

## ALICE Final RFP Questions and Answers Part 1

**Q1:** We are having trouble understanding RFP terminology and use of the words “baseline” and “completion form” which is used in various combinations.

- a. Section B.3.1 and F.7 use the term “Baseline Estimated Cost”
- b. L.37.2 TA3 uses the term “completion form baseline”
- c. L.37.4 (c) 1 uses the term “Completion Form Baseline Effort”
- d. Table L.37.5-2 and L.37.5-2a use the term “Completion Form GRE”
- e. L.37.5 (d) 3 uses the term “Completion Form cost”
- f. L.37.5 (d) 3 a uses the term “Technical Summary Template – Completion Form”
- g. M.3.2, TA2 uses the term “Baseline Completion Form”
- h. Attachment L-1, slides 12 and 15 use the term “Completion Form Baseline”

Please clarify the definitions for the terms used and how they are the same or different

**A1: Baseline, Completion Form Baseline, Completion Form GRE, Completion Form Cost, and Baseline Completion Form are all interchangeable terms that have the same meaning within the RFP. Baseline activities are activities identified and quantified prior to contract start that are anticipated to remain constant throughout the life of the contract.**

**Q2:** Pg B-2, Section B.3.1 defines the Baseline Estimated Cost as consisting of work defined in Section C subsections 9 (Logistics), 10 Quality (excluding section 10.1, sub-paragraph 5), and 11 (Safety) with the same wording in F.7. It is not clear why NASA has defined only certain Section C subsections as baseline.

- a. Please clarify this term and how it impacts both the technical and pricing portions of the proposal.

**A2a: Baseline activities are activities identified and quantified prior to contract start that are anticipated to remain constant throughout the life of the contract. The contractor receives contract value (cost and fee) for baseline activities when the contract or options are issued. IDIQ activities (non-baseline activities) are much more subject to fluctuation. The contractor receives contract value for the IDIQ activities when the individual task orders are issued during contract administration. Baseline and IDIQ activities are priced separately. During contract administration, task orders will not be issued for work that is already covered under the baseline estimated cost.**

- b. Please clarify how the baseline will be used to determine Fixed and Award Fees.

**A2b: Baseline is not used to determine fee structure. Fee structure at JSC is Award Fee at contract start and consists of Award Fee on Baseline and Award Fee on IDIQ. LaRC**

**has no baseline and is fixed fee for the entire contract period. Please refer to answer A2c below for further guidance.**

- c. Is it NASA's intent to only apply the OFI Fixed Fee and Award Fee percentages against the smaller baseline subsections or will fees be determined as percentages of the Total Contract Value?

**A2c: As described above, there are three fee pools for the ALICE Contract at contract start: (1) award fee for JSC baseline, (2) award fee for JSC IDIQ, and (3) fixed fee for LaRC IDIQ. The award fee pool is established when the contract, contract modifications or task orders are awarded and does not fluctuate based upon the contractor's actual costs. For JSC, the baseline award fee is based on the total estimated cost for baseline for each evaluation period. For IDIQ, the award fee is applicable to the estimated cost of a particular task order. Please note Section 2.4 of the Award Fee Plan says "If a Task Order is issued in the middle of an evaluation period the work that occurs during that period will be evaluated with the current evaluation period." So if a task order crosses evaluation periods, it may be evaluated in each period.**

- d. How does the "baseline" referenced in B.3.1 relate to the "award fee base" in the Attachment L-4 Template MSCST/PSCT Tabs?

**A2d: Baseline in B.3.1 references the base period identified in clause F.5 Period of Performance, which encompasses June 1, 2017 to September 30, 2018. The PCST/MSCST tabs reference the annual contract value per year for completion form baseline starting on June 1 through May 31 of the following year. After determining the annual values in the PCST, the offeror is responsible for converting those values into baseline values in Section B.3.1.**

**Q3:** Pg L-20, L.37.2, TA2. Resources states "The Offerors are required to demonstrate their understanding of the requirements of the specific labor resources needed to successfully perform the requirements of the contract using Attachment L-1, Resource Planning Document as guidance and using Attachment L-4, Technical Resources Summary Template (TRST) located in the ALICE Cost Templates file."

