



**Welcome to the
Johnson Space Center
Aircraft maintenance, Logistics, Integration,
Configuration management, and Engineering
(ALICE) Preproposal Conference**

**July 27, 2016
Gilruth – Lone Star Room
Johnson Space Center
Houston, Texas
9:00 am**



Welcoming Remarks

Justin Mason – ALICE Contracting Officer

Safety and Administrative Information



Restrooms can be found in the hallway outside this ballroom.

Fire exits are the front entrance and side exit doors. In the event of a fire, you must move at least 75 ft away from the building.



Herb Baker
Office of Procurement

Agenda



<u>Topic</u>	<u>Presenter</u>
Conference Registration	08:30 – 09:00
Welcoming Remarks	Justin Mason
Office of Procurement Remarks	Herb Baker
Organization, Vision, and Objectives	Gary Ash
Orientation and Procurement Overview	Justin Mason
Labor Relations Overview	Kendrea Vallien
Safety and Health Programs	Sergio Leal
Cost/Price Volume III	Herb Rocha WebEx Scheduled for Aug 1 st (check website for updates)
15-Minute Break	
SOW, DRDs, and Section L Attachments	Gary Ash
Q&A, Schedule, and Closing Remarks	Justin Mason

Questions and Answers



- ▶ Verbal questions will not be entertained during the conference. However, index cards are available for written questions which can be submitted to the Contracting Officer at the end of this presentation. Questions asked on index cards may be answered during the conference. Verbal responses are not official.
- ▶ Official responses to written questions received by the Contracting Officer will be posted to the Aircraft maintenance, Logistics, Integration, Configuration management and Engineering (ALICE) procurement website.



Organization, Vision, and Objectives

Gary Ash
ALICE Source Board Chair



Aircraft Operations Division (AOD) Flight Operations Directorate

JSC AOD Overview



- ▶ AOD manages 25 total aircraft of 4 different types in support of numerous missions to include Space Flight Readiness Training (SFRT). AOD also operates a small number of Unmanned Aerial Systems (UAS).
- ▶ AOD has a contractor and civil service workforce of maintenance, quality, engineering and operations professionals to fly, modify and maintain aircraft in support of these various missions.

Current JSC AOD Aircraft





JSC AOD Aircraft

▶ Current AOD Aircraft

- T-38 – 18 operational, 2 in storage
- WB-57 High Altitude Research Aircraft – 3
- Gulfstream III – 1 (direct return, science mission support)
- B377 Super Guppy Large Cargo Transport (SGT) – 1
- Unmanned Aerial System (UAS) – 10 (varies according to missions)

NASA JSC AOD Safety Program



- ▶ AOD has an unmatched safety record and program
 - Last Class A mishap was Nov 1982
 - Currently over 300,000 T-38 accident-free flight hours since last class A
 - Quarterly “all hands” safety meetings
 - Annual safety stand down
 - Active “close call” program
 - Active and frequent benchmarking

- ▶ NASA vs. USAF T-38 Class A mishaps per 100,000 flight hours (2000 - 2010):
 - NASA **0.00** (0 Class A for 88,509 hrs)
 - USAF **0.99** (13 Class A for 1,286,828 hrs)

NASA Oversight Reviews



▶ External Reviews

- NASA Inter Center Aircraft Operations Program (IAOP)
 - recent reviews spring 2013
 - upcoming review scheduled Fall 2016
- Voluntary Protection Program (VPP) Star initial certification – 2007
- VPP Star recertification - 2016
- NASA HQ Operational Safety Assessment (2014)
- NASA HQ Organizational Safety Effectiveness Survey (2015)



NASA Unique Processes

- ▶ **NASA Aircraft Management Information System (NAMIS)**
 - Track all scheduled and unscheduled maintenance
 - Over 60,000 line items of assets
 - Use NASA unique maintenance forms
 - Signature requirements unique to NASA (software driven)
 - Track specific check flight requirements – release / reject

- ▶ **Configuration Management**

- ▶ **Full Base Level Logistics Support**
 - Purchasing
 - Warehouse Management
 - DOD and Commercial Procurements
 - Supply Chain Management



AOD Unique Processes

▶ Full In-house Engineering Support

- Mechanical, Electrical, Aerospace, Technical Writers
- Aircraft Upgrades
- Payload Integration/Airborne Science
- Maintenance Engineering Support
- NASA Unique Documentation

▶ Maintenance/Engineering/OPS Reviews

- Flight Readiness Reviews
- Test Readiness Reviews
- Operational Readiness Reviews
- Configuration Control Panel Directive Reviews



AOD Unique Processes (Cont. . .)

▶ **Multiple Type/Model/Series Aircraft**

- Public use and Certificated
- Operate primarily out of Ellington Field (EFD)
- Unique – one of a kind aircraft

▶ **Three-Tier Maintenance Program**

- Maintenance supports CONUS/OCONUS Operations
- Organizational - “Flight line / Hangar”
- Intermediate - “Back-shops” / Component level
- Depot – overhaul and aircraft upgrades

▶ **Three-Tier Quality Program**

- Designated System Inspectors (DSI)
- Quality Control Production Inspectors – Full Time – Contractor
- Quality Assurance Evaluators – Government



Reimbursable Projects

- ▶ **AOD operates these platforms as reimbursables:**
 - WB-57 – High Altitude Research Aircraft
 - Super Guppy – Oversize Cargo Transport
 - GIII – Research Platform
 - Reimbursable MX support to other Government organizations

- ▶ **Unique support requirements for reimbursables**
 - Have the capability to provide innovative solutions to complex problems
 - May provide other mission support



Reimbursable Projects (cont'd)

- ▶ **Reimbursable work supports a variety of customers and requires 'Quick Reaction Capability'**

- ▶ **Agile response to changing mission requirements:**
 - Operations – support scaled to mission demand
 - Engineering – ability to provide effective and timely solutions to aircraft / payload / mission requirements
 - Maintenance – support and capability scaled to meet mission demands
 - Logistics – ability to satisfy the demands of unique and dynamic activities
 - Procurement support
 - Sub-contract support
 - International logistics capability



Reimbursable Projects (cont'd)

- ▶ **Global Deployments and International Transport**
 - High-altitude life support
 - Large transport systems support

- ▶ **Program Support**
 - Administrative support
 - Program plans and controls, reimbursable management, scheduling, budget
 - Payload Integration
 - Project management
 - Security clearance requirement

NASA Langley Flight Assets



Available platforms:

- ▶ Dassault HU-25C Guardian
- ▶ Cirrus SR22
- ▶ Beechcraft B200 King Air
- ▶ Beechcraft UC-12B Huron
- ▶ Cessna 206H Stationair
- ▶ Cessna LC-40 Columbia 300*



Note: *Currently in flyable storage



NASA Langley Flight Assets

- ▶ NASA Langley has a variety of platforms that can meet nearly any flight-test development and integration requirement in a cost-effective manner
- ▶ One-stop shop includes electrical/structural design, fabrication and integration of payloads, airworthiness certifications, maintenance, and operations
- ▶ Public Use status of aircraft minimizes FAA certification process



Orientation and Procurement Overview

**Justin Mason
Contracting Officer**



Disclaimer

(Orientation)

- ▶ These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the Draft Request for Proposal (Draft RFP).
- ▶ To the extent there are any inconsistencies between this briefing and any future Request for Proposal (RFP), the RFP will govern.



Disclaimer

(Orientation)

- ▶ Please note that the Draft RFP is **not** an official solicitation and potential Offerors should not submit a proposal in response thereto.
- ▶ If the Government issues a RFP for the ALICE procurement, Offerors should submit their proposals according to the instructions contained therein which may be different from the information in this DRFP.
- ▶ Issuance of this DRFP in no way obligates the Government to issue any official solicitation or award any contract.

Purpose of Preproposal Conference (Orientation)



- ▶ The purpose of this Preproposal Conference is to help industry understand the Government's requirements
- ▶ Questions:
 - Verbal questions will not be entertained during the conference. However, index cards are available for written questions which can be submitted to the Contracting Officer at the end of this presentation. Questions asked on index cards may be answered during the conference. Verbal responses are not official.
 - Official responses to written questions received by the Contracting Officer will be posted to the Aircraft maintenance, Logistics, Integration, Configuration management and Engineering (ALICE) procurement website.
 - **In order to receive a Government response, the deadline for submitting questions regarding the Draft RFP and this conference is August 8th.**



Source Selection Authority and Acquisition Team Members

- ▶ Source Selection Authority
 - Melanie W. Saunders, Associate Director, Johnson Space Center

- ▶ Acquisition Team
 - Gary Ash, Chair
 - Michael Axline
 - Benjamin Hewett
 - Kevin Lesenski
 - Justin Mason
 - David McMahan
 - Alice Pursell

Points of Contact (Orientation)



- ▶ **Contracting Officer:**

Justin A. Mason

jsc-alice@mail.nasa.gov

281-792-7679

- ▶ **ALICE web address:**

<http://procurement.jsc.nasa.gov/alice>

- Click on the “Anonymous Questions to the Contracting Officer” link to submit a question.
- This link will remain active until the release of the final RFP; afterwards communication will be in accordance with the Section L.32 provision on Communications Regarding This Solicitation.

Ombudsman (Orientation)



- ▶ Ombudsman (NFS 1852.215-84): “...before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution ... If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman whose name, address, telephone number, and email address may be found at:

http://prod.nais.nasa.gov/pub/pub_library/Omb.html ”

Current Contract Overview



- ▶ **Contract Number: NNJ12JC05C**
- ▶ **Prime Contractor: DynCorp International**
- ▶ **Contract Type: Hybrid, FFP/AF and Cost/AF**
- ▶ **Period of Performance: June 1, 2012 – May 31, 2017**
- ▶ **Skills currently provided on contract include:**
 - **Aircraft Maintenance and Operational Support**
 - **Program and Project Support**
 - **Logistics**
 - **Engineering**
 - **Quality**
 - **Safety**



Overview of Anticipated RFP NNJ16556087R



General Information

- ▶ If an RFP is issued, the actual issued RFP and amendments take precedence over this conference or any Draft RFP issued.

- ▶ Competition: Total Small Business Set-aside; NAICS Code 488190 and Size Standard \$32.5M

- ▶ Period of Performance:
 - Phase-in: April 1, 2017 - May 31, 2017
 - Base: June 1, 2017 - September 30, 2018
 - Option 1: October 1, 2018 - September 30, 2020
 - Option 2: October 1, 2020 - May 31, 2022

Small Business Set Aside Notes



52.219-14 Limitations on Subcontracting

- (c) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for—
 - (1) Services (except construction). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.
- If you have any questions please contact your local U.S. Small Business Administration office.

