

- Q1. Page 231 of the RFP provides instructions on what to include in the top and bottom margins. The sections above that statement lists what is appropriate 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), Restriction on disclosure and use of data, of the provision at FAR 52.215-1, Instructions to Offerors – Competitive Acquisition.

The sentence immediately after”...Instructions to Offerors – Competitive Acquisition.” Reads as follows: “This is the only information that can be displayed within the top margin.” See excerpt below:

(5) Page margins. Page margins for text pages shall be a minimum of one inch at the top, bottom, and each side. 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), Restriction on disclosure and use of data, of the provision at FAR 52.215-1, Instructions to Offerors – Competitive Acquisition. This is the only information that can be displayed within the top margin. Volume number, file number, and page numbers are acceptable in the bottom margin. Two columns of text per page and use of boldface type for paragraph headings are acceptable. (6) Page numbering. All pages shall be sequentially numbered.

Can you please clarify the definition of “this”? Also, is a corporate logo incorporated with our name acceptable in the bottom margin?

- R1. Only the information prescribed for the top (i.e. solicitation number, name of the offeror; and, any statement on the restriction on the disclosure and use of proposal data) and bottom (i.e. volume number, file number, and page numbers) are to be included.

- Q2. File 3 – Cost Discussion, page 251 Section J – Company Compensation Policies

Is it acceptable to provide the company’s Total Compensation Plan that addresses the items included in sections i – ix in a complete document?

- R2. Yes; however, that document must be included as part of the Offeror’s File 3 – Cost Discussion as long as it can be done within the page limitations outlined by the RFP.

- Q3. What is the current contract number and who is the current Contractor?

- R3. The current contract number is DE-HS000088 and the Contractor is GET-NSA.

- Q4. The RFP provides direction on how what is required for the cover sheets of various files. In reviewing the requirements for each cover page, we have noticed that the requirements vary slightly from one file to another. Examples are provided below.

Please confirm that with the exception of the file name and number, that it is acceptable to provide more information on each of the cover pages so long as the minimum requirements are met.

Volume I

File 1 Offer Cover Sheet

The Offer Cover Sheet shall contain the following information:

- Solicitation number and title: 89243318RAU000001, Classification Support Services (CSS)
- Offeror name, address, and DUNS
- Indicate the business size (e.g. small business, Veteran Owned Small Business, etc.)
- If proposing any kind of partnership, each individual member (including Limited Liability Corporations (LLC) and Joint Ventures (JV)), indicate the names, addresses, and DUNS of the partner companies and the date the partnership was approved. If the partnership is a JV and has not been approved by the Small Business Administration, provide the date the JV application was submitted for approval.
- If proposing major or critical subcontractors, indicate the name(s), address(s), business size, and DUNS of each major or critical subcontractor.

Volume II

File 1, Staffing Approach & Key Personnel

Cover Page

This file shall include a cover page indicating the solicitation number, name and address of the Offeror, point of contact, telephone/FAX number/E-Mail address, title of project, and date of proposal as per FAR 52.215-1. 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.

File 2, Key Personnel Résumés

COVER PAGE

The Résumés file shall include a cover page indicating the solicitation number, name and address of the Offeror, point of contact, telephone/FAX number/E-Mail address, title of project, and date of proposal as per FAR 52.215-1. 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.

File 3, Commitment Letters

The Letter file shall include a cover page indicating the solicitation number, name and address of the Offeror, point of contact, telephone/FAX number/E-Mail address, title of

project, and date of proposal as per FAR 52.215-1. 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.

Past Performance (Criterion 4)

This file shall include a cover page indicating the solicitation number, name of the Offeror, and file name. All subsequent pages shall be appropriately numbered and identify the solicitation number and the name of the Offeror.

Volume III

File 3, Cost Discussion

This file shall include a cover page indicating the RFP number, name of the Offeror, and file name.

All subsequent pages shall be appropriately numbered and identify the RFP number and the name of the Offeror.

- R4. It is acceptable for the Offeror to provide more information on each of the File Cover Sheets as long as the identified information for each File is included.
- Q5. Please confirm that our staffing plan, assigned labor categories, and DPLH proposed are to be based upon our proposed response and do not have to conform to the estimates provided in the RFP.
- R5. The Offeror is expected to base their Staffing Plan, assigned labor categories, and DPLH based upon their proposed response. The resource load information is to provide the historical volume for a period of one year.
- Q6. On page 240, Transition Approach the RFP states "For discussion purposes, the Offeror should assume a nominal 90-day transition period." Based upon the statement above, please confirm that we cannot provide an alternate number of days (less than 90) in our proposed transition plan.
- R6. For evaluation purposes, each Offeror must plan for 90-day transition period.
- Q7. Are 11 x 17-inch sized pages acceptable for graphics?
- R7. No, all pages must be 8 ½ x 11 inches.