Section M.3.2, states that TA2 Resources portion of the proposal will be evaluated for the ability to meet the requirements of the "Baseline Completion Form," Section L.37.2.

- a. Please clarify what the Government expects bidders to provide in response to Section L TA2 requirements.

**A3a: The Government inadvertently swapped M.3.2 TA2 and M.3.2 TA3 language. Please see Amendment 1 to the RFP, which revises Section M wording to align with Section L, which clarifies the issue.**

- b. Is the response to be about the quantity of personnel or about why specific skill sets (SLCs) are required?

**A3b: See answer A3a.**

- c. Are bidders to complete the Technical Resources Summary Template – Completion Form (Baseline Effort) with specific labor resources proposed at JSC and El Paso and submit these tables as part of Volume I – Mission Suitability? OR

**A3c: See answer A3a.**

- d. Are bidders to provide write-ups describing why the SLC skill sets are needed for all SLCs listed in the TRST template? OR

**A3d: See answer A3a.**

- e. Are bidders to address only those SLC resources in Logistics, Quality, and Safety as defined in Section B.3.1 which are the same as the Labor Categories listed in Table L.37.5-2 (and maybe the LaRC Warehouse Specialist)?

**A3e: See answer A3a.**

**Q4:** Pg L-20, L.37.2, TA3 Basis of Estimate states “For the completion form baseline effort, the Offeror shall prepare a basis of estimate (BOE) providing supporting rationale for all labor resources proposed using Attachment L-1, Resource Planning Document as guidance.”

Pg M-3, M.3.2, TA2. Resources states “Offeror will be evaluated on the comprehensiveness, feasibility, soundness, and clarity of the proposed approach to meet the requirements of the Baseline Completion Form portion of the RFP. Information provided in the BOE will also be evaluated in determining the Offeror’s specific technical understanding of the requirements...”

It is unclear what the Government is asking bidders to address.

- a. Is the response to be about the quantity of personnel or about why specific skill sets (SLCs) are required?

**A4a: See answer A3a as well as the changes made to Section L.37.2 TA2 for additional clarification.**

- b. Please clarify if the reference to “completion form baseline effort” is the same as “baseline completion form” and if these then refer to the SLCs listed in the TRST template.

**A4b: See answer A1 which clarifies RFP terminology for the words “baseline” and completion form.**

- c. Does the reference to baseline completion form refer only to the three subcategories describe in B.3.1 and by Tables L.37.5-2 and L.37.5-2a?

**A4c: See answer A3a.**

**Q5:** Tables L.37.5-2 and -2a present the "Completion Form" GRE for JSC and El Paso. Table 37.5-6 GRE shows a Warehouse Specialist position but it is not broken out on a separate Completion Form Table

Why isn't the LaRC Warehouse Specialist position in Table L.37.5-6 considered part of the Baseline Completion Form?

**A5: LaRC is 100% IDIQ. There is no baseline completion form activity at LaRC.**

**Q6:** Pg B-2, Table B-3 LaRC shows the same labor category titles as JSC but many more than estimated at LaRC per Attachment L-1.

Please clarify the reason NASA would want rates for labor category not expected to be at LaRC.

**A6: NASA requests that each offeror fill in rates for all labor categories for LaRC in order to support ordering flexibility in the future.**

**Q7:** Pg G-1, para G.5 (b) states "Beginning 4 months after the effective date of this contract, the Government shall evaluate the Contractor's performance...."

- a. Please confirm that the Contractor will be eligible to earn Award Fee for first 4 months of the contract.

**A7a: Yes, the Contractor will be eligible to earn Award Fee for first 4 months of the contract.**

- b. What is the average annual percentage of award fee earned by the incumbent on the AMOS program?

**A7b: The Government does not calculate the average annual percentage of award fee earned by the incumbent.**

**Q8:** Pg I-11, I.243. It looks like the Clause FAR 52.244-2 Subcontracts has been inadvertently made a part of the FAR 52.232-35 clause.