Small Business Set Aside Notes



Industry Assistance Office Contact Information:

- Charles T. Williams
Senior Small Business
Specialist

Location:
Building 1, Suite 453

- Rose A. Herrera
Small Business Specialist

Address:
NASA Johnson Space Center,
Industry Assistance Office
Mail Code: BA
2101 NASA Parkway
Houston, TX 77058

- Irene Oakley-Johnson
Contract Specialist

- Main phone number:
(281) 483-4512

All emails should be sent to:
jsc-industry-
assistance@mail.nasa.gov



Contract Type

- ▶ **Type of Contract:** Cost-Plus Award Fee/Fixed Fee, Indefinite-Delivery Quantity (IDIQ). IDIQ and Completion Form Baseline work will be authorized via Task Order issued by the Contracting Officer.
 - IDIQ Task Orders issued will be priced using the established prices in B.3.3 IDIQ Fully Burdened Labor Rates (exclusive of fee) for the skills listed in the B.3.3 table B-1, for Houston, TX, El Paso, TX and Hampton, VA.
 - B.7 IDIQ – Minimum Ordering Limit - \$1,000,000, Maximum Ordering Limit- \$182,350,000
 - The Task Order Procedure is described in Clause I.151, NFS 1852.216-80, Task Ordering Procedure



Clauses and Provisions

- ▶ When reading the Draft RFP note that:
 - Important information is contained in the SF33 and numerous clauses and provisions that have been incorporated, via full text and/or referenced text, throughout the document
 - Clauses incorporated by reference have the same force and effect as if they were included in their full text
 - Completion Form Baseline consists of work defined in Section C:
 - Subsection 9, Logistics
 - Subsection 10, Quality – excluding Section 10.1, sub-paragraph 5, Designated System Inspectors
 - Subsection 11, Safety
 - Section J includes documents, exhibits, and other attachments
 - For example, Wage Determination Data and Data Requirement Descriptions (DRD)

System for Award Management



- ▶ The **System for Award Management (SAM)** is a Federal Government owned and operated free web site that collects data from suppliers, validates and stores this data, and disseminates it to various government acquisition agencies.
 - The SAM website is located at:
<https://staging.sam.gov/portal/public/SAM/>
 - We recommend that you create an account in SAM in order to verify that your information in this database is current or to add information to SAM.
 - If you have a current SAM account then please ensure that all information is up to date .



Subcontractor Arrangement Information

- ▶ If a subcontracting arrangement is proposed, Offerors shall include specific detail as defined in the RFP within clause L.37.6 (g) Responsibility Considerations-Volume IV
- ▶ This will enable the Government to determine that the prime contractor making the offer will be performing the primary and vital requirements of the contract.



Government Property

- ▶ Under Clause G.8, NFS 1852.245-71, Installation Accountable Government Property, NASA anticipates providing:
 - Office Space, work area space, and utilities.
 - Office Furniture
 - Property Listed in Section J, Attachment J-3
 - Safety and Fire Protection
 - Installation service facilities (Office Automation Information Technology onsite only, Disposal Services, Pickup and Delivery of Official Mail, Use of JSC Calibration Laboratory)
 - Medical treatment of a first aid nature
 - Building maintenance
 - Moving and hauling for office moves

Responsibility Considerations



- The Contracting Officer makes the determination of responsibility per FAR 9.104.
 - Responsible means that the contractor has adequate organizational and financial controls, satisfactory business ethics, financial resources, the ability to successfully perform the work, is eligible, etc.
 - This determination is performed by the CO and is separate from the selection decision.
 - If an offeror is not responsible, then they are not eligible for award.
- The Contracting Officer will also check the FAPIIS database (includes records of the Contractor's previous contracts.)
- The Contracting Officer will request an Equal Opportunity clearance, and check to ensure the veteran's reports are submitted.
- This determination is performed for offerors in the competitive range or the successful offeror only.



Responsibility Considerations

- ▶ In accordance with FAR 16.301-3(a)(3), a cost-reimbursable contract may only be used when the contractor's accounting system is adequate for determining costs applicable to the contract or order. This requirement also extends to subcontractors performing under a cost-reimbursable subcontract.
- ▶ Please pay special attention to the following responsibility considerations:
 - Business Systems Adequacy
 - Organizational Conflict of Interest (OCI) Plan
 - Property Management Plan
 - Subcontractor arrangements
 - Secret Facility Clearance requirement



Discussions

- ▶ Offeror's initial proposal should contain the best terms from a price and technical standpoint

- ▶ The Government preference is to award without discussions, however, the Government reserves the right to conduct discussions with those Offerors who have made it to competitive range

- ▶ If discussions are held, the Offeror will:
 - Have the opportunity to correct weaknesses and;
 - Be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes



Anticipated Proposal Outline

- ▶ Volume I – Mission Suitability Factor
 - Management-MS Sub-factor 1
 - Overall Management Approach
 - Staffing Approach
 - Contract Phase-in Approach
 - Technical-MS Sub-factor 2
 - Technical Understanding of Requirements
 - Resources
 - Basis of Estimate
 - Safety and Health MS Sub-factor 3
- ▶ Volume II - Past Performance
- ▶ Volume III - Cost/Price
- ▶ Volume IV - Responsibility Considerations
- ▶ Volume V - Model Contract
 - SF33
 - Contract Clauses (Fill-ins required Sections A through K)
 - Section J - Attachments
 - Section K - Representations and Certifications

Anticipated Proposal Outline Continued



Evaluation Factors For Award

- ▶ Mission Suitability and Past Performance when combined are significantly more important than Cost/Price.
- ▶ Mission Suitability is approximately equal to Past Performance.
- ▶ Mission Suitability is more important than Cost/Price.



Proposal Formatting

▶ In accordance with Section L.24, *Proposal Page Limitations and Table L-2, Overview of Proposal Volumes, Page Limitations, Copies and Format.*

- Instructions for proposal arrangement, page limitations, copies and the due date are specified in Section L, Table L-2. Offerors shall submit their proposals in accordance with those instructions.
- Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror in accordance with NFS 1815.204-70(b).
 - Minor informalities or irregularities in a proposal that can be adjusted, corrected, or waived without being prejudicial to other offerors may be accepted if it is immaterial to the acquisition.
 - However, any pages contained in a page limited section of your proposal which do not comply with the RFP requirements may be returned by the Government and not evaluated.

Proposal Formatting, Continued



- ▶ Pay close attention to ensure that the number of pages, page margins, font type, font size, and page size are in conformance to Section L.36, Table L-2.
- ▶ Return the entire model contract, not just the pages with the fill-ins.
 - The model contract becomes the actual contract and so it must be complete and correct.
- ▶ Please note page limitations.
 - Some volumes/sections are subject to a page limitation and others are not.
 - In the Past Performance Volume, the Past Performance Information is subject to the page limit of 50 pages, but the Environmental Non-Compliance, OSHA Forms 300 and 300A, Insurance Carrier Information, and Consent Letter are not subject to the page limitation.
 - Proposal information must be provided in the correct volume.
 - Proposal information in a page-limited volume or section should not be moved to another volume/section without such page limitations.
- ▶ Having non-conforming pages returned may affect the government's evaluation of a proposal and how this proposal is ultimately rated.

Model Contract



- The Model Contract consists of Sections A-K of the RFP.
 - The Reqs and Certs, Evaluation Criteria, and Instructions are used for selection purposes only.
- The Offerors will submit a signed Model Contract with their proposal.
 - The Model Contract becomes the actual contract and so it must be complete and correct.
 - The Model Contract must be signed by a person authorized to commit the offeror.
 - All pages must be returned – not just the pages with the fill-ins.
- The Contracting Officer will sign the Model Contract of the Successful Offeror once all issues are resolved and the selection decision is made.
- Errors or inconsistencies in the Model Contract (that cannot be resolved) may result in an offeror being removed from consideration for award.
- The Model Contract takes precedence over the proposal.
 - Ensure that your rates in the Cost/Price Volume are reflected in Section B of the Model Contract.



Special Considerations

▶ **NOTE TO PROSPECTIVE OFFERORS**

Prospective Offerors are reminded not to contact incumbent personnel (either directly or through electronic means) during duty hours or at their place of employment, as such contacts are disruptive to the performance of the current contract



Labor Relations Requirements

Kendrea Vallien

JSC Contractor Industrial Relations Officer



RFP Requirements

- ▶ Department of Labor (DOL) Wage Determination
- ▶ Data Requirements Descriptions (DRDs)
 - Notification of Potential Labor Dispute & Contingency Strike Plan
 - Labor Relations Plan
 - Total Compensation Plan
- ▶ Collective Bargaining Agreements (CBAs)
- ▶ References



DOL Wage Determinations (WDs)

- ▶ The following Service WDs are applicable to the RFP and resultant contract:
 - Wage Determination 2015-5234, Revision 1 (TX)
 - Wage Determination 2015-2512, Revision 1 (TX, NM)
 - Wage Determination 2015-4342, Revision 2 (NC & VA)

- These WDs apply to all non-exempt labor categories (not covered by the Collective Bargaining Agreements (CBAs)), and sets forth the minimum labor rates, health and welfare benefits, and vacation/holiday leave for these categories.

Even-Numbered WD



- ▶ When an average cost, 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 Health and Welfare benefit is currently \$4.27 an hour.
- ▶ 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.



WD Responsibilities

- Offeror responsibilities include the following:
 - Proposing exempt and non-exempt labor categories, based upon their own unique staffing approach.
 - 29 CFR 541 defines exempt and non-exempt employees.
 - For service non-exempt employees not covered under the CBA:
 - Mapping the non-exempt labor categories to an appropriate category in the WD.
 - ❖ The SCA Directory of Occupations includes a detailed listing of each labor category listed in the wage determination.
 - Proposing at least the minimum labor rates for the mapped categories.
 - Proposing at least the minimum health and welfare, vacation, and holiday benefits that are stated in the WD.

Notification of Potential Labor Dispute & Contingency Strike Plan



- ▶ Used to facilitate the coordination of activities between the Contractor and the affected NASA operational directorates to ensure that necessary steps are taken to prepare for any potential strike situations and to prevent the disruption of work.
- ▶ A Notification of Potential Labor Dispute must be submitted by the prime and any subcontractors at the first indication of potential labor unrest and 45 days prior to the expiration of any Collective Bargaining Agreement.
- ▶ A Contingency Strike Plan must be submitted at contract start and updated if there is any indication of potential labor unrest or potential picketing activity.
- ▶ Copies of all CBAs must be provided within 30 days of ratification or modification to the Contracting Officer and Contractor Industrial Relations Officer.



Labor Relations Plan

- ▶ This plan is used to evaluate the offeror's approach to working with organized labor and to describe their experience with organized labor.
- ▶ A Labor Relations Plan is required from the prime contractor and any subcontractor proposing work on the contract that is currently represented by organized labor.
- ▶ This plan is submitted with the proposal.



Total Compensation Plan (TCP)

- The TCP (DRD-M15) is due with the proposal.
- TCPs identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees for both the prime and all major subcontractors.
 - The compensation subcontract threshold can be found in NFS 1831.205-670(b).
 - The SEB is required to evaluate TCPs per FAR 52.222-46, "*Evaluation Of Compensation for Professional Employees*" and NFS 1852.231-71, "*Determination of Compensation Reasonableness*".
- Offeror teams can submit a separate TCP for each team member, a combined TCP for all team members, or any combination thereof.
- Submit Compensation Templates a-d in your Cost/Price volume.
- Tip: Be specific when describing employee fringe benefits.
 - Is the benefit *employer* versus *employee* paid, or a combination?
 - What is the specific benefit and cost to the employee?
 - When are employees eligible for this benefit?

Collective Bargaining Agreement (CBAs)



Title: Collective Bargaining Agreement Between DynCorp International LLC JSC Maintenance and Modification Program and the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge Number 37

Effective Period: September 1, 2015 through July 31, 2018

Title: Collective Bargaining Agreement Between DynCorp International LLC NASA Aircraft Maintenance & Operational Support (AMOS) El Paso and the International Association of Machinists and Aerospace Workers, AFL-CIO, District Lodge Number 776 Local 2341

Effective Period: September 1, 2015 through August 31, 2019

Both CBAs are included as a Section J attachment.

