

Solicitation 2000-N-00120
Inquiries Document – Questions and Answers

Section B and Section/Attachment J.1

1. Question: Reference: Section B Question/Comment: Given the competitive environment in which this opportunity is being competed and the guidance provided for in FAR 15.402, it appears the offerors will not be required to submit cost detail for the proposed T&M and FFP labor rates. Is this a correct assumption?

Answer: Yes. In the event additional information is required, as allowed by FAR 15.403-3(b), the Government will specifically request the needed information from the Offeror. The Government anticipates that Offerors will propose loaded rates using the bases established by the offeror's cost accounting system the details of which are provided to CDC under the cost plus fixed fee portion of the RFP.

2. Question: Reference: Section B – Supplies or Services and Prices/Costs Under each contract type the words "Unit Price" appears. We assume this applies to Fixed Price but not to CPFF or T&M. Please clarify.

Answer: Section B.1 is not to be used at all for proposal purposes. Amendment #2 will modify Section B.1 to remove confusing language. "Unit price" is a term used in CDC's electronic contracting program (AMAS). The use of AMAS CLINS (Section B.1) is required post award when processing and funding task orders. Amendment #2 amends Section L.13 and clarifies the way offerors shall submit costs and pricing data. Offerors should develop their proposal based on Section J.1 in the format provided or in their own format.

3. Question/Comment: The directions to the contractor on the Cost Plus Type Task worksheet instruct the contractor that the "Estimated Cost should not include indirects or Fixed Fee. Backup Documentation for indirects should be submitted as attachments." Therefore it is assumed that the contractor should provide direct labor only on this worksheet. Is this a correct assumption? If it is, what, if any correlation will this table have to the total price requirement in Section B.1?

Answer: Offerors should not consider Section B.1 when proposing. Amendment #2 will clear up the language in Section B.1 so that it is clear this section is for post award use only. The Section J.1-Section B worksheets should contain blended/composite rates for both prime and subcontractor(s), fully loaded. The components of the blended/composite rates, indirects and fee, should be submitted as attachments in offerors' Business Proposal. See additional information provided in Amendment #2, Section L.13.

4. Question/Comment: Given the formulas imbedded in the Attachment J.1 Estimated Level of Efforts Hours – Section B are calculating the hours to which we are preparing our proposal, it appears rounding errors have occurred, such that the total hours reflected in the hard copy do not tie to the actual total hours in the table. For example: in the Base

period, the total in the hard copy is 294,341; however, when totaled electronically the total hours equal 294,344.

Additionally, for each option, the hours are increased by a .02 factor, except for Option 4 where the increase vacillates between .02 and .023. Please reconcile the hours between the hard copy and the electronic copy and clarify if the escalation factor in Option 4 is correct.

Answer: The estimated labor hours identified for each labor category in each contract period is correct. The spreadsheet totals will be corrected in Amendment #2.

5. Question: Based on the pricing requirements, it is our understanding that we are not required to bid Other Direct Costs. Is this correct?

Answer: That is not correct. You are expected to propose all costs, estimated and/or prescribed, as required, for contract performance unless otherwise specifically noted. For example, Amendment #2 will identify Government prescribed amounts for Travel and Training for the NITS contract. Offerors proposing on the NITS effort are expected to provide those dollars for travel and training in their proposal.

6. Question: When I read Section B, estimated level of effort labor categories, I could not understand numbers in matrix. Does the number mean dollars? For instance, for computer assistant, base pd: 520. Does it mean 520 dollars? Why is number so different between full and open competition and small business competition?

Answer: The numbers in the matrix are labor hours. The difference in the number of hours under the full and open competition and the small business competition is because the level of effort is very different. The labor hours needed for the small business set-aside are much lower than those needed for the full and open competition.

7. Question: RFP Section: Section B-Supplies or Services and Prices/Costs. The instructions for Section B are unclear. Please clarify whether or not a completed Section B is to be submitted with the Business Proposal. If yes, how is the form to be completed?

Answer: Offerors are required to submit a completed Section B.2 only in the Business Proposal. Amendment #2 will modify the language in B.1.

8. Question: Reference: B.1 Task Order CLINs The B-table specifies three columns of data: QTY/UNIT, Unit Price, and Extended Price. Are these columns to be completed for each of the 54 labor categories or is an average required for all labor categories? Also, how are ODCs to be represented in this format?

Answer: Section B.1 is not to be completed by Offerors at all. Section B.1 will be used during the performance of the contract in task orders. ODCs are not represented in this B.1 format at all. Section B.2 is to be used by Offerors in submitting their Business Proposals. See also Amendment #2, Section L.13 for further instructions.

9. Question: RFP Section: B.1, Task Order CLINS: Contractor performance for both the full and open competition and the small business competition will be both on the government site and off-site in contractor facilities. Section B.1 does not provide an opportunity to bid both on-site and off-site rates. Please clarify the government's intent to request both on-site and off-site rates.

Answer: Section B.1 is not to be used at all in submitting offers. Also, see answers 8 above and 108 below.

10. Question: B.1.: On page 2, the RFP states: "in pricing Time and Materials and Labor Hour CLINS, do not complete any Labor Hour CLIN." What pricing is requested for Labor Hour CLINS?

Answer: Section B.1 is not to be completed at all. Since the contract is to be awarded on a cost plus fixed fee basis, the Government anticipates that Offerors will complete Section B.2 for proposal purposes. See also Amendment #2, L.13 for additional instructions.

11. Question: B.1.: Does all CLIN pricing include fee?

Answer: Do not use Section B.1 when submitting proposals. Section B.1 language is corrected in Amendment #2.

12. Question: Reference: B.1 and B.2: Paragraph B.2 indicates that the CPFF table will be used for "Contract Award Purposes." Will the Government please describe how the Task Order CLINS in B.1 will be evaluated?

Answer: See answers 3 and 8 above.

13. Question: Reference: B.1: If only Section B.2 will be used for Contract Award purposes, will the Government consider removing B.1? Removing this section will greatly reduce the industry proposal production and Government evaluation effort.

Answer: See answers 3 and 8 above.

14. Question: B.2.: Should the totals equal the totals of all CLINS including CPFF, T&M, L/H, and FFP, or just the CPFF cost?

Answer: No. Only CPFF.

15. Question: Reference: B.2: Should offerors add a separate line item to this table to reflect the costs associated with Transition and Startup to aid in the government's cost evaluation?

Answer: Amendment #2 will correct the omission in Section B.2 and provide the necessary place for offerors to reflect costs associated with Transition and Start-Up.

16. Question: Reference: Section B, Page 2 of 96, Section F.4, Page 9 of 96. Please clarify whether or not the Phase-in period is supposed to be included in the cost estimate for the initial 3 month performance period. If not, Section B does not provide a CLIN for pricing phase-in.

Answer: See answer 15 above.

17. Question: Reference Attachment J.1: Does CDC want fee to be included in this attachment for CPFF type contract hours? If so, which fee level described in L.13 should be included (low, medium, high risk)?

