

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 2
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 17 April 2012	4. REQUISITION/PURCHASE REQ. NO. N/A	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY NAVAL SURFACE WARFARE CENTER ATTN SEAPORT-E PCO, BLDG 183 17632 DAHLGREN ROAD, SUITE 157 DAHLGREN, VA 22448-5110		7. ADMINISTERED BY (If other than Item 6)	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code) (TO BE COMPLETED BY OFFERORS)		(%) <input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. N00178-12-R-4000	
			9B. DATED (SEE ITEM 11) 26 March 2012	
		<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning one (1) copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATA SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(%) <input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return __ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

SEE PAGE 2

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	

This amendment is issued to provide revised pages to Section H (Replacement Page 40); Section K (Replacement Pages 66 and 71); and Section L (Replacement Page 88); and to furnish the answers to questions submitted.

1. A revised Page 40 is provided as Attachment 1 to this amendment to reflect the change in H.19 Small Business Size Status from 35 million to **35.5 million**.
2. Replacement pages 66 and 71 in Section K are provided as Attachment 2 to make the following changes:
 - a. Page 66 – 52.204-8(2) The small business size is changed to **\$35.5M**.
 - b. Page 71 – 52.219-1(2) The small business size standard is changed to **\$35,500,000**.
3. Replacement Page 88 in Section L is provided as Attachment 3 due to the addition of the Building number in the address in 2.1.
4. Attachment 4 to this amendment provides the answers to all questions that were received by close of business on 9 April 2012.

Attachments:

- 1) Replacement Page 40
- 2) Replacement Page 66 and Page 71, two pages
- 3) Replacement Page 88
- 4) Answers to Questions, twenty-seven pages

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H.17 RESERVED

H.18 SEAPORT PORTAL REQUIREMENTS

In order to access the SeaPort Portal, the following requirements must be met:
 Operating System: Windows variants (98/NT/2000/XP/Vista)
 Browser type:
 128-bit encryption, https-capable
 IE 6.x or higher (recommended)
 Firefox 2.x (works, visual display/format less ideal)

H.19 SMALL BUSINESS SIZE STATUS

Small Business size status will be re-evaluated at the conclusion of the Basic Ordering period. This review will take place prior to exercising the award term option. Small Businesses will be required to re-certify their size status when purchased or merged with another Business. The re-certification shall be submitted once the merger/acquisition has been completed. When a previously categorized Small Business has changed its size status through purchase or affiliation with another business, Small Business preferences will no longer be available to that firm.

In conjunction with Rolling Admission opportunities addressed in H.8, SeaPort-e prime contractors will have the opportunity to voluntarily re-submit representations and certifications with regard to business size and status to reflect changes that have occurred since their last submission. Examples of circumstances where this might occur include, but are not limited to, a Small Disadvantaged Business receiving 8(a) Program certification; a Small Business receiving HUBZone Certification; a Veteran-owned small business becoming a Service-Disabled Veteran-Owned Small Business; or, a business previously represented as large now meeting the revenue size standard for NAICS 541330 (35.5 million dollars in average annual sales over the past three (3) accounting periods).

Please note that the only time that voluntary re-certification will be allowed is when the Rolling Admissions is being conducted.

H.20 DATA RIGHTS

A. Task Order Intellectual Property Deliverable Restrictions. For each task order to be issued under the contract, the Contractor shall identify, prior to award of the affected task order(s) to the best of its ability, noncommercial and commercial technical data and computer software that it intends to deliver with restrictions on the Government’s right to use, release or disclose such identified technical data and/or computer software (see DFARS 252.227-7017). The Government further requires that the Contractor identify, prior to award of affected task order(s), background inventions that will be embodied in items, components, processes, technical data, computer software or computer software documentation developed or delivered under the task order. To identify such technical data, computer software and background inventions, the Contractor shall submit the following three lists:

1. Noncommercial Computer Software and Technical Data. The Government desires appropriate rights in all noncommercial technical data and noncommercial computer software developed or delivered under each task order. The Contractor shall identify all asserted restrictions on the Government’s license rights in such data and software, pursuant to paragraph (e) of the clauses at DFARS 252.227-7013 (‘7013) and DFARS 252.227-7014 (‘7014). The ‘7013 and the ‘7014 clauses shall govern the format and content of the Contractor’s assertions of software and data restrictions for each task order. The Contractor may combine the ‘7013(e) and the ‘7014(e) post-award lists into a single list, as long as the technical data items can be clearly distinguished from the computer software items. The Contractor shall submit the post-award assertions to the Task Order Contracting Officer as soon as practicable before the scheduled delivery of the relevant data and/or software. The Contract shall update the post-award assertions as necessary during performance of the task order to ensure that the list is accurate before making final delivery of data or software under the task order.

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* International organization per 26 CFR 1.6049-4;

* Other _____.

(f) Common Parent.

* Offeror is not owned or controlled by a common parent as defined in paragraph (a) of this provision.

* Name and TIN of common parent:

Name _____

TIN _____

(End of Provision)

52.204-5 WOMEN-OWNED BUSINESS OTHER THAN SMALL BUSINESS. (May 1999)

(a) Definition. "Women-owned business concern," as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [Complete only if the offeror is a women-owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representation, of this solicitation.] The offeror represents that it [] is a women-owned business concern.

(End of Provision)

52.204-8 Annual Representations and Certifications (Mar 2012)

(a)

(1) The North American Industry classification System (NAICS) code for this acquisition is **541330**.

(2) The small business size standard is **\$35.5M**.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)

(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (d) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (d) of this provision instead of completing the corresponding individual representations and certification in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

(i) Paragraph (d) applies.

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(ii) The Offeror has [] has not [], within a three-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principal," for the purposes of this certification, means an officer; director; owner; partner; or a person having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a division or business segment; and similar positions).

This Certification Concerns a Matter Within the Jurisdiction of an Agency of the United States and the Making of a False, Fictitious, or Fraudulent Certification May Render the Maker Subject to Prosecution Under Section 1001, Title 18, United States Code.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsive.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

(End of Provision)

52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (Apr 2011) – ALTERNATE I (Apr 2011)

(a)

(1) The North American Industry Classification System (NAICS) code for this acquisition is 541330.

(2) The small business size standard is \$35,500,000.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) *Representations.*

(1) The offeror represents as part of its offer that it [] is, [] is not a small business concern.

(2) [*Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.*] The offeror represents, for general statistical purposes, that it [] is, [] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

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ADDITIONAL INSTRUCTIONS TO OFFERORS

1.0 INTRODUCTION

The purpose of this Request for Proposals is to engage the Rolling Admissions process of the SeaPort Enhanced Program to expand contract coverage. The period of performance shall be approximately two years from date of contract award, plus one five-year Award Term Option.

Questions concerning the solicitation: Offerors may submit questions, concerns, or request clarification of, any aspect of this solicitation via electronic mail to the following address: **SEAPORT_EPCO@navy.mil**. The offeror must include the company name in the subject line of the email. The questions should include the page number and paragraph number or identifier, which pertains to the offeror’s question. Questions received without this information may not be answered. It is requested that all questions be received by **9 April 2012** to allow the Government adequate time to prepare and issue responses via an amendment to the solicitation so that offerors can use the information in preparing their proposals. Although every effort will be made, the Government makes no guarantee that questions received after 9 April 2012 will be answered. Comments and questions must reference SOLICITATION N00178-12-R-4000. Acknowledgement of receipt of questions will not be made. The questions and answers associated with the initial award of the Seaport e Multiple Award Contracts in 2004 and the Rolling Admissions conducted in 2005, 2006, 2007, 2008, 2010 and 2011 can be found under the Rolling Admissions link on the <http://www.seaport.navy.mil> Homepage. Please review this material prior to submitting additional questions. Communications deemed necessary or important to understand or respond to the solicitation will be posted along with any and all solicitation amendments at website <http://www.seaport.navy.mil/>

2.0 INSTRUCTIONS FOR SUBMISSION OF OFFERS

2.1 Proposals must be received no later than 01 May 2012, at 2 p.m. local time. (NOTE: Dahlgren is on Eastern Standard Time). Submit proposals to the following address:

Seaport-e PCO
 NSWCDD, Bldg 183
 17632 Dahlgren Road, Suite 157
 Dahlgren, VA 22448-5110
 540-653-7087

Due to the relative remoteness of the Naval Surface Warfare Center, Dahlgren Division, located at Dahlgren, Virginia, there have been a few instances where proposals sent via one-day service still were not received in a timely manner. Offerors are therefore advised to be aware of FAR 15.208 and take proper steps to assure timely receipt of their proposals at NSWC, Dahlgren Division.

IF AN OFFEROR PLANS TO HAND DELIVER THE PROPOSAL, PLEASE EMAIL THE FOLLOWING INFORMATION TO SEAPORT_EPCO@NAVY.MIL BY 17 APRIL 2012:

The following Chart completed:

Date of Delivery	Visitor Last Name	Visitor First Name & Middle Initial	Citizenship	Representing Company

Q1. In reference to Section 5.4.2 on Page 95 it states: “The Offeror shall provide resumes of no more than 4 personnel to illustrate technical expertise.” We would like to clarify if the Gov’t is limiting the total number of resumes submitted to 4 or if the Gov’t is limiting the total # of resumes per functional area to 4. We believe it would be hard to demonstrate depth/breadth across all functional areas in only 4 resumes.

Also, the Table A from last year’s solicitation has been replaced by the Zone Presence Form and this requirement for providing a labor mix in matrix form. Does the Gov’t have a particular format for this labor matrix? Are we required to provide resumes for all employees listed in the matrix? (ie: no more than 4 personnel per area?)

