Amendment 003 - Questions and Responses

Q1. L.21 (b), RFP page 200 - Will DOE permit use of a smaller font size, such as 9 point, for graphics, tables, headers, and footers?

**A1. L.21 has been revised to include additional instructions. See revisions in the RFP attached to this amendment.**

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Q2. L.21 (b), RFP page 200 - Will DOE permit use of 11x17 page size format? If yes, will 11x17 pages count as one or two pages in the page-limited sections?

**A2. The 8 1/2" by 11" paper size specified in L.21 (b) is mandatory.**

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Q3. L.21 (d), RFP page 203, paragraph Technical. - This paragraph ends with “QA Plan ISM),” Can DOE provide any missing text from this paragraph?

**A3.** **This has been corrected. See revisions in the RFP attached to this amendment.**

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Q4. L.21 (g) & (h), Experience and Past Performance, RFP pages 204 & 206 - Is it DOE’s intent that the Offeror’s contracts show experience within the last 10 years and show past performance only within the past 5 years?

**A4. Yes, Experience examples must be within the past 10 years. Past performance examples must be within the last 5 years.**

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Q5. L.21 (h), Past Performance, RFP page 205. Will DOE be removing the reference to the ESH&Q Past Performance Information Form from this section?

**A5 This has been corrected. See revisions in the RFP attached to this amendment.**

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Q6. Attachment A-2 Performance Work Statement, CLIN 3, Activity 2, Site Operations Support Services, page 25. In the draft RFP, Attachment 3, Albany Crack Sealing and re-striping Map was included as a separate file but was not referred to in the PWS. In the final RFP, Attachment 3, MGH and PGH Meter Info is not referenced in the final PWS and the Albany Crack Sealing and re-striping map attachment was not included. Will DOE reconcile these attachments and provide a call-out in the PWS?

**A6. Asphalt Crack Sealing has been removed from the contract scope. See the revised PWS for the Attachment 3, MGH and PGH Meter Info reference.**

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Q7. Attachment A-2 Performance Work Statement, CLIN 3, Activity 2, Site Operations Support Services, Attachment 2, NETL CAS Schedule. Will DOE provide this document? It was included in previous releases but not in Amendment 002.

**A7. The NETL CAS Schedule is included in Amendment 002 within Attachment A-3 Performance Work Statement – Attachments File, CLIN 3 Activity 2 Attachment 2.**

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Q8. J.8 Attachment C—Position Qualifications pertaining to A-2 Performance Work Statement, CLIN 3, Activity 5, Warehouse Management Support Services. The historical allocation for Warehouse specialist provided in the position qualifications indicates 1 FTE in Albany. The PWS for CLIN 3 activity 5, Warehouse Management Support Services (PWS page 59), requires support services at all NETL locations and the draft RFP indicated a position in Pittsburgh that now appears to be removed. Will DOE please clarify this staffing allocation?

**A8. Historically Pittsburgh and Morgantown warehouse functions would be shared positions with other labor categories. It is up to the offeror to determine what labor mix best suits their proposal. Historical information is provided only as a guide to assist offerors in understanding the volume of work.**

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Q9. RFP Section L.20(d) states “The SF33 Form has been uploaded with the solicitation, as a separate Word document (SF33.doc)” however this document has only been provided in PDF format. Please provide this document in Word.

**A9. A word.docx version of the SF33 is provided with this amendment.**

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Q10. RFP Section L.7(c) (2) states: “The first page of the proposal must show-

1. The solicitation number;
2. The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available)
3. A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item
4. Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and
5. Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.”

However instructions for the Cover Pages for each volume do not request all of the information stated above. Would DOE like the information requested in section L.7(c)(2) on all Cover Pages, on only on the Volume I Cover Sheet?

**A10. The instructions that are referenced in Section L.7(c) (2) are only applicable if other methods (e.g., electronic commerce or facsimile) are not permitted for the submission of proposals.**

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Q11. RFP Section L.21(b) references cross reference matrices and acronym lists, however this item is not identified within a specific file number. Does DOE wish to receive the Cross Reference Matrix for Volume II within the File 1 transmission?

**A11. Yes, if a cross reference matrix is used, it can be submitted as part of Volume 2 File 1.**

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Q12. File 6, Criterion 4, Relevant Past Performance states "In addition, the Offeror and all major or critical subcontractors shall submit the following relevant past performance information to supplement the information collected in

 Exhibit E, Past Performance Reference Information Form:

 •clearly indicate if the work was performed as the Prime or as a subcontractor

 •list of major subcontractors and their specific role and responsibility in the project;

 •period of performance: start date and end date

•places of performance (city, state, country) if different than the location identified in block 2 of the reference information form;

 •staffing level;

 •types of deliverables;

 •Information on problems encountered on the identified contracts and subcontracts and the corrective actions taken to resolve those problems.

Is this information to be placed within "Relevant Past Performance Discussion" that is limited to 2 pages per contract, or within the allotted 1 additional page for Exhibit E Performance Reference Information Form.