Recommend bringing Clause FAR 52.244-2 Subcontracts back up to a standalone clause.

**A8: This has been corrected and reflected in Amendment 1 to the RFP.**

**Q9:** On slide #8 of the L-1 Resource Planning Document, there is an FTE at EFD called out as a Production Control Clerk. And the Production Control Clerk is also called out on page C-9 (Section C) as an CBA employee, However, there is no Production Control Clerk listed in the Job Classifications (Appendix A of the EFD CBA) and there is no Production Control Clerk listed in the "WEIGHTED AVERAGE COMPOSITE DIRECT LABOR RATE JSC" column of the "CURRENT

INCUMBENT WEIGHTED AVERAGE DIRECT LABOR RATES” spreadsheet. Can you confirm if this “Position Description” is correct on slide 8 that shows a Production Ctrl Clerk, at EFD, reporting to the Maintenance Ctrl I Coordinator Lead? And if so, can you tell us what rate/Job Description should be used for this position since it is listed, in the SLC, as a CBA position but that job classification does not exist in the EFD CBA?

**A9: Yes, the Ellington Field (EFD) position description for the Production Control Clerk is correct. The estimated labor rate is for this position \$34.96 an hour. The Production Control Clerk is currently an exempt position for the AMOS contract and is therefore not listed as part of the Collective Bargaining Agreement (CBA) job classifications.**

**NASA has determined that the Production Control Clerk position for the ALICE contract is better characterized as a non-exempt position. Since this position is not currently covered by the CBA, the Wage Determination sets forth the minimum wage and fringe benefits for this position. See Federal Acquisition Regulation (FAR) 22.1002-2 for more information. It is possible that this Production Control Clerk position can be added to any future CBAs that are negotiated for the ALICE contract.**

**The Production Control Clerk maps to the 01270 – Production Control Clerk category on Wage Determination 2015-5234, Revision 1 (see Attachment J-4). The *minimum* labor rate for this position is \$21.01 an hour. Please note that the Wage Determination also sets forth the minimum health and welfare, vacation, and holidays for this position.**

**Please also note that this contract incorporates an even-numbered service wage determination. When an even-numbered wage determination applies, the per hour health and welfare benefit is an average cost fringe benefit requirement computed on the basis of “all hours worked” by service employees on the contract. The term “all hours worked” includes overtime hours and is not limited to 40 hours per week or 2,080 hours per year for each employee; the term “all hours worked” does not include paid leave hours, such as for vacations, holidays, or sick leave. Also, it does not include unpaid leave time, such as that provided under the Family and Medical Leave Act.**

**Under the average cost concept, the fringe benefits provided by the contractor may vary among individual service employees, and compliance is achieved when the actual cost of these benefits divided by the total hours worked by service employees in a payment period equals or exceeds the amount required by the wage determination.**

**Q10:** The ALICE RFP Cover Letter states all RFP questions are due by COB September 16th; however, Section L.32 (page L-11) states September 30, 2016. Can you please clarify when the final date is for RFP questions?

**A10: The final date for RFP questions is September 16, 2016. Section L.32 has been updated in Amendment 1 to the RFP to reflect this.**

**Q11:** Will the Government provide facility space at Johnson Space Center's for the Contract Phase-In Team? SOW 4.11.2

**A11: No, the government will not provide facility space during phase-in. Facility space becomes available at contract start.**

**Q12:** Will the Government allow the font size for diagrams, charts, tables, artwork, and photographs to be smaller than 12 point text size? L.36.(c)

**A12: To the extent that the information is subject to page limitations, the font size shall be no smaller than 12 point in accordance with Section L.36 of the RFP.**

**Q13:** Many of the Attachment\_L-4\_ALICE\_COST\_TEMPLATES\_(8-3-16) worksheets references 5 years, but there are 6 calendar years that span the ALICE P.O.P (2017 – 2022). Should the Templates be updated to accommodate for the 6 individual years that are then converted to the 3 Program Year periods (Base, Opt I, Opt II)?