Answer: Offerors should include fee and indirect rates when completing Attachment J.1 column entitled Hourly Rates for the CPFF hours. The offeror's bases for indirect rates and fixed fee should be submitted as back-up attachments to the Section J.1 spreadsheets. Offerors are told in Section L.13 to provide the fixed fee for contract award purposes using an average based upon offeror's low, moderate, and high risk fixed fee determinations and proposing a composite fixed fee dollar amount (See page 70 of the final RFP).

18. Question: Attachment B – Full and Open Competition – Excel Version This question is in reference to the instructions in the “Cost Type Task” tab within the spreadsheet. The instructions are: “Estimated costs should not include indirects or fixed fee. Back up documentation should be submitted as attachments.” Therefore, are we to assume that this chart would reflect our direct labor rates by labor category under the column hourly rates? If this is true, how should we account for the hours (and hourly rate) assigned to subcontractors?

Answer: Amendment #2 will correct the language. Attachment J.1 electronic forms will also be corrected. Estimated costs should be loaded. Back-up attachments will support the loaded rates. Create loaded rates for CPFF hours; combine these loaded rates with loaded rates for subcontractors to create composite rates. Subcontractors can either submit their Business Proposals direct to the Government or submit their cost proposals to their prime who will, in that event, submit it to the Government. CDC will review subcontractor cost elements at that time.

19. Question: In the Q&A's provided (#180), you indicated that you wanted blended rates for the prime and subcontractors. The final RFP is silent on this matter. Please clarify.

Answer: See answer 18 above.

20. Question: For indirect rates development, what should we use for an FTE? Schedule J.1 reflects 2080 hours per year for an FTE – this implies that no time-off should be proposed per FTE.

Answer: That is incorrect. 2080 is a Federal Government work year and Federal Government employees receive time off. CDC is not mandating Offerors use 2080 hours as an employee's work year. The number of productive hours contained in the contractor's work year may differ for each company depending upon the company's benefit plan and accounting practices. Your proposal should reflect your company's actual practices.

21. Question: Are the labor categories provided in J.1 inclusive of all of the actual positions for the NITS procurement or are they only for cost comparison and evaluation purposes? It seems that the RFP requirements are much more extensive than the Labor Categories reflected in J.1.

Answer: The hours are the Government's estimate of the level of effort required.

22. Question: It is our assumption that the labor categories and hours listed in J.1. are the only ones to be bid. Is this correct?

Answer: Yes. See answer 21 above and answer 101.

23. Question: Attachment J.1 includes in the Excel version a tab labeled "Option 4 J.25." This tab has no data. Should it be ignored for pricing purposes?

Answer: The tab labeled "Option 4J.25 should not have been included in the electronic version of the RFP and will be removed. Proposals should be based on the hours in the tab labeled "LOE3-26-01."

24. Question: Reference: Attachment J-1. Worksheet named "LOE3-26-01" and worksheet named "original". These worksheets appear to be very similar except for the hours. Which one is to be used for pricing? Also, Worksheet named Option 4.J.25 is blank. Is this the intent?

Answer: The electronic worksheets named "Original" and "LOE4.J.25" will be removed in Amendment #2. These two worksheets did not appear in the hard copy version of the RFP. See also answer 23 above.

25. Question: Attachment J.1 includes an Excel spreadsheet with 5 tabs. The tab labeled "LOE3-26-01" includes the same hours as the PDF file also provided as Attachment J.1. The tab labeled "Original" contains different hours. Should proposals be based upon the hours in the PDF file and Tab "LOE3-26-01"?

Answer: The tab labeled "Original" should not have been included in the electronic version of the RFP and will be removed. Proposals should be based on the hours in the tab "LOE3-26-01."

26. Question: Reference: Attachment J.1 Pricing Tables The Excel file "SectionJ01a.xls" contains multiple worksheets including "Total LOE3-26-01" and

"Original." The total hours on these two worksheets are not the same. We assume that the worksheet titled "Original" is not intended for use in proposal preparation. Is this assumption correct?

Answer: Yes. The spreadsheet titled "Original" will be removed.

27. Question: Reference: Attachment J.1 Pricing Tables Within the Excel file "SectionJ01a.xls," the worksheet titled "Cost Type Task" has a column with the heading "Extended Price." In this column, does the CDC require the actual Extended Price including Overhead, G&A, and Fee or the Extended Direct Cost, which excludes Indirect Costs and Fixed Fee?

Answer: CDC wants the loaded composite/blended hourly rates in the hourly rate column. In the extended price column CDC wants the composite/blended rate multiplied by the hours equaling the extended price. Also, see answer 3 above.

28. Question: Do the spreadsheets provided in Attachment J.1 need to be incorporated into the proposal? If so, where?

Answer: What is of critical importance is that the information contained in those spreadsheets be provided by offerors in the Business Proposal. CDC anticipated that Offerors would download the spreadsheets, complete them, and provide them with the Business Proposal. The information Offeror provides for the labor categories are the details of the Offeror's estimated costs and prices for the contract.

29. Question: For purposes of cost estimating, can you provide a breakdown of positions in J.1 by region (i.e., Morgantown, Cincinnati).

Answer: Section J.27 is revised in Amendment #2 to reflect the estimated percentage for each location.

30. Question: Attachment B – Full and Open Competition – Excel Version This question is in reference to the instructions in the "T&M Type" tab within the spreadsheet. Should loaded rates include fee?

Answer: Yes.

31. Question: Reference: Attachment J.1: The hours for Project Lead (formerly titled as Project Administrator) have been significantly reduced from app. 28 FTEs in the Draft RFP to only 1 FTE in the Final. Is this correct? If so, will the Government consider increasing the number of FTEs to a more realistic level?

Answer: The Government decided that a Project Administrator was not needed as a separately identified labor category. A number of the other labor categories include duties and responsibilities of a Project Administrator. The hours for Project Lead will remain unchanged.

32. Question: Reference: Attachment J.1: The hours for Production Control Coordinator do not appear to be reduced in the 3-month Basic Period, as is the case in all other labor categories. Is this correct?

Answer: The hours listed for the Production Control Coordinator are correct.

33. Question: Reference J.1-Section B: The labor category hours listed in Attachment J.1 are not rounded to whole numbers; this leads to rounding issues at the summary levels. Will the Government consider rounding these hours in order to avoid fractional hour distribution?

Answer: Amendment #2 will correct Attachment J.1.

34. Question: Reference: Attachment J, Section B, Estimated Level of Effort Labor Categories It would appear that LOE escalates by a factor of two percent per year beginning with Option Year 1. However, Option Year 4 escalates at a factor of 2.3% with Option 5 resuming with the 2% factor through the rest of the periods. Additionally, the hours per period do not add up from top to bottom with a net difference of 18 hours over the life of the contract (8,759,940 vs. 8,759,922). Please clarify the hours per category per year.

Answer: Each figure identified by labor category is accurate and the total will be corrected in Amendment #2.