A. A total of 4 resumes can be submitted (it is not 4 per functional area, but 4 in total). Any additional information should be included in the narrative of the technical proposal. There isn't a set format for the matrix - it just needs to include all of the information that is specified in paragraph 5.4.2 (a). As a reminder, the information in the resumes submitted should not be repeated in the matrix.

Q.2 My question is regarding proof of past performance. My company has worked primarily in the commercial market place. Can we use our past performance in the commercial market as qualifying proof of performance in pursuing a “Prime” contract under the Seaport-e contract vehicle to perform services for the government?

A. It is desired that the past performance information be from federal Government contracts. Other contracts may be considered if you are able to demonstrate the relevance to the Functional Areas being proposed.

Q.3 On the solicitation face sheet the following address is listed as the place to receive sealed offers:

SEAPORT-e PCO
 NSWCDD, Bldg 183
 17632 DAHLGREN ROAD, SUITE 157
 DAHLGREN, VA 22448-5110

However, on page 88 of 120, Section 2.1 Instructions for Submission of Offers, the following address is listed:

SEAPORT-e PCO
 Naval Surface Warfare Center Dahlgren Division
 17632 DAHLGREN ROAD, SUITE 157
 DAHLGREN, VA 22448-5110

The Building number (183) is missing from the cited address listing on page 88. Should Building 183 be sited within the correct submission address?

A. Please include "Building 183" in the submission address.

Q.4 Under page 95, Subcontracting: Subcontracting information required of Large Business is addressed. What specific information regarding subcontracting plans is required of Small Business offerors that are proposing subcontractors?

A. Small Businesses are not required to submit a Subcontracting Plan - this only applies to large business prime contractors.

Q.5 Section H.1 Geographical Zones Question: Do you have available a more detailed map that shows the boundary line between zone 2 and zone 3? If so, how could I attain a copy of it? If not, how do I know exactly which zone our presence encompasses?

A The note above the map on page 28 of the solicitation specifies that the dividing line between zones 2 and 3 is 75 miles south of Washington DC. No additional map is available.

Q.6 I am looking to see if the FY12 rolling admissions is open to large businesses?

A Yes it is open to Large Business. See Section L - Instructions, Conditions and Notices to Bidders. In addition to the other requirements, large businesses are required to submit a Subcontracting Plan.

Q.7 Page Number 88, Section 2.1, Instructions for Submission of Offers states, "Proposals must be received no later than 01 May 2012, at 2PM local time." Will the Government accept hand deliveries on Saturday (April 30, 2012) or Sunday (April 31, 2012)?

A Hand Deliveries will not be accepted on Saturday or Sunday.

Q.8 Page 87, Clause HQ L-2-0009 "Small Business Contracting Plan (NAVSEA) (June 1999)
Question: We are preparing a prime offer as a SDVOSB with several small business teammates. Does the referenced requirement apply to us? That is, am I required to submit a small business subcontracting plan per FAR 52.219-9 with my offer?

A Small Business Subcontracting Plans are only required from large business offerors. Please refer to page 92 of the solicitation that states small business prime contractors need to address how they will manage their proposed team members in the subcontracting section of their proposal.

Q.9 We tried to find the addressee for the proposal on the solicitation, but we couldn't. If you can give me that information, I would appreciate it.

A The address for submitting proposals is provided on Block 8 of the SF33 - the cover sheet of the solicitation.

Q.10 Past Performance – My company is a start-up with only 2 employees presently. We have some tasking with NAVSEA and a long personal histories supporting the Navy. For the Past Performance, Question 67 from the 2011 submission indicates that using past performance from our personal experiences is acceptable and that we should list the contract numbers, POCs, etc. Since the Past Performance is separately called out this year, please confirm we should:

- 1) Use only the Prime's (my) past performance and not that of a subcontractor for the 3 reference / 3-page section
- 2) Use personal key person past performance in lieu of company past performance
- 3) List all related contract information that our persons were working under at the time (company name and contractual POC info as if we were submitting for that company)

A If a company does not have any past performance information of its own, then information for key personnel of the company should be submitted. The past performance should be for employees of the company and not subcontractors. The information should include the contract number, POC information, etc. as specified in the 2011 Rolling Admissions answer.

Q.11 Resumes – the instructions indicate we should submit a maximum of 4 resumes to illustrate technical expertise but does not specify whether they are from the prime or subcontractors and does not provide a format other than limiting the pages to 2. Can we safely assume that the resumes can come from either prime or subcontractor partners and the format is at our discretion?

A The resumes submitted should be a mixture of prime contractor and subcontractors (if proposed). There is no set format for the resumes with the exception of the 2 page limitation.

Q.12 If a company receives a SEAPORT-E award does that award extend to all Functional Areas listed in Section 3 of the Solicitation (please see pages 9-12 of the solicitation for a complete list of the functional areas) OR only to those functional areas that that a responding contractor identified as areas in which the contractor possessed capabilities? For example, if our company were to identify 5 functional areas of current capability and receives a SEAPORT-E IDIQ award based on these capabilities, is our company only eligible to compete for task orders in those 5 functional areas for the life of the contract or would our company be eligible to compete for any SEAPORT-E task order solicitation irrespective of whether it is in an area that our company initially identified as functional area of current capability? The reason we ask this question is because in addition to the functional areas that we currently have capabilities in, we are making efforts to expand capabilities in additional functional areas and want to know whether we will be able to compete for task orders in the functional areas that we intend to add capabilities in, if awarded a SEAPORT-E contract.

A If a company receives a prime contract award, the contract will include all 22 Functional Areas regardless of what areas were included in the company's proposal. This allows for the company hiring personnel or adding a team member that may have experience in additional areas. When responding to a task order solicitation, the company will need to demonstrate their technical ability to perform the requirement that is being solicited.

Q.13 On page 102 of the RFP (the section describing the grading of proposals) it says that a proposer's Management and Subcontracting Approach will be graded “unsatisfactory” if the proposer has “no subcontracting/teaming arrangements in place.” Is it a requirement that a small business proposer form subcontracting and teaming agreements in order to avoid an “unsatisfactory rating,” or is it only required that small business proposers form subcontracting and teaming agreements in advance of proposal IF the small business is proposing subcontractors? For example, if our company, which is a small business, identifies 5 functional areas that our company has capabilities in AND our company is fully capable of fulfilling tasks competed in these functional areas without assistance from other subcontractors or teammates, does our company nonetheless have to have subcontracting and teaming arrangements in place?

A It is not required for any company to have team members. If a small business does propose team members, then their proposal would need to address if the teaming agreements are in place and will need to explain how they propose to manage those team members in their technical proposal.

Q.14 In the event we do not have a corporate office location in a particular zone but have office space for our employees with our government customer, would this qualify as having an established prime contractor office?

A The prime contractor must have their own locally established office to meet the presence criteria - a company can not reference space used at a Government site to qualify for the zone.

Q.15 Is it acceptable to have a Non-Seaport contract to qualify for this section?

A Any contract or subcontract being used to establish presence must have been awarded by one of the authorized ordering offices in Seaport e.

Q.16 Section 5.4.2. references that “the offeror shall provide resumes of no more than 4 personnel...” Does this mean for each functional area being proposed on or for the entire package?

A A total of 4 resumes can be submitted (it is not 4 per functional area, but 4 in total). Any additional information should be included in the narrative of the technical proposal.

Q.17 Can you tell me what forms are required to complete the submission? On the www.seaport.navy.mil website, we see Standard Form 33, Fill-in-pages RA2012, J3 Zone Presence Form, J4 Summary and J5 Vetting form on the website. Are those the only forms necessary to fill out at this time?

A Please refer to section 2.2 of the solicitation (page 89) which lists all of the documents that must be included in an offeror's submission.

Q.18 In regard to the Savings Clause in Section H.10 (on page 37 of the RFP). Sub-section “A” of this clause speaks to Cost Reductions for Repetitive High-dollar Value Requirements, and states that the clause may be applicable on certain task orders “under Items 4000 and 6000 and/or all Award Term Option Items.” Our understanding of the RFP (based on the schedule of Items on pages 2-3) is that Items 4000 and 6000 are only used on Cost-Plus type task orders, and are not applicable in a Firm-Fixed-Price context. Could you please confirm that this is the correct interpretation and, if so, whether Sub-section “A” of the Savings Clause is relevant to Firm-Fixed-Price proposers? We understand that all portions of the RFP with asterisks must be completed by proposers, and we are trying to determine how to fill-in this portion of the FRP, since we are planning to complete work only on a Firm-Fixed-Price basis under Items 5000-5999 and 8000-8999.

A You are correct that paragraph A of the H.10 Savings Clause pertains to cost reimbursement orders. Offerors are STRONGLY encouraged to bid on all CLINs in the solicitation. The vast majority of task order solicitations are issued on a cost reimbursement basis. If a company does not bid on all CLINs, they will be excluded from competing on the majority of task order solicitations over the life of their contract.

Q.19 Related to this issue, in Evaluation Factor 3: Cost/Price (on page 103 of the RFP), the RFP states that to achieve an Outstanding, Good, or Satisfactory rating, “The percentages proposed in the savings clause must exceed X% per year, which is convincingly substantiated in the price proposal.” If Sub-section “A” of the Savings Clause is relevant only on cost-plus type contracts, is this evaluation factor also applicable to companies proposing to work only on a Firm-Fixed-Price basis (under Item NO’s 5000-5999 and 8000-8999)? We have only worked under (and plan to work only under) Firm-Fixed-Price or Firm-Fixed-Price LOE arrangements, and if we are still required to insert percentages in Sub-section “A” of the Savings Clause, we are trying to determine how to substantiate the percentage that we use.

A If an offeror only bids on the FFP CLINS, they would receive an "N/A" on this evaluation factor.

