received...". Is it truly NETL's intention to potentially reduce the award fee pool if the PM or Key Personnel are changed even after the L.25 specified Commitment Letter period of 24 months?

**RESPONSE:**

**NETL has established the fee pool reduction amounts based on the need for continuity of services for the contract and the importance placed on the Key Personnel positions. It is understood that sometime changes in Key Personnel is to the benefit of NETL in order to address performance concerns or to improve overall performance and that in some situations the change in Key Personnel may be due to catastrophic reasons (e.g. serious medical condition, death). To accommodate such incidents, the clause includes in subparagraph D.3 the provision for the Contractor to request a waiver of all or part of the reduction from the Contracting Officer. This provision provides the Contractor with the opportunity to present facts to be considered in the determination of a waiver. The amounts identified in the clause are consistent with the relative importance associated with those positions. No change has been made to the RFP resulting from this question.**

Q.8 Will incumbent staff currently supporting NETL under the RES contract, who are subject to DOE Order 142.3, Unclassified Foreign Visits and Assignments Program, retain their DOE Foreign Access Central Tracking System (FACTS) approval if they transfer to the winning bidder? How many incumbent staff members subject to DOE Order 142.3 are potentially available to transfer to the winning bidder?

**RESPONSE:**

**Incumbent staff currently supporting NETL under the RES contract, who are subject to DOE Order 142.3 would be required to resubmit the required information, identify a new host/sponsor, and obtain approvals during transition.**

Q.9 Is the cost of EVMS software included in the supplies/materials plug ($33M for CLINs 1 and 2 for 10 years) that's in the cost exhibits file?

**RESPONSE:**

**The cost for any supplies/materials is included in the number provided by the Government. This is an estimated amount to be used for evaluation of proposals and not a fixed pre-established ceiling amount.**

Q.10 At the end of the Positions Qualifications table in J.8 Attachment D, it states that the historical number of Scientific & Engineering FTEs listed above for CLIN 1 is 15 and the historical number of Scientific & Engineering FTEs for CLIN 2 is 52.1 for a total of 67.1 Scientific & Engineering FTEs. This number coincides with the total number of Scientific and Engineering FTEs (including Financial Budget Analysts) listed in the Positions Qualifications table in J.8 Attachment D of the Draft RFP. Adding up the total number of Scientific and Engineering FTEs (including Financial Budget Analysts) from the Positions Qualifications table in J.8 Attachment D of the Final RFP yields a total of 68.45 FTEs. Please clarify/reconcile the different values for total Scientific & Engineering FTEs.

**RESPONSE:**

**The RFP has been amended to correct the mathematical error in Section J.8.**

Q.11 Is Volume II - Technical and Management Proposal the only volume that is required to include a cross reference matrix? In which file should the Volume II - Technical and Management Proposal cross reference matrix be submitted? If cross reference matrices are also required for Volumes I and III, in which files should they be submitted?

**RESPONSE:**

**The RFP has been amended to reflect that the Offeror shall include the Table of Contents (for each volume) and any required Cross Reference within volumes or files in the file submission for the cover sheet under File 1 for Volume I (L.24 c)**

Q.12 RFP states "…Offerors shall not cross-reference to other volumes of the proposal…". It also states "…any required Cross Reference between volumes or files…" Please clarify this apparent conflict.

**RESPONSE:**

**The RFP has been amended. The word ‘between” has been replaced with “within” to remove the potential conflict. Volume cross references should not be done between volumes.**

Q.13 RFP states "Each volume shall contain a… glossary of acronyms and abbreviations." It also states "Volume level glossary of acronyms and abbreviations shall also be included in this File 1 for Volume 1." In which file should the glossaries for Volumes I and III be submitted?

**RESPONSE:**

**The Offeror shall include the Glossary for all Volumes in the file submission for the cover sheet under File 1 for Volume I (L.24 c)**

Q.14 RFP states "Each volume shall contain a table of contents…" It also specifies the files that comprise each volume some of which are required to have a table of contents, e.g. Volume I File 4. Since proposal volumes are not submitted in a single file for the entire volume, are tables of contents provided within each file sufficient so that a volume table of contents is not required? If a volume table of contents is required, in which file should that be submitted?

**RESPONSE:**

**Table of Contents for each file will be sufficient. If a volume level Table of Contents is provide, it is to be submitted as part of Volume I, File 1.**

Q.15 RFP states "Each page shall, within the one inch top or bottom margins, set forth the solicitation number; name of the offeror; and as applicable, the legend...". Following sentence states "This is the only information that can be displayed within the top margin". Please clarify what information is required in the top margin?