35. Question: Although the hours on J.1 are shown by labor category there is not a table showing the number of hours by geographic location. What assumptions should bidders use by labor category for the portions of work to be performed at Atlanta, Washington, and Research Triangle Park? If the breakdown by labor category by location is not specified, then the incumbent will have a sizable advantage in knowing the proper locations for the work force and the evaluators will have a difficult time evaluating the cost proposals on an equal basis as each bidder will be using different assumptions.

Answer: Attachment J.27 will be amended to show percentage by geographic location. These percentages are based on the total estimated level of effort.

36. Question: Reference: Section J.1. – Section B, Estimated level of effort categories: The hours listed in J.1 are not in agreement with the number of months specified for the base period (3 months) and for option period 7 (9 months)?

Answer: This attachment will be revised in Amendment #2.

37. Question: In Attachment J.1, the tabs for the contract types include formulas that distribute hours by labor category based upon the base period. The summary of these hours by contract type do not match the hours in the PDF file due to rounding and blank cells. In order to facilitate evaluation of the offers, will CDC provide a revised set of

Excel spreadsheets that provides labor hours by labor category, contract year and geographical location for each contract type? Will these spreadsheets separate hours by customer site versus government site?

Answer: Attachment J.1 will be amended to reflect correct totals for each contract year. Also Attachment J.27 will provide a breakout by geographic location but the Government will not separate hours by customer versus government site.

38. Question: Reference: Attachment J.1: Attachment J.1 specifies the hours under the current CISSS contract and the percentage of hours by contract type. Attachment J.27 specifies the onsite, offsite split by geographic location. Would CDC please answer the following questions concerning the split of work? Must the bidders propose the exact hours listed in Attachment J.1 or can we reduce the hours if we believe the program does not require the number of hours shown?

Answer: CDC wants offerors to propose on the RFP as issued. In the event an offeror decides to propose a reduced number of hours, offerors are responsible for articulating and explaining the reduction. The Government will conduct cost realism based on the hours listed in the RFP. CDC believes that offerors who decide to provide an offer different than the RFP, provide that proposal as an Alternate Proposal (see Section L.8).

39. Question: The hours in Attachment J.1, Estimated Level of Effort, are provided by Option Period. The note on the attachment states that 95% of these hours will be CPFF, 4% will be T&M, and 1% will be FFP. Should the hours, by labor category, be applied by these percentages to each contract type for pricing purposes?

Answer: Yes. See additional instructions in Amendment #2, Section L.13.

40. Question: Reference Attachment J.1: Does CDC intend that bidders use the percentage LOE designated on the top of this Attachment, apply it to the hours shown by period, and translate the resulting dollars to Section B of the model contract? Do you want one model provided for each contract type?

Answer: The contract award is a CPFF type award; therefore, 95% of the total level of effort will be analyzed for award purposes. The remaining 5%, 4% for T&M and 1% for FFP will be evaluated using traditional pricing techniques in competitive acquisitions to make fair and reasonable determinations. It is not necessary to provide a contract model for T&M and FFP. Spreadsheets for T&M and FFP will be sufficient.

41. Question: Reference: Attachment J.1, Section B, Estimated LOE Labor Categories – Small Business Competition: Grand total hours for all periods of performance reads 490040. However, the totals for each year add up to 565332. Please clarify grand total hours for all periods of performance.

Answer: Amendment #2 will correct Attachment J.1, Section B, Estimated LOE Labor Categories – Small Business Competition.

42. Question: J.1.B: The Base Period and Opt. 7 for the small business competition (NITS) both appear to have 12 months worth of hours. It results in an additional 12 months of total contract hours when adding the hours by contract year, but does not equal the grand total shown. It is believed that the Base Period should be 1/4 of the hours in the table (3 months) while Opt. 7 should be 9/12 of the hours shown (9 months). Please clarify.

Answer: The spreadsheet for the small business portion of the contract will be revised in Amendment #2.

Section C and Section/Attachment J.2

43. Question: In section A. of the SOW under C.8 (page 10, 4th paragraph), the successful contractor is required to "inform the appropriate Technical Monitor (TM) of incumbent personnel who will not be placed on the task order" 15 days after task order award. We assume that this requirement means that the contractor must inform CDC who it will be offering a position to, not whether those personnel have accepted the position within the 15 days. Is this correct?

Answer: The contractor shall notify the Government Technical Monitor who is responsible for a particular task order, of any incumbent contractor personnel who will not continue working under that task order.

44. Question: Reference: C.8A, 2nd paragraph and F.4 This reference states task orders will be issued during phase in period, first 90 calendar days from date of contract award, with effective periods of performance commencing 30 days after award of the contract ..." Does this mean 30 days after award of the prime contract or after award of the task order? Or is it possible the Contractor could be in the phase-in period and on day 15 of the 90-day period could be issued a task order requiring performance effective day 30 of the phase-in period?

Answer: Contractor shall be ready to receive task orders for new work at any time after contract award, e.g., during the first 30 calendar days after contract award. The Contractor shall be ready to commence work under any task order issued during the life of the contract not later than 30 calendar days after issuance of the task order. The Government anticipated that Offerors would look at the entire RFP and understand there is a process both parties will go through from the time the Government gives the Contractor a "request for task order" and the time the Contractor commences work on the task order (see Section G.15). Finally, CDC anticipated that it could be difficult for the Contractor to begin new work sooner than 30 days after award of the contract; however F.4 specifically states that if the parties come to agreement sooner, then the Contractor could start work on the task order sooner than 30 days after award of the contract.

45. Question: Reference: C.8,A, 2nd paragraph and F.4 Please confirm it is the Government's intent to issue a separate task order for Program Management support.

Answer: The Government anticipates that all costs that can be directly attributable to a task order will be charged to that task order. The CDC may issue a management task order but only for costs that are not easily allocated or attributed to specific task orders. The Government does not intend to issue a separate task order solely for program management support.

46. Question: Reference: J.2 - SOW, C.8 Task Performance, Page 10, Small Business Set-Aside paragraph -For the 50% of work performed off-site in Morgantown

and elsewhere, to what extent will the government furnish computing equipment, licenses and data communications equipment and costs?

Answer: The contractor is expected to furnish all equipment necessary to off-site (contractor site) employees. The software licenses identified in Section J.28 will apply to equipment at contractor facilities provided the equipment and software are exclusively used to perform work under this contract.

47. Question: Reference: J.2 - SOW, E. User Information/Help Desk, Page 15 What are the services currently provided by the InfoDesk for the NITS effort and how do they relate to CITS support?

Answer: Offerors are asked to submit proposals based on the contents of the RFP. The items listed under this Statement of Work section, including the InfoDesk are intended to represent tasks that the contractor could be asked to perform.

48. Question: Reference: J.2 - SOW, F. Networks and System Management Support, page 15 Can you elaborate on the actual Preventive Maintenance activities performed under NITS?

Answer: The details of any required Preventive Maintenance activities will be identified at the time a task order is written.

