

- 1) Oral Proposal: Can we use PowerPoint slides for the oral proposal or do they have to be overhead projector slides?
 - A. That is the decision on the offeror presenting.

- 2) Domains I, II, VI, VIII, and IX: It appears from the RFP that only a single staff management plan (10 pages) and description of Key Personnel (20 pages) is asked for regardless of the number of domains we are applying for. Is this correct? We ask because it is clear that separate and distinct oral proposals are required for each domain, but it is unclear if a separate staff management plan and description of key personnel should precede each (e.g. each domain proposal stands alone? Or are the domains integrated for the purpose of the staff management plan and description of Key Personnel?)
 - A. Correct – the domains are integrated for the purpose of the first criteria.

- 3) Subcontractors: If one of our subcontractors is a large business, do we have to indicate as much under the domain in which we plan to subcontract to them, even if we (a small business) will be serving as the lead for this task?
 - A. No.

- 4) Reading page 68 of the RFP, it states "Include experimental design and possible or probable outcomes of approaches proposed." Does this mean that SAMHSA is mandating 'experimental design' in all of the hypotheticals?
 - A. No.

- 5) Page 71 presents a table of page limitations. This table suggests that the oral presentation for Domains I, II, VI, VIII, and IX will have the following order: 1) Technical approach, 2) Overview, 3) Presenter page. Is our interpretation correct? If yes, may we change the order of our oral presentation for Domains I, II, VI, VIII, and IX. For example, could the presentation be made in the following order: overview, presenter page, and technical approach? Alternatively, could the order be: overview, technical approach, and presenter page?
 - A. The offeror' choice on how they present the information.

- 6) Should the order of the slides in the submitted technical proposal correspond to the order in which we would present the slides during the oral presentation?
 - A. For the Technical Approach – yes.

- 7) Should we submit separate sets of projects to support past performance for the two sets of domains? Or a single set of projects across both sets of domains? We are asking this question from the perspective that SAMHSA has indicated the projects listed should be “similar” to those proposed. The two sets of domains are quite dissimilar.
 - A. A single set of projects across both sets of domains.

- 8) The RFP asks for five completed projects conducted during the past three years. The requirement also applies to subcontractors. Does SAMHSA wish offers to submit: (1) a total of five completed projects for the prime and subs combined; (2) five completed projects for the prime plus five completed projects for all subs collectively; or (3) five completed projects for the prime plus five completed projects for each major subcontractor.
 - A. SAMHSA realizes that some organizations might have numerous contracts. If the offeror wishes to limit the number of past performance evaluations that will be allowed. If the organization was to limit between 10 – 15 that will be sufficient. The subcontractors however should also submit a couple of past performance evaluations if available.

- 9) Are the actual rates & supporting payroll documentation required for subcontractors and consultants.

- A. If the offeror is aware of the name of the individuals in the categories then they can propose the actual rates. Supporting documentation is for Key personnel (*). The same goes for subcontractors. The consultants would be listed with their fee.
- 10) SAMHSA seems to have taken a different position, saying that past performance of prime and subs “will be weighted equally as the capacity of the overall team.” Does this mean that proposed subcontractors are truly being given the same weight as the prime in evaluating past performance, or does it depend on the extensiveness with which subcontractors are proposed? Is subcontractor past performance limited to those with a major role, as indicated in the RFP, or does it apply to all proposed subcontractors? Use of subcontractors could be apportioned on the basis of the proposed allocation of work for one set of domains based on hypothetical tasks.
- A. All past performance evaluations submitted to DCM that relate to a particular offeror will be rated against the section m criteria, and then averaged to give a combined score to the offeror.
- 11) Some offerors will be bidding as both prime and as subcontractors in different proposals. A given bidder might be using different projects for past performance in one proposal compared to another because of differences in role. The extent to which these are different also depends on SAMHSA’s answer to the question above about the number of completed contracts it wishes be included for prime vs. subcontractors. Will the same completed Contractor Evaluation Forms be used for all proposals in which a particular company is bid? Or will they be tied back to the specific proposal in which a given project was listed for past performance? If the latter, how will this be accomplished? The Client Evaluation Forms do not provide a means of tying them back to a specific proposal.
- A. On the Evaluation Forms it is the Primes/subcontractors responsibility to make a notation on the bottom of Attachment #13 that identifies the relationship. For example: Evaluation for Subcontractor: ????? – under PRIME: ABC – RFP 283-07-1000
- 12) Regarding NAICS codes, the application of NAICS codes can vary widely. A given procurement reviewed by different contracting (or program) staff could be assigned two different NAICS codes. Many procurements could justifiably carry more than one NAICS codes. Non-Federal procurements do not carry a NAICS codes, but SAMHSA allows them to be included in past performance. Does SAMHSA wish us to provide the official NAICS code, which in many cases will be unnecessarily restrictive, and in some cases will be “NA” for non-Federal contracts, or does SAMHSA wish offerors to use their best judgment in arriving at the appropriate NAICS code for all projects included for past performance?
- A. We instruct the offerors to use their best judgment in arriving at the appropriate NAICS code for all projects included for past performance
- 13) Will the reviewers be assigning a yes/no (i.e., acceptable/unacceptable) grade to each oral presentation, by domain, or will they be assigning an actual numerical score for each presentation, by domain? If the latter, how are these scores combined with the ratings on the rest of the proposal to determine to which contractors awards will be made?
- A. Numerical Score – please see the presentation slide as a example sent out in Amendment #1 with one clarification that Staff Management Plan is a total of 15 not 10 as stipulated in the slide.
- 14) Across the set of domains for which oral presentations are required, much of the information SAMHSA has requested related to understanding of the problem will be common across the domains. It is likely that much of the relevant corporate experience will cut across domains. Similar, it is likely that key personnel will be proposed across domains. SAMHSA’s allocation of pages allows for 5 screen shots not specific to a domain plus 10 screen shots per domain. Do offerors have the freedom to reallocate screen shots within these totals? For example, would it be permissible for an offeror make a general presentation understanding, corporate experience, and proposed staff that cuts across the domains and exceeds 5 screen shots, but to stay under 10 screen shots per domain such that the total number of screen shots equals or less than the allowable

