

Amendment 000002
Solicitation Number: N00014-16-R-0014
“Support Services for the Office of Naval Research Corporate Logistics”
Dated: December 16, 2015

The purpose of Amendment 000002 is to amend the solicitation and respond to questions submitted prior to 6 January 2016 as follows:

1. Revise Section G, paragraph 19.1, as follows:

G 19.1 Facility Security Clearance Requirements

A minimum of a SECRET facility clearance is required at time of contract award in accordance with Draft Department of Defense Contract Security Classification Specification (DD254) – Attachment Number 2.

2. Revise Section G, paragraph 19.2, as follows:

A minimum of a SECRET clearance is required at time of contract award for the following labor categories: **Administrative Assistant, Supply Room Clerk**, Duplicating Machine Operator, Driver/Courier, Classified Document Control Clerk, Security Specialist and Mail Clerk.

3. Revise Section M, paragraph M 2.2 as follows:

The Government will evaluate past performance based on Government and Non-Government contracts or subcontracts relative to previous work for the same or similar services provided for currently on-going or completed work within the last three (3) years. The Government will only evaluate three (3) examples of past performance per offeror with at least two (2) of those being from the prime contractor proposing. Subcontractor past performance will only be considered if the subcontractor is performing more than \$1M of the total contract price, excluding ODCs. **Firms proposing under a Joint Venture will be evaluated individually.** The Government will focus on information that demonstrates quality of performance relative to the requirements of the SOW in Section C of this solicitation. The Government may contact sources other than those identified by the offeror. The Government will evaluate two (2) performance pieces to determine acceptability. First, evaluators will evaluate whether the offeror’s past performance is relevant or not relevant to the effort to be acquired. Second, evaluators will evaluate to determine how well the offeror performed on the contracts and shall apply a confidence rating.

In order for an offeror to be rated “Acceptable” for past performance, the offeror must receive a Past Performance Relevancy rating of “Relevant” or higher, and must receive a Past Performance Confidence rating of “Satisfactory Confidence” or higher. Offeror’s that do not receive a Past Performance Relevancy rating of “Relevant” or higher, and a Past Performance Confidence rating of “Satisfactory Confidence” or higher will be rated “Unacceptable” and will render the entire proposal unacceptable and ineligible for award.

4. Revise Section L, paragraph L 5.1 as follows:

a. Legal Offer Letter: The legal offer shall indicate the offeror's unconditional agreement to the terms and conditions in this solicitation. It shall state proposal validity through 120 days and shall acknowledge and accept the terms and conditions reflected in any amendments to the solicitation. An authorized official of the company shall sign the offer letter.

b. Each offeror shall complete (fill-ins and signatures) the solicitation sections indicated below using the file (without modification) provided with the solicitation. An authorized official of the company shall sign the SF 33 and all certifications requiring original signature. The Government will also check the contractors Representations and Certifications located in the System for Award Management (SAM) prior to award. An Acrobat PDF file shall be created to capture the signatures for submission.

(1) Standard Form 33 (SF33) – Solicitation, Offer and Award

(2) Quality Control Plan – Draft in accordance with SOW Section C, Paragraph 4.0, Sub-Paragraph 4.6.

c. Offeror's proposing under a Joint Venture (JV) shall provide evidence that the 8(a) firm has submitted the JV to the Small Business Administration (SBA). Offeror's are reminded that in accordance with regulation 13 CFR 124.513, the SBA must approve the JV prior to an award being made to a JV.

4. Revise Section L, paragraph L 6 as follows:

This acquisition is a **lowest price technically acceptable** source selection conducted in accordance with the Federal Acquisition Regulation (FAR) 15.101-2, Lowest Price Technically Acceptable Source Selection Process. The Government intends to award a single contract resulting from this solicitation to the offeror whose proposal conforms to the solicitation and offers the lowest evaluated price that meets or exceeds the acceptability standards for non-cost factors. Lowest Price is determined by the lowest evaluated price.

6. Revise Section M, paragraph M 1 as follows:

The following conditions must be met in order to be eligible for award:

(i) The proposal must comply in all material respects with the requirements of the law, regulation and conditions set forth in this solicitation.

(ii) The proposal must meet the solicitation requirements.

This acquisition is a **lowest price technically acceptable** source selection conducted in accordance with the Federal Acquisition Regulation (FAR) 15.101-2, Lowest Price Technically Acceptable Source Selection Process. The Government intends to award a single contract resulting from this solicitation to the offeror whose proposal conforms to the solicitation and offers the lowest evaluated price that meets or exceeds the acceptability standards for non-cost factors. Lowest price is determined by the lowest evaluated price.

The Government reserves the right to hold discussions or to award based upon initial offers. Therefore, offeror's initial proposals should contain the offeror's best terms from a technical, past performance, and price standpoint. In the event discussions are conducted; a competitive range will be established in accordance with FAR 15.306(c)(1), and discussions will be held in accordance with FAR 15.306(d).

Evaluation of an offeror's proposal will be based on the information presented in the written proposal along with any input obtained from outside sources relevant to past performance only. The Government will evaluate all proposals for compliance with the terms, conditions, and requirements set forth in the

solicitation. Failure to address each of the areas identified in Section L will impact resulting evaluation ratings. If a rating of unacceptable is received for any evaluation factor, the Government reserves the right not to evaluate the cost for that proposal and will eliminate that proposal from consideration.