**A12. The referenced information should be included as part of the Performance Reference Information Form (Exhibit E).**

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Q13. File 5, Criterion 3, Experience, states a page limit based on the number of references as indicated in the Experience instructions, however there is no actual page limitation, per contract, established in this section. Please define the page limit, per contract discussion.

**A13. This has been corrected. See revisions in the RFP attached to this amendment.**

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Q14. File 6: Relevant Past Performance states "The reference point of contact for each contract or project should complete and submit the Past Performance Questionnaire (Exhibit D) (completed by the reference point-of-contact) directly to the Contracting Officer identified in the Past Performance Information Questionnaire cover letter, prior to the closing date of the RFP.", however the Exhibit C Cover Letter provided does not provide the Contracting Officer's information. Additionally, are the Offeror's clients allowed to email the completed Questionnaire to the DOE Contracting officer? If so, please provide an email address.

**A14. Each Offeror must complete the Exhibit C fill in’s with the information provided in the RFP prior to providing to the reference point of contact. Completed Past Performance Questionnaires may be emailed directly to Jason Efaw at** **Jason.efaw@netl.doe.gov****.**

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Q15. Upon opening EXHIBIT B – COST EXHIBITS it appears that there are some external links associated with the workbook that are not properly being referenced. While attempting to update the referenced link a Microsoft Excel error message appears that says “We can’t connect to ‘http://netl.doe.gov/COMMON/SSC/SSC Recompete/SOS-3/HQ Business Clearance/Merle’s Working Files/Contractor Cost Plan Template (General).xls’. Please make sure you’re using the correct we address.”

Is the referenced link important to this file? If so, please provide a new EXHIBIT B that includes all applicable linked data. If not, can the link be removed to avoid the error and then can Exhibit be re-issued?

**A15. EXHIBIT B – COST EXHIBITS has been corrected and attached to this amendment.**

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Q16. Exhibit B – Cost Exhibit Plug numbers have been provided for CLIN 2 and 6, can the Client provide a breakdown of these costs and how they are split between the sites?

**A16. The breakdown between sites is not necessary for the cost proposal.**

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Q17. Section L.22 5 key employees will be captured in the NETL on site overhead rate, does this include their travel expenses or has that been captured in the plug numbers provided?

**A17. All cost associated with Key Personnel should be included in the On-Site Overhead Rate.**

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Q18. Exhibit B – Cost Exhibit, tab “Exhibit B19” shows projected cost for CLIN 5, should this not be CLIN 6 projected pricing?

**A18. This has been corrected. Please see the revised Exhibit B – Cost Exhibit attached.**

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Q19. CLIN 4 ACTIVITY 2 PWS, 1.2 references this activity as firm fixed-price. Please confirm that this includes costs associated with medical analysis - such as drug testing and MRO services, blood analysis, x-ray services and interpretation, prescription medicines for travel medicine program, if required, vaccine serum, associated shipping costs for specimens and specialty medical referral costs?

**A19. Yes, all cost are included.**

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Q20. Are there any paper medical records that the contractor is responsible for maintaining?

**A20. All medical records are kept in paper copy charts in fire-proof cabinets. The paper copy chart is the official medical record. These records are to be maintained by the contractor per records retention regulations and NETL Records Management directives.**

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Q21. ARTICLE 24-SCHEDULE OF OTHER BENEFITS, Section8- Award Fee Share under the United Mine Workers of America and ARTICLE 23- CENTRAL PENSION FUND, Section 23.3- EMPLOYEE AWARD FEE SHARE indicate that bargaining unit members will receive 25% of the calculated Employee Award Fee. Since no Employee Award Fee is anticipated on this contract, how is the successful bidder to comply with the CBA?

**A21. The successful offeror has 1 year to negotiate a CBA Agreement.**

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Q22. Can you please provide the service dates for all employees?

**A22. The information on incumbent employees is provided to the successful offeror during transition.**

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Q23. CLIN 3 Activity 5 - 4.1.1.1 States the contractor shall provide continued implementation and maintenance of the WMS. 4.1.1.2 states the contractor PROVIDED WMS shall meet or exceed all functionality requirements listed. Question-Will the contractor be providing support of a current WMS or do we need to propose a new WMS?

**A23. The contractor will be responsible for providing support for the current warehouse management system.**

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Q24. SF33 Amendment 002 has a current due date of 07/22/2019. We are currently doing an in depth review of the solicitation and are submitting questions as we have them. However, with the current question submittal deadline of 07/12/2019, we could potentially have questions up to that date. In order to provide the best response to DOE/NETL, would DOE/NETL consider a two-week extension to the current due date?

**A24. The due date for submission of proposals is not being extended at this time.**

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Q25. H.47 Travel and Per Diem Costs references supporting documents for the lump sum fixed price. Could you provide a reference for these documents?

**A25. The documentation referenced in this clause refers to supporting documents submitted with the invoicing during contract performance.**

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