CBA General Requirements



- ▶ Offerors are required to work with the union as long as the union is representative of the covered employees.
- ▶ FAR 22.1002–3(a), *Wage determinations based on collective bargaining agreements*: “Successor contractors performing on contracts in excess of \$2,500 for substantially the same services performed in the same locality must pay wages and fringe benefits (including accrued wages and benefits and prospective increases) at least equal to those contained in any bona fide collective bargaining agreement entered into under the predecessor contract.”

Recent Update to the TCP DRD



- Block 6 - References: The title to FAR 52.222-41 was changed from “Service Contract Act” to “Service Contract Labor Standards.”
- Block 8 – Scope: *“The Total Compensation Plan 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).”*
 - The threshold requirement for TCPs is the same threshold for requiring certified cost or pricing data as set forth in FAR 15.403-4.
 - This subcontractor threshold for TCPs is different than the thresholds used for pricing or past performance evaluations.



Recent Update to the TCP DRD

- Block 8 – Scope: *“The Total Compensation Templates shall be provided as part of the Cost/Price Volume of the proposal, and will be evaluated as part of both the Total Compensation Plan and the Cost/Price Volume.”*
 - All team members that submit a TCP are required to submit the Compensation Templates.
- Item 1.0: *“State the company name(s) of the prime offeror (or joint venture team members) and subcontractor(s), using the subcontractor definition found at NFS 1852.231-71(b).”*
 - The team structure must be defined in the TCP even if the structure is defined elsewhere in the proposal.

Labor Relations Points of Contact



Name	Title	Point of Contact Information
Kendrea Vallien	JSC Contractor Industrial Relations Officer	Kendrea.D.Vallien@nasa.gov
Jody Bennett	International Association of Machinists and Aerospace Workers Aerospace Coordinator – District 776	jbennett@iamaw.org 817-341-9551 (Office)
Byron K. Williams	President and Directing Business Representative, International Association of Machinists and Aerospace Workers – District 37	bwilliams@iamawdl37.org 713-681-6786 (Office)
Department of Labor	Wage and Hour Division, Clear Lake District Office	1-866-467-9243 (Phone)



References

Reference	Location
FAR Part 22, Application of Labor Laws to Government Acquisitions	https://www.acquisition.gov/?q=/browse/far/22
NASA FAR Supplement Part 22, Application of Labor Laws to Government Acquisitions	http://www.hq.nasa.gov/office/procurement/regs/nfstocA.htm
FAR 52.222-17, Nondisplacement of Qualified Workers	https://www.acquisition.gov/?q=/browse/far/52
FAR 52.222-41, Service Contract Labor Standards	https://www.acquisition.gov/?q=/browse/far/52
Department of Labor, Wage and Hour Division, Prevailing Wage Resource Book	http://www.dol.gov/whd/recovery/pwrp/toc.htm



Sergio Leal
Safety and Test Operations Division

Safety & Health Programs

**Guidelines for responding to Safety Requirements in
the Draft Request for Proposal (DRFP)**



Overview of the NASA Safety Program

- ▶ NASA safety objective is to avoid loss of life, personal injury and illness, property loss or damage, environmental harm resulting from any of its activities and to ensure safe and healthy conditions for persons working at or visiting NASA facilities

- ▶ NASA complies with all applicable safety regulations
 - NASA Safety & Health requirements
 - Requirements of those Federal agencies with regulatory authority over NASA such as OSHA, EPA, and DoT

- ▶ NASA requires every employee to report workplace hazards
 - NASA ensures that there is no reprisal to personnel for reporting unsafe or unhealthy conditions



Overview of the NASA Safety Program

- ▶ The NASA Safety Policy stresses the individual responsibility of each employee for their own safety and that of their co-worker. Risk within the work environment must be managed to control hazards, and we continuously improve workplace conditions.
- ▶ The OSHA has recognized JSC as a leader in health and safety by awarding the “Star” designation level of achievement in the Voluntary Protection Program (VPP).
- ▶ As a VPP Star, JSC has a comprehensive and successful safety and health program, is below the national average for the industry in injury/illness rates, has demonstrated good faith in dealing with OSHA, and serves as a safety & health mentor.



What Would Be Expected of You at JSC

- ▶ All contractors performing work at JSC shall comply with all applicable safety and health regulations.
- ▶ Every major onsite contractor shall have a designated safety official and shall conform to a written safety and health plan.
- ▶ Safety and health approach shall follow OSHA, JSC and VPP guidelines.
- ▶ Failure to comply with safety and health requirements may result in one or more of the following - contract termination, lower fee, and exclusion from future contract awards.

The Safety and Health Deliverables



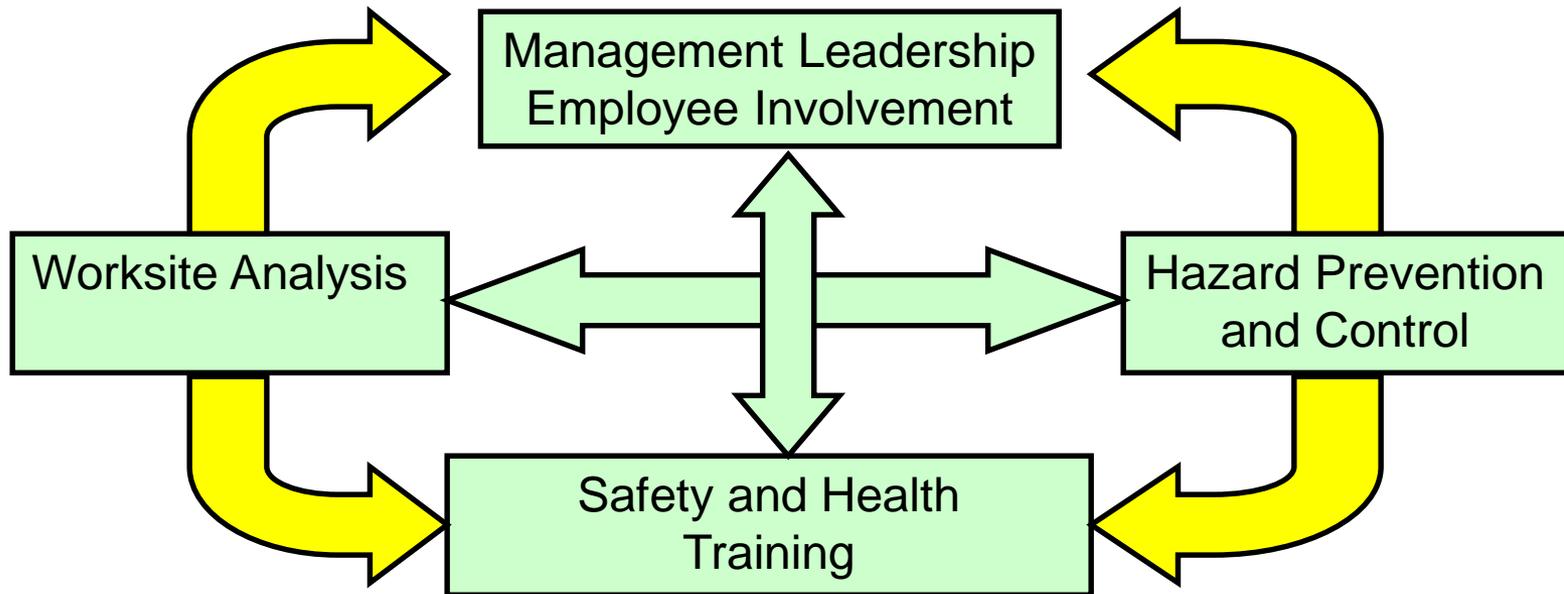
Submission of detailed safety and health data as part of the proposal

- ▶ The ALICE acquisition has been evaluated to be a **HIGH RISK** effort; therefore the Safety & Health Plan SHALL be required with your proposal, final approved will be prior to end of phase-in period.
 - ▶ Safety & Health Plan includes a tailored detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees and to ensure safe working conditions throughout the performance of the contract.
- ▶ Statement regarding past OSHA and EPA citations and corrective actions taken to prevent recurrence
- ▶ Records of occupational injuries and illnesses (300A logs or equivalent)
- ▶ Insurance carrier information - including Experience Modifier Rates (EMR), loss run data, liabilities and lawsuit history.



A Successful Safety Program Model

- ▶ Based on 4 Basic VPP elements defined by OSHA Region VI





The Safety & Health Plan

Safety & Health Plan provisions you should expect to address on a typical JSC service contract

- *Management Leadership and Employee Participation*
 - **Policy, Goals and Objectives** - Discuss company policies, goals and objectives for safety and health and top leadership's level of commitment for achieving objectives
 - **Management Leadership and Employee Participation** - Discuss visible leadership actions that motivate and reinforce safety and health performance and discuss meaningful opportunities for employees to engage and support the safety and health program
 - **Assignment of Responsibility** – Discuss roles, responsibilities and accountability of safety representatives
 - **Program Evaluation** – Discuss annual evaluation of safety and health program consistent with OSHA's VPP criteria



The Safety and Health Plan

▶ Worksite Analysis

- **Hazard Identification** – Describe the methods and techniques used to systematically identify hazards
- **Inspections** – Describe the procedures and frequency for regular inspections and who will be accountable for implementing corrective measures
- **Employee Reports of Hazards** – Describe the methods to be used to encourage employees to report hazards and how the reports will be analyzed and resolved
- **Mishap Investigations** – Discuss methods of response, reporting, and investigation of mishaps
- **Trend Analysis** – Discuss approach in performing trend analysis and methods of documenting data



The Safety and Health Plan

▶ Hazard Prevention and Control

- Discuss the approach to be used for selecting controls appropriate to the hazardous operations associated with this contract
 - Maintain a list of hazardous operations and processes
 - Develop written procedures to identify safety procedures
 - Describe methods for notification of personnel
- **Medical (Occupational Healthcare) Program** –describe medical surveillance program, response to injuries & illnesses, case management
- **Disciplinary System** – approach to modify behaviors
- **Emergency Preparedness** – approach used for emergency preparedness and contingency planning that addresses fire, explosion, weather, environmental releases or other potential emergencies



The Safety and Health Plan

▶ Safety and Health Training

- **Program Description** – describe your training program to ensure safe work practices, hazard recognition and to meet all regulatory requirements.
- **Tailor training toward specific audiences** – managers, supervisors, employees (crafts, office workers, etc.)
- **Train for emergencies** – fire drills, evacuation drills, site emergencies



Recommendations

- ▶ Tailor your plan to what you will do on the contract.
- ▶ Pay special attention to the miscellaneous reports contained in the body of the Safety & Health Plan DRD under Other Deliverables – building fire warden roster; hazardous materials inventory; roster of terminated employees; material safety data sheets; OSHA logs; program self evaluation.
- ▶ Review the requirements provided in **JSC Safety and Health Handbook (JPR 1700.1)** <http://jschandbook.jsc.nasa.gov> and describe how you will incorporate JSC requirements into your Safety & Health Program
- ▶ For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries.