Q.20 I am preparing our proposal for the 2012 Seaport-E Rolling Admissions (N00178-11-R-4000). I am seeking clarification on the insurance requirements as referenced on page 39 of 105 under H.15 Required Insurance (a)(2). It states: “Automobile Insurance: \$200,000 per person and \$500,000 per accident for bodily injury and \$20,000 per accident for property damage. Comprehensive form of policy is required.” We have asked our insurance agent to verify we have the proper coverage to meet the solicitations requirements. Our agent has stated that there are a couple different ways to achieve this coverage, but we want to make sure we get the proper coverage in order to meet the Government’s requirements. Is there somewhere or someone that we can more definitive language on the insurance requirements?

A The requirement is for coverage for liability to "THIRD PERSONS" without limitation as to the vehicular basis for the liability, i.e., it does not matter whether the liability arises from an owned or non-owned vehicle. Consequently, the compliant coverage would be the second option since that one provides coverage for both a scheduled and a non-owned auto.

Q.21 Reference Section L.5.4.2.b, Subcontracting (page 95 of 105). Since the Subcontracting Plan is directed to be included within the Technical Volume, we assume that cost/price information is not to be included and that the Subcontracting Plan is to be a process/procedure document and that addendums to the plan will be utilized for Task Orders under Seaport-e that are tied to this Plan. Is this assumption correct and, if not, please provide additional clarification.

A The Subcontracting Plan is part of your technical proposal so no cost information should be included. Please refer to FAR 19.7 and DFAR 219.7 for what information needs to be included in the Plan. The goals included in the plan will be measured over the life of your contract. Please note that the goals must be based on OBLIGATED dollars and not subcontracted dollars.

Q.22 I am providing only administrative and acquisition support services there is no break out for those labor categories on the fill in page.

A Your cost proposal only needs to include the highest labor rate for a single labor category. Actual labor categories and rates will be included at the task order level.

Q.23 Is it necessary to have Presence in a Zone currently in order for a contractor to claim the zone as an area that they would like to work (page 94)?

A Yes, the prime contractor must be able to demonstrate that they have either: a current local office located within the zone; they have received a contract or worked as a subcontractor on a contract awarded by one of the authorized ordering offices; or they have a team member that has a current local office in the zone.

Q.24 Our company has a package currently submitted for review with SBA to determine continued operation as a Service Disabled Veteran Owned Small Business. Prior to this submission, our company operated as a Self Certified SDVOSB. If we do not have this certification prior to the rolling admission deadline of May 1, may we submit the response anyway?

A Yes, the status reflected in your company's CCR and ORCA will be used in the evaluation of proposals.

Q.25 Is it generally more favorable to bid as a team of companies, compared to bidding alone?

A Team members are not required to be included in a proposal. The decision as to whether to include team members is strictly a management decision to be made by the offeror.

Q.26 Are incentive fee clauses possible under the fixed-price Task Orders (page 5)?

A Fixed Price Incentive is one of the type of orders listed on page 20 of the solicitation. If this type of order was selected, the appropriate clauses would be included.

Q.27 Past Performance evaluations, can they be based on employees' experiences or must they be for the company and/or team members (page 90 and page 96)?

A Past performance information should be for the prime contractor. If the company does not have any past performance of its own, then information can be provided for key personnel of the company.

Q.28 Is it correct that a bid must use paper copies and the CD-ROM and that the proposal cannot be submitted via email (page 89)?

A Correct - only hard copy submissions are acceptable.

Q.29 Does the invoicing for a fixed-price contract require supporting documentation (bottom of page 22) showing rates and hours, labor categories and the details of other costs?

A Instructions on invoice submission will be included at the task order level.

Q.30 At the bottom of page 30 the Solicitation indicates that the government's basis of award is "as a minimum, price cost.: Can the government's Task Order (TO) provide selection criteria that weighs other factors more than price/costs? Also see the top of page 33 where the Solicitation declares that "proposals will be evaluated in accordance with the evaluation criteria set forth in the TO"

A Evaluation criteria for task orders will be specified in the task order solicitation.

Q.31 Can the government explain what the range of % reductions (that is, highest and lowest proposed reductions) has been under the Savings Clause for companies who have obtained awards (H.10, page 37)?

A The percentages of savings proposed by previous awardees can not be disclosed. Please refer to Section M of the solicitation that specifies what would constitute Outstanding, Good, Satisfactory, and Unsatisfactory ratings.

Q.32 Can the government's requirement that a conformed copy of a Task Order be satisfied by a link to a document on the Contractor Webpage (H.11) or do we now need to print out the entire Task Order and show it on a webpage? Does the list found under H.11, apply only to any Task order awarded or is this a reference to the awarded IDIQ overall?

A A copy of any awarded task order must be posted on the company's homepage - how the order is displayed is up to the company. The list included in the H.11 clause applies to the basic contract.

Q.33 Do any of the clauses related to Levels of Effort and fee-reductions apply to Fixed Price Task Orders (pages 43-45)?

A Fee applies to a cost reimbursement order. If the order were on a FFP basis, the reference would be to profit.

Q.34 Can you propose Overtime when responding to a Task Order solicitation, even in the case where the TO solicitation makes no mention of this when issued (page 55)?

A If an offeror believed overtime was necessary for an effort being solicited, they would need to address this in the cost proposal submitted in response to the solicitation.

Q.35 On page 100, there is a reference to "the cap on fees". Can the government explain whether they want a cap on the contractor's fixed price or labor, or just on the pass through of subcontractor labor (also refer to page 37)?

A Pass through and fee are two different areas. Pass through applies to what a prime contractor can add to the subcontractor's price. The pass through can be all fee, all indirect rates, or any combination of the two as long as it does not exceed the maximum percentage proposed. Fee pertains to what the prime contractor applies to their own costs.

Q.36 If I have illustrated charts and tables do the text still have to be 12 point roman?

A 12 Point Roman must be used in the entire proposal.

Q.37 The Management approach would be a Quality Assurance Plan?

A Your technical proposal would include a description of your quality assurance plan.

Q.38 Please explain pass through costs

A Pass through refers to the total amount added by the prime contractor to any subcontractor's price. The pass through can be all fee, all indirect rates, or any combination of the two but can not exceed the percentage proposed.

Q.39 Did you want a breakdown of the direct and indirect costs on a spreadsheet and a breakdown of each labor category?

A A cost breakdown of the labor rate being proposed for the single highest labor category must be included in the cost proposal.

Q.50 I don't see a labor category for contract specialist personnel? or HR specialist.

A There are no labor categories included in the basic contract. Actual labor categories and labor rates would be proposed at the task order level.

Q.51 For the office presence what are you looking for?

A Please refer to page 94 of the solicitation that addresses how presence can be established in a zone.

Q.52 For the cost savings please explain the following:
Describe approaches for additional cost savings?

A This addresses what initiatives your company would propose that will likely result in cost savings to the Navy. An example is that instead of proposing travel, the company would use VTC.

Q.53 Page 95, Section L.5.4.2, Evaluation Factor 1, states in part:
The Offeror shall provide resumes of no more than 4 personnel to illustrate technical expertise.
Does the limit of four résumés apply to each functional area being proposed or to the entire proposal? In other words, is the maximum number of résumés for a proposal four, 88 or another quantity?

A A total of 4 resumes can be submitted. Additional information can be included in the narrative of your technical proposal.

Q.54 Page 96, Section L.5.4.3, Evaluation Factor 2, states in part:

The Offeror will provide no more than three past performance references that reflect recent relevant experience performed with the last 3 years that demonstrate the ability to handle (relevance to) the functional areas the Offeror is proposing on.

Does the limit of three references apply to each functional area being proposed or to the entire proposal? In other words, is the maximum number of references for a proposal three, 66, or another quantity?

A A total of 3 past performance references should be provided.

Q.55 Page 96, Section L.5.4.3, Evaluation Factor 2, states in part:

The Offeror will provide no more than three past performance references that reflect recent relevant experience performed with the last 3 years that demonstrate the ability to handle (relevance to) the functional areas the Offeror is proposing on.

Does the limit of three references apply to each team member (prime and partners) or to the entire proposal? A limit of three total may make it difficult for Small Businesses to demonstrate relevance across multiple functional areas within a single contract, or to highlight the capabilities of team members. Can Small Businesses submit more than three?

A The limit of 3 past performance references applies to both large and small business prime contractors. Additional resources (such as the Federal Past Performance Information Retrieval System) will be accessed to check for past performance information.

Q.56 Page 18, Section F - Deliveries of Performance, Delivery Information. "The below table represent the Ordering Periods associated with each Item." "Period of Performance 4000-4999 Contract Award to 04-APR-2014." Please confirm that it was the intent of the government not to change the Periods of Performance from the 2011 Rolling Admission to 2012 Rolling Admission. For example, the Base Term period of performance is from contract award through 4/4/2014, and that the Award Term 1 period of performance is from 4/5/2014 through 4/4/2019 in both solicitation years.

A There are no changes to the period of performance.

Q.57 Page 96, Additional Instructions to Offerors, Section 5.4.3 Evaluation Factor 2 - Past Performance, Volume I. "The Offeror will provide no more than three past performance references that reflect recent relevant experience performed with in the last 3 years that demonstrate the ability to handle (relevance to) the functional areas the Offeror is proposing on." Please confirm that one or more past performance references may be provided by a subcontractor/team member.

A The past performance should be for employees of the company and not subcontractors.

Q.58 Page 97, Section 5.5, Volume II - COST/PRICE PROPOSAL: Please clarify what is meant by the requirement to "demonstrate application of TOTAL PASS THROUGH COSTS on subcontractors, including all charges that would be billed."

A Pass through refers to the total amount added by the prime contractor to any subcontractor's price. The pass through can be all fee, all indirect rates, or any combination of the two but can not exceed the percentage proposed.