**RESPONSE:**

**Each page shall, within the one inch top or bottom margins, set forth the solicitation number; name of the offeror; and, as applicable, the legend in accordance with paragraph (e)(2). This is the only information that can be displayed within the top margin. RFP will be amended to include “dat**e”.

Q.16 Last sentence of cover page paragraphs states "All subsequent pages shall be appropriately numbered and identified with the name of the Offeror, the date, and the solicitation number to the extent practicable." Including the date on all pages seems to conflict with what is allowed in the margins based on the requirements in section L.23 (f) (5). Please clarify whether the date should be on all pages and if it should be in the top or bottom margin.

**RESPONSE:**

**The RFP has been amended to include that a date will be required in top margin as indicated in Question 15.**

Q.17 RFP states "The Performance Reference Information Form (Exhibit E) is limited to the form and one additional sheet" and "Relevant past performance discussion is limited to 2 pages per contract/project, per entity.” Does this mean the page limitation for each contract/project is 4 pages, i.e. Exhibit E with one additional page plus 2 pages for relevant past performance discussion?

**RESPONSE:**

**YES**

Q.18 Since Offerors' approaches and supporting discussion on quality assurance must be compliant with NETL Order 414.1, Quality Management System Program Plan, and NETL Order 450.4 Environmental, Safety, and Health Communications Plan, would the Government provide these NETL Orders in the electronic reading room?

**RESPONSE:**

**The NETL Order 414.1, Quality Assurance, and NETL Order 450.4 Environmental, Safety, and Health Communications Plan and** **Environmental Safety and Health Management System O 440.1 are located on the electronic reading room at http://www.netl.doe.gov/business/site-support. No change has been made to the RFP resulting from this question.**

Q.19 "L.25(g)(b) Subcontractor and Other Entity Experience states “In addition to the Offeror’s relevant experience, the Offeror shall describe the relevant experience of any proposed named subcontractors and other named entities that are proposed to perform work under this contract”. It also states “Other entities may include, for example, members of a limited liability company (LLC) or joint venture, an affiliate of the Offeror, or other major and/or critical subcontractor”.

L.26(2)(j) RFP defines major or critical subcontractor as “Any subcontractor proposed to perform a significant portion of a CLIN (proposed cost reimbursement or time and material type subcontract with estimated cost in excess of $1M per year)”.

Based on these instructions, our interpretation is that an experience discussion is only required for subcontractors and entities that will perform over $1M of cost reimbursement or time and material work per year. Please confirm that this interpretation is correct."

**RESPONSE:**

**Yes, interpretation is correct**

Q.20 To level the playing field for all bidders (incumbent and non-incumbent), would the Government consider excluding Transition costs from the Total Evaluated Price?

**RESPONSE:**

**Transition cost will remain part of the Total Evaluated Price.**

Q.21 Would the Government expand on the methodology that will be used to score proposals against the criterion, e.g. ratings scale of outstanding, good, satisfactory, marginal, or unacceptable and how those ratings will be determined?

**RESPONSE:**

**The Government does not provide rating scales or methodology on evaluation in the solicitation. Each Offeror is provided with the evaluation criteria and the relative importance of each criteria in accordance with the FAR.**

Q.22 PWS - CLIN 1 - 4.2 Business Development and Partnership and CLIN 2 Program Execution & Integration seem to overlap. Would the Government clarify if this is one role that cuts across both CLINs or two separate roles within each CLIN?

**RESPONSE:**

**Some of the functionality may appear to overlap, however the intent of these areas is that CLIN 1 4.2 Business Development and Partnership is intended to provide the effort to assist in the coordination and facilitations of new business development, whereas CLIN 2 Program Execution & Integration is intended to provide technical expertise that will be brought together to address the technical challenges being sought by a customer for specific programs and projects.**

Q.23The Final RFP Executive Summary clearly articulated a significant change from the Draft RFP with removal of Service Contract Act clauses. However, Section L.26 (2) retained definition of the terms "Collective Bargaining Agreement" and "Wage Determination" which would be applicable to SCA covered contracts. Additionally, file "DE-SOL-0010762-Exhibit-B-Cost-Exhibits-7-31-2017.xlsx" Tab "Exhibit B4" retained General Clerk and Secretary labor categories. Please confirm the L.26 (2) definitions and Exhibit B4 labor categories, identified above, are residual content from the Draft RFP and no longer applicable given the significant change with Final RFP removal of Service Contract Act clauses.

