

**MESC WEBSITE DRAFT RFP
QUESTIONS AND ANSWERS Volume 2**

No.	Question/Comment	Response
63.	In section I.17 (a) the RFP states that "The Contractor shall maintain during the term of this contract liability insurance issued by a responsible insurance carrier of not less than the following amount(s) per specialty per occurrence:\$5,000,000 per person per year". In order for our company to provide this, our carrier is requesting a physician roster showing specialty/Retro and Full or Part Time. Are you able to provide a roster of existing physicians?	The RFP (section 2 and 6 of the PWS and the specialized physician support described in Attachment J-3) defines the specialty requirements. Your proposal will need to describe your approach to providing the required insurance(s) and include those costs associated within your proposal. It is the offeror's responsibility to identify the personnel that they will use to staff the contract, therefore the Government will not provide the roster of existing physicians.
64.	Besides three physician positions, the draft RFP does not speak specifically to "key personnel" requirements. Will there be additional requirements, qualifications, etc.?	The offeror is expected to identify in their proposal which positions they deem to be "key" and describe the reason why. There will be no additional requirements or qualifications above and beyond those already covered in the draft RFP (DRFP). See Section L.17(A)(1)(a)(iii) in the DRFP.
65.	The government is providing an advantage to the incumbent contractors and subcontractors by not providing the number of staff that currently fill each position to complete the WBS. On a recent JSC small business set-aside the government provided the Level of Staffing for each labor category, i.e. environmental projects specialist, air quality specialist, industrial solid waste technician, etc. The information was based on the government's estimate to perform the work. Please provide this information.	Additional staffing data will not be provided in the final RFP (reference Section L Attachment L.17-2 Historical Technical Staffing and Skills).
66.	Can NASA provide a list of current personnel and/or a list of salary ranges for each position?	No, this information is deemed to be proprietary to the incumbent contractor and will not be provided.
67.	Section J, Attachment J-1 MESC PWS, 1.3.4 Motor Vehicle Utilization – Page 9 of 59: The PWS states, "Contractor shall provide <i>all</i> motor vehicles necessary to perform the requirements of the contract." This is	

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	<p>confusing based on the ambulance requirements on-campus.</p> <ul style="list-style-type: none"> a. Is the MESC Contractor to provide all vehicles, including ambulances or any other vehicles needed for transport onsite? b. Are MESC vehicles to be GSA, or from any approved source? c. How are contractor vehicle requirements established? d. Does the Government determine/approve contractor vehicle needs? e. Is the number and type of contractor vehicles to be established in the proposal? 	<ul style="list-style-type: none"> a. Providing ambulances is not a requirement of the MESC. The MESC contractor will provide all other vehicles for the contract services with the exception of those listed as GFP (Attachment J-6). b. The offeror may acquire their vehicles from any source they deem appropriate, including GSA, and these costs are to be included in your proposal. c. The offeror will propose vehicle requirements based upon the offeror’s approach to fulfill the contract requirements. d. No. The offeror must include their approach to providing vehicles in their proposal, reference Section L17(C)(1)(f) of the DRFP. e. Yes. It is the offeror’s responsibility to include this information in their proposal.
68.	<p>Will NASA require the MESC Contractor to provide a Chief Information Security Officer? If so, is this a dedicated position? Are there other related Security Officer requirements?</p>	<p>The contractor is required to meet the requirements of Section J, Attachment J-2 “IT Security Implementation Guide for the MESC”. The designation of positions and their duty status is the responsibility of the offeror</p>
69.	<p>Section J, Attachment J-1 MESC PWS, 1.7.2 Administrative and Engineering Desktops – Page 15 of 59: The PWS states, “The Government will provide administrative and engineering desktops, workstations, or laptops for performance of this contract.”</p> <ul style="list-style-type: none"> a. Is hardware for clinical IT functions (medical information and communications) included in the Government provided equipment? b. Who determines the requirement for these workstations and mobile notebooks (contractor or 	<ul style="list-style-type: none"> a. This will depend on the offeror’s approach on how they intend to manage data. b. The offeror shall identify their needs in their proposal in accordance with Draft RFP (DRFP), Section J-2, and Attachment