Herb Rocha
WebEx Scheduled for Aug 1st
(check website for updates)



10 Minute Break





**Resource Planning Document, SOW,
DRDs, and Other Section L Attachments
Overview**

**Gary Ash
ALICE Source Board Chair**

**ATTACHMENT L-1
Resource Planning
Document**



BACKGROUND*

- Aircraft Operations Division is restructuring to a Government-led aircraft program.
- Under previous contracts, the Government set broad objectives and the Contractor set priorities, managed, and executed aircraft work.
- More specifically, under the current AMOS contract, the following significant activities are performed as fixed-price:
 - Majority of T-38 Maintenance
 - Quality
 - Safety
 - Management
 - Ground Support Equipment Maintenance
 - Life Support Including Egress for T-38 Aircraft

* See ALICE SOW Appendix A for acronym listing

IMPLEMENTATION

Significant changes from the current AMOS contract:

- Under the ALICE contract, the Government will have overall authority and will provide priorities and tasking for all work. (See chart: *Government To Contractor Functional Relationships*)
- The Government anticipates leading both short term and long term maintenance planning activities with the direct support of the Contractor.
- The Government expects the Contractor's production manager and production controller to manage its maintenance workforce to ensure the daily priorities and technical direction provided by the Government are met to ensure quality products and safe services are provided to NASA and NASA customers. (See chart: *Alice Maintenance Organization*)

IMPLEMENTATION (cont'd)

Significant changes (cont'd)

- The Government anticipates backshops along with on-aircraft work to be staffed on an as-necessary basis. (See chart: *Alice EFD Backshop Maintenance Structure*)
- The Contractor shall appropriately cross-train, certify, and manage personnel to fully utilize all available resources, including short and/or long term reassignment, to maximize productivity in meeting daily priorities.
- Contractor quality production inspectors will provide the majority of second level maintenance action sign-offs. Designated System Inspectors (DSI) will be utilized on a limited basis. This is a very significant change from the current AMOS contract process. (See chart: *Alice Quality Organization*)

IMPLEMENTATION (cont'd)

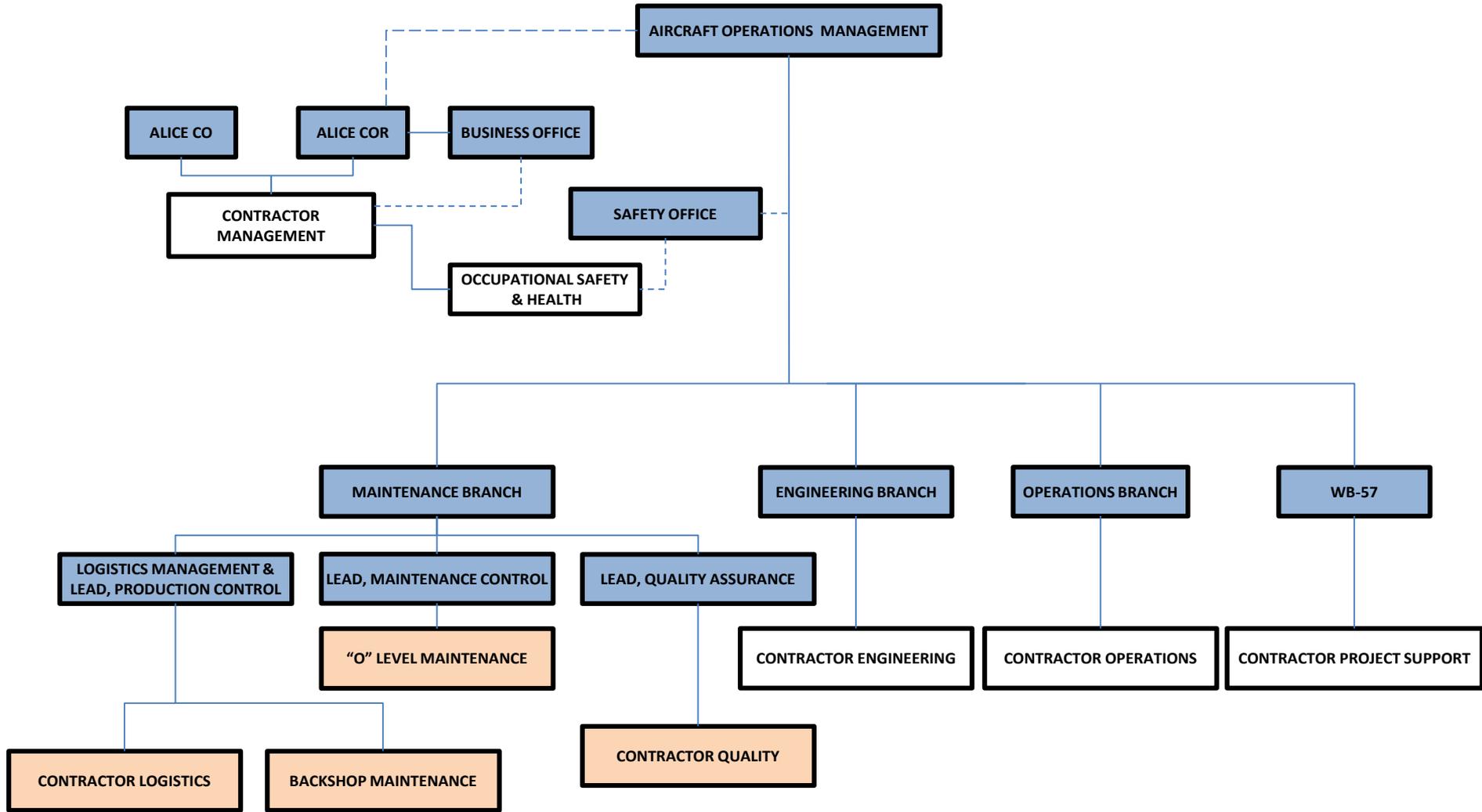
Significant changes (cont'd)

- The Government expects the Contractor to have the flexibility to move qualified staff between quality production inspector and aircraft maintenance positions without loss of benefits or security (e.g. inspector to aircraft mechanic to inspector) as long-term needs dictate.

IMPLEMENTATION (cont'd)

- The ALICE statement of work (SOW) along with the Aircraft Operations Division (AOD) Maintenance Manual (AOD 34100) provide more detailed descriptions of contract requirements and implementation processes. These documents are available on the ALICE procurement website.
- The following charts detail the Government's anticipated organizational structure and personnel distribution at the start of the ALICE contract:

GOVERNMENT TO CONTRACTOR FUNCTIONAL RELATIONSHIPS



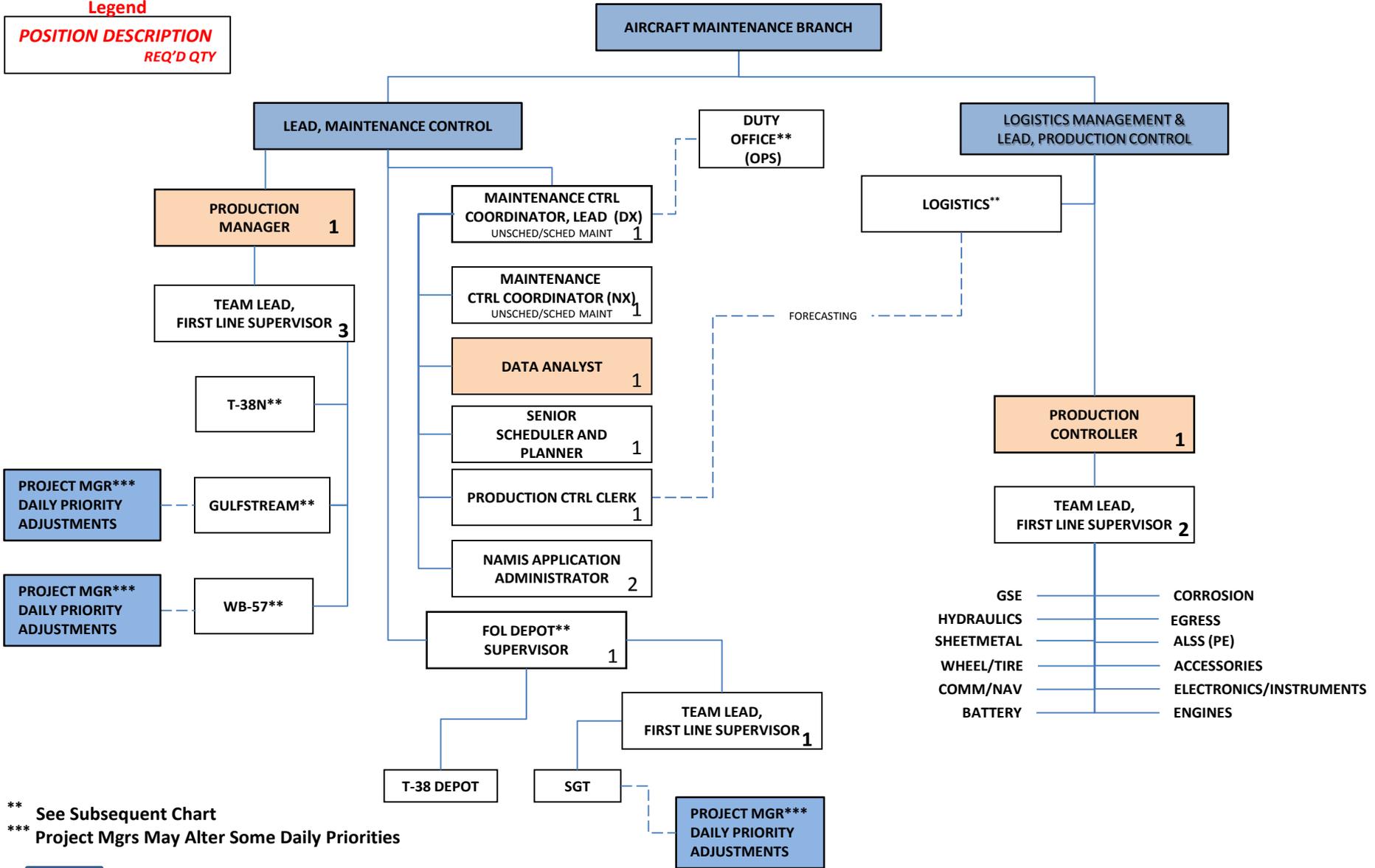
- Existing Contractor Function
- New Contractor Function or Realignment
- Government Function

