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| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | PAGE OF PAGES 1 2 |
| 2. AMENDMENT/MODIFICATION NO. 0001 | 3. EFFECTIVE DATE 7 OCT 2014 | 4. REQUISITION/PURCHASE REQ. NO. N/A | 5. PROJECT NO. (If applicable) N/A | |
| 6. ISSUED BY CODE | | 7. ADMINISTERED BY (If other than Item 6) | | CODE |
| Naval Surface Warfare Center, Dahlgren Division Attn: Code 022 17632 Dahlgren Road, Suite 157 Dahlgren, VA 22448-5100 | | | | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code) (TO BE COMPLETED BY OFFERORS) | | | (4) | 9A. AMENDMENT OF SOLICITATION NO. N00178-14-R-4000 |
| | | | <input checked="" type="checkbox"/> | 9B. DATED (SEE ITEM 11) 17 September 2014 |
| | | | <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.

| | |
|--------------------------|---|
| (4) | 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"/> | |
| <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.)

THIS AMENDMENT PROVIDES ANSWERS TO THE QUESTIONS RECEIVED BY CLOSE OF BUSINESS ON
01 OCTOBER 2014 AND PROVIDES REPLACEMENT PAGE 87 TO SECTION L.

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 | | 16B. UNITED STATES OF AMERICA | |
| 15C. DATE SIGNED | | 16C. DATE SIGNED | |
| _____ (Signature of person authorized to sign) | | BY _____ (Signature of Contracting Officer) | |

1. Replacement Page 87 in Section L is provided as Attachment 1. In Section 5.4.1 under the RULES FOR ESTABLISHING ZONE PRESENCE, changed Paragraph (2) to read: (information changed is in BOLD/UNDERLINED):

(2) The OFFEROR **has performed work under a contract awarded** from one of the authorized Seaport-e ordering offices in the Zone (reference ordering clause in Section G). The OFFEROR has **performed work under a subcontract** in the Zone that supports one of the authorized Seaport-e ordering offices. If claiming a subcontractor to demonstrate presence the Offeror must identify the prime contract number that was awarded by a Seaport-e Ordering Office; OR"

2. Attachment 2 to this amendment provides the answers to all questions that were received by close of business on 01 October 2014.

Attachments:

- 1) Replacement Page 87
- 2) Questions and Answers, 25pages

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|---------------------------|--|------------------------------|
| CONTINUATION SHEET | REFERENCE NO. OF DOCUMENT BEING CONTINUED N00178-14-R-4000 /AMENDMENT 0001 | PAGE Page 87 of 97 |
|---------------------------|--|------------------------------|

NAME OF OFFEROR OR CONTRACTOR

5.4 VOLUME I – TECHNICAL PROPOSAL:

5.4.1 Presence

To demonstrate Presence in the Zone(s) that the Offeror is proposing, the Zone Presence Form at Attachment J.1 to this solicitation **MUST** be included in the Technical Proposal.

NOTE: A separate Zone Presence Form must be submitted for each Zone being proposed.

RULES FOR ESTABLISHING ZONE PRESENCE:

There are seven Zones – Zone 1 Northeast; Zone 2 National Capital; Zone 3 Mid Atlantic; Zone 4 Gulf Coast; Zone 5 Midwest; Zone 6 Southwest; and Zone 7 Pacific Northwest. To establish presence the Offeror must demonstrate that:

- (1) The OFFEROR has a locally established office in the Zone; OR
- (2) The OFFEROR has performed work under a contract awarded from one of the authorized Seaport-e ordering offices in the Zone (reference ordering clause in Section G). The OFFEROR has performed work under a subcontract in the Zone that supports one of the authorized Seaport-e ordering offices. If claiming a subcontractor to demonstrate presence the Offeror must identify the prime contract number that was awarded by a Seaport-e Ordering Office; OR"
- (3) The OFFEROR'S subcontractor has a locally established office in the Zone.

NOTE: ALL OFFERORS MUST HAVE AN ESTABLISHED OFFICE IN THE UNITED STATES.

PRESENCE DEFINITIONS:

(1)The definition of local office is an office within the geographical Zone(s) identified in H.1 that is 1) in existence at the time the RFP closes; 2) is in business to provide the support found in the Functional Areas identified in the SOW; and 3) staffed by employees employed by the OFFEROR who proposes on the RFP, or at least one of the Offerors subcontractors.

A HOME OFFICE IN A PRIVATE RESIDENCE FOR EITHER THE OFFEROR OR A SUBCONTRACTOR CANNOT BE USED TO ESTABLISH PRESENCE.

(2) Contract means meaningful work performed for one or more of the Seaport-e ordering activities sites and field activities (USAF, US Army, and other Federal Agencies contracts **WILL NOT BE CONSIDERED** for establishing presence, they may be used to demonstrate technical capability or past performance but not for establishing presence) in one or more of the Functional Areas.

(3) A contract must have been awarded by a Seaport-e Ordering Activity in the **ZONE BEING PROPOSED ON**. Just performing work in the Zone under a contract awarded in a different Zone will not meet the presence criteria (for example the contract was awarded by NSWC Dahlgren (Zone 2) and required work in San Diego, CA (Zone 6) as part of the requirement, the offeror has not established presence in Zone 6 because the contract was **AWARDED** in Zone 2).

(4) If using a subcontract to establish presence the prime contract must have been awarded by an authorized Seaport-e ordering activity in the Zone being proposed on.

(5) An order on a GSA contract placed by a qualifying Seaport-e Ordering Activity may qualify as a contract if it is relevant to the Functional Areas of the SOW.

(6) Authorized Seaport-e Ordering activities are: Naval Sea Systems Command, Naval Air Systems Command, Space and Naval Warfare Command, Naval Supply Systems Command, Military Sealift Command, Strategic Systems Programs, Naval Facilities Engineering Command, Office of Naval Research, and the United States Marine Corps.

Q.1 There were numerous questions regarding Page 81 and the approved couriers that have access to the base for delivery.

A: Standard overnight couriers such as Federal Express and UPS have access to the base. It is the responsibility of the offeror to ensure that the courier that they will be using has access to the base.

Q.2 There were also numerous questions regarding Section L and what needs to be submitted (Reference 5.0, Pages 85 through 90 of the solicitation).

A: All offerors must include the following documentation in their submission:

VOLUME 1 – COST PROPOSAL to include (one original only):

- (1) Cover Letter to include all items listed in 5.2 on page 85 of the solicitation;
- (2) a complete copy of the solicitation signed with all fill-in sections completed (reference paragraph 5.3 of the solicitation);
- (3) a cost proposal to include all items listed in 5.5 on Page 90 (Cost Savings Approach, Ceiling Unit Price for Item 7000, and the Compensation Plan);
- (4) Attachment J.2 Summary of Fill-ins

VOLUME 2 – TECHNICAL PROPOSAL to include (one original only):

- (1) Copy of Cover Letter to include all items listed in 5.2 on page 85 of the solicitation;
- (2) Zone Presence Form(s) (Attachment J.1);
- (3) Technical Depth and Breadth;
- (4) Management Approach & Subcontracting
- (5) Past Performance
- (5) **If an offeror is a large business, they must also include a Small Business Subcontracting Plan. If the offeror is a Small Business then a Subcontracting Plan is not required.**

Q.3 Reference: a. H.10 Savings Clause, RFP page32. Paragraph B defines how to calculate the Maximum Pass Through Rate. Basically it says to add up all indirect costs and fee and divide by the price of the labor subcontract.

b. Section M, Factor 3 Cost/Price, RFP page 95. The RFP identifies maximum pass through rates for Outstanding through Unsatisfactory ranging from 4% to 8%.

Question: We would expect that the calculation defined by Reference a would result in an answer of about 125% more or less, i.e. we would add 25% indirect costs and fee to the labor subcontract. However, Reference b indicates the value to be significantly lower. We suspect that Reference b is intended to be the fee portion of the calculation. Please clarify.

A: Pass through refers to the amount that the prime contractor adds to their subcontractor’s cost. The pass through can consist of all fee, all indirects, or any combination of the two. However, the total pass through amount applied can not exceed 8% or an “Unsatisfactory” rating will be assigned to the offeror’s proposal making them ineligible to be considered for award.

Q.4 Please clarify Section M.4.0 Factor 1 Technical Depth and Breadth – is an Outstanding rating for a Large Business 18-22 functional areas in ALL zones proposed (cumulative) or 18-22 in EACH zone proposed?

A: Offerors need to establish presence in each zone that they are requesting. The demonstration that an offeror has the technical ability to perform the functional areas in the Statement of Work is cumulative and is not related to each individual zone.

Q.5 Proposal Format, Paragraph L.4.2, page 84: Will the Government accept proposals printed double-sided?

A: Yes, proposals printed double-sided will be accepted.

Q.6 Proposal Format, Paragraph L.4.3, pages 84 to 85: Are the page limits for each volume EXCLUSIVE of the title page and table of contents?

A: A title page and table of contents would count towards the page limitations.

Q.7 Cover Letter, Paragraph L.5.2, page 85: Please confirm that offerors are to submit only one (1) original copy for each volume:

- Volume I: Cover Letter
- Zone Presence
- Technical Depth & Breadth
- Management Approach & Subcontracting
- Past Performance
- Volume II:
- Cover Letter
- Signed RFP
- Cost Savings Approach
- Ceiling Unit
- Compensation Plan

Attachment J.2

A: Yes, only one copy of each volume is required.

Q.8 Presence, Paragraph L.5.4.1, page 87: Our subcontractor has multiple offices in various zones. Can we use the same subcontractor to establish multiple zones?