49. Question: Reference Section C.8.G: Training Facility Where does CDC want bidders to reflect the cost of this facility in the pricing model?

Answer: ODCs is the apparent place. CDC intends that Offerors will reflect all costs, including facilities, to support their proposal. CDC anticipates that Offerors will provide the information for the training facility in the Business Proposal.

50. Question: Reference J.2 SOW, Section C.8.G Training Facility The SOW states: "The required workstation software (most current version) is listed in CDC/ATSDR Microcomputer and LAN Standards/Guidelines. All computers and workstations must meet the configuration stated in the CDC and ATSDR Microcomputer and LAN Standards/Guidelines. "

- Are all software licenses to be provided by the contractor?
- Should PCs be configured with only Level I software as defined in the CDC/ATSDR Microcomputer and LAN Standards/Guidelines?

Answer: The contractor is expected to provide all necessary software not identified in Attachment J.28 (Government Furnished Software) as being provided by CDC. The contractor is not required to configure the training PCs with every Level 1 software product listed in the microcomputer and LAN Standards Guidelines, but those products must be available if needed. It is also acceptable, but not required, for the training room

computers to be configured with Level 2 software products. If any Level 3 software is needed for training purposes, CDC will provide it at that time.

51. Question: Reference Section C.8: Place of Performance Due to the “as needed” nature of the support provided on a per diem basis – is it correct to assume for the per diem (for both CONUS and potentially OCUNUS) support is included in the Government’s RFP specified travel figure and not to be estimated separately by the Contractor?

Answer: Yes.

52. Question: Section C.9.J requires contractor employees performing at the CDC site to have an NACI security clearance. Will CDC pay for and conduct the background investigations necessary to process these clearances?

Answer: Yes, the Government will pay for and conduct the background investigations for the NACI clearances.

53. Question: Reference: Attachment J, Section C.9 (C), Bi-Annual Status Briefings The RFP states that the Contractor shall perform bi-annual briefings on a regular basis. The draft stated quarterly briefings. Are we now only required to do semi-annual briefings?

Answer: Yes. The contractor shall perform bi-annual briefings.

54. Question: C.14.C: This section states that task orders “may also address monetary incentives concerning staffing requirements...” Does this apply to incentives to the employee such as sign-on bonuses, or does this apply to bonuses to the contractor for filling positions within a set timeframe, or something else? Please explain.

Answer: This applies to the Contractor. Incentives **may** be offered. An example of this could be if there is a particularly hard to find technical expertise needed for a new Task Order. The Government might offer the Contractor an incentive by offering an amount of money if the Contractor fills that position in less than 30 days.

55. Question: Attachment J.2, Section C.17—Reporting Requirements, Subsection E, Automated Information System Security Plan references NIST Publication 800-18. This plan is to be delivered 90 days after contract award. What is the correlation between the Security Plan required by Section L to be delivered in proposal section 2 and the AIS Security Plan?

Answer: Section L is a requirement designed to give the Government an overview of Offeror’s security plans. C.17E is for the CITS and NITS Contractors to deliver the CITS/NITS AIS Security Plan specifically designed for the CITS and NITS contracts.

Section F

56. Question/Comment: Reference: F.2. Period of performance (Task/Delivery Order contracts)(Jul 1999) (a) Contract: “The period of performance is anticipated to be a base period of performance of three months, beginning on or about April 01, 2002 and ending June 30, 2002.” F.4 Phase-In Period states” the phase-in period shall be the first 90 calendar days from the date of contract award,...”: Is the base period and the phase-in period one and the same?

Answer: It is coincidental that this is the case. The Basic Period of Performance and the phase in period are not the same. The phase in period would be 90-days regardless of the length of the Basic Period of Performance.

57. Question: Section F.2 references “one final option period that begins on or about July 1, 2008 and ends on or about March 30, 2008.” We assume this date is meant to be May 30, 2009 to support the 84-month period of performance. Please clarify.

Answer: Amendment #2 will reflect the end date of March 31, 2009; the correct end date.

58. Question: Reference: Section F.2 Period of Performance. The final RFP states a period of performance of 84 months; however, the end date is given as March 30, 2008 (which is 72 months from contract start date). We assume the end date is March 30, 2009. Is this assumption correct?

Answer: See answer 57 above.

59. Question: Section F.2 has a contract end date of March 30, 2008. If the full 84 month contract is completed the end date would be March 30, 2009. Please clarify.

Answer: See answer 57 above.

60. Question: Reference Section F.2(a): This states the final option period begins on or about July 1, 2008 and ends on or about March 30, 2008. We assume this should read: "...ends on or about March 30, 2009." (84 months)

Answer: See answer 57 above.

61. Question: Reference: F.2.a: The RFP indicates an 84 month contract term (April 1, 2002 – March 30, 2008). An 84-month contract term, with a start date of April 1, 2002, would put the contract end date at March 31, 2009. Please clarify.

Answer: See answer 57 above.

62. Question: F.4.: The language on page 8 of the RFP under “Phase-In Period” refers to the connection of the contractor’s LAN to the CDC WAN. Does this apply to the NITS contract also? Likewise, C.9.E states that CDC shall provide connectivity to the CDC WAN. Does this apply to any NITS off-site contractor facility?

Answer: Yes. This applies to the NITS contract. This means that CDC will provide the connectivity necessary to satisfy contract requirements to perform issued task order work. CDC will not necessarily provide direct connectivity to every facility.

63. Question: F.4.: For costing purposes, is the 90-day phase-in period on page 8 the same as the base period?

Answer: That fact is coincidental; they are not the same. If the contract is awarded sooner than April 1, 2002, the Basic Period of Performance would be longer than 90days. The costs that should be included in the phase in period estimate should be determined by the nature of the cost and not just the time period.

Section G

64. Question: Reference: Sections G-2 and G-3. Voucher/Invoice Submission Based on Electronic Commerce in Contracting under FAR Subpart 4.502, which fosters the use of electronic commerce whenever practicable or cost-effective, we respectfully request the Government incorporate provisions for all contract task types anticipated under the contract to permit contractor submission of electronic invoices under the contract.

Answer: At this point in time CDC is not prepared to receive electronic submission of invoices. If, during the course of the contract, CDC is able to accommodate electronic submission of invoices, we will modify the contract to include provisions for such.

65. Question: Reference G.14: The RFP states "The Contractor shall notify the Contracting Officer in writing of any substitutions." In accordance with FAR 19.1202-4(b) - The Contractor is required to notify the Contracting Officer of any substitutions of firms **that are not SDB concerns.**" Please clarify if that is the Government's intent.

Answer: CDC wants to know if, and when, the prime contractor substitutes a listed SDB business with a non-SDB concern.

66. Question: Reference: G.16 (c): Please clarify the application of "amount of any carry forward adjustment" contained in this paragraph. May offerors apply any under-run amounts to subsequent periods?