ALICE MAINTENANCE ORGANIZATION

Legend

POSITION DESCRIPTION

REQ'D QTY



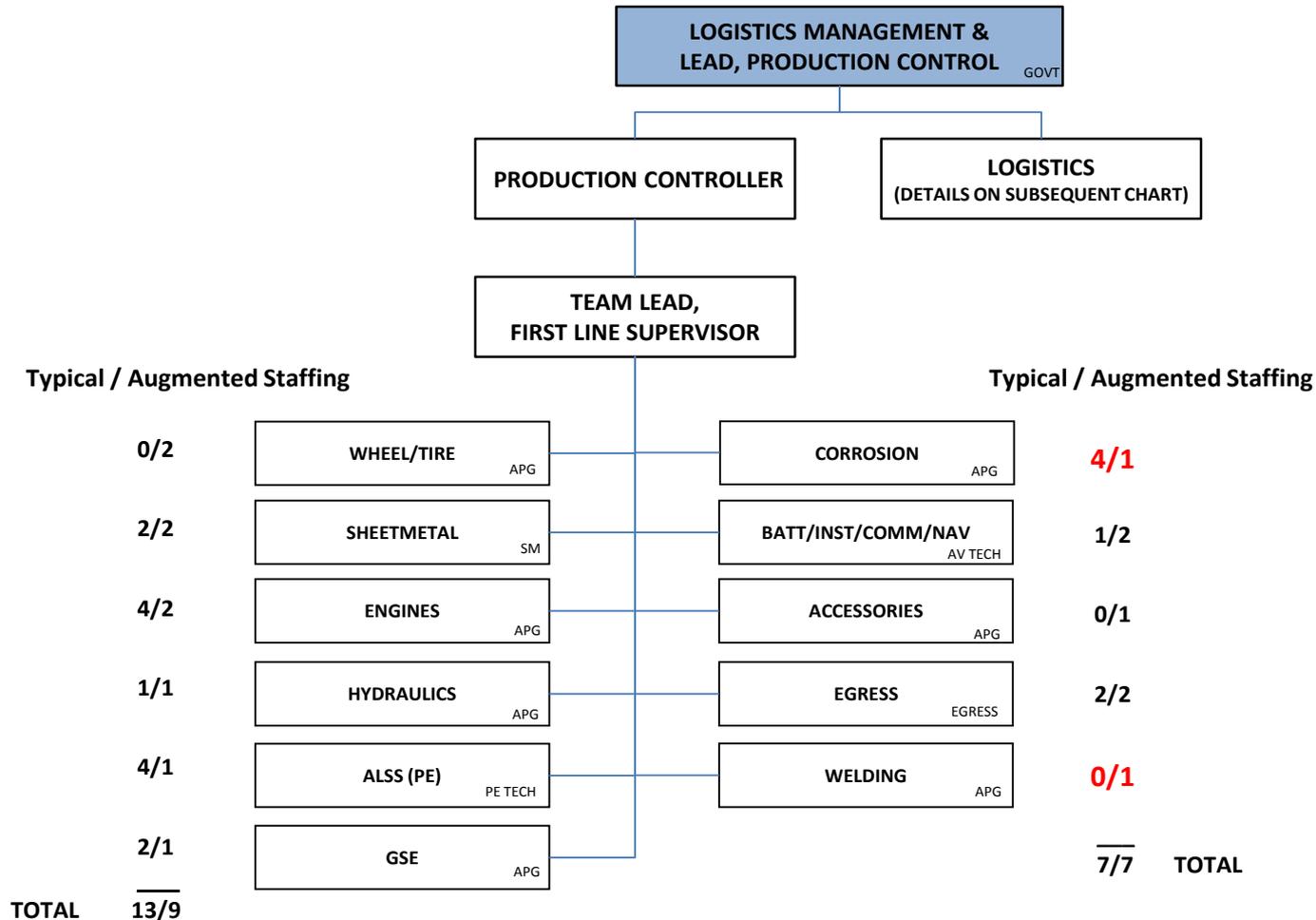
** See Subsequent Chart
 *** Project Mgrs May Alter Some Daily Priorities

Existing Contractor Function

New Contractor Function or Realignment

Government Function

ALICE EFD BACKSHOP MAINTENANCE STRUCTURE

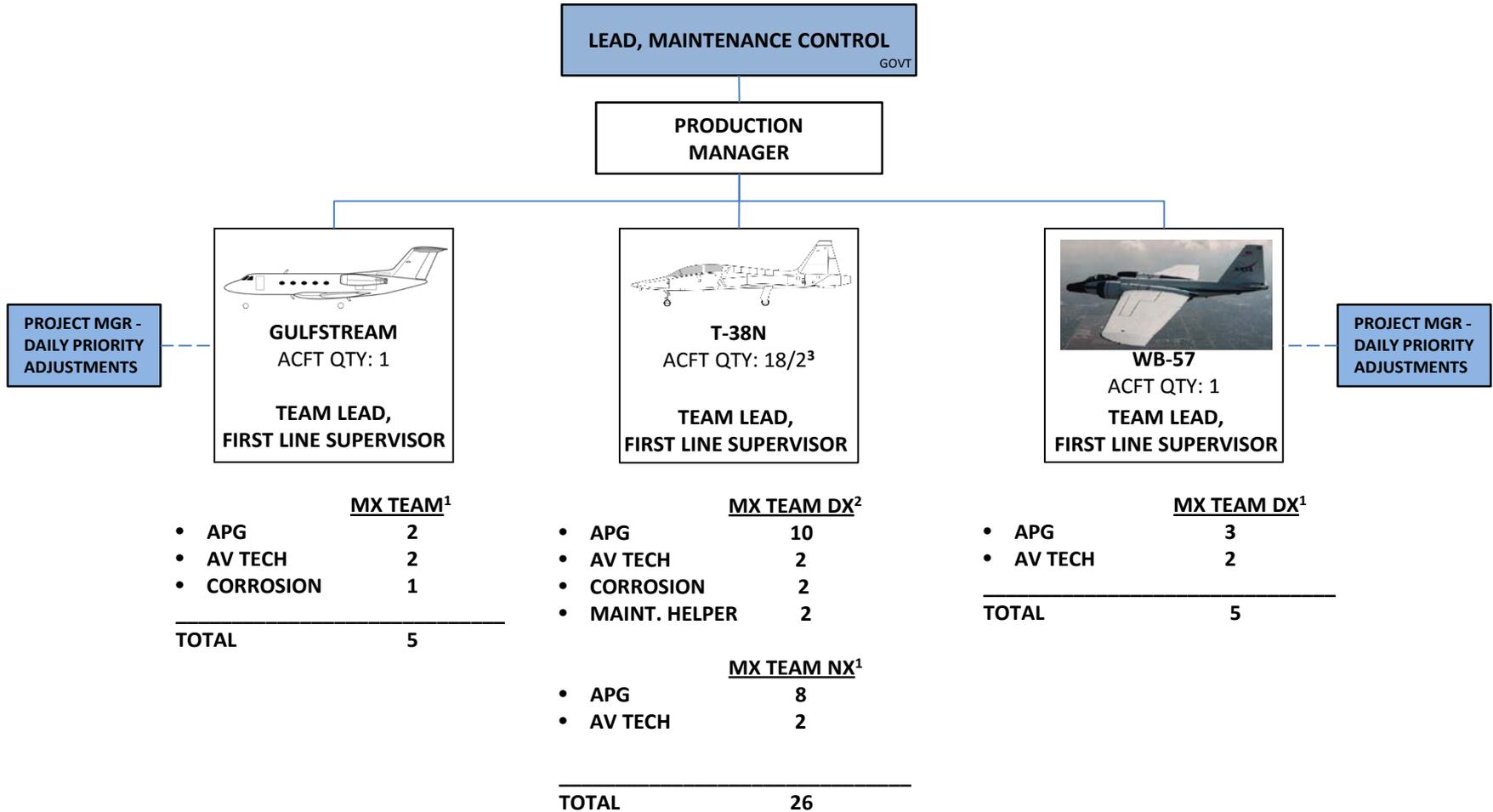


Note: All labor is subject to reassignment based upon mission requirements

Typical Staffing: Estimated number of full-time employees assigned to a work center to meet the expected workload for a particular shop or work center.

Augmented Staffing: Estimated number of full-time employees available to be dispatched or reassigned to a shop or work center in order to fill a shortage or to provide particular skills to meet government priorities.

ALICE EFD "O" LEVEL MAINTENANCE STRUCTURE



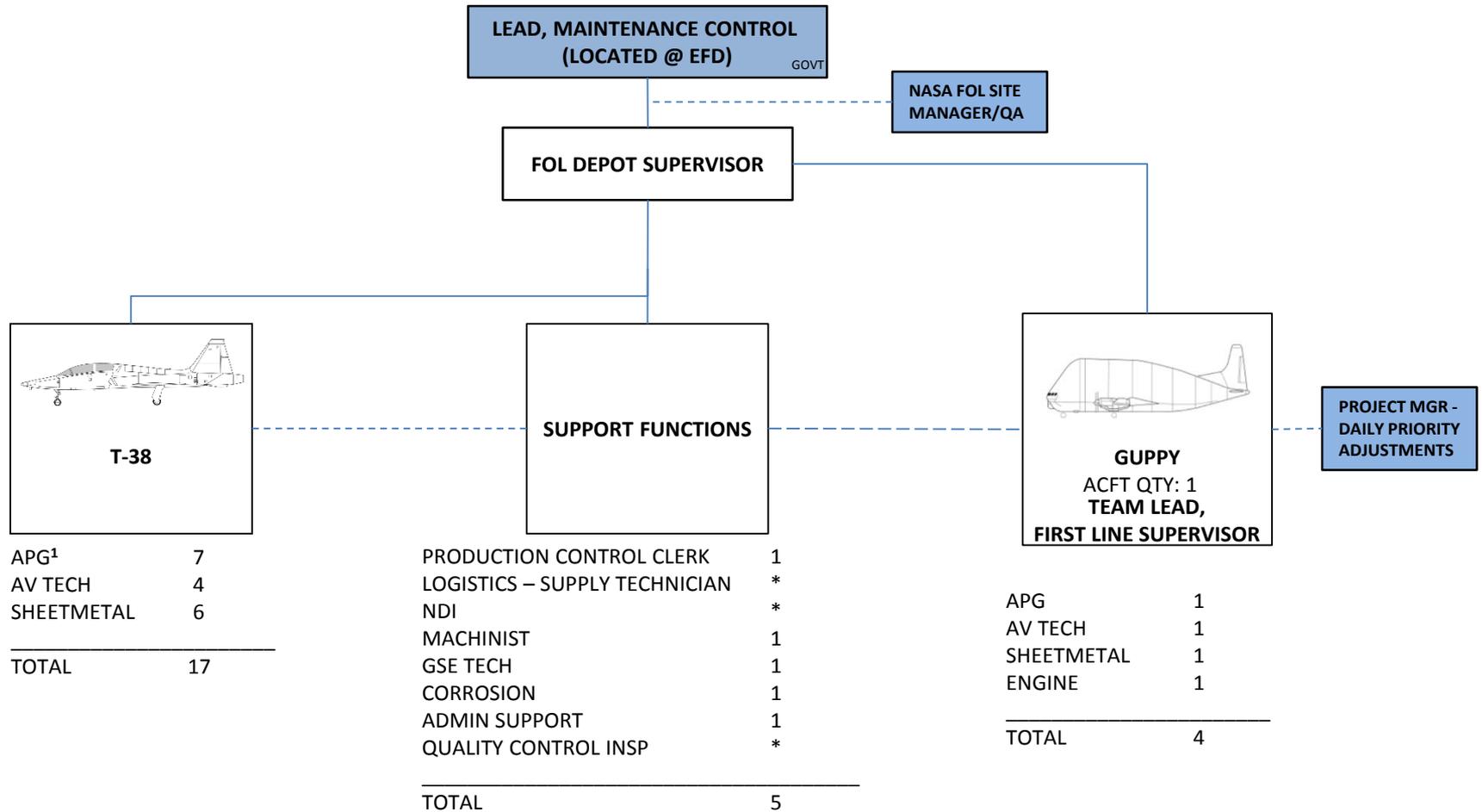
Note: All labor is subject to reassignment based upon mission requirements

