

Question and Answers December 22, 2008 thru January 5, 2009

"1. Attachment L-5. We believe that the Agency is requiring offerors to provide the proposed roles in Accomplishing PSFCP PBWS for this contract and that is different than the information required in the Table that requires roles on the contracts that are included in Attachment 4. Please clarify what the Agency expects from the offerors as it relates to the proposed role; e.g. prime contractor, subcontractor, JV member, etc.

Attachment L-4 and the bottom half of Attachment L-5 are asking for "your experience" (to include teaming partners on separate forms) in providing the services outlined in the PBWS. For the "proposed roles" on the top of Attachment L-5, you are asked to identify your proposed roles (including teaming partners on separate forms) in accomplishing the RFP PBWS areas outlined in the table.

2. Would the Agency provide additional guidance regarding what is to be included under 11a? Activity Title?

The "activity title" is defined as the job function that was performed under the listed contract (i.e. program management or administrative support).

3. For some of the Work Areas, the PBWS is not sufficient to quantify staffing requirement; e.g. 4.2 Training; 4.4 HSPD-12; 4.6 Security Related Documents; 4.7 FOCI; 4.8 Facility Clearances & Registration of Safeguards and Security Activities; 4.9 Resolution of Findings; 4.10 Site Surveys; 4.11 Duplication of Records; 4.12 Records Management; 4.13 Information Management & Data Entry; 4.14 Correspondence; and Mail Station. Therefore, would the Agency respond to the following?

3.1 are the offerors to propose staffing and pricing for all of the Work Areas included in the PBWS and if, yes; would the agency provide additional information enabling offerors to conduct sound staffing analysis?

Yes, for pricing purposes. We would like offerors to propose "their" best technical approach in accomplishing the PBWS. An understanding of the requirement should enable offerors to conduct sound staffing plans. The information given is estimated and historical case/work loads. This will give the offeror's enough information to propose the appropriate staffing levels to accomplish the PBWS as well as demonstrate to the Government a sound understanding of the requirement .

3.2 Would the Agency indicate the meaning of the? Included in the Staffing Plan Summary for Additional PBWS Areas?

The Staffing Plan Summary provided is a “Sample Staffing Plan” intended for pricing purposes. The question mark is intended to give the offeror the ability to price additional PBWS requirements.

3.3 Are we correct in assuming the TOTAL DPLH included in the Staffing Plan equals to the Annual DPLH per FTE multiplied by Total FTEs?

Yes, that is correct

4. It would be beneficial if the Agency would provide the PSD Organizational chart as it would enhance offeror's preparation of Technical Approach. Please respond.

*See Federal Organizational chart at bottom of this document. This is the PSD organizational chart which does **not** include contract support personnel. The Government would like the offerors to provide “their” best approach to the PBWS.*

5. Would the Agency provide historical expenditures by year and historical staffing on the current contract?

Go to www.doeal.gov and click “Freedom of Information Act” link for instructions on how to submit a request for information.

6. Are we correct in assuming that the scope of 4.2 Training requires offerors to provide training to its staff? Would the agency confirm that these costs are to be considered direct costs?

Yes, the offerors shall provide required training for their staff. Yes, this cost would be direct cost to the contract.

7. Would Agency indicate how offeror's are to include New Mexico Gross Receipt Tax?

*New Mexico Gross receipts tax would be applied the service portion and ODC’s portion of the contract at the current rate located at:
(http://www.tax.state.nm.us/pubs/GrossReceiptsRates/gross_receipts_rate_sched.htm)*

8. We could not locate Transition Cost that is to be included in the cost proposals. Would the Agency provide further guidance?

CLIN 0003 pg.2 on the solicitation allows a NTE baseline amount of \$25,000 for transition cost.

9. Under the CPPF contract, the cost of relocation is an allowable expense; would the agency allow relocation costs for the Program Manager and other program staff, if required?"

This expense would be considered a transition cost and billed under CLIN 0003 which has a baseline NTE amount of \$25,000.

*10. Can you provide the anticipated number of FTE's?

We are not providing any current or proposed number of FTE's. As this is a performance-based solicitation, the Government has indicated the required output. Thus, Offerors are required to provide "their" best approach in performing the requirements of the PBWS.

11. The documentation makes reference to providing up to 80 seats or spaces for personnel. Can it be assumed that this number reflects FTE's?

No, do not assume that that number reflects required FTE's. As stated in question 11, please provide your best approach.

12. While we have a great deal of personnel security experience, we do not have any DOE experience. Do you anticipate any additional information to be released related to scope?

No, we do not anticipate any further information in regards to scope. The final PBWS has been released with the solicitation.

13. Is the anticipated award date still Nov 09?

Yes, the anticipated date of award is Nov 09.

14. Will there be any kind of pre-proposal conference or "walk-thru" for solicitation number DE-RP52-08NA28681 for Personnel Security and Facility Clearance Programs Support Services?

No, we are not planning on having any pre-proposal conference or "walk-thru" for this solicitation.

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15. Due to the RFP being released just prior to the holidays and the fact that FOIA requests have not yet been satisfied, would the government consider an extension on the due date of proposals for this solicitation?

We do not anticipate any extension of the proposal due date. The RFP was posted Dec 15, 2008, more than 45 days prior to the proposal due date to account for the holiday season. The draft PBWS was also posted September 24, 2008 to accommodate any FOIA request or questions regarding the requirement.

Personnel Security Department
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Management Support Team
Team Lead Program Analyst (2) Program Analyst Mgmt. Specialist

Personnel Security Adjudication Division
Director
Team Lead Team Lead Pers. Security Specialist (15) Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist

Processing Management Division
Director
Team Lead Team Lead Mgmt. & Prog. Specialist Pers. Security Specialist (10) Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Pers. Security Specialist Security Assistant