Answer: This provision is related to discussions surrounding Negotiated Indirect Cost Rates. As you can see from the total provision, this language applies in the event there is a disagreement on what the Contractor's indirect rates are. Funds would be held for the express purpose of paying the contractor in the event a task order requires additional funds as a result of the negotiated/agreed upon either provisional or final indirect rates.

Section H

67. Question: Reference: H.1.C Temporary Determinations/Clearances The RFP states, "All criminal record checks shall cover a twelve month period beginning twelve months prior to the date of contract award." We assume that background investigations will be conducted for each employee for a period covering 12 months prior to the employee's start date on the contract. Is this assumption correct?

Answer: Yes, insofar as Temporary Determinations/Clearances are concerned.

68. Question: Reference H.1: (a) The contractor assumes the incumbent contractor personnel would have obtained, and provided to the Government, state-wide criminal records checks, state-wide motor vehicle checks and suitability determinations for incumbent staff, and therefore the successful offeror would not be required to obtain these checks for incumbent personnel. Please confirm. (b) To charge to the contract, we are assuming this requirement does not apply to personnel working at contractor site. Please confirm.

Answer: (a) True. If there is a break in service of one year or more, the NACI has to be redone. (b) The assumption is not correct. Even though provision H.1 (Security Clearance Requirements) only requires a NACI Clearance and statewide criminal records check for employees working on-site in a CDC facility, provision H.21 (Automated Information System Security Requirements) requires it for virtually everyone else. Even AIS-related positions identified as Low Risk require these same security clearances.

69. Question: Reference: Sections H.8 Key Personnel and L.12 Technical Proposal Instructions: Section H.8 identifies the labor categories that CDC considers essential; Program Director, Deputy Program Director, and the Program Managers, which equates to 9 full-time equivalents. CDC also acknowledges the latitude to have a different labor category mix of key personnel. Section L.12 states that key personnel resumes will be excluded from the 100-page Technical Proposal page limitation. If key personnel are submitted for more than 9 FTEs, will the additional resume pages also be excluded from the page count?

Answer: Yes. Proposed key personnel resumes will be excluded from the 100-page limitation, but limited to two pages per resume.

70. Question: Reference: H.17: In the 3rd paragraph, the RFP states: "In this instance, the cost of salaries and wages to the contractor for the period of any such excused absence shall be a reimbursable item of indirect cost for employees whose regular time is normally charged indirect (in accordance with the contractor's accounting policy)." Please confirm that in this instance, that the costs for salaries and wages for employees whose regular time is normally charged *direct*, shall be a reimbursable item of *direct* cost.

Answer: Yes so long as the direct charge is consistent with the Contractor's established accounting procedures.

71. Question: RFP Reference: H.19 Warranty Exclusion and Limitation of

Damages: Referencing the answers to the draft RFP questions (Question No. 281): the portion of the SOW to which this warranty would apply (Microcomputer Support Services, Repair and Replacement of Items/Parts) is excluded from the final RFP. We assume that the Government intended to exclude this warranty from the final RFP. Is this assumption correct?

Answer: H.19 will be deleted from the RFP and corrected in Amendment #2.

72. Question: H.22: On page 25, the RFP calls for contractor to research, test, and evaluate new technologies and provide quarterly presentations. Will this be done under a task order in the NITS contract or will this need to be in the overhead?

Answer: The Government does not intend to issue a task order expressly for that purpose. Whether this would be treated as a direct cost or an indirect cost depends upon the contractor's accounting system.

Section I

73. Question: Reference Section I: The clause at 52.215-17 Waiver of FCCM is included; please add the clause at 52.217-16 FCCM for those bidders who will claim FCCM.

Answer: The specified FAR clause, FAR 52.215-16, appears by reference in Section L.

Section L

74. Question: Ref: Section L.3 and Attachment J.34, Paragraph 2: The formulas for calculating the subcontracting goals uses the total subcontracted amount as the base dollar amount. However, Section L.3, Small Disadvantaged Business Participation Program, indicates targets are expressed as percentages and dollar amounts of the total contract amount. Please clarify the following question: Which goal/target calculation method will CDC use in evaluating offerors goals/targets: percentage/dollars of total contract value or percentage/dollars of total subcontracted value?

Answer: L.3 is related to the evaluation criterion FAR Part 19 Adherence and not Attachment J.34. Attachment J.34 is a DHHS document and will be reviewed by the CDC Small Business Coordinator. Complete Attachment J.34 as directed by the form. Apply L.3, as applicable, to the evaluation criterion FAR Part 19 Adherence.

75. Question: Please indicate if the Subcontracting Plan document will be evaluated, how it will be evaluated and under what evaluation factor.

Answer: The DHHS Subcontracting Plan document is not evaluated at all with the technical evaluation criteria. This document is reviewed by the CDC Small Business Coordinator (SADBUS). If there is a problem with the document, the SADBUS informs the Contracting Officer, the Contracting Officer discusses those items with the **awardee** and agreement reached by both parties.

76. Question: For the small business set-aside, will there be a price adjustment for a Small Disadvantage Business bidding as a prime?

Answer: FAR Part 19.1102 entitled “Applicability” Subpart (b) specifically states “Do not use the price evaluation adjustment in acquisitions (3) That are set aside for small business concerns.” Therefore there is no price adjustment under the small business set-aside portion of the acquisition. However, under the full and open competition, a price adjustment is used when an SDB proposes as a prime contractor. In this instance FAR calls for the Government to provide the price adjustment in direct compliance with the Department of Commerce listed adjustment published on the internet at <http://www.arnet.gov/References.sdbadjustments.htm> (see FAR Part 19.11). Also, under the full and open competition, prime contractors are asked, under the evaluation criterion FAR Part 19 Adherence, to comply with the programs set forth in FAR Part 19. The Government will be evaluating those efforts in offerors’ Technical Proposals (see FAR Part 19.1202 for details for SDB subcontracting price adjustment flexibilities).

77. Question: In addition to addressing FAR Part 19 Adherence requirements in our technical response, are our subcontractors required to provide cost and pricing data to CDC?

Answer: Yes.

78. Question: Reference: L.11, Oral Presentation Discussions, Page 57 The requirement is for a 24 hour response time for confirmation of schedule. Can we submit an email address for this notification?

Answer: Yes. Provide that information with your Business Proposal.

79. Question: Reference: Section L.11, Oral Presentation Instructions. Please clarify the difference between a “live” *online* Project Management Reporting System (full and open competition) and a “live” *electronic* Project Management Reporting System

Answer: The Government anticipates that in the full and open competition Offerors in the competitive range will provide a demonstration by going online to an existing corporate network system. Small businesses are not required to have an online system. Small businesses in the competitive range shall provide a demonstration of their proposed Project Management Reporting System. The demonstration shall provide the Government examples of the different screens, basic functionality of the system, and show familiarization with the system and its capabilities. Section L.11 will be amended to correct the language.

80. Question: Section L – Technical Evaluation Criteria: Within the Technical Proposal structure, the RFP provides for data that is included within the 100 page proposal limit and data that is NOT included within the 100 page limit. Is it acceptable for the Offeror to provide that data that is NOT included within the 100 page limit as an Appendix to ensure no disruption to the sequential page numbering?