¹INCLUDES ONE CREW LEAD

²INCLUDES TWO CREW LEADS

³18 OPERATIONAL / 2 FLYABLE STORAGE

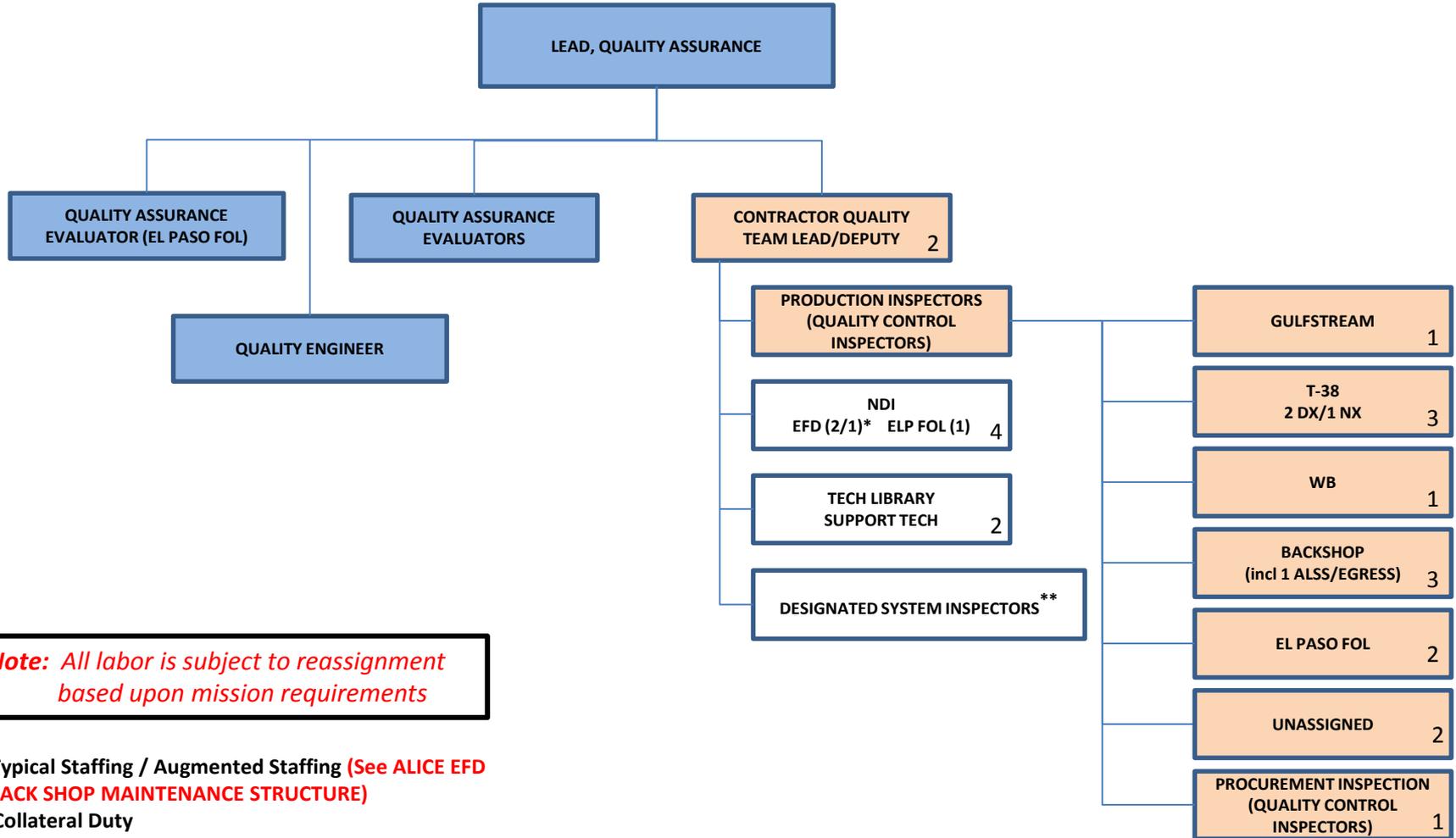
ALICE ELP FOL MAINTENANCE STRUCTURE



Note: All labor is subject to reassignment based upon mission requirements

¹INCLUDES TWO EGRESS TECHNICIANS
 * BASELINE POSITIONS ARE INCLUDED ON QUALITY AND LOGISTICS CHARTS

ALICE QUALITY ORGANIZATION (Completion Form Baseline)



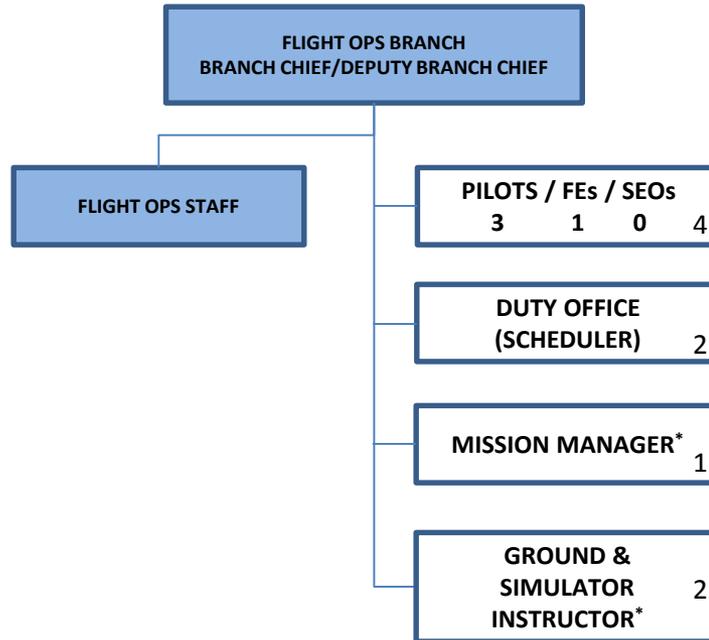
Note: All labor is subject to reassignment based upon mission requirements

* Typical Staffing / Augmented Staffing (See ALICE EFD BACK SHOP MAINTENANCE STRUCTURE)

** Collateral Duty

- Existing Contractor Function
- New Contractor Function or Realignment
- Government Function

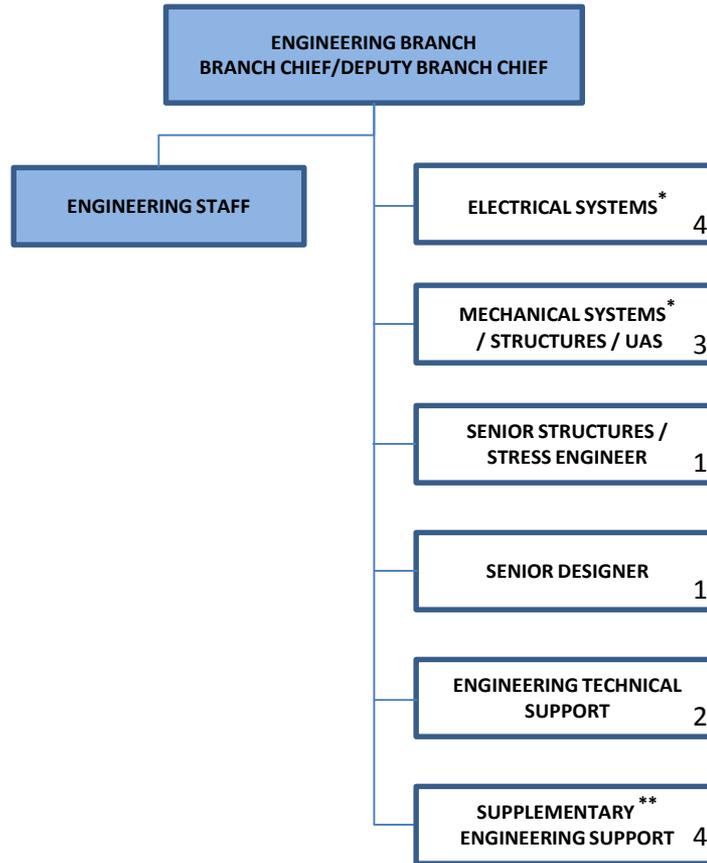
ALICE FLIGHT OPS ORGANIZATION



*Casual workers

- Existing Contractor Function
- New Contractor Function or Realignment
- Government Function

ALICE ENGINEERING ORGANIZATION



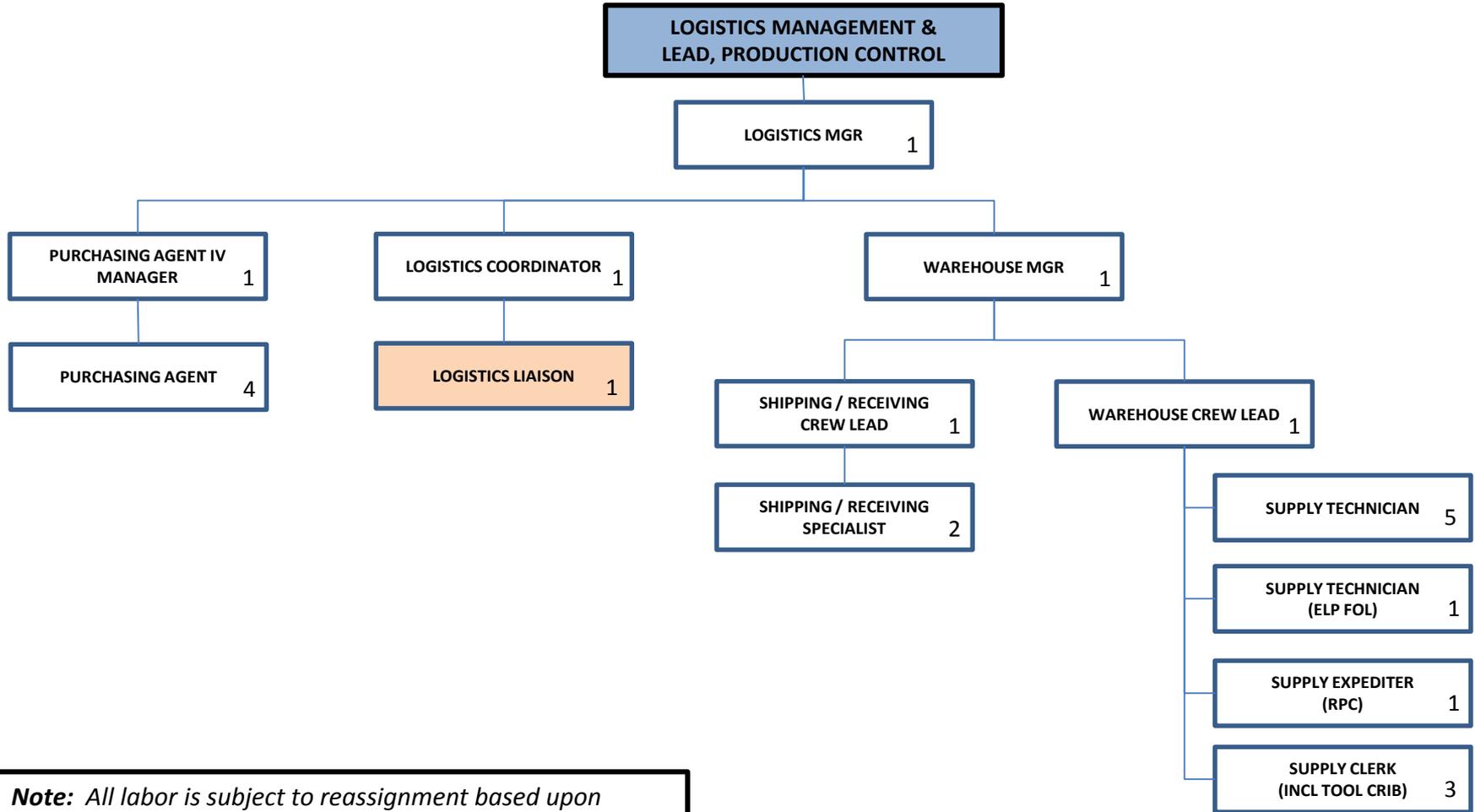
* Single Team Lead From Either Discipline

** Casual workers

- Existing Contractor Function
- New Contractor Function or Realignment
- Government Function