Q.59 ATTACHMENT J.4, SUMMARY OF FILL INS: Please clarify the calculation of the Base Period Maximum Amount and Award Term 1 Maximum Amount. For instance, is the Base Period Maximum Amount equal to the sum of the calculated CLIN 4000-4999 maximum amount, plus the given max amounts for CLIN 5000-5999 and CLIN 6000-6999?

A The Base Period Maximum Amount is the total amount of all of the base period added together (total of proposed 4000-4999 + 5000-5999 (\$19,096,227,000) + 6000-6999 (\$1,504,772.00) and the Award Term Maximum equals the total amount of 7000-7999 + 8000-8999 + 9000-9999

Q.60 Pg. 88 of 105, Section 2.1, In the event we want to deliver our submission to RFP, is it possible to list more than 1 date of delivery, as long as we deliver before or on the 1st of May?

A Yes you can give us more than one date but we would need those exact dates and you would need to attach the vetting form (in word format).

Q.61 Pg.97 Evaluation Factor (c) Compensation Plan - Can the Government elaborate on what information is needed in this section. We assume you want to know all benefits associated with our company, but how much detail would the Government like us to present, i.e. medical insurance - insurance company, policy details including deductibles, where applicable, etc.?

A Please refer to FAR 52.222-46 for a description of what information is required in the Compensation Plan. This information should demonstrate the offeror's ability to obtain and retain qualified personnel to perform the work.

Q.62 The Seaport-e RFP # N00178-12-R-4000 Reference Section C 1.1 and 1.2 refer to the establishment of the Seaport-e MAC and define the scope of the vehicle. However, the Seaport-e Rolling Admission webpage also refers to a Seaport-i MAC. The Seaport-i MAC appears to have several functional areas that are similar to the Seaport-e MAC. Specifically, did Seaport-e replace/subsume Seaport-i? If Seaport-i is still in existence, please advise if Seaport-i also has a Rolling Admission process.

A Seaport I was a separate MAC vehicle that is no longer being used to place task orders. All work is being issued under the Seaport e contracts.

Q.63 Reference "Additional Instructions to Offerors", page 88 of 105, Section 3.9 and the requirement that "offerors may submit only one proposal as a prime contractor." if Seaport-i is still in existence can a vendor be a prime on both the Seaport-e and Seaport-i MAC?

A This solicitation refers to Seaport e only and there is only one proposal as a prime contractor for Seaport e.

Q.64 On the Rolling Admission proposal requirements, we have one question. Section L, Paragraph 5.3.3 requires "All fill-ins to be completed by the offeror" for Section I. Is there anything to fill-in in Section I? We can not find any fill-ins in Section I. Please clarify.

A There isn't a fill-in for Section I.

Q.65 Page 95 of the solicitation, section 5.4.2 a. Technical Depth and Breadth, states: "The Offeror shall provide resumes of no more than 4 personnel to illustrate technical expertise." Are these 4 resumes the maximum total for the entire proposal, or is it a maximum of 4 resumes for each functional area proposed?

A A total of 4 Resumes can be submitted, not 4 per functional area.

Q.66 Attachment J.5, the NSASP PERSONAL INFORMATION FOR ACCESS VETTING FORM, calls for the following information: "GOV'T SPONSOR'S NAME (PRINTED)", "COMMAND/CODE", and "PHONE." Whose information should we use to fill in these fields if we are planning on hand-delivering our proposal?

A Our office will fill in the bottom part of the Vetting form before it is forwarded to the Security Office so you do not need to complete this section.

Q.67 My firm has the ability to cover 18 of the 22 functional areas without engaging in a subcontracting effort. We'd like to bid on our own at this point and make teaming decisions once we've learned more about Navy and whom is most successful in industry. My question is - Are we obligated to cover all 22 areas in our bid response or can we target those areas that are most in line with our firm's core strengths?

A An offeror should propose the functional areas that they can perform. It is not required that all 22 areas be proposed. If a company receives a Seaport e award, the contract will include all 22 functional areas regardless of what areas were included in the company's proposal. This allows for the company hiring personnel or adding a team member that may have experience in additional areas.

Q.68 The form to be filled out if you are hand delivering the Seaport-e documentation requires a Government Sponsor name with a Command/Code. As a new business we do not have a Sponsor. What should we put in the blanks?

A Our office will fill in the bottom part of the Vetting form before it is forwarded to the Security Office so you do not need to complete this section.

Q.68 In Section 5.4.2 (a) on page 95, it is stated to not repeat the information in the matrix in the resumes. Does this mean that names are to be left off of the resumes?

A No, names should be included on the resume. If you have submitted a resume for an individual, you would not need to include that person in the matrix as well.

Q. 69 Regarding the proposal format in Section 4.3 on pages 91-92, for Volumes I and II, is it acceptable to put the volumes in three-ring binders, and provide tabs for Volume I as follows: Tab 1: Presence, Tab 2: Evaluation Factor 1: Technical Capability, and Tab 3: Evaluation Factor 2: Past Performance; and Volume II as follows: Tab 1: Savings and Cost Approach, Tab 2: Ceiling Unit Price for Item 4000, Tab 3: Compensation Plan?

A Yes, that would be acceptable.

Q.70 Regarding the information to submit in Section 5.0 on pages 92-93, is it acceptable to put into a three-ring binder, and provide tabs as follows: Tab 1: Cover Letter, Tab 2: Standard Form 33, Tab 3: Section B, Tab 4: Section H, Tab 5:Section I, Tab 6: Section K, Tab 7: Attachment J.4. Would it then be acceptable to insert the CD into this binder?

A Yes, that would be acceptable. As a reminder, a copy of the entire solicitation document needs to be included.

Q.71 Reference RFP page 96 - If a large business offeror does not have any SF 294s will the offeror be rated as unsatisfactory under the Mgmt. and Subcontracting Evaluation Factor?

A If a company does not have any SF 294's to submit, they will not be assigned an "Unsatisfactory" rating. They would need to address in the narrative of their technical proposal how they plan on meeting the subcontracting goals included in their Small Business Subcontracting Plan.

Q.72 Page 30, Section H.15(a)(2) requires automobile insurance. We assume this is required only for company owned vehicles. Is this assumption correct?

A For the insurance, it does not matter whether the liability arises from an owned or non-owned vehicle.

Q.73 Page 95, Section L paragraph 5.4.2 requires a workforce matrix which includes each individuals “percent of time proposed.” Since this is an ID/IQ contract, and it is not feasible to determine when, or if, a Task Order will be issued requiring a particular individuals expertise, it is not difficult to provide a credible response to this requirement. Please consider removing the requirement for “percent of time proposed” from the workforce matrix.

A The matrix requirements remain the same.

Q.74 Section L.4.2, Page 91 Are foldouts on 11 x 17 allowed?

A All information needs to be on 8.5 x 11 inch paper.

Q.75 Section L.4.3, Page 92 Which of the following are excluded from the page count?
Cover Page

1. Table of Contents
2. Table of Exhibits
3. Tabs/Section Dividers
4. Zone Presence Forms (Attachment J.3)
5. Compliance Matrix
6. Executive Summary
7. Acronyms List

If not excluded, toward which section will they be counted?

A The specified page limitations apply to the narrative of the proposal. So Table of Contents, Table of Exhibits, Tab/Section Dividers, etc. would not count. For the Zone presence form (Attachment J.3), this form should not exceed one page but a separate form must be submitted for each zone being proposed.

Q.76 Section L.5.3, Page 93

The entire RFP including attachments is included as part of the Cost/Price volume ONLY on the CD. Is this correct?

A A paper copy of the entire solicitation needs to be included with your submission (but not in the technical proposal volume). Only the completed sections of the solicitation would need to be included on the CD ROM.

Q 77 Section L.5.3.5, Page 93

Should Attachment J.4 be included in the paper copy of the Cost/Price volume and excluded from the page count?

A Attachment J.4 should be included in the cost volume and does not count towards the page limitation.

Q.78 On page 99 of solicitation N00178-12-R-4000 in the discussion on past performance is the following statement:

“In the case of an Offeror that does not have past contract performance information, or with respect to which information on past contract performance is not available, the offeror shall receive a neutral rating on the factor of past performance.”

Can you expand on what a ‘neutral’ rating implies?

A A neutral rating would be equivalent to a "Satisfactory".

Q.79 Table A was one of the required forms for submission in past proposals. Has this been replaced by the Zone Presence Form and the matrix required in Section 5.4.2.a. on Page 95 of the RFP? For the matrix, would it be acceptable to use a modified Table A form from the previous Rolling Admissions period?

A Changes were made to the requirements of the technical proposal. There is no set format for the matrix so as long as your format provides the required information, it would be fine.

Q.80 The percentages for the fee/profit for Factor 3, Cost/Price have not been provided for the Good rating or the Satisfactory rating on Pages 103-104. Could you please provide those percentages?

A For the proposed fee, an “Outstanding” rating would be assigned for any rate proposed that was less than or equal to 8%. If the proposed fee rate exceeds 8%, an “Unsatisfactory” rating would be assigned. There is no further designation.

Q.81 Please explain maximum fee rate is that profit what is favorable?

A In a cost reimbursement order, "fee" is used. In a firm fixed price order, this is referred to as "profit". Please refer to Section M of the solicitation which outlines what would constitute an "Unsatisfactory" rating for fee.

Q.82 Do you want a breakout of the indirect costs which includes quality assurance, program management and invoicing?

A The breakdown of the single labor rate being proposed must show how that rate was calculated (title of labor category, base rate, overhead, G&A, fee, etc).

Q.83 Does the company have to possess a facility clearance?