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	Government)? c. Are these requirements to be stated in the proposal?	L.17-3, ODIN Computing Requirements. c. Yes, See RFP, Attachment J-2, and Attachment L.17-3, ODIN Computing Requirements. Also reference Final RFP Section M.3 (B)(1)(a)(xii) for how the Government will evaluate the associated costs.
70.	<p>Section J, Attachment J-1 MESC PWS, 2.1 Administration and General Requirements, paragraph g – Page 17 of 59: The PWS states, “Develop, operate, and maintain an OM services internet web site to provide customer review of programs and services and provide on-line services requests.”</p> <p>a. Is this internet web site to provide customer review of programs and services and provide online services requests the same system as is described in the second paragraph of Item 1.3.1 (“The MESC Contractor shall operate a website to promote and implement MESC medical, environmental health, and environmental services. As a minimum, the website shall provide a means for requesting physical examinations and environmental health and environmental support services, and access to the KSC Material Safety Data Sheet archive.”)</p> <p>b. Is this a part of the centralized help desk described in item 1.3.1?</p> <p>c. If it is a separate system, how do the two work control/information systems relate? How do they differ?</p>	<p>a. The scope and capabilities of the web site are to be defined by the offeror as part of their proposal. The offeror is expected to meet the requirements identified in the section 1.3.1 of Section J, Attachment J-1 of the DRFP.</p> <p>b. No, the Centralized help Desk is not part of this requirement.</p> <p>c. Yes, they are independent systems. The centralized help desk is not a work control system.</p>
71.	Under Section I.1 Clause number 52.222-39 discusses	The Collective Bargaining Agreements CBA’s have been posted to the

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	“Union Dues”. Where is the collective bargaining agreement and what labor categories are union?	MESC web site bidder’s library.
72.	As this is a small business set-aside, why is Clause number 52.219-8 included?	This clause is included to encourage further participation by veteran owned, HUB zone, and small disadvantaged businesses.
73.	Section B.3.F We currently offer “comprehensive leave” rather than separate banks for sick and vacation time. The cost of the comprehensive time accrued and used is accounted for in our indirect fringe rates. This section states that “the costs of these carry-over [sick] hours will not be paid under this contract unless used. Can we assume that the costs of the sick leave hours paid can be charged direct to the contract?	The clause has been revised and the appropriate revision will be included in the final RFP.
74.	Section B.5 is titled “non-proposed costs”. However, in Section L, page 110 of 139, it states that “offerors shall include \$30,000 in the proposed cost to account for this expenditure”. Also, the cost worksheet Form H includes instructions to list the \$30k and the equipment that we want to purchase from the incumbent contractor. So, are these costs to be included in the roll-up of total costs?	Yes, these costs may change in the final RFP, however they should be part of the total proposed cost as described in Section L17(1)(C).
75.	Section I.24 Most 401(k) plans offered by small businesses do not provide for one year 100% vesting. Our understanding is that we must treat all employees equally under our 401(k) plan. It seems that requiring us to change the plan to 100% vesting within one year could create a financial burden for a small business. Could this requirement be changed to a four year graduated vesting to be more in-line with small business standard practices?	No. The requirement for 100% vesting is stated in NFS 1852.237-71 Pension Portability and will not be modified for this MESC procurement.
76.	Section B.3.B a. First, can you cite the section where the “Changes-Cost Reimbursement” clause can be found?	a. The clause, incorporated by reference in Section H, is 52.243-2, Aug 1987, Changes - Cost-Reimbursement. (Aug 1987) - Alternate Ii (Apr 1984).

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	<p>b. Second, it seems that thresholds of \$100,000 and \$500,000 could create a financial hardship for a small business to not receive an equitable adjustment unless costs associated with the adjustments are still allowed to be reimbursed under the contract. Are these costs reimbursed prior to reaching these thresholds for equitable adjustment?</p>	<p>b. This requirement has been removed and the final RFP will be updated accordingly</p>
77.	<p>Section L.3 Cost: Can you please define the threshold for a “major subcontractor”?</p>	<p>In general, major subcontractor (reference RFP Section L.17(C)(2)(e)(iii)) was meant to identify subcontractor providing services greater than 10% of the level of effort. However the offeror may identify any subcontractor as major if they deem their overall contribution to be significant. The definition of “major subcontractors” will be added to Attachment J-11, Glossary, Acronyms and Abbreviations.</p>
78.	<p>Section B.3.D (pg 14 of 139) states that bonuses are unallowable. However, our DCAA approved accounting practices include some allowable bonuses. Are we required to make a change to our government approved accounting practices?</p>	<p>Section B.3.D relates to management incentive compensation bonuses. On this contract, these are considered unallowable.</p>
79.	<p>As a small business with limited proposal preparation resources, the cost volume is quite detailed. In order to assist small businesses preparing this proposal, will the government provide its estimate of labor showing FTEs by job title by PWS?</p>	<p>No additional staffing information will be provided.</p>
80.	<p>What is the expectation for medical malpractice insurance? Is there a minimum limit and what is the requirement for malpractice insurance? In section I.17 (a) the RFP [NFS 52.237] states that "The Contractor shall maintain during the term of this contract liability insurance issued by a responsible insurance carrier of not less than the following amount(s) per specialty per</p>	<p>The offeror’s proposal will need to fulfill the insurance requirement as stated in the final RFP and describe its approach to providing the required insurance(s) and include those costs associated within the proposal.</p>