ALICE LOGISTICS ORGANIZATION

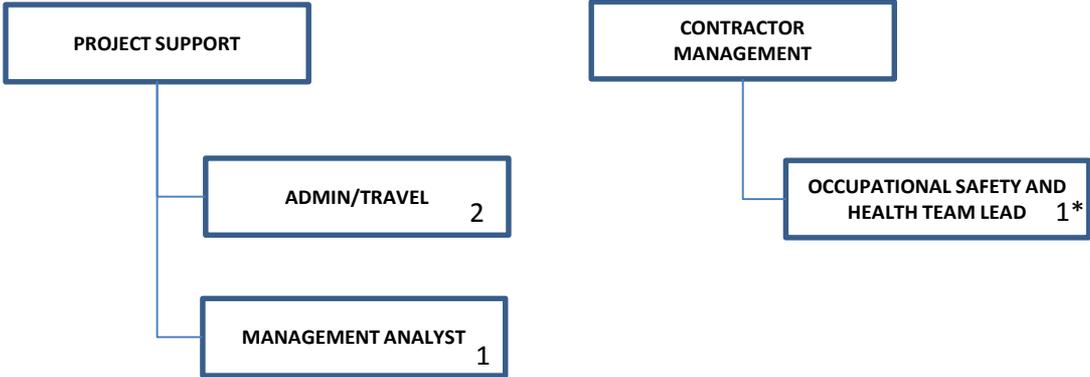
(Completion Form Baseline)



Note: All labor is subject to reassignment based upon mission requirements

- Existing Contractor Function
- New Contractor Function or Realignment
- Government Function

ALICE ADDITIONAL STAFFING



* Completion Form Baseline

-  Existing Contractor Function
-  New Contractor Function or Realignment
-  Government Function

SOW



- ▶ The format of this statement of work (SOW) reflects JSC as the primary customer. NASA LaRC requirements are located in Section C, Appendix D
- ▶ Appendix C, Personnel Requirements
 - Identifies exempt and nonexempt positions
 - Personnel requirements are cross referenced to existing CBAs

<p>Aircraft Mechanic II <i>(CBA: NDI Tech, Avionics Tech, Aircraft Mechanic, Egress Tech, Personal Equipment Tech, GSE Mechanic, Electronic Tech)</i></p> <p>Nonexempt</p>	<p>Performs maintenance on aircraft, including avionics and mechanical aircraft systems/sub-systems. This includes repairing, inspecting and maintaining structural, mechanical and electrical elements of the aircraft. Knowledgeable in the use of, and be able to train others in the use of a wide variety of diagnostics devices, computers, hand and mechanical tools. Provides oversight and should have the ability to direct and train others in the completion of aircraft related maintenance tasks. May include Designated System Inspector (DSI) duties. May require a Federal Aviation Administration (FAA) Airplane and/or Powerplant certification or special skills and/or certifications (NDI, Welding, Egress, Machining, etc.). Shall have at least five years of aircraft maintenance experience with fixed wing commercial, Government or DOD aircraft.</p>
---	---

Anticipated Statement of Work (SOW) Changes From Draft RFP



- **Changes to Appendix C**
 - Additions and revisions to standard labor categories
 - Considering addition of Physical Requirements for personnel in physically demanding positions



Other SOW Highlighted Requirements

▶ **Section 4.2.2**

- The Contractor's Executive Manager shall have full authority to act for the Contractor on all matters relating to this contract.

▶ **Section 9.5**

- The Contractor's acquisition team shall be located at Ellington Field, Houston, TX. Additionally, all procurement authority should reside at Ellington Field.
- The Contractor shall use NAMIS to initiate, create, track, reconcile and archive all purchase requests.



DRDs

- ▶ **Significant changes are anticipated to the following DRDs for the final RFP:**
 - DRD-M03, *Contractor Work Breakdown Structure (WBS) and Dictionary (NASA provided WBS)*
 - DRD-M05, *NF533 Cost Reporting*
 - DRD-M16, *Supplemental Cost Reporting*

The ALICE contract requires detailed financial reporting. Additionally, detailed cost reporting is required, in some cases 7 WBS levels deep or greater. See DRD-M05 and DRD-M16.



DRDs

▶ DRD Overview

- For the purpose of this briefing, some DRD items are highlighted to emphasize elements unique or of interest to the ALICE solicitation.
- Highlighted elements are not necessarily more important than other DRD elements.
- The final RFP will not contain highlighted DRD items.

DRDs



▶ DRDs that are anticipated to be due with the proposal are:

- DRD-M01: Management Plan
- DRD-M08: Labor Relations Plan
- DRD-M13: Contract Phase-in Plan
- DRD-M15: Total Compensation Plan
- DRD-M17: Key Personnel
- DRD-S02: Safety and Health Plan

Today's
Discussion

▶ [DRD-M01 Management Plan 13 May \(Highlights-Preproposal\).docx](#)

▶ [DRD-M08 Labor Relations Plan \(5-12-16\)\(Highlights-Preproposal\).docx](#)[DRD-M13 Contract](#)

▶ [Phase-In Plan \(5-12-16\)\(Highlights-Preproposal\).docx](#)

▶ [DRD-M15 Total Compensation Plan \(5-13-16\)\(Highlights-Preproposal\).docx](#)



Attachment L-2-1 Prime and Sub Past Performance Matrix





Attachment L-2-2 Joint Venture Past Performance Matrix





Attachment L-2-3 Past Performance Narrative





And finally....☺ Tips for Timeliness

- ▶ For your proposal to be considered timely, your package must be delivered to Building 420 by the due date and time stated in the RFP.
- ▶ Review all proposal delivery instructions with your courier to stress the importance of timeliness and the proper location of delivery.
 - Shipping and Receiving will give your courier a receipt of delivery.
- ▶ When delivering a proposal in person, remember to deliver the proposal through Gate 4, and not through the Central JSC Gate 1.
 - Directions to Gate 4 are in the proposal instructions.
- ▶ Allow at least 48 hours to over-night a proposal through a mail carrier.
 - A commercial/government mail carrier may have a mechanical breakdown or otherwise fail to deliver in a timely manner.
- ▶ If you choose to deliver in person on the due date, remember that late flights, traffic jams, and congestion in the JSC area may affect the timeliness of your proposal.
- ▶ Review the proposal instructions, coordinate with the point of contact in advance of the delivery, and ask questions if any instructions are not clear.
- ▶ Review paragraph (c)(3) of FAR 52.215-1, "Instructions to Offerors – Competitive Acquisition".



20 Minute Break





Questions and Answers





**Thank you for attending the
Johnson Space Center
Preproposal Conference
for the ALICE Contract**

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Management Plan	2/23/2016	DRD-M01	NNJ16556087R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i>		5. DRD Category: <i>(check one)</i>	
To provide a comprehensive plan that integrates all aspects of the SOW to accomplish efficient and effective management.		<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		
Attachment L-1, Resource Planning Document			
8. Preparation Information <i>(Include complete instructions for document preparation)</i>			
<p>a. Data Type: 1</p> <p>b. Scope: The Management Plan shall describe the basis for the Contractor’s management approach, organizational structure, and processes for accomplishing and managing all services and functions described in the contract.</p> <p>c. Content: The Contractor shall address the following elements in the Management Plan:</p> <p>i. Provide a chart depicting your organizational structure and how it will integrate into the government structure described in Attachment L-1, Resource Planning Document. Include the communication channels, lines of authority, reporting relationships and responsibilities of all organizational elements.</p> <p>ii. Provide a narrative to describe the relationships between subcontractors, team members, joint venture partners, and other entities within the overall management structure.</p> <p>iii. Describe your perceived risks in managing the contract and provide your mitigation approach.</p> <p>iv. Describe how you will manage typical versus augmented staffing, referencing Attachment L-1, Resource Planning Document.</p> <p>v. Detail the Executive Manager’s decision making authority, including the line of succession if the Executive Manager is unavailable.</p> <p>vi. Describe your corporate philosophy and management approach to ensure and sustain healthy corporate-employee relations with Collective Bargaining Agreement (CBA) employees. Include specific examples.</p> <p>vii. Describe your corporate philosophy and management approach to ensure and sustain healthy corporate-employee relations with non-exempt, non-union employees, and all other exempt employees. Include specific examples.</p> <p>viii. Describe how you pursue, attract, hire, and retain highly-qualified employees. Include specific examples.</p> <p>ix. Describe how you motivate performance and incentivize productivity. Include specific examples.</p> <p>x. Describe how you manage your workforce to ensure adherence to work schedules and break times while supporting dynamic flight schedules. Include specific examples.</p> <p>xi. Describe your method for ensuring accurate labor charging, tracking, and reporting.</p>			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- xii. Describe your commercial procurement and corporate review processes (purchasing and sub-contracting). For instance, will all procurement authority reside at the site level or will any procurements require approvals at a higher corporate level? (The Government is looking for an efficient streamlined procurement process with the lowest level approval authority as practical. Process must also be highly-responsive to emerging government requirements.)
 - xiii. If desired, describe any proposed efficiencies and innovations and how they will benefit the Government. Include proposed SOW language to incorporate the efficiencies and innovations and where in the SOW they should be placed.
- d. Format: Contractor's format is acceptable.
- e. Distribution:
1. BR/Contracting Officer
 2. CA/Contracting Officer's Representative
 3. CC/Alternate Contracting Officer's Representative
- f. Submission:
1. Initial: Due with proposal.
 2. Final: Contract start +60 calendar days.
 3. Approval: Contract start +90 calendar days.
 4. Update Frequency: As required.
- g. Revisions: Revisions to this DRD shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Labor Relations Plan	February 4, 2016	DRD-M08	NNJ16556087R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>)			5. DRD Category: (check one)
To evaluate the offeror's approach to working with organized labor.			<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (<i>Optional</i>)			7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)
FAR 52.222-1, Notice to the Government of Labor Disputes Attachment L-1, Resource Planning Document			DRD-M01, DRD-M13
8. Preparation Information (<i>Include complete instructions for document preparation</i>)			
<p>Data Type: 2</p> <p>Scope: The content provides the offeror's approach to working with organized labor. A Labor Relations Plan is required from the prime contractor and any subcontractor proposing work on the contract that is currently represented by organized labor.</p> <p>Content:</p> <p><u>Labor Relations Plan:</u></p> <p>This content will be used to evaluate the offeror's approach to working with organized labor.</p> <ol style="list-style-type: none"> 1. Describe your organized labor plan for this contract. Include a list of specific positions falling under each Collective Bargaining Agreement (CBA). 2. Describe the plan for recognizing the monetary terms of the existing collective bargaining agreements. 3. Describe how your proposal is responsive to all existing wage determinations and the monetary terms of the collective bargaining agreements. 4. Due to significant organizational changes from prior contracts as noted in Attachment L-1, Resource Planning Document, describe your plan for ensuring a new CBA is in place by contract start. 5. Provide the name and describe the experience of the proposed person(s) who will be responsible for working labor relations issues, including that person's experience in negotiating CBAs and resolving grievances. State where that person(s) will be physically located, their position in the organization/company, and the level of autonomy that person will possess. Describe who will be responsible for working labor relations issues for each location that work is being performed. 6. Describe how you will promote and maintain harmonious labor relations during Phase-in and for the life of the contract. 7. Referencing the typical versus augmented staffing requirement contained in Attachment L-1, Resource Planning Document, describe how you will accommodate cross-training, cross-utilization, certifying, and managing union personnel to fully utilize all available resources, including short and/or long term reassignment, to maximize productivity in meeting daily priorities. 			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123. See work page for instructions.)

8. Describe how the CBA will give the ALICE Executive Manager the flexibility to move qualified staff between quality production inspector and maintenance positions without loss of benefits or security (e.g. inspector to aircraft mechanic to inspector) as long term needs dictate.