A A facility clearance is not required for award of the basic contract. If the facility was needed for a requirement, this would be addressed in the task order solicitation.

Q.84 Do the contractors need a Top secret clearance or be clearable?

A A Top Secret clearance is not needed for the award of the basic contract. Any clearance requirements would be specified in the task order solicitation.

Q.85 Reference: Page 95, Section L, Paragraph 5.4.2 (a) This section requires a matrix to “...demonstrate an appropriately experienced and educated workforce will be used...”. To this end, the matrix requires “percent of time proposed”. This vendor does not understand the validity of this requirement at the IDIQ contract level or what the government is trying to ascertain. This type of requirement is appropriate at the Task Order level. Would the Government please delete the percent proposed requirement?

A The information required in the matrix remains unchanged.

Q.86 Reference: Page 92, Section L, Paragraph 4.3 This section states “The proposal shall be limited to the following submissions and pages”

- Cover letter - 5 pages
- Presence - 7 pages
- Technical Depth and Breadth - 15 pages
- Management Approach - 7 pages
- Past Performance - 3 pages

Do Title Pages, Tables of Contents, and Tabs (dividers) count against page count?

A The page limitations pertain to the narrative section of each proposal. Title pages, tables of content and dividers do not count towards the limitation.

Q.87 Reference: Page 91, Section L, Paragraph 4.2 This section states that the font of the proposal should be “12-point (Times New Roman font) in the text”

Is the text within tables, charts, and graphics required to be 12-point font?

A All information needs to be in the 12-point Times New Roman font.

Q.88 Reference: Page 93, Section L, Paragraph 5.3 This requirement states, “The offeror is to submit one copy of the entire solicitation.” Typically sections L and M do not become part of a resultant contract. Is it the Government’s intent that Sections L and M be included with this submission?

A A copy of the entire solicitation document must be included with the offeror’s submission.

Q.89 We are a young and newly certified 8(a) minority- and woman-owned small business with highly experienced key personnel. Can we assume that past performance of key personnel may be used if the business is lacking in past performance within a service area?

A Yes, if your company does not have any past performance of its own, then information can be provided for key personnel of the company.

Q.90 Has Table A (referred to in past year's questions) been removed from this year's solicitation requirements? Are there any standard forms we should be using for past performance, resumes, etc.?

A Changes were made to the requirements of the technical proposal (one of the changes was the removal of Table A). There are no set formats for past performance or resumes.

Q.91 Does a small business with a team member or subcontractor need not submit a Subcontracting Plan as long as they address how they plan on managing the team/subcontractor in the technical proposal?

A Small Business Subcontracting Plans are only required from large business prime contractors. If a small business prime is proposing team members, then they must address the management of these in their technical proposal.

Q.92 Is preference given to past performance of the prime or will past performance of a team member or subcontractor be evaluated equally?

A Past performance information needs to be from the prime contractor.

Q.93 Is it preferable for a small 8(a) business who is submitting as prime for the first time to team with another business that is already a Seaport-e prime contractor?

A The decision to include team members is a management decision made by the prime contractor. There is no preference by the Government.

Q.94 Reference P.89 2.2 : Please explain what is meant by "a signed completed RFP" with Amendment Change Pages. Does this mean that we have to print all 120 pages of the solicitation and complete required fill-ins (those referred to in the fill-in word document) by hand. If so, then is the completion of FILL-IN_PAGES_RA2012.doc and Standard Form 33.doc simply for convenience and to be used for the CD in place of having to scan the actual RFP pages of fill-in answers?

A The Standard Form 33 is the cover page of the solicitation and this must be signed by an authorized representative of the offeror. A complete copy of the entire solicitation document needs to be returned. A Word version of all Fill-In pages has been provided on the Seaport e homepage (www.seaport.navy.mil) so no document has to be hand printed. A copy of your entire submission needs to be included on the CD-ROM.

Q.95 Reference P.93 5.3.1.1: Please define "actual hourly labor rate".

A The hourly rate that is being paid to the employee.

Q.96 Reference P.93 5.3.1.1: Our highest fully burdened rate is for Subject Matter Expert, which is significantly higher than all our other labor categories. Will we be penalized during cost evaluation if our max CLIN values are higher than the average submission from other companies? If so, should we remove this labor category from the proposal if we do not anticipate a need for it in future task orders?

A Offerors need to propose the highest fully burdened labor rate for a single labor category and demonstrate in their cost proposal how this rate was derived. This would be the actual rate that is being paid to the employee of the prime (or team member if a team is being proposed).

Q.97 Reference P.93 5.3.3.3: There does not appear to be a Section I on the fill-in word document. Does Section I have no fill-in requirements since it is not included in the word document? Are only fill-ins identified by "*" in the word document the ones we should be completing?

A There are no fill-in sections for Section I.

Q.98 Reference P.95 5.4.2.a: Please define a "contingent" employee.

A If the individual being proposed is not an employee of the company.

Q.99 Reference P.95 5.4.2a: Requires identification of a minimum of one individual per functional area proposed. Can the same individual be included in more than one functional area? The same section also states that the Offeror shall provide resumes of no more than 4 personnel to illustrate technical expertise. Is this the total limit of resumes for the entire proposal or just within a functional area? Do all proposed individuals included in all functional areas require resumes?

A A total of 4 resumes can be included in the technical proposal. It is desired that different individuals be listed for the different functional areas being proposed to demonstrate a diverse workforce.

Q.100 Reference P.96 5.4.3: Requires no more than three past performance references that reflect recent relevant experience performed within the last 3 years. Is this the total allowed past performance reference limit or is this the limit per service area? If the Offeror includes past performance that is older than 3 years, will the performance still be considered during evaluation or will it be ignored?

A A total of three past performance references should be included. Other data may be used (such as Federal Past Performance Information Retrieval System). It is preferred that the references be from the last three years to show recent experience in the functional areas being proposed.

Q.101 Reference Section K: We assume submission of our current ORCA certs is not required nor will it replace Section K. Are we only supposed to complete fill-ins with an "*" for Section K?

A The ORCA database will be checked to ensure that an offeror's representations are current but they do not need to be included with the proposal submission. Those areas identified with an * in Section K need to be completed by the offeror.

Q.102 Bottom of P. 95: Does the team member or subcontractor have to also register themselves on the Seaport-e CIR site or will the Offeror take care of all requirements via their own registration?

A The prime contractor will need to complete the team member information on the online registration.

Q.103 Bottom of P. 88: If the individual delivering the proposal has a valid CAC card, do we still need to email required information by 17 April 2012?

A If the person delivering the proposal already has a badge that provides them access to NSWC Dahlgren, then the table and vetting form are not required.

Q.104 Reference RFP Section C.3.12, page 10, *"Perform maintenance and technical support for Local Area Networks (LAN) and Wide Area Networks (WAN) that are outside the cognizance of the Navy Marine Corps Intranet (NMCI)."* Will the Government please clarify exactly what is included within the scope of that which is outside the cognizance of NMCI?

A Specific requirements will be included at the task order solicitation level. Section 3.12 of the Statement of Work provides the general description of the type of work that could be included under the IS/IA/IT support.

Q.105 Reference RFP Section L.4.2., page 91, size and type of font for tables and graphics is not specified. Will the Government please confirm if it is acceptable to use Arial and Arial Narrow font styles and 8 point or larger font size for tables and graphics?

A The solicitation specifies that ALL information must be in 12-point Times New Roman font.

Q.106 Reference RFP Section L.5.4.2, Page 95, paragraph 1 - Matrix - Under The Government states, *"The Offeror's labor mix should be multi-disciplinary that identifies a minimum of one individual per Functional Area proposed. Include individuals name, company name, years with the company (if a contingent employee identify as "CONTINGENT"), primary Zone work location, years of applicable experience, percent of time proposed, proposed functional area assignments, and level of security clearance."* Will the Government please clarify what is meant by *"percent of time proposed"* since this is at the IDIQ level and there is no defined work yet?

A Based on historical information for work performed in the functional area, an offeror can identify the percentage used. Actual labor categories and hours will be provided in response to task order solicitations.

Q.107 Reference RFP Section L.5.4.2, Page 95, paragraph 1 - The Government states that, “*Offerors shall provide resumes of no more than 4 personnel to illustrate technical expertise.*” Will the Government please clarify whether Offerors are to submit from 1-4 resumes for each functional area proposed or does the Government expect Offerors to submit only 4 resumes in total to demonstrate overall technical expertise?

A A total of 4 resumes can be submitted, not per functional area.

Q.108 Reference RFP Section L.5.4.2, Page 95, paragraph 1 - The Government states that, “*Offerors shall provide resumes of no more than 4 personnel to illustrate technical expertise.*” Will the Government please clarify whether Offerors are permitted to submit resumes from the subcontractors?

A It is preferred that the resumes be from the prime contractor. However, if a team is being proposed to demonstrate technical capability, then a combination of prime contractor and team member resumes could be included.

Q.109 Reference RFP Section L.2.2, page 89. This section states the following:

L.2.2 A Complete Proposal will include:

- a. A signed completed RFP with Amendment Change Pages;*
- b. One paper Technical Proposal which includes Technical Depth and Breadth; Management Approach and Subcontracting; Past Performance; Zone Presence Form(s) (Attachment J.3); and a copy of Cover Letter.*
- c. One paper Cost Proposal which includes Savings and Cost Approach; Ceiling Unit Price for Clin 4000; Compensation Plan; Completed Attachment J.4 Summary of Fill-ins;*
- d. Cover Letter with CCR Registration Information;*
- e. Subcontracting Plan per FAR Part 19 (hard copy)-Applicable to Large Businesses Only, and;*
- f. One CD-ROM that includes the offerors complete proposal submission (flash drives will not be accepted)*

Reference paragraph 5.0 of this section for additional submission requirements.