A: Yes, the same subcontractor can be used if they have locally established offices in multiple zones. On the Attachment A, you would need to enter the subcontractor's name, address, and phone number for their locally established office in each zone.

Q.9 Technical Depth and Breadth, Paragraph L.5.4.2, page 88: Is the personnel matrix INCLUDED or NOT INCLUDED in the 15-page count of the Technical Depth and Breadth section?

A: The matrix would be included in the 15 page limitation.

Q.10 Checklist: Please confirm that offerors are to follow the Checklist in terms of content and sequence (of contents) for each volume.

A: The checklist provided on the Seaport e homepage (www.seaport.navy.mil) is a reference document that summarizes the information that must be included in an offeror's proposal as specified in Section L. It is preferred that the sequence of documents be in accordance with the checklist but as long as the offeror has included all of the required documents specified in Section L in their proposal submission, there is not a mandatory sequence that must be followed.

Q.11 Reference: Section L paragraph 2.2 on RFP page 82 of 97. Questions:

- (a) Is it the Navy's intent that offerors submit 4 separate volumes, paragraphs a through d (for a small business) or 5 volumes, a through e (for a large business)?
- (b) Or is it acceptable to submit two volumes, Technical Proposal (paragraph b) and Cost Proposal (paragraphs a, c and d for a small business, plus e for a large business)?
- (c) The paragraph would seem to indicate only one hard copy of the proposal volumes is required. Is this correct?

A: All offerors must include the following documentation in their submission: a complete copy of the solicitation signed with all fill-in sections completed (reference paragraph 5.3 of the solicitation); a technical proposal; a cost proposal; and a cover letter. If an offeror is a large business, they must also include a Small Business Subcontracting Plan. If you go to the "Proposal Content" area of Section L, starting with paragraph 5.0, a complete description is provided of the documents that must be included in an offeror's submission. Only one copy of the proposal needs to be submitted.

Q.12 Reference: Section L paragraph 4.3 on RFP page 84 of 97. Question: The paragraph would seem to be incomplete. Paragraph 2.2 on page 82 requires more than the Cover Letter. Please clarify.

A: The paragraph is not incomplete – the additional information continues on page 85 of the solicitation.

Q.13 Page number: 86; paragraph number or identifier: 5.3.1.1; Question (2 parts): 1. we are basing our price on a 1920 hour billable year, is that all right? 2. do you want the price for the base year only or do you want the highest rate which would be the last option year rate after being escalated for 4 years?

A: The rate would be based on a manyear so if your company uses 1920 hours as a manyear, that would be fine. Escalation can be applied to the hourly rate – you would just need to ensure that the calculations provided in your cost proposal show how the escalation was applied.

Q.14 If as a small business we are forming a small business team consisting of all small businesses, is a subcontracting plan required?

A: No, Subcontracting Plans are for Large Businesses only.

Q.15 Page 84 section 4.2 paragraph 2): Would the Government like a CD with our electronic proposal included within our package? Please confirm that only 1 copy of each volume is required?

A: No CD is required. One Copy of each volume is required.

Q.16 Reference the RFP paragraphs 2.2 page 82, 4.3 page 84 and 5.3 page 86 which indicate the proposal will include "a signed completed RFP", "one entire completed copy (signed by the offeror) of the RFP" and "one copy of the entire solicitation". Reference the RFP paragraph 2.2 on page 82 which includes "A Word version of fill-in documents associated with the solicitation will be posted on the Seaport e homepage for download. (www.seaport.navy.mil or <https://auction.seaport.navy.mil/Bid/Login.aspx>)". The downloaded document is FILL_IN_PAGES.docx.

Question: Does the completion and submittal of the FILL_IN_PAGES.docx per reference b satisfy the reference a requirement to submit a completed signed RFP?

A: The SF33 needs to be included with the other fill-in pages. The SF33 has to be signed. All of the fill-in pages need to be included in the full copy of the solicitation along with the other requirements of the solicitation.

Q.17 Page number: 42, 61 and 62, paragraph number or identifier: 52.204-8 Annual Representations and Certifications (May 2014) paragraph (b). Question (2 parts): FAR 52.204-7, System for Award Management is incorporated by reference per page 42 and so the block "(i) Paragraph (d) applies" at the bottom of page 61 should be checked. Please confirm that. Also as a completed copy of the RFP is required to be included in our offer, we would nevertheless like to additionally complete the individual representations and certifications in the solicitation. Is this acceptable?

A: Yes you should submit a completed copy of the Reps and Certs (see also 5.3.3 on page 86).

Q.18 Page 87 Paragraph 5. Regarding Zone presence, our question is regarding the following statement "(2) The OFFEROR has been awarded a contract from one of the authorized Seaport-e ordering offices in the Zone (reference ordering clause in Section)". Which establishes presence, the place of performance for the project or the place of contracting office who awarded the contract?

A: A contract must have been awarded by a Seaport-e Ordering Activity in the ZONE BEING PROPOSED ON. So the answer would be the zone of the Seaport-e Ordering Activity. Also see Paragraph (3) on Page 87 under the Presence Definitions.

Q.19 Section 4.0: Proposal Format: Volume II: Cost/Price Proposal: Evaluation Factor 3:

a) Is the unit price for CLIN 7000 the highest labor category/bill rate corporately charged to fiscal date? b) Should multiple labor category CLIN 7000 be provided?

A: The ceiling rate proposed must be the highest fully burdened labor rate for a single labor category from the current accounting year. Only one labor category is to be used.

Q.20 On page 88, Section 5.4.2 a Technical Depth and Breadth requires specifying the functional areas the offeror proposes to perform, but does not require the functional areas be zone-specific, i.e., it appears to require discussion based solely on FA and not specific FAs to be performed in specific zones. On page 93, Section M 3.2 Evaluation Process, says “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.” Does this mean the Technical Capability section of the proposal should be segregated into technical breadth and depth for each zone proposed?

A: An offeror’s technical proposal is first evaluated to ensure that the presence criteria has been met for at least one of the zones that is being proposed. If so, the proposal is then evaluated to determine if technical capability has been demonstrated for the functional areas being proposed. It is not necessary to segregate technical depth and breadth for each zone proposed.

Q.21 Section M 3.0 General, page 92, Factor 2: Past Performance, says “In the case of an Offeror that does not have past 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.” Section M, 3.2 Evaluation Process, paragraph (c) on page 93, says “ ... 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” Where does the “neutral” rating fit into the evaluation process? Is it higher than or equal to Satisfactory so that new companies can compete successfully without any past performance information? Would subcontractor past performance information be preferred rather than none at all?

A: Past performance information should be provided for the offeror – this information can be from when the offeror performed as a prime contractor or a subcontractor (reference paragraph 5.4.3 on page 89). If the company is newly formed and does not have any past performance of its own, then information can be provided for key personnel of the company. An offeror with no past performance information will receive a neutral rating and the rest of the proposal will be evaluated.

Q.22 How is this type of proposal evaluated? We have chosen to reply to 12 of the 22 functional areas for our proposal. Is the down selection process based on a contractor’s ability to perform all or part of those services they respond to?(i.e. We are selected as the vendor in areas 1, 5, and 6 but not for the remaining functional services?)

A: Section M of the solicitation explains how proposals will be evaluated. It identifies how many functional areas a company will have to demonstrate ability in for an Outstanding, Good, Satisfactory, or Unsatisfactory rating.

Q.23 Will the bidding on the functional areas in which we are “weaker” decrease our overall strength in the areas we are most experienced (“strong”) in?

A: The offeror’s ability for each functional area is evaluated independently of one another.

Q.24 Section 5.4.2 (a) = Does the 15 page limit include the optional matrix insert?

A: Yes, the page limitation does include the matrix.

Q.25 Regarding pricing, do we need to submit individual labor categories?

A: The highest fully burdened rate for a single labor category needs to be provided (reference 5.3.1.1 on page 86).

Q.26 Are we to submit a full burden rate?

A: Yes, the rate must be fully burdened.

Q.27 We have a home office listed as corporate cleared facility by DSS and we also have an office located in Fairfax, VA which is also a cleared facility with few of our staffs. However, this office is being sublet to us by the prime contractor. Both location would be considered Zone 2. Can we use these locations as Zone 2 ?

A: An office located in a home can NOT be used to establish presence (reference 5.4.1 of the solicitation on page 87). If using an office to establish presence, it must be a locally established office that is in existence at the time the solicitation closes; is in business to provide the support described by the solicitation’s functional areas; and is staffed by employees of the offeror or at least one of the offeror’s subcontractors.

Q.28 Page 90, section 5.5, item (b) states “Ceiling Unit Price for CLIN 7000. The offeror SHALL provide a breakdown of the derivation of the ceiling unit price, including...the escalation used,...”. The reference document provided, “4. Sample of Cost Breakdown for CLIN 7000”, does not show any application of out year escalation. Are offerors to show the application of proposed escalation in out years in the “Ceiling Unit Price for CLIN 7000”? Or is escalation only demonstrated in required fill-ins?

A: Any escalation applied to the ceiling rate should be included in the breakdown provided in the offeror’s cost proposal.

Q.29 Page 85, item 5.2 (Cover Letter) states, “The cover letter shall be submitted with (1) the Original signed proposal; and (2) the copy of the technical proposal.” Please confirm the government requires only one submission of both the Technical Proposal volume and Cost Proposal volume and no duplicate/additional copies nor electronic versions (i.e., DVD, CD-ROM) are required.

A: That is correct.

Q.30 Reference pg 60 and 61 of the solicitation fill-ins for item 52.204-3 (d), (e) and (f). How does the government want these fill-ins completed ? Replace applicable “*” with “[X]” and delete the other “*” ? Or only replace applicable “*” with “X”?