- total? Our purpose in asking is to reduce redundancy of what the reviewers have to observe and increase the efficiency of the overall orals process.
- A. No, the page number are specific to the areas (5 pages – overview and 10 pages per domain)
- 15) In the IDIQ Bidder’s Conference presentation, slide 35 – does the “Subcontracting Plan” refer to the Business RFP Section 4, RFP p75, Small Business Subcontracting Plan?
- A. Yes.
- 16) If the Small Business Subcontracting Plan is required for the IDIQ proposal, how does a vendor estimate the \$ value for the plan?
- A. Amendment #1 – stated that the SB Subcontract Plan is not required.
- 17) Personnel Section 7, RFP p78, – Signed agreements – Is this only for Key Personnel?
- A. Key Personnel not already part of the organizations, consultants and subcontractor – letters of commitment.
- 18) Are representatives from ALL subcontractors bid on a given domain proposal expected to present at the Orals presentation? Or would they appear only when they are named as Key Personnel?
- A. Choice of the offeror.
- 19) Business Proposal Instructions, RFP p72, Direct Labor – Is our understanding correct that “the offeror shall propose labor categories and their average labor hour costs” across all members of the prime/sub team and that we are not naming Key Personnel by name, title, hours, etc for this IDIQ proposal?
- A. No, if the Prime has multi people in the position – an average would be acceptable or the same for the subcontractor. The subcontractor submits their own proposal with their specific rates for their categories.
- 20) Does the 10pt font size requirement apply to tables and charts? Some federal agencies allow a smaller font size in that style of presentation.
- A. No.
- 21) Does the page limit on the appendix include the commitment letters? There's no mention of them in your answers to bidders’ conference questions about the allowable pages of appendices. (Bidders’ Conference responses: Q 2)
- A. The offeror may use the appendices however they seam fit.
- 22) Can we include a list of project and program references in the Appendices, rather than in the body of the technical proposal?
- A. Yes
- 23) Where should these charts be located, in the technical approach section or in the staff management section? (RFP, p. 69, Section (v) indicates that person loading charts are essential for discussion of domains, which makes us think that they should be included in the technical approach for each domain. But p 83, Section 1 requires a staff loading chart, but does not specify that it be related to the hypothetical projects proposed.)
- A. Staff Management section under the hypotheticals. There is an overall staff loading (page 83) where the offeror should show the staff availability.
- 24) Re: p. 83, Section 1 Does this require an overall staff loading chart in addition to those for our hypothetical projects? If so, what assumptions should we make about staff activities and workload given the indefinite nature of the scope of work under the IDIQ?
- A. Show the availability of the staff.

- 25) Re: P 70, III (f) (iv) “requests schedules for completion ... under both a short-term and longer term (2 year) project scenario. These shall be indicated for phases or segments as well as the overall package. “(Bidders’ Conference responses: Q 29) Does this mean that schedules for completion of hypotheticals shall be estimated, at a minimum for both 3 month and 2 year phases, regardless of the duration of the proposed hypothetical? Or, since we are applying in two domains that require hypotheticals, should one hypothetical be for a short term (3 month) project and another for a long term project (2 years or whatever is appropriate for the project proposed)? Where should this schedule information appear, in the technical approach to each Domain, or in the Staff Management section? (RFP Section p. 70, Section f (iv)) (Bidders’ Conference responses: Q 29)
- A. The schedule is a timeline, basically a 3 month intervals and the offeror should assume a 2 year phase. No, the hypotheticals are not considered 1 short and 1 long if proposed 2 domains. The schedule information should be located under Technical Approach.
- 26) Our understanding is that a large business prime and a small business prime in the same domain can subcontract to each other. Is that correct?
- A. Yes, if the small business is under the small business area.
- 27) Do we understand correctly that small businesses are not required to submit a Small Disadvantaged Business Participation Plan? If not required, would a small business benefit by doing so? (RFP p 78, Section 5) and (Bidders’ Conference responses: Q 92)
- A. No, a SDB are not required to submit a SDB Participation Plan. The SB is required Q92 to be able to earn the point for the SDBPP.
- 28) Do consultants have to complete the Online Representation and Certification Application?
- A. No
- 29) In the limitations on subcontracting (p 44, Section H. 19 (a)) can you define the term ‘unrestricted portion of a partial set aside’?
- A. If the project was a partial set aside then the side that was SB this would not be applicable to.
- 30) Are fold-out pages allowed in the technical proposal for large exhibits? Do they count as one (1) page?
- A. No.
- 31) For the Domains I, II, VI, and VIII presentations, are we allowed to use the PowerPoint "notes" pages as handouts to incorporate additional text?
- A. Page 65, it states 10 pages for each domain, no additional pages.
- 32) RFP Evaluation Criteria for Staff Management Plan (page 83 of 88) and Corporate Qualifications/Management Capability/Facilities/Equipment (page 84 of 88, specifically, M.2.3.a) seem to overlap one another somewhat. Please clarify the differences between these two chapters requirements regarding the management portion.
- A. The detail in the differences would be the staff management plan and the charts, with staff and availability, the other area is from a Corporate level. Each area has a different view point even though the information maybe similar.
- 33) In the RFP Evaluation Criteria for Key Personnel (page 84 of 88), it is specified that “Subcontractor relationships, if any, shall be delineated.” In the Evaluation Criteria for Corporate Qualifications/Management Capability/Facilities/Equipment (page 84 of 88, specifically, M.2.3.f), it is specified that offerers will be evaluated on “clear articulation of any subcontractor relationships.” Please clarify which aspects of subcontractor relationships will be evaluated in each of these sections.