Reference also RFP Section L.5.2, page 92. This section states the following:

L.5.2 COVER LETTER: *The proposal shall include a cover letter signed by an individual authorized to commit the company to the proposal. The cover letter shall be submitted with (1) the Original signed proposal; (2) the paper copy of the technical proposal; and (3) On the CD-ROM.*

Will the Government please define which of these is meant by “(1) the Original signed proposal”?

- a) A complete proposal as defined in Section L, 2.2, page 89; or
- b) A signed completed RFP with Amendment Change Pages; or
- c) Something else. If this is the case will the Government please clarify?

Will the Government please clarify the number of a) paper originals and b) paper copies of the following items that are required for submission?

- 1) Volume I – Technical Proposal
- 2) Volume II – Cost/Price Proposal
- 3) Additional Solicitation Information (Cover Letter, CCR, RFP with amendments, attachments, fill-ins)

A The Standard Form 33 is the cover page of the solicitation and must be signed by an authorized representative of the offeror. A copy of the entire solicitation needs to be returned. An original of each of the documents listed on page 89 is required – no copies are needed.

Q.110 The following two references address the composition of the RFP response.

Reference RFP Section L.4.0, pages 91-92. Section 4.3 cites requirements for a cover letter, the RFP, and provides a description of the contents of Volume I -Technical Proposal and Volume II - Cost Proposal. RFP Section L.5.0, page 92 cites the cover letter contents and states that the entire RFP be returned.

Will the Government please provide directions for how the RFP is to be packaged with the rest of the Proposal consisting of two volumes? Is it acceptable to submit the volume information in individual three-ring binders as follows?

- Binder 1: Volume 1 Technical Proposal - **ORIGINAL** (including Cover Letter)
- Binder 2: Volume 1 Technical Proposal - **COPY** (including Cover Letter)
- Binder 3: Volume 2 Cost Proposal - **ORIGINAL**
- Binder 4: Solicitation Volume - Cover Letter, CCR, RFP with amendments, attachments, fill-ins.

A The above is acceptable with the exception that a copy of the technical proposal is not required.

Q.111 Section L, 4.2 12-point (Times New Roman font) in the text? Is 10 point Times New Roman font acceptable for use on graphs and tables?

A No, the solicitation specifies that all information must be in the 12 point Times New Roman font.

Q.112 SOLICITATION N00178-12-R-4000, page 21 of 105, DdI-G-40PAYMENT, SELECTED ITEMS OF COST REIMBURSABLE CONTRACTS, (c) GPOE and IT: We understand not getting reimbursed for GPOE and IT that is used for administrative purposes, however it is conceivable that a Seaport-e contractor might have to procure a special purpose computer or server or many of same to perform scientific calculations or to create models, simulations, stimulations or other analysis on computers that are dedicated to such use rather than administrative use. Can a contractor be reimbursed for such computers and associated IT?

A If a task order required the use of special equipment unique to the performance of the effort, an offeror would be able to coordinate with the Task Order Contracting Officer to see if this would be an allowable cost.

Q.113 SOLICITATION N00178-12-R-4000 page 37 of 105, H.10 Savings Clause A. Cost Reductions for Repetitive High-dollar Value Requirements: What is the definition of 'High Dollar Value' task requirements involving 'repetitive task'?

A The definition can vary from ordering activity to activity. If a requirement lends itself to the application of the cost savings, it will be specified in the task order solicitation.

Q.114 SOLICITATION N00178-12-R-4000 page 103-104 of 105, Factor 3 Cost/Price Evaluation Criteria: Is there evaluation criteria for 'C': Compensation Plan, if so, what is it?

A There is not a separate evaluation criteria for the Compensation Plan.

Q.115 SOLICITATION N00178-12-R-4000 page 95 of 105, 5.4.2 Evaluation Factor 1 - Technical Capability: When stating "Offer shall provide resumes of no more than 4 personnel to illustrate technical expertise" is this 4 resumes total for all functional areas proposed combined, or 4 resumes per function?

A A total of 4 resumes can be submitted, not per functional area.

Q.116 Page 29 –During the Fair Opportunity Process the Government may: conduct unrestricted competition; elect to restrict competition for Task Orders totally to Small Businesses, Service Disabled Veteran Owned Small Businesses (SDVOSB), 8(a) Businesses, or HubZone Businesses. The Task Order solicitation will notify offerors of the restricted competition decision. Question: Will Women-Owned Small Business set-asides also be conducted?

A When women-owned set asides will be conducted under Seaport e, a modification will be issued to the contracts to include the appropriate provisions.

Q.117 IF AN OFFEROR PLANS TO HAND DELIVER THE PROPOSAL, PLEASE EMAIL THE FOLLOWING INFORMATION TO SEAPORT_EPCO@NAVY.MIL BY 17 APRIL 2012:

The following Chart completed: *Question: Is the chart at the bottom of page 88 required in addition to the Vetting Form?*

A Yes, the chart information is also required.

Q.118 Page 89 –

2.2 b. One paper Technical Proposal *Question: Does the government require the ONE paper copy of the Technical Proposal to be under separate copy than the Cost/Price Proposal and the Cover Volume?*

A Yes, the technical proposal must be separate from the cost proposal.

Q.119 Page 97 –

5.4.2 EVALUATION FACTOR 1 - TECHNICAL CAPABILITY

a. Technical Depth and Breadth (15 pages):

The solicitation contains a single SOW. Offerors shall specify the specific Functional Areas (SOW Paragraphs 3.1 through 3.22) that the offeror proposes to perform. The Offeror shall provide its depth and breadth of technical expertise in the functional areas proposed by describing the primary processes and procedures the Offeror typically uses in support of the functional area. The Offeror may provide examples of tasks performed in the functional areas to illustrate technical expertise by the Offeror or a proposed subcontractor (if so CLEARLY IDENTIFY WHETHER THE OFFEROR PERFORMED THE TASK OR IDENTIFY WHICH SUBCONTRACTOR PERFORMED THE TASK). The Offeror should demonstrate that an appropriately experienced and educated workforce will be used to support the functional areas proposed by providing a matrix demonstrating how the proposed personnel will support the functional areas proposed. The Offeror's labor mix should be multi-disciplinary that identifies a minimum of one individual per Functional Area proposed. Include individuals name, company name, years with the company (if a contingent employee identify as "CONTINGENT"), primary Zone work location, years of applicable professional experience, *percent of time proposed*, proposed functional area assignments, and level of security clearance. The Offeror shall provide resumes of no more than 4 personnel to illustrate technical expertise. Any individual resume shall not exceed 2 pages in length. (DO NOT REPEAT INFORMATION IN THE MATRIX IN RESUMES - RESUMES DO NOT COUNT AGAINST THE

PAGE LIMITATION FOR THIS SECTION OR THE TECHNICAL PROPOSAL). Do not provide any information that would violate the Privacy Act.

Question: for the Workforce Matrix, percent of time proposed: as there is no task order contemplated for the base SeaPort-e contract, there is no way to determine the percent of time personnel may be dedicated to SeaPort-e work. Can you provide clearer guidance on the government's intent for this data element?

A Based on historical information for effort performed for the functional areas being proposed, an offeror can base their percentage of time proposed.

Q.120 Page 96 –

The Offeror will provide no more than three past performance references that reflect recent relevant experience performed within the last 3 years that demonstrate the ability to handle (relevance to) the functional areas the Offeror is proposing on. Include contract/task order number, contract type, program name, total contract cost, short description of work performed, how the work is relevant to the functional areas proposed and names and valid telephone number and email and mail address for the Procuring Contracting Officer (PCO), the Contracting Officer Representative (COR) and Program Manager.

Question: Does the government want no more than three TOTAL past performance references or 3 per team member?

A A total of 3 past performance references should be provided.

Q.121 Page 97 –

(b) Ceiling Unit Price for CLIN 4000. The offeror **SHALL** provide a breakdown of the derivation of the ceiling unit price, including the method for developing the direct labor rate (what labor category for what company), the indirect burdens applied, the escalation used, and the fee rate. Additionally, the offeror is required to demonstrate application of TOTAL PASS THROUGH COSTs on subcontractors, including all charges that would be billed. The offeror's price breakdown shall not exceed one page. The Government shall not consider any information presented beyond the last word of the 1st page.

Question: If the offeror is proposing no subcontractors, does the government require the demonstration of the application of TOTAL PASSTHROUGH COSTS on subcontractors in the Ceiling Unit Price for CLIN 4000?

A If a team member rate is not being proposed, then the pass through would not be applicable.

Q.122 Page 99 –Factor 1: Technical Capability (Technical Depth and Breadth; Management Approach and Subcontracting). Each offeror will be evaluated on its capability to perform the requirements from the statement of work based on relevant technical expertise and experience in the proposed functional areas. This shall include the offeror's depth and breadth of experience performing the type of work covered by the statement of work, the offeror's ability to perform the requirements (or manage Subcontractors performing the requirements) and produce quality services. The information provided in the narrative on technical capability will be used to assess the offeror's technical capability within each proposed Functional Areas.

and Page 100 --

(c) The Government will first determine if the offeror meets the criteria for presence (as defined in Section L) in each Zone proposed. The Government will then assign a rating to Management Approach and Subcontracting and Past Performance. Any proposal rated as Unsatisfactory in Management Approach and Subcontracting or Past Performance will be excluded from the competition. Those proposals rated as Satisfactory or better in Management Approach and Subcontracting and Past Performance will then be rated as to **Technical Depth and Breadth in each Zone** the offeror proposed on by comparing the overall merits of the proposal against the requirements in the SOW. Any proposal rated as Unsatisfactory in Technical Depth and Breadth **or** that does not meet the criteria for presence will not be considered for award in that Zone. Any proposal evaluated as Unsatisfactory in the Cost/Price factor will not be considered for award. *Question: Can technical depth and breadth from in ANY Zone be used to establish Technical Depth and Breadth in EVERY Zone OR will Technical Depth and Breadth be evaluated ZONE BY ZONE?*

A The overall technical capability of the offeror will be evaluated – it is not based on a zone by zone designation.