A: An “X” can be placed next to the applicable designation.

Q.31 Reference pg 84, section 4.2 states “10-point (Times New Roman font) in the text”. In reviewing prior year solicitations and Q&A, the font requirement was 12-point. Please confirm that 10-point font is in fact correct and desired for fy14 rolling admissions proposal format.

A: The current solicitation document rules as far as what is required. The solicitation states 10-point.

Q.32 Is the Government requesting three separate binders (one for the cover letter, one for the technical proposal and one for the cost proposal) for the hard copy submission? Or should all three sections be bundled together in one binder?

A: The technical proposal needs to be in a separate volume from the cost proposal. The remaining documents can be provided in one binder as long as they are clearly identified.

Q.33 The checklist provided by the Government indicates the cover letter should be duplicated within the cost proposal. Please confirm that is correct?

A: The submission needs to have a cover letter and a copy of the cover letter should be included with the technical proposal.

Q.34 Is the Government requesting only one hard copy original submission or should we provide additional copies as well?

A: Only one hard copy original is required.

Q.35 In the evaluation of the Management Approach and Subcontracting, the Government indicated an Unsatisfactory rating would be given to offerors that do not have any subcontracting/teaming agreements in place. However, if an offeror is capable of performing the services proposed without subcontractors it seems as if they would be penalized by the Government. Please clarify the intent.

A: It is not required that an offeror have any team members. If a company does have team members, they will be evaluated regarding the status of the teaming agreements.

Q.36 Does having people work at a client location qualify us as having a local office?

A: No, the office must be a locally established office staffed by employees of the prime contractor or one of the team members.

Q.37 The cover letter asks us to specify the DCAA Contact. Our system is not DCAA audited but have been audited by the third party and is compliant and audit ready. Should we specify the name of the third party.

A: You need to identify the DCAA office that has cognizance for the area that your company is located. You can get this information by clicking on the “Locator” tab of the DCAA website (<http://www.dcaa.mil>).

Q.38 Can a company add teammates post award OR is the team that we propose the team that we have to bid with throughout the life of the contract?

A: If a company receives a prime contract award, they can request the addition of team members at any time.

Q.39 Reference 5.4.2(a) of Additional Instructions to Offerors (pg 88) – Are Offerors required to identify an individual per Functional Area proposed or can they just provide 4 resumes? Will the Offeror be evaluated more favorably if they submit one individual per functional area?

A: The solicitation requires that the offeror “identify a minimum of one individual per Functional Area proposed either in a resume of in the matrix” – page 88.

Q.40 Reference 5.5(b) of Additional Instructions to Offerors (pg 90) – Ceiling Unit Price for CLIN 7000 – if an Offeror utilizes a subcontractor’s rate in developing the Ceiling Unit Price, is providing the prime’s indirect burdens to be applied to that rate sufficient for this section, or would the subcontractor be required to submit details on the derivation of their rate? If the subcontractor’s detailed information is required, and they consider this to be proprietary, are they able to submit this directly to the government?

A: The breakdown of the labor rate must be included. If the offeror is using a subcontractor’s rate, the breakdown can be provided either by a sealed envelope included in the prime contractor’s proposal submission or directly to the Government. The breakdown must be received by the deadline of 2:00 P.M. Dahlgren time on October 23rd. The envelope would need to clearly identify that the rate is being provided in support of the proposal submitted by the prime contractor. In the prime’s cost proposal, they would need to show the fully burdened rate being proposed by the subcontractor and the pass through that was being applied.

Q.41 ZONE PRESENCE FORM This attachment states, “PLEASE NOTE THAT HOME OFFICES MAY NOT BE USED TO ESTABLISH PRESENCE – THE OFFICE MUST BE A LOCALLY ESTABLISHED OFFICE.” If an Offeror’s Home Office is also a Locally Established Office, at which it is providing services to the Navy or other Government agencies, can it be used to establish presence? It would seem that it is not cost effective to require that an Offeror establish an additional office to establish presences. Will the Navy change this requirement to include Home Office if the Offeror is also providing contractor-site services to perform services for the Federal Government?

A: If an office is located in a residence, it does not meet the definition of a locally established office and can NOT be used to establish presence in a zone.

Q.42 Page 81 of 97; 2.0 INSTRUCTIONS FOR SUBMISSION OF OFFERS; The RFP states, “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.” How long does a one-day service typically take to be received by the Government? Does the Government have guidelines/suggestions for a specific overnight service and/or the amount of time necessary to deliver the proposal if using an overnight service?

A: If an offeror chooses to submit their proposal via an overnight courier, they would need to address the timeline for delivery to that courier. No guidelines or recommendations can be provided as to which overnight courier to use.

Q.43 Page 84 of 97, section 4.2; Does the Government intend for the Volumes to be submitted in separate three-ring binders?

A: If an offeror is going to use binders, it is preferred that three-ring binders be used with no spiral binding.

Q.44 Page 84 of 97, Section 4.3; The RFP states, “The offeror is required to submit one entire completed copy (signed by the offeror) of the RFP in their proposal.” Will the Government confirm the signed portion should be the SF-33? Does the Government intend to receive this requirement in a separate three-ring binder from the proposal submission?

A: The SF33 should be signed in Block 17. The signed SF-33 is part of the completed solicitation that needs to be included in the offeror’s submission.

Q.45 Page 85 of 97, section 5.2: Will the Government clarify in which volume the Cover Letter should be included or if it should be submitted as a separate file/binder?

A: The cover letter should be included with the completed and signed RFP and a copy of the cover letter needs to be included with the technical proposal.

Q.46 Page 86 of 97, section 5.3; Will the Government confirm the required items from Sections 5.3, 5.3.1, 5.3.2, and 5.3.3 are to be included in the completed copy of the RFP?

A: Yes, they must be included in the signed and completed solicitation document. The breakdown of the ceiling rate must be included in the offeror's cost proposal.

Q.47 Page 87 of 97, section 5.4.1 Presence (2); This section states, “The OFFEROR has been awarded a contract from one of the authorized Seaport-e ordering offices in the Zone (reference ordering clause in Section G). The OFFEROR has been awarded a subcontract in the Zone that supports one of the authorized Seaport-e ordering offices. If claiming a subcontract to demonstrate presence the Offeror must identify the prime contract number that was awarded by a Seaport-e Ordering Office.” If the Navy is looking to expand best practices and the exceptional delivery of professional services, please explain the rationale for not allowing the Offeror to claim contracts and/or

subcontracts from the Federal Government other than the authorized Seaport-e ordering offices. This limitation appears to limit Offeror abilities to provide services based on work performed for the Navy exclusively.

A: This is only one of three criteria that can be used to establish presence in a zone. Only the authorized ordering commands use Seaport e so if a contract or subcontract is being used to establish presence in a zone, that contract or subcontract must have been issued by one of the authorized ordering commands. There are two other criteria that can be used to establish presence in a zone (having a locally established office in the zone or having a subcontractor with a locally established office in the zone).

Q.48 Page 89 or 97, section 5.4.3; This section states, “PAST PERFORMANCE (Not to exceed 3 pages): The Offeror will provide no more than three past performance references that reflect recent relevant contract experience by the Offeror performed within the last 3 years ...” Would the Government clarify whether three pages is allowed per performance reference or three pages total for all references?

A: A total of 3 pages for all references.

Q.49 Page 89 or 97, Section 5.4.3; This section states, “The Offeror will provide no more than three past performance references that reflect recent relevant contract experience by the Offeror performed within the last 3 years that demonstrate the ability to handle (relevance to) the functional areas the Offeror is proposing on.” Are the three past performance references required to be from the Prime contractor? Or can the Offeror provide past performance references in which one of its subcontractors is the Prime and the Offeror is a subcontractor on that contract?

A: The past performance reference needs to be work that was performed by the offeror but it can be either as a prime contractor or a subcontractor.

Q.50 Page 81, Section 1.0, Introduction; Will the government confirm that Government Answers to prior year’s questions are to be leveraged as guidance for the current proposal?

A: The answers to the previous solicitations can be used as guidance – any requirements stated in the current solicitation would take precedence.

Q.51 Page 85, Evaluation Factor 2: Past Performance; Will the government please clarify whether the limit is 3 pages for each of the 3 past performances (e.g. total 9 pages for the section), or is it 1 page for each past performance (e.g. 3 total pages for the section)?

A: A total of 3 pages can be submitted for this section.

Q.52 Page 87, Section 5.4.1; Please verify what is meant by “locally established office.” Would a client work site be accepted or does it have to be a corporate office?

A: The locally established office must be staffed by employees of the prime contractor or one of their team members. A client’s work site would not be considered as a locally established office.

Q.53 Section Reference: Page 94, Paragraph 2

Question: As teaming is not a requirement for the proposal, if a small business plans to submit a bid without teaming partners or subcontractors, is the evaluation criteria in “Management Approach and Subcontracting, C. Subcontracting/Teaming Arrangements” not applicable or will this result in the contractor receiving an “Unsatisfactory” rating?

A: Page 85 states that small businesses only need to address this section of the evaluation factor if they are proposing subcontractors. If no subcontractors are proposed, this section would not be applicable.

Q.54 Page 88, Section 5.4.2; Is there a requirement for the task examples to be for Seaport e contracts? Is there any rating preference given for task examples from Seaport e contracts?

A: The tasks referenced need to demonstrate relevance to the functional areas being proposed. The tasks do not have to be from work performed under Seaport e contracts so no rating preference would be given.