- A. Again you will demonstrate in the staff management plan, but as a corporate qualifications you will want to further elaborate on the relationship with the subcontractors, work with previously, etc.
- 34) Do reviewers review all domains within a given proposal, or are there different reviewers for domains?
- A. All domains.
- 35) Is past performance evaluated by domain or across the proposal?
- A. Across the proposal.
- 36) In Section B4 of the RFP, both “Project Director” and “Project Manager” are listed as Key Personnel. In Section C2b and on page 69 of 88, the RFP references a Project Director/Project Manager as a single position. Are Project Director and Project Manager two separate positions that will have individual and separate evaluation criteria?
- A. In C2b, this area specifically lists the general classes of labor for the RFTOP as you will notice Specialist/analyst/etc are combined as well. On page 69 this area is not necessarily combining the positions as you see in following 2 lines and these are the same as on C2b. Yes the PD and PM are two separate positions and will be reviewed by the evaluation criteria.
- 37) Is the salary cap at \$183,000 or \$183,500 in direct costs (see page 39 of 88)?
- A. The amount is \$183,500. By the time these contracts are awarded this amount may be updated by the new Public Law.
- 38) For the labor classifications on page 5, should a contractor bid an individual exclusively in one category, or can the contractor place individuals in multiple labor categories?
- A. Individuals can be in multiple labor categories and provided their rates provided in the Business Proposal.
- 39) Page 64 of the RFP indicates that resumes of all key personnel are required. If an organization lists more than one person under a Key Personnel category, are we required to submit resumes for all those individuals or for at least one of the individuals in the Key Personnel category?
- A. Yes, resumes for all individuals proposed in Key Personnel category (*).
- 40) Page 72 of the RFP states, “The estimated cost for all Key Personnel who will be assigned for direct work on this project should be included along with payroll documentation.” If an organization lists more than person under a Key Personnel category, are we required to provide the estimated cost and payroll documentation for all those individuals or for at least one of the individuals in the Key Personnel category?
- A. Documentation for all individuals in the key personnel position.
- 41) Is the \$100,000 limit on subcontractors limited to \$100,000 per year of contract awarded, per labor category, per task order, per subcontractor or organization? Please clarify beyond the answer to question 42 of the Questions & Responses from the SAMHSA IDIQ Pre-Proposal Conference September 25, 2006 on page 9 of 19.
- A. Per Task Order, per subcontractor
- 42) Page 86, section 6 of the RFP states “In order for a small disadvantaged business submitting a proposal as a prime to get these points, it must also offer a small disadvantaged business subcontracting plan”.
- A. Page 77, 5. Small Disadvantaged Business Participation Plan and waive PEA.
- 43) If Small Disadvantaged Business (SDB) submitting a proposal as prime contractor is the only SDB in the proposal, how will the SDB points awarded?
- A. According to the criteria – plan submitted and PEA waived

- 44) Will a Small Business that is a SDB to receive the SDB points without submitting a small business contracting plan?
A. No.
- 45) Will the Hypothetical Assignment Management Plan be evaluated as part of Criterion 4: Technical Approach, or Criterion 1: Staff Management Plan?
A. Staff management plan.
- 46) Page 82 of the RFP states “The [Evaluation] factors are as follows: technical (which includes Section 508 Compliance, Small Disadvantaged Business (SDB) participation and past performance, if applicable), and cost”. However, 508 Compliance, SDB participation and past performance criteria appear to require a business proposal. Please clarify whether 508 Compliance, SDB participation, and/or past performance should be addressed in the business proposal or the technical proposal.
A. Business proposal – as stated in the rfp these criteria will be reviewed after the technical review for those in the competitive range and the scores from these criteria will be added to the technical score to receive a combined score.
- 47) We understand from the bidders conference that contractors are allowed to partner with more than one company within each domain. When Task Orders are issued for bidding, may a prime contractor submit a proposal with each of the partners in the original submission, or are primes only allowed to partner with only one company per submission? Please clarify.
A. It is the Primes decision on how to propose.
- 48) Please clarify the contents of the Appendix for Domains IX and X. Should each appendix contain:
 - Resumes for Key Personnel, 2 pages each
 - Letters of commitment for contingent hires, consultants and subcontractors
 - If there is any space left, additional materials, work samples, graphs
 - Is the page limitations 45 double pages ?
A. Correct
- 49) On page 83 of the RFP you state: “Provide evidence that the management plan, staffing pattern, project organization, and resources are appropriate and adequate for carrying out all aspects of the proposed project and are sensitive to issues of language, age, sexual orientation, race, ethnicity and culture.” What kind of information would constitute acceptable evidence of sensitivity to the aforementioned concerns? Please clarify/explain.
A. Evidence of this information can be gathered from experience of staff, previous work, resumes, etc.
- 50) If an offeror is submitting more than one domain, should each domain be in a separate binder, or should the domains a company is submitting as a prime have all the technical proposals in one large binder?
A. No, within the group for example Domain I, II, VI, VIII & IX a technical proposal would be cover letter, toc, intro, staff management, key personnel, corporate qualification etc, technical approach domain 1, technical approach domain 2, etc, appendices.

51)	Can you please clarify what is meant by "pricing arrangement" in section B.8?
A.	The cost plus award fee, amounts per year.