Q.123 Page 103 – Evaluation Factor 3 Cost/Price *Question: will the offeror’s compensation plan be evaluated?*

A. The offerors compensation plan will be reviewed.

Q.124 Page 95, Para 5.4.2.b, Subcontracting - As a Small Business, it is our understanding that we DO NOT need to submit a Small Business Plan Narrative but do need to acknowledge ALL subcontractors, as required, on the Seaport-e Contractor Registration Site. Is the correct?

A A Small Business Subcontracting Plan is only required from large business prime contractors. If a small business offeror is including team members in their submission, the narrative of their technical proposal must address how they will be managing the team members.

Q.125 Page 95, Para 5.4.2.a – Since some of the functional area have multiple requirements, or sub tasks (SOW 3.18 and 3.21). If an offerer qualifies for the majority of the requirements, would the offerer then be qualified for the entire functional area?

A Yes

Q.126 Page 91, Last Sentence – The requirement states that “The offeror is required to submit one entire completed copy (signed by the offeror) of the RFP in their proposal.” What volume should this be placed. Would it be correct to assume that the 120+ pages will be excluded from page count?

A The solicitation can be provided with the cover letter and it does not count towards any page limitation.

Q.127 Page 96, Past Performance "The Offeror will provide no more than three past performance references..." "Past Performance of all team members included at the SeaPort-e Contractor Information Registration (CIR) site may be evaluated." "If proposing a team, each team member listed must be on the SeaPort-e CIR site.." We as well as our subcontractors will be registered on the CIR. I understand the Gov has the right to use any and all information submitted as well as other information gained. In the three past performance references, are we allowed to use subcontractor references, or must all the references, up to three be the prime contractor references?

A It is preferred that the past performance references be provided for the prime contractor.

Q.128 **RFP Reference:** Section H.10 SAVINGS CLAUSE (Page 37)

Can the government provide more information on Cost Savings requirements that offeror should address?

A If there is a high dollar requirement that includes repetitive tasking, the offeror, at the task order level, would need to reduce the proposed cost for the effort for each out year of the order. The percentage of these reductions would be included in the fill in section of the H.10 clause. Please refer to Section M of the solicitation which identifies what would constitute an “Unsatisfactory” percentage.

Q.129 **RFP Reference:** Section L - 5.4.1 Presence (Page 94)

Can a contractor with a presence in only Zone 2 show the Past performance qualifications from other multiple Zones (Zones 1 to 7, except 2)?

A The past performance reference is illustrating the company’s experience in the functional area(s) being proposed. The contract would not need to be from the zone being proposed.

Q.130 **RFP Reference:** Section L - 5.4.1 Presence (Page 94)

As a small business, we have contracts in multiple zones with various Federal Government Clients, but we do not have a local office in all the zones except in Zone 2, can we be considered for task orders from multiple zones?

A To meet the presence criteria, an offeror must either have a locally established office in the zone; received a prime contract or worked as a subcontractor on a contract awarded by one of the authorized ordering offices under Seaport e (reference the “Ordering” clause in section G of the solicitation); OR have a team member that has a locally established office in the zone.

Q.131 **RFP Reference:** Section L - 5.4.3 EVALUATION FACTOR 2 – PAST PERFORMANCE (Page 96)

Can a contractor provide Past Performance of other Federal Government Organizations if they do not have Navy and/or Marine Corps experience?

A It is preferred that past performance references be from contracts awarded by one of the authorized ordering offices. Other contracts may be considered if the offeror demonstrates that they are relevant to the functional areas being proposed.

Q.132 **RFP Reference:** Section M- 3.1 Technical Capability (Page 99)

Are there any specific Labor Categories for each functional area?

A No, labor categories will be identified at the task order level when responding to a task order solicitation.

Q.132 Reference Section H.1, p.28 of 105, and page 96 of 105 detailing the Small Business Subcontracting Requirement/

For each Zone for which a contractor is proposing, is there a requirement for a separate subcontracting plan or is the subcontracting goal in aggregate of all zones and technical categories proposed? Can a contractor submit a single subcontracting and small business plan that is applicable to all Zones being proposed?

A Only one Small Business Subcontracting Plan is required from large business prime contractors regardless of the number of zones that are being proposed.

Q.134 Reference Section H.8 Rolling Admission, p. 35 of 105, “The Government reserves the right to limit rolling admissions to only small business concerns and/or particular Zones.”

Is this current Rolling Admission Period open to all Zones and Technical Categories, and to both large and small businesses? If not open to all Zones, Technical Categories, and both large and small businesses, will the Government please detail any limiting factors for the current rolling admission?

A The current Rolling Admissions is being conducted on a full and open basis to cover all contractors and all zones.

Q.135 Reference p. 94 of 105, Rules for Establishing Zone Presence

Question for Clarification: A single team member/subcontractors presence by way of a locally established office within a Zone will constitute a presence for the Prime Contractor's team?

A Yes, if a prime contractor has a team member that has a locally established office in the zone, that would meet the presence requirement.

Q.136 The government stated 12 point TNR for text. Does this requirement apply to charts, tables, graphics, pictures, figures, etc?

A Yes, all information needs to be in this format.

Q.137 Can Section headers be larger than 12 point TNR?

A All information needs to be in the required format.

Q.138 Is there a page limit for the Subcontracting Plan?

A No, there is no page limitation for the Subcontracting Plan.

Q.139 Is there a limit for subcontractors that are on the Contractor's team?

A No, there is no limit to the number of team members that a prime contractor can have.

Q.140 On page 37 section A the government presents a table for % reduction. Are the % reductions in Year 3 through 5 based on the Base Year amount or on the most recent performance year amount?

A The Year 2 reduction would be from the amount proposed for the base year; the year 3 reduction would be from the amount proposed for Year 2, etc.

Q.141 Pages 2-3. CLINs 4000-4999 and 7000-7999 are described as "cost type orders" while CLINs 5000-5999 and 8000-8999 are described as "fixed price orders". As a commercial services vendor, we do not have approved indirect rates and are unable to provide cost type pricing. Are we allowed to restrict our response to the fixed price CLINs 5000-5999 and 8000-8999 and the Other Direct Cost CLINs (6000-6999 and 9000-9999) only?

A Offerors are strongly encouraged to propose on all CLINs of the solicitation. The vast majority of task order solicitations are issued on a cost reimbursement basis so if a prime contractor is only proposing for FFP CLINs, they will automatically be excluding themselves from participating in the majority of requirements in Seaport e.

Q.142 How many citations are allowed in the Past Performance volume? Is it three total, or is up to three for the Offeror and up to an additional three for teammates/subcontractors?

A A total of 3 past performance references should be included in the proposal.

Q.143 I note in paragraph 5.4.2 page 95 of 105 that it is stipulated "The Offeror shall provide resumes of no more than 4 personnel to illustrate technical expertise." Is that a. no more than 4 in total for the proposal, or b. no more than 4 per functional area of the SOW, or c. no more than 4 per Zone?

A A total of 4 resumes can be submitted so it would be your reference "a".

Q.144 We are a small business but we will have team members/subs, we believe we are not required to submit a "Sub Contracting Plan", is that correct?

A That is correct. You do not need to submit a Subcontracting Plan but the narrative of your technical proposal needs to address how you plan on managing your team members.

Q.145 CLIN 4000 is to be proposed using as stipulated in the solicitation "The actual hourly rate for the team's highest paid labor category." Are we to use a loaded or unloaded rate?

A Paragraph 5.3.1.1 on page 93 of the solicitation specifies that the fully burdened hourly rate must be proposed.

Q.146 Page 40, 66, and 71, Section H.19, Small Business Size Status – Please confirm that the “NAICS 541330 (\$36M in average sales over the past three (3) accounting periods)” is still valid. This appears to conflict with what the SBA has published as the size standard for this NAICS. If not, what is the specified NAICS and associated size standard (revenue/employee amount) for this solicitation?

A The size standard associated with the NAICS code of 541330 is \$35.5 million. The amendment providing the answers to these questions is also going to include the clarification of the size standard.

Q.147 Page 96, Section 5.4.3, Evaluation Factor 2 – Past Performance – Please confirm that the Government is only requiring three past performances from the Prime contractor (Offeror) and that past performances from subcontractors are not requested or required.

A It is preferred that the 3 past performance references be for the prime contractor.

Q.148 Page 9, paragraph 3.6 The referenced paragraph says that “software development process used for software development under this contract shall be, as a minimum, assessed at SEI Capability Maturity Model Level3. Does a small business contractor attempting to qualify under the “Software Engineering, Development, Programming and Network Support” functional area have to be certified at CMMI Level 3 prior to award of a Seaport-e contract vehicle if the contractor only bids on 3 functional areas?

A Certification would be required when responding to a task order solicitation and not at the basic contract level.

Q.149 Page 30, First paragraph – If a business has small business size status at initial award of the Seaports-e IDIQ contract but is not able to recertify as small business for the option period, may that contractor continue to compete as a large business SeaPorte-e prime contractor for unrestricted opportunities in the Zones where they previous had the SeaPort-e small business contract, or any other

zones they might qualify for? If so, what do they need to do, i.e., additional information they need to provide, etc., to move into the large business SeaPort-e prime contract category?

A All prime contractors are required to re-certify their size standard prior to the exercise of the award term option. If a company has become a large business at that time, they will need to submit a Small Business Subcontracting Plan and would be eligible to compete for task orders on an unrestricted basis in the zones included in their contract.