Q.55 Page 93, Section 4.0 Factor Rating Scale; For small businesses, do we need to provide relevant experience in 3 or more functional areas for *each* zone of the zones proposed? Or is the requirement for relevant experience in 3 or more functional areas for all zones proposed?

A: It would be relevant experience in 3 or more functional areas for all zones proposed.

Q.56 Page 88, Section 5.4.2; Do the resumes need to contain the same information required for the optional personnel matrix (i.e.: company name, years with the company, primary Zone work location, years of applicable professional experience, percent of time proposed, proposed functional area assignments, and level of security clearance)?

A: Yes, the same information would be required.

Q.57 Page 89, Section 5.4.3; Per client request, they are requiring us to only provide the Contracting Officer's contact information for all three Past Performance contacts requested in this solicitation. Is this acceptable?

A: It is requested that all of the information specified in paragraph 5.4.3 be included for past performance references.

Q.58 Page 88, Section 5.4.2; In regards to the time proposed column required in the optional matrix demonstrating how additional personnel would be used: Would an individual listed in this matrix with a percent of time proposed at 0 or 20% be evaluated less favorably than an individual at 75% or 100%?

A: The resumes/matrix will be evaluated as to the balance of the staffing to ensure that there are qualified personnel who can perform the functional areas being proposed. It is not recommended that an offeror include an employee if their time proposed would be 0%.

Q.59 Page 88, Section 5.4.2 EVALUATION FACTOR 1 - TECHNICAL CAPABILITY a. Technical Depth and Breadth (15 pages): "...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 shall provide 4 resumes TOTAL for personnel to illustrate a nucleus of technical expertise. Any individual resume shall not exceed 2 pages in length. If the Offeror wants to present additional personnel or augmenting subcontractor personnel to support the functional areas proposed, provide a matrix demonstrating how the additional proposed personnel will support the functional areas proposed. Identify a minimum of one individual per Functional Area proposed either in a resume or in the matrix..." Please confirm our understanding that there is no minimum or maximum number of "examples of tasks performed in the functional area" to be provided in this section, for each Functional Area. In the section that states, "If the Offeror wants to present additional personnel or augmenting subcontractor personnel to support the functional areas proposed, provide a matrix demonstrating how the additional proposed personnel will support the functional areas proposed," (PART 1) please confirm our understanding that the Offeror may provide background information and experience for (an unlimited number of) "additional personnel" in the Matrix (which will count against this section's 15-page allocation), but Offerors are limited to providing a total of only four (4) resumes at two (2) pages each; (PART 2) Will the government accept "examples of tasks" performed by proposed personnel (or "additional personnel") to demonstrate work within a Functional Area, if those tasks were performed prior to joining the Offeror? A total of only four (4) resumes does not seem sufficient to "illustrate a nucleus of technical experience" across all proposed Functional Areas. Would it be possible to provide additional resumes?

A: There is no minimum or maximum number of examples of tasks that can be referenced within the 15 page limitation for this section. If a person is an employee of the prime contractor, examples of tasks that the person performed before becoming an employee of the prime contractor can be referenced. No more than 4 resumes can be provided but additional personnel can be referenced in the matrix.

Q.60 Page 89, Section 5.4.3, Evaluation Factor 2 – Past Performance; Please clarify if Offeror is to provide “no more than three past performance references” in total? Or are Offerors providing no more than three references for each Functional Area proposed? If there is a limit of three (3) references total, please clarify how Offerors’ Past Performance will be evaluated, if limited to providing only three (3) formal past performance references, which may not demonstrate work within all proposed Functional Areas?

A: A total of 3 past performance references can be provided. As stated in Section M of the solicitation, past performance is evaluated on the quality of service, schedule, and business relationships.

Q.61 Page 84, Section 4.0, Proposal Format; Please confirm our understanding that font and size requirements have been established as Times New Roman, 10-point font for the entire submission. This marks a change from the previous Rolling Admissions, which called for Times New Roman, 12-point font requirements. Because fonts inside tables and graphics (especially) are difficult to control, is it acceptable for tables and graphics to have a different font (like Arial or Arial Narrow), and be of smaller than 10-point font size, as long as the table or graphic remain reasonably legible?

A: Offerors must abide by the requirements of the current Rolling Admissions solicitation. The font for all documentation submitted in a proposal must be 10-point (Times New Roman).

Q.62 Page 84, Section 4.2: Does the Government want Volumes I (Technical) and II (Cost/Price) in the same binder for hard copy submission, or would it like to have the volumes in separate binders?

A: The technical proposal should be in a separate binder.

Q.63 Page 85, Volume I description: The checklist provided for the proposal shows the Technical Proposal including the Cover Letter, calling the Cover Letter section A. The Checklist also shows the Cover Letter as part of the Cost Proposal. Section L of the RFP does not include the Cover Letter as part of the either the Technical or Cost Proposal, but a separate requirement. Would the Government prefer the structure in Section L, or the structure delineated in the proposal checklist? Referencing question 2 above, if proposals are being submitted in two separate binders then it may make sense to include the cover letter in both Volumes.

A: The checklist is a reference document only – offerors need to follow the structure outlined in Section L of the solicitation. Since the technical proposal should be in a separate binder, a copy of the cover letter should be included with the technical proposal.

Q.64 Page 84, Section 4.2, Proposal Format; Is the minimum size for text for all graphics/tables/charts/pictures 10 point and must the font be Times New Roman? Is it permissible to include just the standard header and footer information within the 1” margins (page number, date, volume title, etc)?

A: The 10 point Times New Roman font must be used for all documents submitted. It is permissible to include the standard information in the 1” margin for the header and footer.

Q.65 Is the offeror to submit the one complete RFP (with SF33 and fill-ins completed) as a separate volume? Or is it to be an attachment or appendix to the Cost/Price Volume?

A: The technical proposal needs to be in a separate volume from the cost proposal. The remaining documents can be provided in one binder as long as they are clearly identified.

Q.66 Is it acceptable to use a team partner/subcontractor’s past performance as one of the 3 required for the submittal?

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

Q.67 Resumes are excluded from the page count. Is the personnel matrix also excluded from the page count?

A: The matrix would count towards the 15 page limit.

Q.68 In which section of the proposal should the personnel matrix be presented?

A: The matrix would be include in the technical proposal under the technical depth and breadth section.

Q.69 The solicitation specifies 8.5x11 paper with 10 point Times New Roman Font. May the offeror provide the personnel matrix on larger sized paper given the quantity of information that will be provided?

A: The page size and font requirements must be adhered to for all documents being submitted in the proposal.

Q.70 Can an 8 point Times New Roman font be used for the personnel matrix?

A: No, the font must be the 10 point Times New Roman.

Q.71 RFP Section L.4.3 Volume I – Technical Proposal (page 85); Will the Government allow an Executive Summary as part of the Technical Volume?

A: If included, it would count towards the page limitation.

Q.72 RFP Section L Additional Instructions to Offerors 1.0 Introduction states (page 81): “ The period of performance of the base period shall be approximately 4 years from date of contract award.” Does the Government intend to include additional Option Periods at the end of the 4 year base period?

A: No, there are no plans to include options in the contract.

Q.73 RFP Section L Additional Instructions to Offerors 2.2 (Page 82) AND RFP Section L Additional Instructions to Offerors 5.0. Will the Government allow Offerors to include volume Table of Contents, Response Matrices, and Acronym Lists to assist with Proposal Evaluation?

A: If these are included, they will count towards the page limitations.

Q.74 RFP Section L.2.0, (Page 81) Will the Government allow Offerors to submit their hard copy proposals by more than one carrier to ensure delivery by the due date and time?

A: It is preferred that only one copy of an offeror’s proposal is submitted.

Q.75 RFP Section L 5.3.1.1 (page 86) If the highest labor rate is from one of the prime offeror’s subcontractors , it will naturally include a proprietary Direct Labor rate, overheads and G&A. How does the government want the subcontractor to submit their proprietary cost breakdown? Must the Sample CLIN sheet provided in the solicitation be completed by the subcontractor and submitted along with its proprietary information or is a narrative representation of the rate build-up sufficient?

A: If the offeror is using a subcontractor’s rate, the breakdown can be provided either by a sealed envelope included in the prime contractor’s proposal submission or directly to the Government. The breakdown must be received by the deadline of 2:00 P.M. Dahlgren time on October 23rd. The envelope would need to clearly identify that the rate is being provided in support of the proposal submitted by the prime contractor. In the prime’s cost proposal, they would need to show the fully burdened rate being proposed by the subcontractor and the pass through that was being applied. The Sample of the ceiling rate breakdown was provided as a reference document to assist offerors. If a subcontractor’s rate is to be used, the rate must be provided in the same level of detail as specified in the solicitation and the sample reference document.

Q.76 . Presence (Section L, Paragraph 5.4.1, Page 87). Is it acceptable to have a Non-Seaport contract to qualify for this section?

A: If using a contract to establish presence in a zone, the contract just needs to have been awarded by one of the authorized ordering offices located in the zone – it does not have to be a Seaport e contract.

Q.77 Regarding page 7, paragraph 3.6, “Software Engineering, Development, Programming and Network Support.” Does the Offeror have to prove capabilities in all areas or is the Offeror able to prove capabilities in part of this functional area, such as Network support, to satisfy the requirement? Regarding page 8, paragraph 3.12, “Information System (IS) Development, Information Assurance (IA), and Information Technology (IT) Support.” Does the Offeror have to prove capabilities in all three areas including IS, IA, and IT or is the Offeror able to prove capabilities in part of this functional area, such as IT support, to satisfy the requirement?