Answer: Yes

81. Question/Comment: Format in Section L.12 be modified to:

- 1.0 Executive Summary (addition of section number)
- 2.0 Understanding of Work
- 3.0 Proposed Resources and Technical Approaches
 - 3.1 Resources and Approaches (new subsection to address all of the requirements under the detailed requirements on page 61).
 - 3.2 Security
 - 3.3 Personnel
- 4.0 Far Part 19 Adherence

Answer: Thank you for your suggestion. The Government believes the format provided by CDC in the final RFP is sufficient and no changes are necessary.

82. Question: Section L.12, Technical Proposal Instructions: can we use 11 x 17 foldouts for graphics as needed? Are they permissible in the Business Proposal?

Answer: Offerors cannot use 11 x 17 foldouts for graphics in the Technical Proposal. The Business Proposal can include 11 x 17 foldouts for cost and pricing data/spreadsheets.

83. Question: RFP Section: Section L.12, Technical Proposal Instructions:

Instructions state that proposal text must be “on standard 8.5 x 11 inch pages” and that the proposal is limited to 100 pages. May the offeror use 11 x 17 inch paper if it counts any such foldout page as 2 pages?

Answer: All pages in the Technical Proposal shall be on standard 8 ½ X 11 inch paper.

84. Question: Reference: L.12, Technical Proposal Instructions (Technical

Evaluation Criteria): The number of acronyms used in the IT industry is substantial. The CDC environment is also heavily dependent on using acronyms to address the full names of the various Centers, Institutes and Offices, and their different programs and applications. A meaningful glossary will likely involve several hundred entries. This requirement is currently considered part of the page-limited portion of the proposal. Will CDC change the requirement and exclude the Glossary from the Page Counted elements?

Answer: No.

85. Question: Section L.12, Technical Evaluation Criteria, Subsection 2, Proposed Resources and Technical Approach, Personnel:

Will CDC consider allowing contractors to describe their standard benefits packages exclusive of the page count? Our normal benefits package is comprehensive, and to give CDC complete enough information for evaluation purposes, we need additional pages to describe the employee benefits package.

Answer: The offeror’s benefits package shall be summarized in the technical proposal and the page count is included in the 100-page limitation. However, offerors in the competitive range may be required to submit their complete corporate benefits package.

86. Question: Reference: L.12 Technical Proposal Instructions, Section 4.0 FAR

Part 19 Adherence: What elements of this section pertain to the small-business set-aside in particular? - We understand that the small business must submit a small business subcontracting plan should they choose to subcontract. However, what are the elements of the subcontracting plan that the government seeks.

Answer: There are no elements in the Section L evaluation criterion FAR Part 19 Adherence that pertain to the small business set-aside. Small businesses, should they choose to subcontract must submit the DHHS Subcontracting Plan, which is included as Section J.34, in its entirety.

87. Question: Reference Section L.12 – Item 4 – FAR Part 19 Adherence (pages 65 & 66 of 76). Please confirm that the data requested in this section, except for the

Subcontracting Plan document provided as Attachment J.34, is to be included as the Offeror's response to this Item 4 in the Technical Proposal.

Answer: Yes.

88. Question: Reference L.12, Page 59: Section L.12 states that "subcontractors who do not have fully signed and executed subcontracts with the prime contractor shall not be allowed work under the new contract until such time as the subcontract is fully executed." Is the Government willing to accept one master subcontract document, along with fully executed signature pages to each of our subsequent documents to minimize the amount of paper required in order to be fully compliant?

Answer: No. The Government anticipates that each subcontract will be somewhat technically unique; therefore a master subcontract document is not feasible. Also, since CDC has determined that the Contracting Officer MAY institute Contracting Officer approval to subcontract (see Section I.12, FAR 52.244-2, Subcontracts (Aug 1998)), the individual subcontract documents will be needed to analyze and review each document prior to the awardee being given Contracting Officer approval to subcontract.

89. Question: L.12: The section on Past Performance and Performance Metrics under the Technical Proposal Instructions/Technical Evaluation Criteria portion of Section L includes the language "Both prime and subcontractor efforts shall be included and will be considered in the evaluation of Past Performance." For the Full and Open Competition, does this language mean that each subcontractor MUST include a project(s) in Past Performance or that subcontractor projects MAY be included in Past Performance? Or does this clause only apply to the Small Business Set-Aside when a subcontractor's cost is 30% or more of the total contract cost?

Answer: Under the full and open competition, offerors MAY include work done as prime contractors or work done as subcontractors. However, offerors must not include more references than the maximum number of five (5) called for in the final RFP.

90. Question: RFP Section: L.13(e)3, "basic period of performance", and Attachment J.1-Section B, Estimated LOE Labor Categories – Small Business Competition Section L.13 states the basic period of performance as April 1, 2002 through June 30, 2002 (approximately 90 days). In Attachment J.1, the column for the Base Period appears to have hours allocated for a full year. Please clarify the discrepancy between L.13 and Attachment J.1 (small business competition).

Answer: Amendment #2 will correct Attachment J.1 to reflect a base period of performance of 3 months.

91. Question: Reference Section L.13: You have provided plug numbers to be used for travel and training. How should bidders reflect other ODC's that may be proposed, consistent with approved disclosure statements?

Answer: Offerors should reflect all costs in the Business Proposal. The Government does not see a reason to provide a format for the Business Proposal.

92. Question: RFP Section: L.13.4, ODC costs for the base and option periods ODC costs are not differentiated between the full and open competition and the small business competition. Please clarify the ODC costs for both the full and open and small business competitions.

Answer: Section L.13(e)4 will be amended to reflect ODC costs for the small business competition.

93. Question: Reference: Section L.13 – Development of Fixed Fee for the Purpose of Contract Award Question/Comment: The directions to the contractor in the above referenced clause ask the contractor to demonstrate understanding of the SOW by correlating SOW element, as well as labor categories that would be used on a low, moderate or high risk task order. Although different SOW elements present different type of performance risk, it is our position that the risk cannot specifically be tied to labor categories for each level of risk. In a simplistic example, categories such as the Program Director, Program Managers and Task Manager categories may all appear in the low, moderate and high levels of risk. Therefore, it is respectfully requested that the segregation of labor categories by risk element be excluded from this requirement.

Answer: CDC has not specifically asked for an offeror to determine which labor categories fit exclusively with low, moderate, and high risk task orders. CDC anticipated that offerors could assign low, moderate, and high risk determinations to SOW elements and support those determinations with appropriate labor categories. Labor categories can and undoubtedly will appear in more than one risk category based on the skill sets needed for the work. The provision in the final RFP remains unchanged.

94. Question: L.13 Development of Fixed Fee for Purposes of Contract Award: The RFP requests that offerors include those labor categories associated with “moderate” and “high” risk types of task orders. Since specific labor categories, in and of itself, are not an indication of the level of risk associated with a particular task order, would the Government consider removing this language?