**A13: The templates represent the 5 contract years and facilitate the Government's review of proposals. The templates shall not be modified to 6 calendar years.**

**Q14:** Table L-2 on Page L-15 states in the Volume IV Responsibility Considerations section that offerors have 20 pages to present Organizational Conflict of Interest (OCI) Information. Additionally, Section L.37.6 (b) OCI Information states that offerors shall submit the information required by the OCI Avoidance Plan DRD-M20.

Are offerors expected to submit a stand-alone OCI Avoidance Plan in accordance with DRD-M20 (as required for stand-alone Management, Labor Relations, and Total Compensation Plans, for example), or just include the information required by DRD-M20 in this section?

**A14: Both. Offerors are expected to submit a stand-alone OCI Avoidance Plan that addresses all information stated in DRD-M20.**

**Q15:** Page L-19, Section L.32.2, TA2 and TA3. The requirements for TA2 and TA3 read almost exactly the same. We interpret the TA2 requirement is for bidders to describe the skills sets, qualifications, certifications required to perform the work. We interpret the TA3 requirement is for bidders to provide rationale for the quantity of bidder staffing levels.

Please clarify the TA2 and TA3 requirements and explain how the two differ.

**A15: Section L.32.2, TA2 has been revised in Amendment 1 to the RFP to provide clarity.**

**Q16:** Section J instructions state "Offerors shall submit the required documents" Please clarify which documents are required for submission with Volume V. L.37.7(a)

**A16: Volume V. L.37.7(a) has been updated in Amendment 1 to the RFP to clarify which documents are required for submission.**

**Q17:** Sections L and M are not included in the table, but there are fill-ins in section L. Does the Government require Sections L and M to be included in Volume V? L.37.7(a)

**A17: No, the Model Contract, Volume V, does not include Sections L and M. Sections L and M are a part of the RFP only and are specific to the proposal evaluation process.**

**Q18:** Will NASA JSC consider providing an editable version of Section A-M to be used for the Model Contract and the fill-in sections required for Volume-V? L.37.7(a)

**A18: No. To maintain configuration control of the source document, NASA does not provide an editable version.**

**Q19:** DRD-M15- The Total Compensation Plan (TCP) and Compensation Templates (a) through (d) shall be required for both the prime team members and all subcontractors that meet the criteria in NFS 1831.205-670(b).

Please clarify the TCP submission requirement for subcontractors. Is the TCP required only from subcontractors meeting the \$5M per contract year threshold?

**A19: No. Reference NFS 1852.231-72(d), "Determination of Compensation Reasonableness". Offerors will require all service subcontractors to provide a TCP from subcontractors having a total potential value expected to exceed the threshold for requiring certified cost or pricing data as set forth in FAR 15.403-4. This value is currently \$750,000. Please note that this TCP major subcontractor threshold is distinct from the major subcontractor thresholds for past performance and cost/price.**

**Q20:** In the Cost Template the LPT and LPT-OT TABs instruct offers to link the IRAP TAB Contract Year 1,2,3,4 and 5 rates to the Straight-Time and Overtime Direct Labor Rate tables. However the IRAPTAB only provides a place to input Contract Year 1 rates. Will the government provide an updated Cost Template to account for all contract years and all sites on the IRAP TAB as they did in the FBR TAB.

**A20: The IRAP Template is provided to determine the baseline direct labor rate beginning contract year 1 of the templates. Beyond year 1, the FBR takes over with respect to escalation because year 1 has already been established with the IRAP. Therefore, the LPT and LPT-OT has been corrected to remove the IRAP reference and instead reference the**

**FBR. Furthermore, the IRAP reference beyond year 1 of the FBR has been removed. Please see Amendment 1 to the RFP.**

**Q21:** A rate was provided for the SLC “Project Pilot” however, there is no “Project Pilot” listed in the GRE in section L (Table L.37.5-2 or L.37.5-3). And in table L.37.5-3, there are three FTEs (5580 hours) listed for a “Pilot” but there is no hours listed for “Project Pilot”. Additionally, the labor Descriptions listed in Appendix C of the SOW for “Pilot” and “Project Pilot” are very different. Please provide additional data in the incumbent labor rates and/or update table L37.5-3 to match the incumbent rate spreadsheet to allow non incumbent bidders to respond appropriately in our pricing build up.