A: An offeror would need to demonstrate their ability to perform work described in a functional area. If there are multiple areas of work performed under a functional area, the offeror would need to demonstrate their ability in at least one of the areas described.

Q.78 Page 76 paragraph 3: "(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office." What is required for evidence of an agent's authority? For example, if the agent is the company president will there be any evidence required?

A: Offerors need to ensure that the person who signs in block 17 of the SF33 has the authority to bind the company to any resultant contract. If the company’s president is the signer, it would be assumed that they would have the authority to commit their company to any resultant contract.

Q.79 Page 19: “Have a designated electronic business point of contact in the System for Award Management at <https://www.acquisition.gov>.” Should “www.acquisition.gov” be “www.sam.gov”?

A: The link reference is included in the DFARS Wide Area WorkFlow Payment Instructions dated May 2013 and that part of the clause is not editable.

Q.80 Page 26: “For Task Order solicitations competition restrictions for Small Business, Economically Disadvantaged Women-Owned Small Business, or 8(a) Businesses, the Prime Contractor must perform at least 50% of the work (See FAR 52.219-14).” Please clarify the 50% requirement in light of the letter from Seán F. Crean, Director, SECNAV Small Business Office, page 5, number 16: “16) 51% for the Small Business on a team NDAA FY13 now allows a small business that subcontracts to another small business to count toward the 51% Limitation on Subcontracting.”

A: The FAR has not yet been revised to make any changes to the 50% requirement so the current guidance from FAR 52.219-14 is still in effect.

Q.81 Page 87: NOTE: ALL OFFERORS MUST HAVE AN ESTABLISHED OFFICE IN THE UNITED STATES. Does an office in a personal residence satisfy this requirement?

A: No, as stated in the solicitation, a private residence does not meet the definition of a locally established office.

Q.82 Page 89, Past Performance: If the offeror does not have any past performance with any of the Authorized Seaport-e Ordering Activities, will their past performance be weighed the same as offerors who do possess past performances with the Authorized Seaport-e Ordering Activities?

A: It is preferred that the past performance references be from the authorized ordering activities. Other past performance may be considered if the offeror is able to demonstrate that it is relevant to the functional areas being proposed.

Q.83 If the proposal only asks for 3 past performances that must speak specifically to functional areas, how will the other proposed functional areas be evaluated?

A: The other functional areas proposed will be evaluated based on the information included in the depth and breadth section of the offeror’s technical proposal.

Q.84 Will the Department of Navy sponsor a DCAA audit upon contract award if the offeror does not possess one at the time of award?

A: Yes, as stated on page 86 of the solicitation, the Government will initiate requests for accounting systems reviews for any successful offeror that does not currently have an approved accounting system.

Q.85 Will there be a timeframe requirement to obtain a DCAA audit once awarded the contract?

A: Once awards are made, documentation will be provided to each successful offeror to complete for the accounting system review. Once the contractor has returned the documentation, the request will be made for the audit.

Q.86 Is there a security clearance requirement for any of the work?

A: Since no work is performed at the basic contract level, any security clearance requirements will be specified at the task order solicitation level.

Q.87 Page 84, Proposal Format: Is 9 point Times New Roman acceptable for graphics and tables?

A: No, 10 point Times New Roman must be used for all documents submitted in the proposal.

Q.88 Page 84, Proposal Format: Would the Government like the Technical and Cost/Price Volumes separated?

A: Yes, the technical proposal should be in a separate volume from the cost proposal.

Q.89 On Page 88, 5.4.2(a) Technical Depth and Breadth outlines the need to address Functional Areas being proposed. The only reference to Zones in this section is with regards to submitted resumes or on additional matrix of potential staff. Page 93, paragraph 3.2(c) Evaluation Process, it states that “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”. Question: Does the Technical response need to address Functional Areas by Zones being proposed?

A: No, an offeror needs just to include in their technical proposal the overall functional areas being proposed – it is not based on each zone.

Q.90 Can the Government please clarify on the information regarding DCAA and DCMA? Are they looking for a Point of Contact or just the names of the regional areas?

A: The name, address, and telephone number for the DCAA and DCMA office should be included and is available from the links provided on page 86 of the solicitation.

Q.91 If the contractor does not have a DCAA approved Accounting system, can the Government accept a paragraph explaining other auditing options performed?

A: If an offeror’s accounting system has not been audited by DCAA, this statement should be included in item 10 of the cover letter. The Government will initiate accounting system reviews for any successful offeror who has not been audited.

Q.92 Understanding that a home office is not applicable for Zone Presences, Does the Government accept an area of business with an office and work performed not owned by the company but as a man on the mission, as suited?

A: If an office is being used, it must be a locally established office that is staffed by employees of the prime contractor or one of their subcontractors.

Q.93 According to the checklist, there are two sections requiring cover letters for both proposals. Can the Government please clarify if the contractor wants both Volume I and Volume II have Cover Letters or just one for the whole submission proposal?

A: The original cover letter needs to be included in the submission and a copy of the cover letter needs to be included in the technical proposal volume.

Q.94 Standard Form (SF) 33 indicates in block 9 that an original is required in hard copy. However, page 85, Section 5.2 under ‘Additional Instructions to Offerors’ indicates, “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; and (2) the copy of the technical proposal.” Please clarify the number of original and copies for Volumes I and II of the submission.

A: Section 5.2 is referring to the cover letter and not the SF33. There should be an original cover letter included with the proposal submission and a copy included in the technical proposal volume.

Q.95 Page 90 - What are the labor categories for which the offeror is expected to provide pricing?

A: The breakdown needs to be provided for the highest fully burdened labor rate for a single labor category.

Q.96 Page 90 - Is there a specific pricing model / template that the offeror should use in developing the pricing proposal?

A: A sample of a labor rate breakdown was included as a reference document on the Seaport e homepage (www.seaport.navy.mil).

Q.97 Page 88 - What is the minimum number of functional areas for which an offeror can bid as a prime contractor?

A: Please refer to Section M of the solicitation for the number of functional areas that an offeror must demonstrate their ability in for an Outstanding, Good, Satisfactory, or Unsatisfactory rating (pages 93 and 94).

Q.98 RFP Paras L.5.4.2 (a) pg 88 and M.3.2 pg 93 Since this section is page limited, can the Government provide any indication of how this apparently optional matrix will impact the evaluation of the Offeror's Technical Depth and Breadth?

A: An offeror is given the opportunity to include additional personnel in the matrix to demonstrate their experience in the functional areas being proposed. The matrix is optional and is not required – an offeror can elect to include verbiage in the narrative of their technical proposal along with the resumes to demonstrate their ability.

Q.99 RFP Para L.5.4.1 Presence, page 87: If an Offeror has employees working at a non-Navy U.S.

Government installation (i.e. US Army) location performing tasks that correspond to one or more of the defined SeaPort-e Functional Areas, does this meet the requirements for establishing Zone presence?

A: No, if using an office to establish presence, it must be a locally established office in the zone being proposed that is staffed by employees of the prime or subcontractor. A Government installation can not be used to establish presence.

Q.100 RFP Paras L.5.4.2(b), page 88: Should the SF294s (or ISRs as applicable) be included as part of the Offeror's Subcontracting Plan in Part D of Volume I (Management Approach and Subcontracting)?

A: Yes, the SF 294's or ISR's should be included with the technical proposal volume.

Q.101 Pages 85 and 88, Management and Subcontracting plan. Question: Should a small business with subcontractors address how they will manage subcontractors within the narrative limit of 7 pages or in narrative beyond the 7 pages?

A: The management of the subcontractors must be included within the 7 page limitation.

Q.102 Page 90, section 5.5(b), Evaluation Factor 3 Is the single fully burdened rate for CLIN 0007 to be the ceiling for the entire period of performance through 04 April 2019? Or is it just the ceiling for the Base year, which can then be escalated each succeeding Option year?

A: An offeror can apply escalation to the base period to cover the 4 year period of performance. Calculations on how the escalation was applied would need to be provided in the breakdown of the rate.

Q. 103 Page 82, Sections L-2.2 and 2.6 Is there any digital DVD or CD submission requirement for the proposal in any form?

A: No, a DVD or CD is not required.

Q.104 Page 82, Section L-2.2 (e) The subcontracting plan is an individual line item in the description of the complete proposal. Is this submission separate from the content in Volume I, Management Approach and Subcontracting?

A: Yes, the Subcontracting Plan is a separate document but should be included in the technical proposal.

Q.105 Page 84, Section L-4.1 Does the 10 pt Times New Roman Font apply to charts, tables, headers and footers also?

A: The 10 point Times New Roman font applies to all documentation submitted in the proposal.

Q.106 Page 84, Section L-4.3 The proposal does not specify limitations on the use of tabs and if tabs are included in the page count if the proposal is prepared with them. Will the government please clarify what is and is not allowed for tabs with regard to the page count and formatting of the proposal binders?

A: There is no requirement for an offeror to use tabs in their submission. If they are used, they would not be counted against the page limitation.

Q.107 Page 84, Section L-4.3 Is a Table of Contents included in the page count of the Technical Volume and/or the cost/Price volume?

A: Yes, a Table of Contents would be included in the page limit.

Q.108 Page 84, Section L-4.3 Can the government please define the difference between the cover PAGE versus the cover Letter? Is a cover PAGE for the binders considered the first page of the Cover LETTER? Does a cover page count towards the page count of the proposal, either as a whole or per volume?

A: The cover letter refers to the information that is referenced in Section 5.2 of the solicitation – page 85. If a cover sheet is put on the front of a binder, that would not count towards the page limitation. The cover letter information is limited to 5 pages

Q.109 Page 84, Section L-4.2 Should the proposal be submitted with Volume I in one separate binder and Volume II in another separate binder or should all volumes be contained in one single three ring binder?