52) A.	Local, State, National, and International Policy (last full paragraph) – Please clarify the meaning of the last sentence “Even though the work carry out is similar to the other domains in the Statement of Work and this requires the Contractor to demonstrate the knowledge and sensitivity to the other different domains the Contractor is not required to be a Prime contractor under the other domains.” Meaning to receive an award in Domain IV you don’t have to be a Prime in the others
53) A.	Establish and Maintain a Technical Assistance and Training Program (2 nd full paragraph) “The Contractor shall identify and provide the Task Order Officer with CV’s/resumes of experts in the field who are available to provide technical assistance and training.” Can the government please clarify this requirement, given the page limitations for the proposal? We work with a very large number of subject matter experts whose collective resumes would run into the thousands of pages. This is for the RFTOP.
54) A.	Can the government please clarify what is meant by the last sentence in section F.7? Basically the contractor will not cause by their actions an interference to another contractor or the Government.
55) A.	1. <u>Concept Clearance Requirement:</u> This section seems exceedingly broad and restrictive. Does this concept clearance apply to items such as conference agendas, information sheets for grantees, and fact sheets containing publicly available information? Yes it is, yes it does if 50 or more are distributed
56) A.	Paragraph a. states that the government must provide notice of exercising its option at least 30 days prior to the expiration date of the contract. Paragraph b. states that the government “shall give the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the government to an extension.” These two statements appear to be in conflict. If the latter is correct, then at what point in time will the government actually exercise an option? 2 different issues 1) exercise a option and 2) extend an option currently in
57) A.	On page 37, in the Service/Product/Task Column of the annual amounts available for award fee table, it states “See amounts available annually at Section B.2.i. However, there is no Section B.2.i in the RFP. Is this a typo? Will be in the RFTOP
58) A.	In the last paragraph of Section H.2.b, it states “An Average of less than 60 (unacceptable) will result in a reduction in the base fee of \$1,000 for that six month rating period.” Is this a typo? Shouldn’t the rating period be 12 months (as indicated in the definition of rating table)? Yes typo - Should reflect twelve months
59) A.	The Award fee plan is confusing in some aspects. Our interpretation is that all the award fees for all task orders performed in a year are pooled together, then allocated an equal portion of the pooled dollar amount of the award fee for each task order, and then the percentage evaluation rating for each task order is applied. Thus, the evaluation of the individual task orders performance is not truly independent (as we may have expected it to be). This may discourage one from bidding on task orders that deem to be more complex or difficult, because of the risk that a contractor’s performance on the difficult task would not be as exceptional as their performance on other tasks. Would you please confirm that we have interpreted this information correctly? No, not correct – each RFTOP will have its own evaluation for award fee.

60)	<p>Technical Proposal Instructions for Domains III, IV, V, VII, X</p> <p>On page 70, section f. Corporate Qualifications and Experience, it reads: "It is essential that the offeror demonstrate the technical ability and subject matter expertise to design and conduct policy, program, and statistical analyses and technical assistance, as well as capability to organize and manage resources and personnel effectively." Please clarify that an offeror need only demonstrate the technical ability and subject matter expertise for the offeror's relevant Domain for its application. In other words, if an offeror is only applying for one Domain, the offeror does not have to demonstrate the technical ability and subject matter expertise for projects across the Domains.</p>
A.	In the domains proposed
61)	<p>The RFP instructions indicate that an offeror must submit a cost proposal for all hypotheticals created and responded to in the technical proposal. However, at the pre-bid Conference and in the Questions and Answers provided, offerors are instructed not to submit cost proposals for hypotheticals. Please confirm that offerors are not to submit cost proposals for the hypotheticals.</p>
A.	Correct as stated in Amendment #1 – no cost for hypotheticals – just overall Business.
62)	<p>Are letters of commitment from subcontractors and consultants required as part of the Technical Proposal for applications for contracts for Domains 3, 4, 5, 7, and 10?</p>
A.	Yes.

- 63) There is a statement that we must provide a list of the Oral Proposal Team. It isn't clear if this is part of the presentation, or if it is submitted with the proposal. Should this be on the first pages of the presentation? Or submitted separately with the proposal? Does this count against the page limits for the proposal?
- A. Page 71 – it is included in the page count
- 64) On Pages 22-23, there is a sequential list of special focus tasks under Domain VIII. Special focus areas are numbered 1, 2, 3, and 5. Is one missing (number 4)?
- A. This is mis-numbered – number 5 should be number 4.
- 65) For oral presentations, can SAMHSA arrange for the DoubleTree to provide a screen for presentations so that each bidder does not have rent one from the hotel?
- A. SAMHSA will attempt get a screen – however as stated in the RFP the offeror's are responsible for equipment needed for the presentation. When the offeror's are contacted for the Oral Presentation schedule the offeror may inquire if the screen will be provided.
- 66) Would the Government consider raising the threshold for consultant daily rates from the \$450 noted in the RFP? A rate of \$850 would seem to be more realistic given the kinds of persons contractors would (in many cases) utilize.
- A. No.
- 67) This question refers to page 70, Section F (iv) - Corporate Qualifications and Experience. If an offeror is developing more than one (1) hypothetical, is the Government expecting the Schedule of Work to be a consolidation or combination of the individual schedules from the multiple hypotheticals, or can the offeror select one (1) individual schedule from a hypothetical to fulfill the requirements of Section F (iv)?
- A. Each hypothetical
- 68) This question also refers to Section F (iv). The response to Question 29 from the Pre-Proposal Conference appears somewhat ambiguous. On the one hand, the Government indicates that "the two-year term is provided only as an example." On the other hand, the response states that..."only one (1) situation is to be proposed for a two-year period." Is the two-year period of performance required, as indicated in the SOW, or would a one-year performance period be acceptable?
- A. Two-year period of performance required, as indicated in the SOW.