**A21: The incumbent labor rates for pilot and project pilot are the same. Please refer to the “Current Incumbent Weighted Average Direct Labor Rates” spreadsheets in the Technical Library.**

**Q22:** The “Current Incumbent Weighted Average Direct Labor Rates” Spreadsheets identifies a rate for a “Project Manager III”; however, there is no “Project Managers” listed in NASA’s GREs in the Section L tables. Please clarify on how this rate should be applied based on the provided GREs.

**A22: There is no requirement for Project Managers at ALICE contract start. This information has been provided to support ordering flexibility in the future.**

**Q23:** Do the charts in section L-1 resource planning include the Langley Support? If not is there an organization chart for the Langley interfaces?

**A23: No, the charts in the L-1 Resource Planning Document do not include Langley support. There is not an organizational chart for the LaRC interfaces. Langley is a small contract workforce integrated into the LaRC maintenance workforce. Please refer to Section L, Table L.37.5-6 for staffing levels.**

**Q24:** How many AMOS IDIQ Task Orders has the Government done over the last 12 months?

**A24: No task orders have been issued over the last 12 months. AMOS is not an IDIQ contract.**

**Q25:** On page 16 of L-1 under project support are two positions listed under Admin/Travel. Are they exclusively to support the contractor employees on this contract or will they also be supporting government employee travel or administrative functions?

**A25: They will support both Government and Contractor employees. See Section C SOW paragraph 4.6.1 General Travel.**

**Q26:** Does the Government provide a Task Order Management System that the Contractor will use?

**A26: The NASA Aircraft Management Information System (NAMIS) provides work order and workflow management. Task Orders will be managed through the Contracting Officer.**

**Q27:** Is there a NAMIS user manual/training manual available for review?

**A27: No. Not at this time. More information will be available after contract award.**

**Q28:** Table L.37.5-2 and 2a state that Offerors shall include 10% overtime for all non-exempt positions. However, the L.37.5( c ) Pricing Methodology states that Offerors are required to develop their own FTE and non-labor resources estimate. Can the Government please clarify that we should propose 10% OT across both Baseline and IDIQ labor?

**A28: The 10% overtime requirement is for Baseline Completion Form labor only. References to the 10% overtime on IDIQ labor on Tables L.37.5-3, L.37.5-5, and L.37.5-6 have been removed in Amendment 1 to the RFP.**

**Q29: Reserved**

**Q30:** In the Final RFP Cover Letter Change Log, under Section L, L.36, Table L-2 it states "Title pages and tables of contents are included in page count limitations. Also in the Final RFP on page L-16 in parenthesis under the Table L-2 title it states the same thing. But on page L-6, L.24(c) it states "Title pages and table of contents are also excluded from the page counts" and on page L-17 it also states "Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations." Could you please verify whether these pages will or will not be counted as part of the page limitations within the Volumes and within the stand alone DRDs?

**A30: Section L, L.36, Table L-2 has been revised in Amendment 1 to the RFP to remove reference to title pages and tables of contents. This means that "Title pages, table of contents, cross-reference matrices, glossaries, acronym lists, page tabs, and section dividers that do not contain information that can be construed as proposal information will not be counted as part of the page limitations."**

**Q31:** In reference to Attachment L-1, Resource Planning Document, specifically typical versus augmented staffing , did the Government intend to use the term "full-time employee" to equate to a "full-time equivalent" number of hours, or with the intent to identify an individual?

**A31: Full-time employee is intended to mean an individual employee.**

**Q32:** Will the Government specify what information is required in the WBS Dictionary?

**A32: DRD-M07, DRL on page J-3, and SOW Table 4-1 have been revised in Amendment 1 to remove WBS Dictionary language. A WBS dictionary is not required.**

**Q33:** DRD-M17 Key Personnel now requires qualification packages in Key Personnel Resume Form for an additional five positions – for a total of 14.