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	occurrence:\$5,000,000 per person per year".	
81.	Section J, Attachment J-1 MESC PWS, 1.3.6 Procurement Management, paragraph c – Page 10 of 59: Are <u>all</u> materials required to be received through the Transportation Officer, Base Operations Receiving Warehouse, M6-744 at KSC?	No, there are some specific items such as medicines or specialized equipment that may be delivered directly to the Contractor.
82.	Section J, Attachment J-1 MESC PWS, 1.4.1 Safety and Health Plan – Page 12 of 59 DRD1.4.1-001, WBS 1.4.1, Plan, Safety and Health Section 17.A.3, Subfactor C – Safety and Health Plan – Page 102 of 139: The three references cited appear to have conflicting requirements. PWS paragraph 1.4.1 states “The MESC Contractor shall submit and maintain a current detailed safety and health plan in accordance with DRD 1.4.1-001 Plan, Safety and Health.” DRD 1.4.1-001 states “The contractor shall submit the Safety & Health Plan and obtain Government approval signature within 90 days after start of the contract.” Section L paragraph, last sentence, states “Offeror’s are directed to submit a Safety and Health Plan in accordance with NFS 1852.223-73 Safety and Health Plan. (NOV 2004)” NFS 1852.223-73 paragraph (a) states “The offeror shall submit a detailed safety and occupational health plan as part of its proposal.” Will the Government please specify when the Safety and Health Plan is to be submitted – with the proposal or 90 days after start of the contract?	Each offeror is required to adhere to the requirements of NFS 1852.223-73. A Safety and Health Plan is required to be submitted with the offeror’s proposal. That plan will be evaluated. NASA recognizes that a final plan will require on-site familiarization, by the successful offeror, with the facilities and operations and therefore will not require a final plan until 90 days after the start of the contract. The DRD will be modified to state “The contractor shall submit the Final Safety & Health Plan and obtain Government approval signature within 90 days after start of the contract.”
83.	Section L.13 Preparation of Proposals for the MESC – General – Page 93 of 139 Section L-14 1852.215-81	The proposal shall have volumes I, II, and IV on one CD-ROM, and volumes III and V on a separate CD-ROM.

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	Proposal Page Limitations (FEB 1998) – Page 95 of 139: Section L.13, Item K states “The offeror shall submit two electronic copies of the proposal on CD-ROM and the table in L.14 lists 2 CD ROMs for each volume. Is the intent to have all volumes of proposal on one CD-ROM or a separate CD-ROM for each volume?	
84.	Will the new MESC contractor be required to manage the reserve sick leave balances for its employees after the end of the JBOSC contract or will NASA pay these amounts out prior to September 30, 2008?	NASA does not plan to pay sick leave balances prior to September 2008. The RFP will be revised.
85.	Please clarify benefits that will be provided to incumbent employees, including pension and retirement benefits. What will the expectation be for the winning team? Will there be a required match?	The offeror is required to identify in its proposal the benefits package it intends to provide in accordance with Section L.17(A)(1)(a)(xiii) of the DRFP.
86.	Attachment J-12 lists government provided services. Will these be provided at no cost to the MESC contractor or will costs be allocated to the MESC contractor? If there is a cost, will these be mandatorily provided or can the MESC contractor look at alternative providers?	Services are provided in accordance with NFS 1852.245-71 Installation-Accountable Government Property and 1852.245-77, List of Installation-Accountable Property and Services. Attachment J-12 is provided to give the offeror a high level view of services provided at no cost by NASA and its major contractors. As noted on that attachment, services have limitations on volume and quantity
87.	Some of the cost assumptions provided in this contract are prohibitive for a small business set-aside. For example section B.3.F Transfer of Accrued Benefits. A cap needs to be established either a total number of hours or five years worth of service. The liability on the books of a small business might exceed the credit worthiness of the business.	Unclear question.
88.	Section I.24 Can you please confirm that a 401(k) plan meets the portability requirements? (The “plan” does not follow the employee – however, employees can continue in the plan or roll their money into another plan at	The offeror is referred to NFS 1852.237-71, Pension Portability.

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