- 69) Should the work schedule for the hypothetical(s) be the same period of performance as the work schedule required under Section F(iv)?
- A. Yes
- 70) Section B.4 “Labor,” p. 5 of 88. We believe that not all indicated labor categories would be “key personnel” for all domains, and that this requirement may restrict the number of firms eligible to respond. For example, the current language would require a firm proposing in Domain IX, Web and Extranet Site Projects, to provide a resume and payroll documentation for a Senior Economist. May the Offeror propose key personnel from within the list provided in Section B.4 as the Offeror deems appropriate to the Domain(s) being bid? Alternatively, will the Government please clarify which key personnel apply to which Domain areas?
- A. Yes, the offeror is to propose in their Technical Proposal positions they determine to be relevant to the domains they propose. In the Business Proposal is was recommended to have all categories and rates and that was explained in Amendment #1. No.
- 71) Section B.4, Labor – The government provides a list of labor classifications for the project. What is the government’s definition of a Project Director and a Project Manager?
- A. No
- 72) Will future RFTOPs under this IDIQ be issued by individual domain or will they be issued under multiple domains? If it is issued under more than one domain, and company ABC is qualified only in one – how is it being reviewed in the proposal evaluation process?
- A. 1 Domain but as mentioned could be under both Large and Small.
- 73) On Page 5 of the RFP document a total of 60 labor categories are listed with 12 designated as “Key Personnel.” Is it required to produce names and resumes, as well as actual labor rates for those non key personnel?
- A. The resumes are necessary for those that are not Key Personnel (*).
- 74) On page 64 of the RFP under subsection titled “Key Personnel” it states “Offerors should assure that the project director, and all other personnel proposed, shall not be committed on federal grants and contracts for more than a total of 100% of their time.” Does SAMHSA want a statement attesting to this fact, or does the Government want an estimated percentage of time for Project Director and other key personnel? If so, is this required at time of IDIQ submission, or at RFTOP submission?
- A. A statement attesting will be sufficient. Of course during the contract period the detailed information will be requested.
- 75) Section C.6(d), p. 19 of 88, 4 sentence under subheading titled “Application” states “The Contractor must have a proven track record in developing effective partnerships with professional and advocacy groups, and garnering support and funding from them, private industry, and other governmental agencies, and in developing and presenting educational briefings to the entertainment industry and organizing recognition events for the entertainment industry for the purpose of promoting youth violence prevention and mental health promotion messages to the public.” We believe that this requirement is unnecessarily specific and may significantly reduce the number of competitors eligible to compete under this Domain. Will the Government reconsider this requirement?
- A. No.
- 76) Please expand upon your response to Question #3 from the Pre-Proposal Conference held on 9/25/06. Will a single technical review panel/committee (with identical members) review every oral presentation, and a different single technical review panel/committee (with identical members) review every “technical proposal” (excluding ONLY the oral presentations)?

- A. There will be review committee that reviews Domains 1, 2, 6, 8, & 9 both the written and listen to the Oral presentation. In addition there will be a review committee that reviews Domains 3, 4, 5, 7 & 10 written proposal.
- 77) Will either/both of the review panels/committees have “study sections” or some other subset of the entire panels, the members of which might review different Domains, Personnel, Management Plan, Corporate Qualifications, etc.?
- A. The reviewers will review all aspects of the proposals.
- 78) What percentage of the 40 points for the Technical Approach – Discussion of Domain Areas will be assigned to the hypothetical assignments?
- A. 40 points
- 79) Page 67, Personnel, Project Director requires identification of a “Project Director who will be responsible for the overall implementation of *any awarded contract.*” Page 69 of the RFP, Subsection d. Personnel/Staff Qualifications and Staffing Management Plan, provides that the Project Director has duties “...including...direction and oversight of all task orders awarded, and assuring the quality of work performed.” QUESTIONS:
- Is the IDIQ Project Director the same person as the Project Director for each of the Task Orders, or can they be different people? **Answer – can be different be specific.**
 - How can we designate Task Order Project Directors without knowing what RFTOPs will be released? **Answer True this is difficult – TBD or names of individuals that are qualified for the position.**
 - When preparing the Staff Loading Chart(s), and submitting Resumes of Key Personnel, is EACH Task Order Project Director considered Key Personnel, as well as the Project Director for the IDIQ Contract? **Answer Yes**
- 80) Page 70 of the RFP, Corporate Qualifications and Experience (i) requires that the Contractor “...Describe its corporate experience related to the domain(s) in which it is bidding...Where previous work for other sponsors is cited, *the offeror shall identify the sponsor, including the names of the Project and Contracting Officers, and their addresses and telephone numbers so that they may be contacted to assess the quality of the offeror’s performance.*” Do you want this contact information to be provided in the Corporate Qualifications section of the Technical Proposal, AS WELL AS in the Business Proposal (See page 73 of the RFP, Past Performance Information, that requires submission of a list of contracts, through use of Attachments 12 and 13)?
- A. Both – the information in the Technical Proposal will not be a lengthy – it documents past performance.
- 81) Please confirm that all Staff Loading Charts are to be included in the Management Plan sections of each of the two proposals as the response to Question 84 of the Pre-Proposal Conference held on 9/25/06 indicates, RATHER THAN including the Staff Loading Charts for the Domains in the hypothetical assignments for Domains 3, 4, 5, 7 and 10 and in the PowerPoint slides for Domains 1, 2, 6, 8 and 9?
- A. Correct
- 82) Page 19 of the RFP, Domain V states: “Contractor must have a proven track record in developing effective partnerships with professional and *advocacy groups*, and *garnering ... funding* from them...”
- Is fundraising a potential task under the SAMHSA IDIQ? **Answer: No**
 - Please describe the types of partnerships in which SAMHSA will engage with advocacy groups. **Answer: hard to determine at this time however, working with groups to deliver a message.**