- a. Recommend the Government increase the page count for Volume 1 by an appropriate number of pages to account for these additional key personnel positions.

**A33: DRD-M17 Key Personnel, subparagraph f Submission, only requires the Executive Manager qualifications to be provided with the proposal. The remaining positions are not required until start of phase-in plus 10 working days. Therefore, no increase in page count for Volume I will be provided.**

**Q34:** In reference to the “Current Incumbent Weighted Average Direct Labor Rates” spreadsheet found in the technical library:

- a. Please clarify if the provided incumbent average weighted average composite labor rates for CBA employees include applicable CBA premiums or if the provided average weighted average composite labor rates are straight time rates only.

**A34a: The provided average weighted composite labor rates are straight time rates only.**

- i. If the average weighted average composite labor rates do include premiums, then please break out the CBA premiums from the average straight time average weighted average composite labor rates, so Offerors can properly apply overtime wages in the LPT-OT tab of the Excel Pricing Model.

**A34a (i): The Government does not have premium labor rate data.**

- ii. If provided average weighted average composite labor rates do not include premiums, please provide the average premiums applied to each wage rate so Offerors can correctly price all labor costs.

**A34a (ii): The Government did not obtain the average premiums to each wage rate, only the average straight time rates. Premium pay is located in the CBA (See attachment J-4) and the offeror is responsible for calculating those premiums for their cost proposal.**

- b. Are the incumbent average weighted average composite labor rates provided based on current average wages, or based on the 2017 projected average wages at the start of the contract as determined by the CBA wage tables?

**A34b: The incumbent average weighted composite labor rates provided are based on current average wages.**

- c. This spreadsheet includes a seniority range for exempt and non-exempt personnel. Both CBAs provide for additional vacation time for employees with greater than 20 years of uninterrupted service. We understand that the NASA ALICE workforce is very senior and

the increased number of vacation days directly impacts the productivity factor of the workforce.

**A34c: The Government does not see any question asked in c, so no substantive answer can be provided.**

- d. Please expand the seniority range to breakout the percentage of employees with greater than 20 years of service. Section L Tables L.37.5-2b and L.37.5-7 provide non-labor estimates for JSC and LaRC.

**A34d: The Government does not have data responsive to this request.**

- i. Please provide the non-labor estimate for El Paso.

**Answer: The non-labor estimate for JSC, which has been provided in the RFP within table L.37.5-2b includes non-labor costs for El Paso.**

**Q35:** Attachment L-1 slides do not show the following labor titles listed Appendix C: Chief Engineer, Aviation Safety Office; Designer; Documentation Specialist; Duty Officer; Loadmaster; Occupational Safety and Health Specialist Lead; Project Pilot; Sensor Equipment Operator; Test Director; and Training Specialist.

- a. Please clarify if the Appendix C titles are excess or should be included in Attachment 1.

**A35: Occupational Safety and Health Specialist Team Lead appears on slide 18 of Attachment L-1. There is no Designer labor title in either Attachment L-1 or Appendix C; Designer, Senior appears in Appendix C and Attachment L-1 indicates a need for a Senior Designer on slide 14. There is currently no anticipated requirement at contract start for the remaining labor titles in Appendix C and were intentionally not included in Attachment L-1.**

**Q36: Reserved**

**Q37:** In reference to Attachment L-4 Template, ISCT –SR LARC Tab:

- a. The Non labor resources cost specified for Contract Year 5 do not match Table L.37.5-7. Please clarify.

**A37: The ISCT-SR LARC Tab has been corrected for Contract Year 5 in Amendment 1 to the RFP.**

**Q38:** In reference to the IRAP Worksheet, the Government indicates there are no incumbents in certain Standard Labor Categories. Can the Government clarify whether this is applicable to a specific location or across all locations? If they are applicable to a specific location, can the Government provide that data?

**A38: The indications of no incumbents in certain Standard Labor Categories is applicable across all locations.**