Answer: No. See answer above.

95. Question: Section L.13 Business Proposal Instructions. In paragraph (b), Cost and Pricing Data, the second paragraph talks about the Subcontracting Plan. Does CDC want the plan in this section?

Answer: Instructions call for the DHHS Subcontracting Plan Document to be delivered with the Business Proposal. Provide the plan in a separate section tabbed DHHS Subcontracting Plan Document.

96. Question: Section L.13(e)2. Requires backup to support the estimated amount of material, "projected management and subcontracting." Should the word “material” be

substituted for Management as in a reference to Material and Subcontracting costs or M&S?

Answer: Yes. Amendment #2 will reflect the correction.

Section M

97. Question: Section M.1, second paragraph, includes language that could be associated with a hardware acquisition or commercial proposal. Is this language appropriate for this RFP?

Answer: Yes, the 2nd paragraph will be modified to include language relative to analyzing the FFP, Labor Hour and T&M pricing CDC will be evaluating.

98. Question: Reference: Section M, Part II, Cost Proposal Evaluation It is stated that the Government will assess risk as low, moderate or high. What are the specific standards or definitions that will be applied in the evaluations of proposals to classify and assess offeror's as low, moderate or high?

Answer: Low Risk: The assessment by the Government that the Offeror's technical proposal, supported in the business proposal with an efficient organization and cost effective costs and prices would likely result in the contractor being able to perform the work with a minimum of risk to the Government. This might include such factors as, but is not limited to: an Offeror supports the technical proposal with excellent fringe benefits packages such that it is likely the Offeror would experience a low turnover rate.
Moderate Risk: The assessment by the Government that the Offeror's technical proposal, supported in the business proposal by organizational documentation and cost and prices would likely result in the contractor being able to perform the work with a moderate amount of risk to the Government. This might include such factors as, but is not limited to: an Offeror supports the technical proposal with fringe benefits packages that do not measure up to industry standards such that it is likely the Offeror would experience a high turnover rate thereby increasing the risk of performance.
High Risk: The assessment by the Government that the Offeror's technical proposal, supported in the business proposal by organizational documentation and cost and prices such that it is likely that the contractor would be a high risk to the Government. This might include such factors as, but is not limited to: an Offeror supports the technical proposal with cost and prices that are so low that it is clear to the Government that the Offeror has no understanding of the work or the IT industry. **The scenarios provided in this answer in no way are to be construed as anything more than possible scenarios to enhance the answer to this question. CDC will evaluate all offers and make award decisions directly related to the evaluation of each offer received which includes the assessment of low, moderate, and high risk as determined entirely by the Government based on the contents of each offeror's proposal.**

99. Question: Part II – Cost Proposal Evaluation and M.4 Relationship Between Cost or Price and Technical Strength: M.4, 1st Para states: "Offerors are advised that in the evaluation process technical proposals and cost or price will be of approximately equal importance." M.4, 2nd Para states: "This RFP will result in a best value source selection." These two statements appear to be in conflict with one another. Will the technical proposals and cost or price be of equal importance?

Answer: Offerors are advised that in the evaluation process technical proposals and cost or price will be of approximately equal importance. CDC believes having technical and cost/price be of approximately equal importance provides the greatest latitude to select either an Offeror who has superior technical and higher estimated costs or an offeror who has an acceptable technical and lower estimated costs. The terminology used is intended to reflect that the Government will make a best value source selection as determined by CDC based upon the evaluation of the offers received.

Section J.24

100. Question: In Section J.24 Wage Determinations – please clarify whether there is an error on the rate associated with the “Computer Systems Analyst II” and “Computer Systems Analyst III” labor categories for the District of Columbia, Maryland and Virginia wage determination? The Wage Determination rate for both categories is \$27.62.

Answer: Wage determinations are issued by the U.S. Department of Labor. Wage determinations are generally issued annually, at about the same time each year. CDC does not anticipate that the DOL will issue an amended wage determination if there is an error. Use the rates listed for what they are; the minimum hourly rates for these labor categories. For further clarification, suggest offerors contact DOL.

Section J.25

101. Question: Reference Attachment J.25: If bidders have labor categories which are direct charge per their disclosure statement, but not represented by the categories provided in the RFP, shall they be added to both this attachment and Attachment J.1?

Answer: The Government believes it has provided labor categories that adequately cover the work called for in the RFP. Offerors should analyze the job descriptions in Attachment J.25 and place people where the preponderance of the duties match. However, offerors are responsible for providing proposals that in their opinion will best meet the Government's requirements. Therefore, should an offeror provide additional/different labor categories other than those provided by the Government, the offeror is required to explain the rationale for doing so. Yes, if offerors provide additional labor categories, they should be added to Section J.25 and J.1. See also the following answer for additional guidance.

102. Question: Attachment J.25 Job Descriptions and Attachment J.1: Can we assume if an Offeror's approved disclosure statement provides for the direct charge of administrative functions such as Subcontracts, Security, Contracts, etc. the Offeror may add applicable labor category title(s) and description(s)?

Answer: The Government believes it has provided adequate labor categories for administrative type work. However, in the event an offeror decides to add labor categories, job titles and job descriptions must accompany them. In addition, the offeror must provide an explanation of why the additional labor categories do not adequately meet the job descriptions provided by the Government. See answer 101 above.

103. Question: Reference: J.25, Item 2: The description for the Program Manager labor category states: "Shall be responsible for the overall contract performance and shall not serve in any other capacity under the contract. Authorized to negotiate and make binding decisions on behalf of the company, including signatory authority." The same words appear under Program Director. Recommend CDC remove the responsibility for overall contract performance, company binding decisions, and the signatory authority from the Program Manager description.

Answer: Amendment #2 will revise that description.

Section J.27

104. Question: Reference: Attachment J.27 Staffing Profiles Estimates by Geographic Location and Onsite/Offsite Location, Attachment J.7 Places of Performance and Attachment J.24 Wage Determinations. The Government has provided a list of geographic locations in Section J.27 which contains: Atlanta, GA; Washington, DC; RTP, NC; Cincinnati, OH; and Morgantown, WV. In attachments J.7 and J.24 the Government has included locations and Area Wage Determinations (AWDs) for additional locations including; Alaska, California, Colorado, Florida, Illinois, Indiana, Kentucky, Ohio, West Virginia, Massachusetts, Pennsylvania, Puerto Rico, and Washington. What percentage of the hours stipulated in the RFP should we estimate for each work location? Additionally, what ratio or percentages of hours by location should be designated for on-site (Government) versus off-site (contractor site)?

Answer: Business proposals should be based on labor hours only for the locations identified in Attachment J.27. Amendment # 2 will revise that document to identify the percentage of hours estimated for each of the specified locations.