- 83) In Section L, paragraph C.1, Business Proposal Instructions, the second paragraph says: “One business proposal with original signature . . .” but slide number 19, “What to Submit” has Business Proposal listed under each set of Domains. Should Offeror submit only one Business Proposal for both Technical Proposals (i.e., Technical Proposal for Domains I, II, VI, VIII, and IX and Technical Proposal for Domains III, IV, V, VII, and X) or two Business Proposals (one for each set of Domains listed above)?
- A It is 1 business proposal with original signature per grouped Domains. So to clarify the offerors are to submit an original business proposal for each technical proposal (max 2).
- 84) In Section L.2.A.(3), Separation of Technical and Business Proposal, and again in Response to Question Number 24 it says that: “The technical proposal shall not reference costs, however, resource information, such as data concerning estimated numbers of labor-hours and categories, materials, subcontracts, travel, etc. should be contained in the technical proposal . . .” Please explain what you mean by “resource information”. For example, under travel, is the Offeror to provide the following information: number of trips, number of travelers, number of days, etc. without providing the estimated lodging and per diem rates or air fare rates to get the total cost for travel?
- A If in a hypothetical this was in your situation you would discuss the situation/issue.
- 85) Under Section B.2, first paragraph it says: “Task Orders can be awarded with Options, which would allow them to exceed 12 months, but no more than 60 months if all potential options were exercised.” Please clarify if the maximum duration of a Task Order (TO) that comes out in Option Year 4 can only be for one year or whether the SAMHSA IDIQ will be extended for the duration of that TO.
- A.. No the TO can be a base year with 4 options years. The SAMHSA IDIQ will a max 5 years (base + 4 options years)
- 86) Does it matter whether the subcontractor labor rates are included or separated from the prime contractor labor rates in the Business Proposal, especially if both prime and sub have the same labor categories? Specifically, must their average rates by labor category be combined
- A. No each organization has their own cost proposal, however the Prime should list their subcontractors.
- 87) Should the diskette or CD submission for the Business Proposal include more information than the Breakdown of Proposed Estimated Cost (Attachment 8)? If more is needed, can you identify what other information should be provided.
- A. No, Categories, Rates, names, Fring, Overhead, indirects, G &A, etc, names of subs
- 88) Where will the pilot program(s) take place for Domain I? Will there be more than one pilot program going on at the same time? Will travel be included?
- A. Undetermined at this time
- 89) May Offerors use *Arial* font for tables, diagrams, and other graphics in lieu of the *Times New Roman* font?
- A. Font size cannot be smaller than Times New Roman 10pt (same as this document)
- 90) May Offerors use a smaller than 10 point size font for tables and diagrams?
- A. No

91)	Can the government please clarify the parameters of the hypothetical assignments as they relate to current/ past work? If a proposed hypothetical is not currently an explicit task or otherwise an explicit part of a Statement of Work, but is related to the work that is being performed in a current Statement of Work, does the proposed hypothetical qualify as legitimate for this solicitation?
A.	If not part of a domain and not under the SOW then is wouldn't fit as a hypothetical. No – page 68

92)	<p>The language in this section seems to indicate that each hypothetical discussion should begin with an understanding of all relevant issues facing SAMHSA in the next five years. Since there are only 15 pages per hypothetical, does SAMHSA intend for offerors to use the first several pages of each hypothetical discussing these issues, even if it means restating them for each domain? Alternatively, can offerors precede all of the hypotheticals with this discussion, as long as the total number of pages does not exceed 15 per domain?</p>
A	<p>This was addressed in Amendment #1. The hypothetical under each domain is the technical approach for a specific task (subtask) under that area. In addition, a brief understanding of other relevant issues under that particular domain.</p>
93)	<p>This section indicates that a Senior Writer/Editor will be identified as key personnel in Task Orders. There is, however, no labor category of “Senior Writer” on page 5, nor is the category “Senior Editor” checked as key personnel. Can the government clarify?</p>
A	<p>If this is determined necessary for the RFTOP then that requirement will be stipulated</p>
94)	<p>We note that the Prime Contractor under an IDIQ award has certain administrative, management and reporting requirements, regardless of whether they win individual Task Orders. We also note the following Q&A from the Bidders’ Conference:</p> <p style="padding-left: 40px;"><i>58) The IDIQ structure does not allow for costs associated with overall management of the IDIQ.</i></p> <p style="padding-left: 40px;"><i>A: While that is technically correct, a central contact person will be named for the convenience of SAMHSA and the contractors. This person would have overall responsibility for coordinating the resulting awards from the RFTOPs.</i></p> <p>Does the government’s response here imply that this contact person should be identified in the IDIQ proposal?</p>
A	<p>Yes</p>
95)	<p>Regarding the statement “[f]or the purpose of evaluation, travel expenses will be considered equal for all Offerors and will not be calculated in evaluating pricing proposals for contract award,” and after the Bidders Conference Q&As, we understand that the Government does not want budgets (travel <i>costs</i>) estimated for the hypothetical Domains, but does the Government want travel <i>assumptions</i> listed in the hypothetical? (e.g. “2 site visits to X state @ 3 nights lodging/visit”)</p>
A	<p>If relevant to the hypothetical then it is appropriate in the technical approach. Not required for the Business proposal.</p>
96)	<p>The RFP references that the business portion of the contract proposal will be subjected to a cost, cost realism and price analysis.</p> <p>Can the government clarify how this will apply to those Domains where there are no hypotheticals/budgets required? Is it the Government’s intention to base its reasonableness test solely on labor category rates for these Domains?</p>
A	<p>The cost / price will be based on the labor category rates, indirects. However before that is analyzed the technical proposal are reviewed and scored.</p>