Format: Contractor's format is acceptable.

Distribution: Due with proposal.

Submission: Due with proposal.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No. (Procurement completes)
Contract Phase-In Plan	02/23/16	DRD-M13	NNJ16556087R
4. Use <i>(Define need for, intended use of, and/or anticipated results of data)</i>		5. DRD Category: <i>(check one)</i>	
To describe the Contractor’s implementation approach to transition systems, functions and data responsibility from the incumbent contractor.		<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA	
6. References <i>(Optional)</i>	7. Interrelationships <i>(e.g., with other DRDs) (Optional)</i>		
<p>8. Preparation Information <i>(Include complete instructions for document preparation)</i></p> <p>a. Data Type: 1</p> <p>b. Scope: The ALICE Phase-In Plan provides for the transfer of all on-going activities along with supporting logic and rationale. The period one award fee evaluation criteria will consider the successful implementation of the contractor’s phase-in.</p> <p>c. Content: The Phase-In Plan shall describe the overall plan for transition. At a minimum, the plan shall address:</p> <p>i. Approach for ensuring continuity of service, including:</p> <ol style="list-style-type: none"> 1) The name and experience of the proposed person who will be responsible for Phase-In execution. This person shall be located at Ellington Field for the duration of Phase-In. 2) Metrics used to determine contract phase-in progress along with a schedule with key milestones, personnel responsible for those milestones, and process flow chart to illustrate actions and utilization of the phase-in period including informing NASA of milestone status. 3) Employing highly-productive, trained and qualified personnel. Include approaches to ensure employees are fully trained, task proficient and task certified at contract start. 4) Phase-In organizational chart 5) Procedures to verify that all subcontracted efforts will be in place as necessary to accomplish the Statement of Work at contract start. 6) Approach for attracting and providing fully-qualified production inspectors and integrating them into the workforce. Note: Contractor quality production inspectors will provide the majority of second level maintenance action sign-offs, which is a significant change from the current contract. Reference Attachment L-1, Resource Planning Document. 7) Risks associated with Phase-In Period and risk mitigation strategy ensuring a new CBA is in place by contract start. <p>ii. Plan for property control transfer including schedule and milestones for the following areas:</p> <ol style="list-style-type: none"> 1) Repairable and consumables stock including bench stock items 2) Installation Accountable Government Property <p>iii. Security considerations, including Homeland Security Presidential Directive (HSPD)-12 badging requirements.</p> <p>d. Format: Contractor’s format is acceptable.</p> <p>e. Distribution:</p> <ol style="list-style-type: none"> 1. BR/Contracting Officer 2. CA/Contracting Officer’s Representative 3. CC/Alternate Contracting Officer’s Representative 			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC –STD-123. See work page for instructions.)

- f. Submission:
 - 1. Initial: Paragraph c, Subparagraph i, Items 1-7 are due with proposal
 - 2. Final: Contract Award + 10 working days (Paragraph c, Subparagraph i, Items 1-7, and paragraphs ii and iii)
 - 3. Approval: Contract Award + 15 working days
 - 4. Frequency: As required

- g. Revisions: Revisions to this DRD shall be incorporated by change page or complete reissue.

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123. See work page for instructions.)

1. DRD Title	2. Date of current version	3. DRL Line Item No.	RFP/Contract No.
Total Compensation Plan	April 19, 2016	DRD-M15	NNJ16556087R
4. Use (<i>Define need for, intended use of, and/or anticipated results of data</i>)			5. DRD Category: (check one)
The Contracting Officer must evaluate the reasonableness of compensation for service contracts in accordance with NFS 1831.205-670.			<input type="checkbox"/> Technical <input checked="" type="checkbox"/> Administrative <input type="checkbox"/> SR&QA
6. References (<i>Optional</i>)			7. Interrelationships (<i>e.g., with other DRDs</i>) (<i>Optional</i>)
FAR 52.222-41, "Service Contract Labor Standards" FAR 52.222-46, "Evaluation Of Compensation For Professional Employees" FAR 52.237-10, "Identification of Uncompensated Overtime" NFS 1852.231-71, "Determination of Compensation Reasonableness"			
8. Preparation Information (<i>Include complete instructions for document preparation</i>) Data Type: 1 Scope: The Total Compensation Plan shall identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees in all proposed labor categories, including those personnel subject to union agreements, the Service Contract Labor Standards, and those exempt from both of the above. The Total Compensation Plan 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). The Plan shall address the requirements of the Service Contract Labor Standards and commit to the compliance of all wage determinations. The Total Compensation Templates shall be provided as part of the Cost/Price Volume of the proposal, and will be evaluated as part of both the Total Compensation Plan and the Cost/Price Volume. Content: (1) State the company name(s) of the prime offeror (or joint venture team members) and subcontractor(s), using the subcontractor definition found at NFS 1852.231-71(b). For subcontractors that will submit a TCP, state whether the Government can share your compensation data with the prime offeror. (2) Provide the contractor's company salary range/wage information for each labor classification identified. Describe planned escalations for exempt and non-exempt employees. (3) Discuss the contractor's company's fringe benefit policies and practices, including leave programs. Differences between fringe benefits offered professional and non-professional employees shall be highlighted. Indicate any other differences in fringe benefits among working groups. Inclusive of, but not limited to, address the contractor's company policy on short and long term disability insurance, and life insurance, including information on the types of benefits offered, the effective date of coverage, and the company share of premium costs. Discuss other salary payment policies and the timing of these benefits, such as vacation leave, sick leave, paid-time off, cost-of-living adjustments, overtime pay, holiday pay, and any other premium pay anticipated. (4) Describe the contractor's company policy on health insurance coverage, including information on the types of health insurance benefits offered, the company share of premium costs, what co-pays are required, the deductibles, the effective date of coverage, and the anticipated escalation of insurance costs.			

JSC DATA REQUIREMENTS DESCRIPTION (DRD)

(Based on JSC-STD-123. See work page for instructions.)

- (5) Describe the contractor's policy on retirement/savings plans, including how much the company provides toward the plan, information on vesting, and details on when the specific benefits are allocated to the employees.
- (6) If uncompensated overtime is proposed, it shall be in accordance with FAR 52.237-10, "Identification of Uncompensated Overtime". If proposed, the contractor shall discuss the effects of uncompensated overtime on the Total Compensation Plan, and provide a discussion as to whether the uncompensated overtime is voluntary or involuntary. Describe the possible effects that uncompensated overtime will have on employee morale and retention. The contractor shall provide a copy of the company policy for uncompensated overtime with proposal.
- (7) The contractor shall describe incentives to motivate and reward performance and to encourage the recruitment and retention of personnel. The contractor shall describe the policies, procedures, and experience related to these incentives.
- (8) Explain how wage/salary ranges were established. Supporting information shall include data, such as recognized national and regional compensation surveys and studies of professional, public and private organizations used in establishing this proposed TCP. The contractor shall provide written support to demonstrate that its proposed compensation is reasonable.
- (9) The contractor shall describe their commitment for compliance with the Service Contract Labor Standards and all wage determinations. The contractor shall include the rationale for any conformance procedures used or those Service Contract Labor Standards employees proposed that do not fall within the scope of any classification listed in the applicable wage determination.

Format: Contractor's format is acceptable but must include the content listed above.

Distribution:

- (1) BR/ Contracting Officer
- (2) CA/ Contracting Officer's Representative
- (3) BD/Contractor Industrial Relations Officer

Submission:

- (1) Initial: Due with proposal
- (2) Frequency: Update and submit upon any major TCP changes, and update every three years.

**The National Aeronautics and Space Administration (NASA)
Lyndon B. Johnson Space Center (JSC)**

**Aircraft Maintenance Logistics Integration
Configuration Management and Engineering
(ALICE) Pre-Proposal Conference Information**

When: Wednesday, July 27, 2016
Time: 8:30 a.m. Central Daylight Time (CDT)
Location: NASA/JSC Gilruth Recreation Center
Lone Star Room
2101 NASA Parkway
Houston, TX 77058

Directions:

http://www.nasa.gov/pdf/613625main_Directions-to-Gilruth-JSC_v2.pdf

Attendance of the ALICE Pre-Proposal Conference is neither required nor a prerequisite for proposal submission and will not be considered during the evaluation process. Following the Pre-Proposal Conference, Government presentations and a revised list of interested parties that includes Conference participants will be posted to the Federal Business Opportunities website (FBO): <https://www.fbo.gov/> and linked to the ALICE website: <http://procurement.jsc.nasa.gov/alice/>.

All questions regarding the ALICE Pre-proposal Conference shall be directed to the Contracting Officer, Justin A. Mason via email to jsc-alice@mail.nasa.gov.

ALICE PRE-PROPOSAL CONFERENCE SCHEDULE OF EVENTS

All activities associated with the Pre-Proposal Conference will be at the NASA/JSC Gilruth Recreation Center, 2101 NASA Parkway, Houston, TX 77058. Badging is not required to access the Gilruth Recreation Center.

Date: Wednesday, July 27th

8:30 a.m.	Check-in and seating
9:00 a.m.	Presentations

The Government will respond to questions regarding this procurement provided such questions have been received at least five (5) working days prior to the conference. Other questions will be answered at the conference or in writing at a later time. All questions, together with the Government's response, will be

transmitted to all solicitation recipients via the government-wide point of entry (GPE).

Interested parties are encouraged to submit written questions following the ALICE Pre-Proposal Conference Presentations. A copy of the Pre-Proposal Conference presentation charts and the official answers to questions will be posted to the ALICE procurement website after the Pre-Proposal Conference event.

Any changes to the times, dates, or location of the conference and subsequent events will be posted to the Federal Business Opportunities website (FBO): <https://www.fbo.gov/> and linked to the ALICE website:

<http://procurement.jsc.nasa.gov/alice>

Additionally, please note that there will be a WebEx pricing overview presentation conducted on Monday, August 1, 2016 at 9 a.m. CST. This information will not be discussed at the pre-proposal conference. Additional details will be provided at a later date.

ALICE PRE-PROPOSAL RSVP REQUIREMENTS

Due to space limitations, representation of any potential Offeror may not exceed 4 company representatives/persons per Offeror.

Potential Offerors interested in attending the **ALICE Pre-Proposal Conference Presentations shall RSVP by 12:00 p.m. CDT on Monday, July 25, 2016.**

Interested parties are requested to complete their registration electronically at the link below.

REGISTRATION LINK:

<https://baforms.typeform.com/to/YKLjk1>

**Aircraft Maintenance, Logistics, Integration, Configuration
Management, and Engineering (ALICE)
Pre-proposal Conference Virtual Lync Session –Cost/Price Volume III**

When: Monday, August 1, 2016

Time: 9:00 a.m. -11:00 am. Central Standard Time

Location: Virtually via Lync

Lync Address: <https://meet.nasa.gov/rebekah.mcclure-1/VB8SEC3G>

Dial-in Local/Toll-Free: 1-720-259-6462/ 1-844-467-6272

Participant Code: 178382

[First Lync Meeting?](#) – Lync Instructions

AGENDA

9:00 AM – 11:00 AM Pre-proposal Conference – Pricing Discussion

You may submit written questions to be answered during the conference or at a later time. Questions shall be submitted electronically in writing to the below email addresses.

Name: Justin A. Mason, Contracting Officer

Email: jsc-alice@mail.nasa.gov

Any changes to the time, date, or location of the conference will be posted on the ALICE website at the following address:

<http://procurement.jsc.nasa.gov/alice/>