**RESPONSE:**

**L.26 (2) is a definition only and is not intended to indicate an expectation of such being included in an Offeror’s proposal. Exhibit B4 of the Cost Exhibits identifies a listing of potential labor categories that are to be cross-walked to how they are identified within your organization. It is not a listing of required labor categories or positions that must be proposed. In addition, secretarial and general clerk positions may be necessary in the PMO and are considered administrative positions that would most likely be exempt from the Service Contract Act. The nature of the services moving forward in this solicitation are such to warrant having only professional and administrative positions on this contract which are exempt from the SCA.**

Q.24 The NAICS codes were recently changed in 2017. Can you please clarify if NAICS 541715 the correct code for this acquisition?

**RESPONSE:**

**There is currently a conflict between the 2017 NAICS code table and the 2017 SBA Size Standard code. The 2017 NAICS code table represents 541715 as the correct NAICS, however, the SBA 2017 Size Standard code still represents 541712 with a revised size standard of 1,000 employees. The RFP will be amended to reflect the NAICS of 541715 with a size standard of 1,000 employees. NETL will accept offers from entities who are identified to have either 541712 or 541715 NAICS identified in the SAM record. The intent appears to be to have 541712 combined or rolled into the new 541715 code.**

Q.25 Section I – Contract Clause I.23 952.204-73 Facility Clearance (Aug 2016) Paragraph (a)(1) requires Offerors who do not have either a Department of Defense or a Department of Energy Facility Clearance to obtain a clearance by submitting the Standard Form 328 and all required support documentation in the format directed by DOE.

If not currently cleared, shall an Offeror, subcontractor and/or joint venture complete its FOCI package via the DOE FOCI Electronic Submission System (ESS) located at http://foci.anl.gov/? If so, please provide the name of the FOCI Office that will review the submission, helping to ensure the New User Registration information is filled in accurately.

**RESPONSE:**

**Successful Offeror(s) who receive contracts may be required to submit a FOCI package for clearance. It is not intended that an Offeror submit a package in order to considered for award.**

**QUESTIONS AND RESPONSES – September 08, 2017**

Q.26 Section I – Contract Clauses I.1 52-252-5 Clauses Incorporated by Reference (Feb 1998) states in part that this contract incorporates one or more clauses by reference. The list is not provided, however.

Please provide the list of clauses incorporated by reference. This request is prompted primarily by RFP language in Section K – Representations, Certifications, and Other Statements of Bidders, Paragraph K.1 (b)(1), referring to 52.204-7, System for Award Management. As posted, the RFP includes I.20 52.204-13 System for Award Management Maintenance (Oct 2016) but does include not include the base requisite 52.204-7, System for Award Management.

**RESPONSE:**

**I.1 The Government may include many of the FAR Clauses and Provisions by reference in RFP actions. The inclusion of this clause was to provide the link to the FAR and DEAR where clauses reside. NETL has chosen to provide an RFP with Full Text of FAR Clauses and Provisions to assist offerors without having to go back and look them up in the FAR and DEAR.**

**Clause K.1 has detailed instruction on the use of clause 52.204-7 b(1) and (2).**

Q.27 Upon opening "DE-SOL-0010762-Exhibit-B-Cost-Exhibits-7-31-2017.xlsx" user is prompted to enable content. When enabling content the excel spreadsheet attempts to contact "http://netl.doe.gov/COMMON/SSC/SSC Recompete/SOS-3/HQ Business Clearance/Merle's Working Files/Contractor Cost Plan Template (General).xls". Error indicates excel cannot update one or more links in the workbook. Would NETL please break the links so there's no ambiguity as to the correct content of the file?

**RESPONSE:**

**The link has been disabled. There were no issues with the link not updating the information.**

Q.28 RFP states "The letter of commitment related to major or critical subcontractor to (insert Offeror's name) for the five-year period of performance of the contract." Since the potential incentive award term was removed in the Final RFP (amendment 0001), we assume that the major/critical subcontractor letter of commitment should be for the 10-year contract period of performance (base plus options) instead of five years.  Please confirm this assumption is correct.

**RESPONSE:**

**The RFP has been amended to state ten-year period of performance (L.25 e 3).**