Q.150 Page 35, Can a large business that is a prime contractor on SeaPort-e, be bid as a subcontractor to a small business that is bidding as a prime for a small business SeaPort-e contract?

A Yes, the small business would include the company as a team member and reflect the team member's large business size status.

Q.151 Page 95 of 105 5.4.2 EVALUATION FACTOR 1 - TECHNICAL CAPABILITY

a. Technical Depth and Breadth (15 pages): The Offeror shall provide resumes of no more than 4 personnel to illustrate technical expertise. Any individual resume shall not exceed 2 pages in length. (DO NOT REPEAT INFORMATION IN THE MATRIX IN RESUMES - RESUMES DO NOT COUNT AGAINST THE PAGE LIMITATION FOR THIS SECTION OR THE TECHNICAL PROPOSAL). Can the Government clarify the resume requirement? And, are up to four resumes required for each specific Functional Area the offeror proposes to perform (as listed in the corresponding matrices)?

A A total of 4 resumes can be included in the proposal. There is no set format for the resume (other than the 2 page limitation). If an offeror is submitting a resume, they do not need to include that personnel in the matrix.

Q.152 On page 95 under the Subcontracting heading, it states the following regarding subcontracting plans; "This section is not required from small business unless proposing subcontractors-small businesses do not submit subcontracting plans". Are small businesses required to submit subcontracting plans or not?

A Small Business Subcontracting Plans are only required from large business prime contractors. If a small business is including team members in their proposal, then the narrative of their technical proposal must address how they intend on managing the team members.

Q.153 In regards to the pricing (Section B on page 2): If a Firm is going to only bid CLINS 5000-5999, how would the Government like bidder to illustrate their rates? Reviewing the RFP, it is not clear exactly what the Government is looking for regarding FFP Pricing.

A Offerors are strongly encouraged to propose on all CLINs of the solicitation. The vast majority of task order solicitations are issued on a cost reimbursement basis so if a prime contractor is only proposing for FFP CLINs, they will automatically be excluding themselves from participating in the majority of requirements in Seaport e.

Q.154 In regards to the pricing (Section B on page 2): For firms submitting pricing for fixed price contracts (5000-5999), how do we submit pricing for ODCs? ODCs are currently only listed for cost type orders.

A ODC's are included in the total firm fixed price amount. This would be handled at the task order level for any solicitation that is issued on a FFP basis.

Q.155 Beginning on page 9 under the Requirements heading, does a contractor need to be able to perform the work of each sub-functional group underneath each functional area in order to be eligible for the main functional area? For example, does a firm need to be able to perform 3.18.1 (Technical Training Support) AND 3.18.2 (Professional Development and Training Support) in order to be eligible for 3.18 (Training Support)? Or does a contractor only need to be able to perform tasks for one of the sub-functional areas?

A If an offeror is able to demonstrate their ability to perform a section of the functional areas that include sub-tasks, they would be able to qualify for that functional area.

Q.156 Please confirm that H.10, Savings Clause, applies to all Awardees and not the Types of Orders-FFP or Cost Type.

A The H.10 clause states that it applies to high dollar repetitive orders issued under the 4000 and 6000 series CLINs which are the cost reimbursement CLINs.

Q.157 Can a contractor propose its GSA Schedule rates versus providing a cost build-up and still be compliant with this RFP?

A No, section 5.3.1.1 on page 93 of the solicitation specifies that the rate being proposed must be the actual hourly rate from the most recent accounting period.

Q.158 Can you better define the phrase “repetitive high dollar value requirements”?

A This definition can vary from ordering activity to ordering activity (for example, a Headquarters activity may have a higher definition of “high dollar” than a field activity). If the Savings Clause applies, it will be specified in the task order solicitation.

Q.159 If a contractor is qualifying its offer by limiting its bid to only FFP Task/Delivery Orders will they still be compliant with this RFP?

A Offerors are strongly encouraged to propose on all CLINs of the solicitation. The vast majority of task order solicitations are issued on a cost reimbursement basis so if a prime contractor is only proposing for FFP CLINs, they will automatically be excluding themselves from participating in the majority of requirements in Seaport e.

Q.160 Reference p.96 – Past Performance: “recent relevant experience performed within the last 3 years...”

Can a subcontractor submit as “past performance” work that has been largely completed, but where the final completion will not occur until after submittal of the SEAPORT-E proposal date?

If a project is ongoing and a contractor has submitted as evidence of relevant experience and competence, will the criteria on which this work is judged be different from other past performance that is wholly complete?

A It is preferred that the past performance references be for the prime contractor. The contract being referenced can still be on-going – it would just need to be able to demonstrate the relevance to the functional area(s) being proposed.

Q.161 Past Performance – Can we use a Past Performance where the Prime (or a subcontractor on our Team) performed the work as a Subcontractor to another Prime? If yes, is there additional information needed?

A If a contract where the prime contractor performed as a subcontractor is being referenced, the information in Section 5.4.3 on page 96 of the solicitation would need to be provided for the prime contract (contract number, ordering activity that issued the contract, etc).

Q.162 Past Performance – What is meant by “Program Name”?

A If the effort was being performed for a specific program (such as “Railgun”), the offeror would need to reference the program name.

Q.163 Personnel Matrix – When we identify a person’s Primary Zone work location, can they have more than one Zone? And is the Zone where they live or where the contracts they work on are awarded? For instance, if we have an employee living and working on a project in San Diego, CA (Zone 6), but the work was awarded by NSWC Dahlgren (Zone 2), do we say that the employee’s Primary Zone work location is Zone 6 or Zone 2.

A If a contract is being used to establish presence, then the zone referenced would be for the activity that awarded the contract (in your example, that would be zone 2). But if the offeror is referencing a contract to demonstrate technical ability in a functional area, you could list in the matrix the zone where the work was being performed.

Q.164 Personnel Matrix – Is the Personnel Matrix included in the Page Limit in Depth and Breadth? If a company is proposing all 22 Functional Areas and all seven Zones, then this Matrix could be lengthy and will take away from our ability to describe our Depth and Breadth for all FAs in the space allotted.

A Yes, the matrix is included in the page limitation of the technical proposal. Please note that the resumes do not count towards the page limitation.

Q.165 Personnel Matrix – Can the Personnel Matrix be in 10 point font? Can we use a sans serif font (for readability)? Can we use smaller margins (at least on the right and left)?

A All information needs to be in the 12 point Times New Roman font.

Q.166 Personnel Matrix – If a proposed person is currently working for another company and is therefore a “Contingent Employee”, where do you want us to put “CONTINGENT”? Do you want us to put their current Company Name or in the “Company Name” column or do you want us to put “CONTINGENT” in that column?

A You can include the Contingent designation when you are listing the company’s name of the employee.

Q.167 Formatting – Could the font size for tables and graphics be smaller than 12 point? Could we use a font other than Times New Roman (for readability)? For instance, Arial 10 pt.

A All information needs to be in the 12 point Times New Roman font.

Q.168 Zone Presence – If our Subcontractor has a Contract (or Subcontract) through one of the Authorized Ordering Offices in a Zone, may we use that Contract (or Subcontract) to establish presence in that Zone?

A No, if using a team member to establish presence, the only thing that counts is the location of their locally established office. Contracts or subcontracts that the team member has performed under can not be used to establish presence.

Q.169 Can you add another functional service area at a later date if you have an existing Seaport contract? Or do you have to wait for the next rolling admission process?

A If an offeror receives a prime contract, it will include all 22 Functional Areas. This provides for adding employees or team members that have additional experience.

Q.170 Section L, Additional Instructions to Offerors, Section 2.2 (a) (page 89 of 105)

Section 2.2 (a) requires a signed copy of the RFP with Amendment Pages to be included in Offeror's response. Is the Signed RFP and Amendment Pages to be provided as a standalone document, and therefore its own volume. If so, how should the Offeror identify said volume? If the signed RFP and Amendments are not intended to be placed in a standalone Volume, what Volume is the Offeror to include it in, and will this inclusion count against applicable page limits.

A The signed RFP and the solicitation can be included with the Cover Letter of the proposal.

Q.171 Section L, Additional Instructions to Offerors, Section 2.2 (b) (page 89 of 105)

Section 2.2 (b) References a 'copy' of the cover letter be included in the Technical Volume. Is this the only place the Cover Letter is to be included?__If not, please provide clarification on where the Cover Letter is to be included.

A The Cover Letter should be with the entire proposal submission and a copy of it in the Technical Proposal volume.

Q.172 Section: 5.4.2 EVALUATION FACTOR 1 - TECHNICAL CAPABILITY, a. Technical Depth and Breadth

Question: If a prime contractor, small business, presents strong and convincing technical expertise in 3 functional areas and average/less convincing technical expertise in a fourth functional area, will the fourth functional area's rating affect the prime contractor's ability to receive a Seaport prime contract in the proposed zone for the 3 areas?

A A small business needs to demonstrate technical ability in one of the functional areas to receive a "Satisfactory" rating. If a contract is received, it will include all 22 Functional Areas. This provides for adding employees or team members with additional experience.

Q.173 Section M.4.0 Factor Rating Scale page 101. The Ratings for the Technical Capability, Management Approach and Subcontracting section use the existence of Subcontract Agreements as a scoring factor. Example: An OUTSTANDING score will be awarded when "C. Teaming/Subcontracting agreements are in place." How do contractors indicate whether subcontract/teaming agreements are in place or in progress? Should contractors submit actual agreements as part of their proposal?

A Copies of the teaming agreements do not need to be included. In the narrative section of the offeror's technical proposal, they would need to address the status of the agreements (date signed, agreement number (if applicable), etc.