97)	Can the Government clarify what types of commitments will be acceptable from consultants/subcontractors in the following situations:
A	<ol style="list-style-type: none"> 1. Is a signed letter of commitment from a consultant/subcontractor, containing the items identified in the RFP sufficient to constitute the “signed agreement” identified on p. 69? <p>Yes for the purpose of this.</p>
A	<ol style="list-style-type: none"> 2. Regarding SDBs, what does the Government mean by the reference “Enforceable commitments will be weighted more heavily than non-enforceable ones”? Does the Government consider a letter of commitment an “enforceable” commitment, or must an actual subcontract” arrangement” be in place? <p>Yes, No</p>
A.	<ol style="list-style-type: none"> 3. Will the Government accept a teaming agreement with the SDB as a “subcontract arrangement”? <p>Yes for the purpose of this proposal. However note when the awards are made actual sign subcontract agreements will be necessary.</p>
98)	Do the seven items listed in this subsection, to be detailed in subcontractor letters of commitment, apply only to subcontractors who in domains requiring hypotheticals (referencing the language at the top of page 72)? If yes, what information is required in letters of commitment from subcontractors in domains that do not require hypotheticals?
A	No
99)	Letters of Commitment from Consultants and subcontractors are listed as an evaluation factor for the Technical Proposal. Are these documents to be submitted in the Technical Proposal Appendices as well as the Business Proposal (as apparently required e.g. on p. 73/88). Can the Government please clarify?
A	Business proposal is not necessary
100)	<p>Must all subcontractors proposed on this IDIQ (at the time of proposal submission):</p> <ul style="list-style-type: none"> ▪ Have filed ORCA? Yes ▪ Have a DUNS number? Yes ▪ Have a rate agreement in effect, or have a cognizant contracting officer? <p>(some subcontractors proposed may not have heretofore done federal government work, and may not yet have such things in place) Yes, if not as stated in the slide if award is made there will be a timeframe to allow the offeror to negotiate an agreement with NIH.</p>

101)	<p>Understanding that the purpose of this IDIQ is to determine the capabilities of an Offeror (including a potentially complex team of Subcontractors and Consultants) and the reasonableness of their costs (fully burdened) and that the individual RFTOP awards will be based on specific proposals with complete cost details, would the government consider:</p> <ol style="list-style-type: none"> 1. Labor Category schedule that displays fully loaded (exclusive of fee) rates by year, for the Prime, Sub Contractors and Consultants, with an explanation of any rate escalation methodology, e.g. 2. deferring the requirement for supporting payroll data to the RFTOP Cost Proposals. This would not only simplify the government's review, it would also eliminate a potentially serious problem with confidentiality among sub contractors and primes?
A	<p>To respond to the questions above the following is what should be in the business proposal: Labor category – Name (if applicable) – rate for each year Fringe benefit rate Overhead rate (agreement attached) Indirect – G&A rate List of the subcontractors List of consultants and their fee Escalation rates Supporting documentation of key personnel is due at the time of the SAMHSA IDIQ.</p>
102)	<p>For a given RFTOP issued under IDIQ, may a small business which has qualified as a subcontractor with a large business in a domain, subcontract with another large business in that same domain if the small business has not won a contract with the first large business on previous RFTOPs issued under IDIQ? Similarly, may the small business subcontract with another large business even if it has won one or more contracts with the first large business?</p>
A	<p>It is up to the second large business would have to request a COA and following the information in the RFP.</p>
103)	<p>Is there a page limitation for the Business Proposal?</p>
A	<p>No</p>
104)	<p>Is there a Page limitation for Past Performance information?</p>
A	<p>In which proposal – technical information would be limited.</p>
105)	<p>May the font and/or margin requirements be modified for charts/tables, e.g. labor loading, skill matrices, timelines, flowcharts, which may typically be in smaller fonts?</p>
A	<p>No</p>
106)	<p>Do the font and/or margin requirements apply to the Business Proposal? Excel Spreadsheets? May 8/12 x 14 fold out pages be utilized in the Business Proposal if the content would better lend itself to such display?</p>
A	<p>No / yes</p>
107)	<p>Do the font and margin requirements apply to Resumes, or other documents in the Appendices?</p>
A	<p>Yes</p>
108)	<p>Will the current IDIQ Contracts be superseded by contract awards under this solicitation?</p>
A	<p>It is possible</p>

109) A	For purposes of proposal preparation, can the Government provide an average period of duration for Task Orders expected under this Contract? e.g. Based upon previous IDIQs, periods of performance were typically base year plus 3 /4 years. Is that to be expected here? We note that p.70 f (iv) talks about 3 month projects and 2 years. We recognize these may be mentioned for purposes of the hypotheticals, but can the Government comment whether they will be typical periods of awards under RFTOPs? Base plus 4 options
110) A	Regarding the required “Overall Contract Report” can you confirm that this will be submitted every six (6) months (“semiannually”) over the life of the contract? Yes
111) A	Are we correct in assuming TOO should be replaced with GPO Style Manual? Yes
112) A	May a (non-presenter) note taker be present/permitted at the oral presentation if the Offeror desires? No
113) A	For oral presentations, what type of A/V access will be available to Offerors if they supply their own equipment? Electricity
114) A	Regarding the Oral Presentations, is the Government able to disclose the number of Government personnel to whom the Offeror will present? No
115) A	Please confirm that “CSAT IDIQ” should read SAMHSA? Yes
116) A	Identifies a requirement that a floppy or CD ROM be provided with the Business proposal. This does not appear to be mentioned in the RFP. Can you clarify if required, and, if so, (a) In what format?, and (b) are separate CD’s required from subcontractors? PDF file or excel is able, yes to the sub.
117) A	This also does not appear in the RFP, other than this attachment. Is it required at this juncture, and if so, is it also required of subcontractors? Yes
118) A	The slide listing evaluation points lists 10 for Staff Management. The RFP at p. 84 lists 15 points, which would correctly add to the total 100 points. Are we correct that the RFP numbers are accurate? Yes – the slide should have reflected 15 points