A: There are no requirements for how the proposal must be submitted. If an offeror is using binders, it is preferred that three ring binders be used and no spiral binding is allowed.

Q.110 Page 84, Section L-4.2 Should the pages be printed on one side only and if so, then does each sheet count as one page?

A: Proposals can be printed either on single side or double sided. The total narrative must abide by the page limitations set for each section. If double sided pages were provided, then each page would count as 2 pages toward the limitation.

Q.111 Page 85, Section L-5.2 states, "The cover letter shall be submitted with (1) the Original signed proposal; and (2) the copy of the technical proposal." Does this mean offerors should submit two identical cover letters, one for Volume I and one for Volume II?

A: Yes.

Q.112 Page 81, Section L-1 the RFP states, "The period of performance of the base period shall be approximately 4 years from the date of contract award", which seems to indicate that "base period" describes all four years of the period of performance from April 5, 2015 to April 4, 2019. But on page 32 of the RFP, in the H.10 Savings Clause description, it states "% Reductions from base period or price from previous year" and lists Years 2, 3 and 4 afterwards. This seems to indicate that "base period" describes only the first year from April 5, 2015 to April 4, 2016. Can the government please clarify what the term "base period" is intended to describe – only the first year or all four years? Is this a 4-year contract or 1 base year (Year 1) plus 3 option years (Years 2-4)?

A: The base ID/IQ contract has a performance of 4 years. Each individual task order solicitation will specify the period of performance for the work being solicited and will identify if there are option years for that effort.

Q.113 Attachment J.1, Zone Presence Form In the areas of the Zone Presence Form where the zone is to be filled in (e.g., has established an office in Zone _____.), does the government prefer the zone name be written out (e.g., has established an office in Zone 1, Northeast Zone) or will it suffice to only write the number (e.g., has established an office in Zone 1)?

A: The offeror can just indicate the number of the zone being proposed.

Q.114 Page 25, Geographical Zones "The dividing line between Zones 2 and 3 is 75 miles south of Washington, DC" Is Hampton, VA considered Zone 2 or Zone 3?

A: Hampton, VA would be zone 3.

Q.115 Reference: RFP Section 4.0, Proposal Format - Page 84 & RFP Section 5.4.3 page 89 Question: In order to provide the USG with the most detailed information possible on the functional areas selected by the Offeror within the current page limitations, can past performance (Volume 1 - Evaluation Factor II) information be displayed in a table format?

A: Yes, the information can be provided in a table format within the page limitations.

Q.116 Page 89, Section 5.4.3 of the RFP states, “Past Performance in these functional areas may be gained from working with any of the Navy and/or Marine Corps activities as well as other Federal Government organizations.” Will the Navy accept commercial past performance references?

A: It is preferred that past performance information be provided for work performed for one of the authorized ordering activities. Other past performance information may be considered if it is demonstrated to be relevant to the functional areas being proposed.

Q.117 Page 88, Section 5.4.2.a of the RFP states, “The Offeror shall provide 4 resumes TOTAL for personnel to illustrate a nucleus of technical expertise.” It further states that proposers must, “Identify a minimum of one individual per Functional Area proposed either in a resume or in the matrix.” For small businesses who are required to respond to only 3 functional areas, are 4 resumes still required? If so, can you identify the type/level of employee for whom we should provide the fourth resume?

A: The maximum number of resumes that can be provided is four. If an offeror is able to demonstrate their ability in the 3 functional areas with three resumes, they will not be penalized.

Q.118 Page 88, Section 5.4.2.a of the RFP says to, “Identify a minimum of one individual per Functional Area proposed either in a resume or in the matrix.” Must these individuals be current full-time employees of the proposing company or can they be a part of a contingent workforce?

A: If the personnel referenced is a contingent employee, that needs to be clearly identified in the proposal.

Q.119 Checklist. The checklist references a maximum of three pages of the past performance references. Is this three pages per contract reference or three pages total?

A: It is three pages total.

Q.120 Page 87, Section L.5.4.1 Please clarify 5.4.1 definition (3): “A contract must have been awarded by a Seaport-E Ordering Activity in the zone being proposed on”. This seems to contradict the Rules for Establishing Zone Presence (1) and (3). Is simply having a locally established office located in the Zone with no awarded Seaport-E contracts enough to fulfill the Zone Presence requirement?

A: There are 3 ways that an offeror can meet the presence criteria: The first is by the prime contractor having a locally established office in the zone. The second is that they have performed work as either a prime or subcontractor on a contract issued by an authorized ordering activity in the zone. The third is that they have a subcontractor with a locally established office in the zone. Only one of the criteria must be met to establish presence.

Q.121 What information are subcontractors required to provide for Volume II – Cost/Price Proposal? If rate information is needed, should the subcontractor submit this information directly to the Government? Do they need to provide a cover letter, Ceiling Unit Price for CLIN 7000 and compensation plan?

A: If the offeror is using a subcontractor’s rate, the breakdown can be provided either by a sealed envelope included in the prime contractor’s proposal submission or directly to the Government. The breakdown must be received by the deadline of 2:00 P.M. Dahlgren time on October 23rd. The envelope would need to clearly identify that the rate is being provided in support of the proposal submitted by the prime contractor. In the prime’s cost proposal, they would need to show the fully burdened rate being proposed by the subcontractor and the pass through that was being applied. The breakdown of the rate is the only thing that is required – they do not need to submit a compensation plan.

Q.122 Could the Government provide a definition of repetitive tasks referenced in Section H.10?

A: Repetitive tasking would consist of the exact same type of work being performed during each period. If the H.10 savings clause was going to be invoked for either high dollar or repetitive tasking, the solicitation

will state that the clause is applicable for companies to include the savings percentages included in their basic contract.

Q.123 Page 32, Section H.10 Please define what elements are included in Maximum Pass Through. This is not defined within the solicitation.

A: Paragraph B, subparagraphs 1 and 2 under the H.10 clause define what can be included in the pass through. Pass through can consist of all indirect elements, all fee, or a combination of the two.

Q.124 Page 88, Section 5.4.2 The instructions state “The Offeror shall provide 4 resumes TOTAL for personnel to illustrate a nucleus of technical expertise”. Should we include the Program Manager resume as one of the 4 resumes, or should all 4 resumes illustrate technical expertise only?

A: The resumes should be for personnel who can demonstrate the offeror’s ability to perform the functional areas that are being proposed.

Q.125 Page 88, Section 5.4.2 The instructions state “The offeror must include either a statement that this management approach was prepared by team members or provide a list of consultants involved in preparing the response.” If the prime prepares the management approach do we need to list the individuals that wrote the approach?

A: No, the offeror only needs to identify who assisted in the preparation of the management plan if the individuals are not employees of the offeror.

Q.126 Page 82, section 2.2 - The list does not reference a CD as part of the submission. Is that accurate?

A: Yes, that is accurate as no CD is required.

Q.127 Page 82, section 2.2 - Is the proposal supposed to be single sided or do you accept double sided?

A: Either way is acceptable.

Q.128 Page 84, section 4.2 - The font is stated as 10 point. Is this supposed to be 12 point font?

A: No, the 10 point Times New Roman font is correct.

Q.129 Pg. 88; 5.4.2 Evaluation Factor 1 – Technical Capability, a) Technical Depth and Breadth: If an individual is not proposed for a certain Functional Area, are we allowed to bid work on that Functional Area at the Task Order level?

A: If an offeror receives a prime contract award, all functional areas will be included. When the contractor responds to task order solicitations, they will need to demonstrate their company’s ability to perform the particular work that is being solicited.

Q.130 Pg. 89; Paragraph 3; Evaluation Factor 1 – Technical Capability, Section b) Subcontracting Plan: “The offerors shall provide copies of three final SF 294s for the three relevant contracts...” Our company does not have SF 294s, as we have just recently been classified as a large business. Is it sufficient to state this in the proposal, or should we provide alternative documentation with our subcontracting plan?

A: You can state this in your technical proposal.

Q.131 Pg. 93; 3.2 Evaluation Process; (d): How many offerors will be accepted at the Large Business level for each respective zone?

A: The Government reserves the right to limit the number of prime contract awards made from this solicitation but there is not an established number of awardees.

Q.132 pg88 of N00178-14-R-4000 document: Are there any specific Task Orders to respond to? Example: the management approach asks how we can manage the contracts, and how we can save costs, but I'm not sure what costs we are trying to save on? Are there any example task orders to follow to make sure that the response is in the correct style for acceptance?

A: There are no task orders to respond to at this time. Offerors should state in their management approach section the general practices that they have in place to manage processes, preserve stability, monitor quality processes, etc.

Q.133 Will a Top Secret (TSSCI) security classification be required of any personnel for any future awarded task orders.

A: Security requirements will be specified in the task order solicitations.

Q.134 Please clarify if a Prime respondent only has to respond to one (1) functional area?

A: In order to receive a "Satisfactory" rating, a small business must demonstrate their ability in one functional area. For a large business, ability must be demonstrated in 2 to 9 functional areas in order to receive the "Satisfactory" rating.

Q.135 Can an existing small or large business that is responding as a Prime offeror be a subcontractor to another team?

A: Yes, a company can be both a prime contractor and a subcontractor on other teams.

Q.136 Page 7 of the RFP, Functional Area 3.6) Will CMM Level 3 be required to bid on this IDIQ for functional area "6" ? Or will certification be considered compliant at the time of a TO?

A: No certification is required for the basic contract. Any requirements for certification would be specified at the task order solicitation level.