105. Question: Reference: Attachment J.27 Staffing Profiles Estimates by Geographic Location and Onsite/Offsite Location, Attachment J.7 Places of Performance, Attachment J.24 Wage Determinations and Attachment J.1 Section B hours. Given the multiple geographic locations in which performance may take place, and given the Government has only provided work location estimates in Attachment J.27, and given the broad salary ranges, including those mandated by the AWDs, would the Government allow for the contractor to propose T&M or FFP rates for each location? If not, will the Government add a provision to the contract that would allow for negotiating rates at the non-core sites (those sites not included in Section J.27), when and if T&M or FFP orders are placed during the term of the contract?

Answer: Labor rates for task orders at locations not identified in Section J.27 that are issued on either Time and Material or Firm Fixed Price bases will be negotiated at the time the task order is issued. The Government does not plan to include a provision in the contract addressing this matter.

106. Question: Attachment J.27 reflects the relative ratios projected for Year 1 of the contract and states the hours will increase over the course of the contract, which is likely to occur offsite. Please provide the percentages of hours (Onsite & Offsite) for Yrs 2–7.

Answer: The Government cannot provide additional information at this time. CDC has provided the percentages given in the RFP based on what the Agency has knowledge of at this point in time. If, during years 2 through 7, the Contractor requires additional facilities based upon a larger percentage of work occurring off the Government site, the Contractor will have the time, and the Government will provide the required funds, to acquire the space.

107. Question: Attachment J.27 stipulates CDC’s estimate of the percentages of work by facility at each geographic location. For pricing purposes, should the hours provided in Attachment J.1 be allocated to each geographic location? What percentage of the hours should be allocated to each location? Should this be done for each contract type?

Answer: Attachment J.27 will be amended to show level of effort by geographic location in Amendment #2. The preponderance of the work is performed in Atlanta. See also Section L.13, Amendment #2.

108. Question: Reference: Attachment J.27: How does CDC expect these geographic location splits, and the on-versus-offsite split, to be reflected in Attachment J.1?

Answer: The percentage of estimated hours for each location listed in Attachment J.27 will be identified in Amendment #2. How the on-site versus off-site estimates are reflected depend upon a company’s accounting system and proposal. For example, if the proposal identifies the same rate for on-site and off-site hours, there is no need to create separate tables. If the on-site and off-site rates are different, the proposal should clearly identify this distinction.

109. Question: RFP Section: Attachment J.27-Section B, Estimated LOE Labor Categories – Small Business Competition: Level of effort estimated hours are not broken out by proposed sites of Morgantown, WV and Cincinnati, OH. Please estimate the labor category hours by the Morgantown and Cincinnati locations.

Answer: Attachment J.27 entitled “Staffing Profile Estimates by Geographic Locations” will be amended to show the level of effort by geographic locations.

110. Question: J.27 Hours for NITS include Cincinnati and Morgantown locations with 50% of Morgantown work being done off-site. What is the breakdown of hours between the Cincinnati and Morgantown locations?

Answer: Attachment J.27 will be revised in Amendment #2 to reflect the estimated percentage for each location.

111. Question: Should the bidders assume that the Onsite/Offsite profile identified in Attachment J.27 is to be applied equally to each labor category identified in Attachment J.1. Since several of the labor categories appear to have only one FTE, this could present problems. If CDC does not specify this by labor category, then the various cost submissions will be difficult to evaluate as each bidder will be making different assumptions by labor category.

Answer: Attachment J.27 will be revised in Amendment #2 to reflect the estimated level of effort percentage for each geographic location. The preponderance of the level of effort is performed in Atlanta.

112. Question: Reference: Attachment J.27: The staffing profile estimates contained in this table do not provide what percentage of the total LOE should be applied to each geographic location. Please clarify.

Answer: Attachment J.27 will be revised in Amendment #2 to reflect the estimated percentage for each location.

113. Question: Reference: Attachment J.27: Our assumption is that offerors responding to the Full and Open Competition can disregard the staffing profile percentages for Cincinnati and Morgantown, and vice versa. Is this assumption correct?

Answer: Under the full and open competition, offerors shall disregard Cincinnati and Morgantown for proposal purposes.

Section J.28 and J.29

114. Question: Reference: Attachments J.28 and J.29: These attachments list the GFP. Can the Government provide the quantities and physical location of each item?

Answer: The quantities and physical location of each item will be provided to the successful Offeror.

115. Question: For the purposes of pricing and performance, do the CDC software site licenses cover the inclusion of software licenses at the contractor-provided facility?

Answer: The software licenses cover only those computers used exclusively in support of this contract.

Section J.35 and J.36

116. Question: Tasks B and C on timely response to service calls refers to response time standards in Attachment J.8. Attachment J.8 to the final RFP is “Employee Use of CDC Information Technology Resources.” Are the response times specified in J.35 and J.36 meant to replace those originally in J.8 of the Draft RFP?

Answer: J.35 does not contain the reference. Amendment #2 will modify J.36.

Miscellaneous

117. Question: Is the software Development Life Cycle manual that is currently in use available for review? If it is available, how can it be obtained or viewed?

Answer: This document will be provided after award as necessitated by task order requirements.

118. Question: Please confirm our understanding that you want the Small and Small Business Subcontracting Plan with the Business Volume, but the SDB Target Participation Plan presented as part of Part 4 – FAR Part 19 Adherence in the Technical Volume.

Answer: Yes. CDC wants the DHHS Small and Small Business Subcontracting Plan document, Section J.34, with the Business Proposal. CDC wants the SDB Target Participation Plan with the Technical Proposal as a part of Technical Evaluation Criterion 4., FAR Part 19 Adherence.

119. Question: General: In CDC's response to vendor draft RFP question 191 (Attachment I – Staffing Profile Estimates by Geographic Location and

Onsite/Offsite Location): CDC indicated that the Government anticipates issuing a cost type management task order that will include facilities, if necessary. Can we assume that it is acceptable to direct charge as ODC's the costs associated with occupation of the offsite office and training facilities in Atlanta including, but not limited to: monthly rent, phone, contractor acquired furniture, equipment and supplies?

Answer: Yes, insofar as the costs are directly attributable to the work done for CDC under this contract and in compliance with the negotiated contract with CDC. If the Contractor's facilities are used for CDC and other corporate endeavors, CDC would bear the burden of only those costs associated with the work for CDC as negotiated in the contract.

120. Question: The draft RFP had periods of performance with a base period of nine months and a final (option 7) period of three months. These appear to have been reversed in the final RFP. Is it the Government's intent for the base period to act as the ninety-day transition period?

Answer: That fact is coincidental; they are not the same. The Government has decided on a 90-calendar day transition period from date of contract award regardless of the actual contract award date.

121. Question: If the Government does not furnish equipment and licenses can you provide a list of such requirements for reasonable pricing purposes.

Answer: At the present time the contractor furnishes all equipment and licenses not listed in the RFP as Government furnished. Offerors will have to evaluate this by looking at the level of effort, the location of the work, etc. Amendment #2 revises Attachment J.27 to identify percentages of work estimated at each of the major locations.

122. Question: Additionally, how should we price non-government site labor rates?

Answer: Consistent with your cost accounting procedures.