120)	If there are subcontractors who wish to submit sealed proposals, should they be submitted through the Prime Offeror, or directly to the Government?
A	Through the Prime Offeror

- 121) Are labor rates for evaluation purposes only, or will offerors be held to these labor rates during the life of the contract? Will actual task order labor be budgeted at actuals?
- A. Yes, no and yes to actuals budgeted at the time of a RFTOP.
- 122) Should offerors propose separate rate schedules for subs and prime, or one set of rates for the entire project team?
- A. Separate rate schedules
- 123) How will other non-labor costs be treated on actual task orders? Will offerors bill actual costs plus applicable indirect costs and fee?
- A. Actuals
- 124) If offerors propose their GSA rates, what schedules(s) or SINs are allowed?
- A. If the SINs are close to the NAICS codes
- 125) L.2.B.III.f. (page 70) of the RFP pertains to corporate qualifications and experience, and yet paragraphs iv and v refer to schedules for completion of work and methodologies to be used for the project. Should paragraphs iv and v be deleted from section L.2.B.III.f of the RFP?
- A. No
- 126) If a contractor is working at a government site, what resources (e.g., computer workstations and associated equipment, workspace, etc.) will the government provide and what will the contractor be responsible for providing? If the contractor is required to provide equipment should this be priced in the proposal?
- A. If at government site equipment will be provided. If there was a requirement to provide equipment then it would be stipulated in the RFP.
- 127) Is the current version of the DIRM standards publicly accessible to ensure complete compliance within the proposal? Also is "Word Perfect" and "Lotus" still used within the SAMHSA Information Resources environments?
- A. Mentioned in the RFP, can also review site under H.5. Correction SAMHSA uses Microsoft products – Word, Excel, etc.
- 128) In business proposal submissions subcontractors typically provide proprietary cost data and the components of their costs directly to the Government and not to another corporate or private entity. Would HHS reconsider and allow subcontractors to provide supporting cost documentation separately or in the alternative, allow subcontractors to seal those documents so that primes would be submitting subcontractor supporting documentation, albeit sealed?
- A. The subcontractors are allowed to seal those documents so that primes would be submitting subcontractor supporting documentation
- 129) In response to question 8 during the September 25 pre-proposal meeting, the government warned offerors of the danger of omitting "a labor category which the government has determined to be necessary to the completion of work within a domain." Might the government provide offerors with its view of which labor categories are appropriate to each domain so that contractors might better understand the government's view of each domain, comply with the government's view, or – if we differ – provide an explanation for why we differ.
- A. No.

- 130) In response to question 57, the government states that “offerors should provide a staff loading that is that reflects the hypothetical situation.” Please confirm that a staff loading is not required for firms that are only bidding on domains I, II, VI, VII, and IX.
- A. Yes, but these domains should reflect staff availability
- 131) On pages 67 to 71 of the RFP, where does the section on domains III, IV, V, VI, VII, and X end?
- A. G. Corporate Equipment/Facility
- 132) Section B.4 Labor – Are the labor categories on this page optional, i.e., may the bidder submit rates for selected categories and propose new ones as relevant to staff proposed?
- A. as stated in Amendment #1 – the Government recommends rates for all categories and why. Further it stated that other staff positions could be added.
- 133) Section C.2 Task Orders – If the bidder is performing work for State Mental Health agencies, i.e. External Quality Review, is there any prohibition or potential conflict-of-interest through a future SAMHSA task order? For example, if the task order requested a company to evaluate mental health delivery systems, would there be individual task order conflict-of-interest requirements?
- A. No – don’t see any at this time but it depends on the actual work
- 134) Attachment 14 Notice of Intent – Is the bidder able to add other subcontractors and/or consultants at the time the proposal is submitted? At this time all consulting and subcontracting arrangements have not been finalized for the specific domains.
- A. No
- 135) Section L.2.B.e Use of Subcontractor – Please clarify the use of subcontractors; is it acceptable for a bidder to be a subcontractor to a small business in one domain and a prime bidder in another domain?
- A. Yes
- 136) The response to Question 4 allows offerors to submit labor category rates either unloaded with an indirect rate agreement, or loaded, which may be according to a GSA schedule. Is it acceptable for a prime (offeror) to provide fully loaded Time and Materials (T&M) rates if it does not have either audited rates or a GSA schedule?
- A. No.
- 137) The questions was raised regarding the time allotted for the Oral Proposal Presentation and if SAMHSA would give further consideration for adjusting the time to more fair to the individuals presenting.**
- A. After further consideration the following change in the 45 minute presentation:**
Each offeror will receive 5 minutes for an overview, then each offeror will be allowed 15 minutes for each domain that is proposed.
- 5 Minute for Set up**
 - 5 Minute for overview – presentation starts**
 - 1 domain proposed – 15 minutes**
 - 2 domains proposed – 30 minutes**
 - 3 domains proposed – 45 minutes**
 - 4 domains proposed – 60 minutes**
 - 5 domains proposed – 75 minutes**
 - 10 minutes the offeror leaves the room for Q&A to be determined**
 - 15 minutes for Q&A’s to be asked and answered.**
- If for example an offeror has proposed 2 domains – it is up to them to decide how they are going to utilize the 35 minutes (30 + 5 for overview) for their presentation.**