Q.137 RFP Page 88: "All offerors are required to address all subcontractors on the SeaPort-e Contractor Information Registration site. Additionally, for any subcontractor arrangements not yet in place, the offeror will address their plans and schedules for completing this process." A prime small business offeror doesn't fill in the area of team members or subcontractors at the Contractor Information Registration site until a prime offeror has been granted an IDIQ award, is that correct?

A: No, if an offeror is planning on including subcontractors in their proposal submission, they must complete all of the information in the online registration as well as addressing the management of the subcontractors in their technical proposal.

Q.138 Can an existing Navy SeaPort small or large business prime contractor be a subcontractor to a another team?

A: Yes, an existing prime contractor can be included on another contractor's team.

Q.139 RFP Page 88. "Exclusive of Subcontracting Plan required for Large Business in accordance with FAR 19.7 and DFAR 219.7; and SF294s). THIS SECTION IS NOT REQUIRED FROM SMALL BUSINESS UNLESS PROPOSING SUBCONTRACTORS –SMALL BUSINESSES DO NOT SUBMIT SUBCONTRACTING PLANS."

This requirement is confusing. Please clarify. Does a small business acting as a prime, who is proposing subcontractors on their team need to provide a Subcontracting Plan in their IDIQ response?

A: An official subcontracting plan is only required from large businesses. If a small business is including subcontractors in their proposal, they must address in their technical proposal how they plan to manage the subcontractors.

Q.140 RFP Page 94. “Subcontracting/Teaming Arrangements (Applies to All Businesses).” Exactly what is required in this section of our response to be compliant? Do we have to provide evidence of a subcontractor teaming agreement? Or a statement from the subcontractor that they are part of the team?

A: A copy of the teaming agreement does not have to be submitted with the proposal. In the technical proposal, the offeror needs to address the status of each teaming agreement.

Q.141 . Pg. 32, H.10 – Savings Clause/Pg. 95 4.0 Factor Rating Scale – Factor 3 Cost/Price: Are the cost reductions based off the current incumbent workforce or the base period rate provided by the contractor?

A: The cost savings reflect the percentage of reduction that will be applied for each out-year on a requirement that is high dollar and repetitive. The percentage for each year must EXCEED 1% in order to receive a “Satisfactory” rating. It is a management decision of the offeror as to what to base the proposed percentages on for each year.

Q.142 As it relates to the Presence test with regard to adding a Zone the section L states that a qualifier for the addition could be based on a Team member’s locally established office in the Zone. Is there a restriction on the time period that the two companies have to be team members in Seaport-e in order to meet this test? For example, as long as the companies are team member prior to the due date of the proposal response, then that is acceptable for meeting the Presence test for the added zone?

A: If an offeror is using a subcontractor’s locally established office to establish presence in a zone, the subcontractor should be a time member at the time of the proposal submission.

Q.143 Page 89, Section 5.4.3 EVALUATION FACTOR 2 – PAST PERFORMANCE; From RFP: Past Performance in these functional areas may be gained from working with any of the Navy and/or Marine Corps activities as well as other Federal Government organizations. Will the Government allow Past Performance that is Commercial work ONLY, i.e., non-Government as appropriate past performance? : If Commercial Past Performance is allowed, can the Past Performance come from a single customer/client?

A: It is preferred that past performance information be from work performed from one of the authorized ordering offices. Other past performance may be considered if the offeror is able to demonstrate that it is relevant to the functional area(s) being proposed.

Q.144 The solicitation states on P18.... (a) The decision on whether or not the Order will be Cost-Plus-Fixed-Fee (Completion), Cost-Plus-Fixed-Fee (Term), Cost Plus Incentive Fee, Cost Plus Award Fee, Firm Fixed Price, or Fixed Price Incentive will be made dependent on the amount of detail the specification/statement of work provides. Each Request for Proposal sent to the Contractor shall state the type of order deemed appropriate by the Government. Does the government expect to receive pricing for each of the scenarios, i.e., Cost-Plus-Fixed-Fee (Completion), Cost-Plus-Fixed-Fee (Term), Cost Plus Incentive Fee, Cost Plus Award Fee, Firm Fixed Price, and Fixed Price for the award of the prime contract?

A: For proposal purposes, an offeror only needs to provide the highest fully burdened labor rate for a single category for CLIN 7000. Actual labor categories and labor rates will be proposed when responding to task order solicitations which will specify the type of task order that is contemplated.

Q.145 Is the nature of the prime contract under seaport-e Firm Fixed Price?

A: The basic Seaport e prime contract has provisions for both cost reimbursement and fixed price task orders.

Q.146 Page 86, Section 5.3.1.1 Does actual labor rate mean the rate of someone we are proposing in the labor category? The rate requirement for 5.3.1.1 indicates we will propose Highest Labor Category rate X hours to derive total ceiling for CLIN 7000? So the government only requires one rate for CLIN 7000 in section B?

A: The rate being proposed must be from a current employee of the prime contractor (or if using a team member's rate, an employee of the team member) for the current accounting period. Only one labor rate shall be submitted.

Q.147 Should Navy contract "tripwires" be considered when preparing the proposal response at the Seaport-e MAC level?

A: Any tripwires would be handled at the task order level.

Q.148 Page 88, Section 5.4.2; It does not appear that the first part of this subsection "The Offeror shall describe its management approach..." is required in the second portion of this subsection when it states "The management approach must be formatted as follows...". Are both sections required to be addressed? If so, then the offeror will be adding to the portion which states "The management approach must be formatted as follows since the offeror will need to address the portion that reads "The offeror shall describe its management approach to provide the Navy, and other ordering activities with outstanding quality Engineering, Technical and Programmatic support services while maximizing innovation and cost reduction initiatives and facilitating the Navy's conversion to performance based contracting". Request clarification as to areas need to be addressed in the Management Approach subfactor.

A: The two sections are related – the first section is providing a general statement of what is considered a management approach while the second section is specifying the type of information that must be included in the offeror's narrative.

Q.149 The subcontracting portion on page 88 does not address the statement on page 85 which states "...describe how you will manage the subcontractors." Request clarification on page 88 as to what items need to be addressed by small businesses who anticipate utilizing subcontractors."

A: If a small business will be including team members in their proposal, they must address how they plan on managing the team members (assignment of meaningful work, cost control, etc).

Q.150 Page 90, 5.5 Volume II - Cost/Price Proposal, Evaluation Actor 3 - Cost/Price, (b) Ceiling Unit Price for CLIN 7000, states "Additionally, the offeror is required to demonstrate application of TOTAL PASS THROUGH COSTs on subcontractors, including all charges that would be billed." Page 32, H.10 Savings Clause, B. Maximum Pass Through Rates - Applicable to all Task orders, "The Contractor agrees that the maximum pass-through rate that shall be charged against any non-ODC CLIN where labor is proposed under this contract shall not exceed ___*%." For purposes of calculating the pass-through rate, the pass through rate is defined as the cumulative amount of the two elements listed below divided by the price paid to the subcontractor or the vendor: *1) any and all indirect costs including, but not limited to, program management, subcontract management, invoice processing, Quality Assurance, overhead, material handling charges, G&A, burdens and mark-ups; and *2) any and all prime contractor profit or fee." QUESTION: Does the statement on page 90 "the offeror is required to demonstrate application of Total Pass Through Costs" mean that in addition to providing their "Pass Through Rate" as required in the H.10 Savings Clause, the offeror is required to provide the elements on how the pass through rate was established as indicated on page 32, H.10 Savings Clause and mentioned above? If not, what is the expectation of 'demonstrate application'?

A: The offeror would need to state what elements are included in the pass through rate. If the offeror is using a team member's rate for CLIN 7000, the application of the pass through would need to be included in the breakdown of the rate provided in the cost proposal.

Q.151 Page 87, paragraph 5.4.1: Zone Presence Form Will the Government reconsider not allowing the address of an employee who works from a locally established home office to be used in paragraph 1 to establish Zone Presence?

A: The presence criteria stated in the solicitation are not being changed.

Q.152 RFP Page 81, Para 2.1: Please confirm that proposals mailed via U.S. Post Service (USPS) one-day service will be given access to the base to make delivery, and that USPS will not be considered a courier. In other words, if

the delivery is made by USPS one-day service, the offeror does not need to ensure that approvals are already in place to access the base.

A: That is correct – if an offeror is using the one day service from the USPS, that is not considered a courier.

Q.153 RFP Page 82, Para 2.2(b); RFP Para 2.2(c); Checklist II(A): RFP paragraph 2.2(b) states that the Technical Proposal must include a copy of the cover letter. RFP paragraph 2.2(c) does not state that the Cost Proposal should include a copy of the cover letter; however, section II(A) of the checklist provided with the solicitation requires the cover letter, including a copy of the SAM entity record. Please clarify whether the Cost Proposal should also include a copy of the cover letter and SAM entity record. Please clarify whether the cover letter with original signature should be included in the Technical Proposal, Cost Proposal, or both, if applicable.

A: The original cover letter needs to be provided with the submission (either with the cost proposal or with the signed and completed SF33) and a copy of the cover letter needs to be included in the technical proposal. The printout from SAM should be attached to the cover letter.

Q.154 RFP Page 85, Paras II and III: Paragraphs II and III state page restrictions. Please confirm that proposal covers, title pages, table of contents, and list of figures/tables are not included in stated page restrictions for either the Technical Proposal or Cost Proposal.

A: Those documents would be counted towards the page limitation.

Q.155 Reference: Section L.5.4.2.a. requires submittal of 4 resumes, and makes provisions for a matrix of additional personnel. This paragraph states that the offeror must identify a minimum of one individual per Functional Area proposed either in a resume or in the matrix. There is no indication as to whether the Government is looking for personnel with management experience in each area or with technical/work experience. In order for an offeror to provide the Government with the most meaningful response, would the Government please provide additional guidance as to the type of personnel (Technical versus management experience) they would like see in resumes and the matrix of additional personnel?

A: The resumes and personnel included in the matrix should demonstrate the offeror’s ability to perform the functional areas that are being proposed.

Q.156 Reference: Section L.5.4.3, limits the number of past performance references to three, and it limits the total past performance response to three pages. This section also requires a comprehensive list of information to demonstrate the ability to handle relevant functional areas proposed. For each contract record, the list of required information (contract numbers, POCs, contact information, etc.) will likely require at least a third of a page without providing any discussion of relevant experience or capabilities. For an offeror proposing against the majority of functional areas, a single page per contract would not seem to be in the best interest of either the Government or the offeror, as it does not provide the space to adequately address qualifications or capabilities. Would the Government please consider raising either the number of contracts or number of pages per contract, or as an alternative allow some form of matrixed information to allow offerors to provide adequate information against each functional area proposed?

A: The required information and the page limitation specified in the solicitation remain in effect. There are no restrictions as to the format that an offeror can use (such as a matrix), but all information must be within the page limitation.

Q.157 Page 89; Section 5.4.3; Past Performance: In the 2013 SeaPort-e solicitation and subsequent responses to the Q&A, a new company was allowed to use the experience of a company Principal (i.e. CEO, COO, etc.) and/or other employees in lieu of Company contract past performance? Is that still correct for 2014?

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

Q.158 Page 89; Section 5.4.3; Past Performance: Can our past performance be from anywhere, or are we limited to the Zone or Zones we are proposing?

A: Past performance is related to the functional areas being proposed and not to the zones being proposed.

Q.159 Page 89; Section 5.4.3; Past Performance: In the 2013 SeaPort-e solicitation and subsequent responses to the Q&A, commercial past performance was allowed? Is this correct in 2014, and, if it is, what information is required (e.g., for Contract Number, etc.)?

A: It is preferred that the past performance be from work performed from the authorized ordering offices. Other past performance information may be considered if the offeror is able to demonstrate that it is relevant to the functional areas being proposed. The same type of information would be required as specified in Section 5.4.3.

Q.160 Page 87; Section 5.4.1; Zone Presence: If the Offeror has a "home office", but our Subcontractor has an established office, can we use the Subcontractor's office to establish presence and therefore be allowed to bid on that Zone? Or does the Offeror have to have an established "non-home office" in order to submit a proposal?

A: As stated on page 87 of the solicitation, all offerors must have an established office in the United States. That office would automatically meet the presence criteria for the zone in which the office is located. For other zones, offerors can use a team member's locally established office to meet the presence criteria.

Q.161 Page 87; Section 5.4.1; Zone Presence: My employees and I typically perform work at the customer site. However, I have a business address that I use for mail, etc. (UPS Store-type facility). Will that suffice as having an established office address?

A: No, a locally established office must be staffed by employees of the prime contractor or its team members.

Q.162 Page 87; Section 5.4.1; Zone Presence: My employees and I typically perform work at the customer site. However, I rent office space in an executive suite in a professional office building that includes mail receipt, conference room usage, office space as needed and answering my telephones. Will that suffice as having an established office address?

A: If the office is in existence at the time of proposal submissions; used to provide the type of support found in the functional areas that are being proposed; and is staffed by employees of the prime contractor, the presence criteria would be met.

Q.163 Page 87; Section 5.4.1; Zone Presence: The Solicitation states "ALL OFFERORS MUST HAVE AN ESTABLISHED OFFICE IN THE UNITED STATES". Does this mean that we have to have a commercial office address in order to bid? Or can we establish our Zone Presence via one of the other means (e.g., contract or a Team Member having an established office)?

A: All offerors must have a locally established office in the United States. For any other zone being proposed, the criteria specified on page 87 of the solicitation can be used to meet presence.

Q.164 RFP Page – 32, Paragraph H.10: Is this information required for response to this RFP or on subsequent Task Orders?

A: The cost savings percentages and maximum pass through rate must be included in an offeror's proposal to be eligible for the basic ID/IQ contract. This information will be applied by the offeror when submitting proposals in response to task order solicitations.

Q.165 RFP Page – 80, Paragraph HQ L-2-0009: Is the "Small Business Subcontracting Plan" required by small business concerns responding as a prime to the RFP regardless if they are teamed with sub-contractors?

A: No, Small Business Subcontracting Plans are only required from large business prime contractors. If a small business is planning on including subcontractors in their proposal, they would need to address how they plan on managing those subcontractors in the narrative of their technical proposal.

Q.166 General: Since this Rolling Admission is specifically focused on small business responses, is it desired for a small business to respond individually, teamed with small business sub-contractor(s), or teamed with a large business sub-contractor(s)?

A: This Rolling Admissions is being conducted on a full and open basis but small businesses are encouraged to submit proposals. There is no requirement that an offeror has to include subcontractors in their proposal.

Q.167 (Page 34, Section H.14) Can the contractor use military “Reserve” personnel on this contract? Does the contractor’s use of military reserve personnel create a conflict of interest?

A: Active duty civilian and military are prohibited from being used without the consent of the Contracting Officer. If an offeror would like to include a military reserve in a proposal when responding to a task order solicitation, they would need to get the approval from the Task Order Contracting Officer.

Q.168 (Page 84, Section 4.3) Page 84 specifies that we have to submit one entire, completed, signed copy of the RFP along with our proposal. There are various sections that we have to complete and return (SF 33 with amendments, Sections B, H and K). Do we also have to include the entire RFP (97 pages and two attachments) along with the completed sections, as specified above?

A: Yes, the entire solicitation document must be returned.

Q.169 (Page 84, Section 4.1) Are we only required to submit one original complete copy of our proposal (no additional copies or electronic copies required)?

A: That is correct – and no electronic copies can be submitted.

Q.170 If a prime contractor has a presence in a Zone by virtue of a subcontractor’s having a locally established office in that Zone, does work associated with an award made in that Zone have to be performed in that Zone? For example, company A (prime) is located in Zone 4; company A’s subcontractor, company B, is located in Zone 1. If company A is awarded a Zone 1 contract, can some part or all of the work be performed in Zone 4?

A: When a task order solicitation is issued, it is issued in the zone where the majority of work will be performed. Specific requirements will be specified in the task order solicitation.

Q.171 Solicitation Section L, paragraph 5.4.2 a. states “Offerors shall specify the specific Functional Areas (SOW Paragraphs 3.1 through 3.22) that the offeror proposed to perform.” Are proposals evaluated and awards made at the Functional Area level, i.e. might an award not be inclusive of all Functional Areas proposed?

A: If a company receives a basic contract, the contract would include all Functional Areas. When responding to a task order solicitation, the offeror would have to demonstrate their ability to perform the work that is being solicited.

Q.172 Solicitation 2.0 Instruction for Submission of Offers page 81, when an entity is non-profit, there are not that many opportunities for cost savings. Will the solicitation response be deemed responsive as long as cost savings opportunities by the non-profit are addressed as much as is possible for a non-profit entity?

A: Cost savings initiatives must be included in an offeror’s proposal and will be evaluated against the criteria stated in Section M of the solicitation.

Q.173 Solicitation Paragraph 5.3.1.1 page 80, is the requirement for multiple labor rates by labor category or is one labor rate required based on "actual hourly labor rate, from the most recent accounting year,for the highest (direct cost) labor category within the team proposed?

A: Only one labor rate shall be submitted. It will be the highest fully burdened rate for a single labor category.

Q.174 Are labor category descriptions required to support the labor rate(s) by labor category?

A: The title of the labor rate being used for CLIN 7000 must be included with the breakdown of the rate.

Q.175 Is there a specific not-to-exceed escalation factor for the labor rate(s)?

A: Section M of the solicitation states what escalation rate would receive an “Unsatisfactory” rating (see page 97)

Q.176 Is it permissible to respond to the solicitation as a prime and add teammates and/or subcontractors at a later time?

A: Yes, if an offeror receives a prime contract, they can request team members to be added at any time.

Q.177 Section H- Special Requirements; H.1 GEOGRAPHICAL ZONES: Can Zones be added at a later date after the award? Is there an amendment process?

A: Existing prime contractors can request additional zones only when a Rolling Admissions is conducted. The new zones would be added by a bi-lateral mod to the contract.

Q.178 Functional Area - 3.6 Software Engineering, Development, Programming, and Network Support Could you please clarify if Capability Maturity Model (CMM) Level 3 or equivalent is necessary to qualify for this Functional Area? We have been providing Software Engineering, Development, Programming, and Network Support services for the government for many years. And for each engagement we have adhered to the highest standards of process requirements, which are generally different at each project/task order, and our consultants have worked in the environments that adhere to CMMI Level 3 or equivalent processes. It would be extremely helpful to know if CMMI Level 3 equivalent is mandatory to qualify for this functional area, and, if the absence of CMMI Level 3 or equivalent will be considered as disqualifying factor from this functional area?

A: If an offeror can demonstrate their ability to perform the work described in area 3.6, they would qualify for that area. Any certifications required for a specific task order would be identified in the task order solicitation.

Q.179 Does the online registration need to be completed when the proposal is submitted?

A: The online registration must be completed and submitted by the closing time of the solicitation (2:00 P.M. Dahlgren time on 23 October 2014). If the registration has not been completed and submitted by that time, the offerors proposal will NOT be evaluated and they will not be eligible for an award.