7. Revise Section C, paragraph 4.2, subparagraph 4.2.4, as follows:

The candidate is required to:

-Possess a High School Diploma or GED Equivalent.

-Possess 1-2 years of relevant experience in operating a centralized supply room.

-Possess 1-2 years of relevant experience in operating an automated supply inventory management system.

-Possess a working knowledge of Microsoft Word and Excel.

-Possess a current valid driver's license.

-Possess an acceptable driving record as evidenced by a Motor Vehicle Record (MVR) Check.

-Possess as SECRET Clearance at time of Contract Award

8. Revise Section C, paragraph 4.2, subparagraph 4.2.10, as follows:

The candidate is required to:

-Possess an Associate's Degree from an accredited college or university and 3-5 years of relevant experience as an administrative assistant.

-Possess a working knowledge of Microsoft Word, Excel and PowerPoint.

-Possess as SECRET Clearance at time of Contract Award

9. Revise Section A to add Questions and Answers submitted prior to 6 January 2016 as follows:

Question 1:

I see that a Secret security clearance is required. This may be difficult for a company to obtain, including 8(a) companies. Would the government be willing to provide sponsorship to a company to obtain security clearance in order for them to perform the requirements of the PWS?

Answer 1:

The Office of Naval Research will not sponsor companies due to the time sensitivity of this action, and the lengthy process involved in obtaining approval through Defense Security Service (DSS).

Question 2:

How will a JV be evaluated for Solicitation Number N00014-16-R-0014?

Answer 2:

See Answer to Question 3 below.

Question 3:

How will the Past Performance be evaluated, both firms collectively, or each individual company?

Answer 3:

Firms proposing under a Joint Venture will be evaluated individually.

Question 4:

G 19 Security Requirements

G 19.1 Facility Security Clearance Requirements Facility Security Clearance Requirements will not be required to support this Statement of Work.

G 19.2 Personnel Security Clearance Requirements

A minimum of a SECRET clearance is required at time of contract award for the following labor categories: Duplicating Machine Operator, Driver/Courier, Classified Document Control Clerk, Security Specialist and Mail Clerk.

Does the Government require a Facility Secret Clearance? If Yes, would the Government be willing to sponsor the winning contractor for this requirement?

Answer 4:

The Government requires a SECRET facility clearance per the Draft DD254 attached to the solicitation. The Office of Naval Research will not sponsor companies due to the time sensitivity of this action, and the lengthy process involved in obtaining approval through Defense Security Service (DSS).

Question 5:

The RFP lists the selection criteria as Best Value as well as Lowest Price Technically Acceptable. Which criterion will be utilized?

Answer 5:

Lowest Price Technically Acceptable

Question 6:

Is it acceptable for an accounting system to be in the queue for DCMA auditing but not fully approved prior to submission of the proposal?

Answer 6:

Section L 5.4 Volume IV – Price, paragraph e states:

“Offerors shall provide evidence of an approved accounting system to be authorized cost reimbursement ODC CLINs and fixed price progress payments. In accordance with FAR 16.301-3(a), a cost reimbursement contract may be used only when the contractor’s accounting system is adequate for determining costs applicable to the contract. In accordance with FAR 52.232-13, Notice of Progress Payments (APR 1984), the clause shall be inoperative during any time the contractor’s accounting system and controls are determined by the Government to be inadequate for segregation and accumulation of contract costs. This accounting system requirement will be reviewed by the Government to determine if an offerors proposal is responsive to the requirement. Any proposal that does not contain evidence of an approved accounting system shall be considered incomplete and non-responsive and will not be considered for award.”

Offeror’s shall provide evidence of an approved accounting system. This accounting system requirement will be reviewed by the Government to determine if an offerors proposal is responsive to the requirement. Any proposal that does not contain evidence of an approved accounting system shall be considered incomplete and non-responsive and will not be considered for award. Being in the queue for DCMA auditing does not show evidence of an approved accounting system. It only shows that an offeror is DCMA’s que.

Question 7:

Is a pre-award review as a sub for CPFF acceptable even though it wasn't a full DCMA review?

Answer 7:

The question is too vague for the Government to be able to provide a response.

Question 8:

Is the contract subject to the Service Contract Act compensation requirements?

Answer 8:

Yes. Please see Section I Clauses 52.222-41, 52.222-42, 52.222-43

Question 9:

What type / brand name of copier/duplicator machine will the employees be working with / operating?

Answer 9:

Contractor support personnel will be using a Canon Image Runner Advance 6275G Base Model.

Question 10:

Why does the offeror need to include the “agreed upon hourly rate for the proposed individual as require” in our letter of intent (LOI). Can the Government have that requirement removed? Section L of the RFP also states “Letter of intent submitted with the technical proposal shall have all cost data redacted.” Most of the positions are SCA so is the rate stated the rate we use?

Answer 10:

Section M 2.3 Factor 3 – Price states:

“The Government will evaluate the price proposal for completeness, price reasonableness, consistency with the offeror’s approach, and any evidence of material imbalances in the proposal. Generally adequate price competition establishes price reasonableness. However, the Government may use current or recent pricing for the same or similar items, commercial published data, Government estimates, or other information deemed appropriate by the Government to establish price reasonableness.”

The Government uses Letters of Intent to evaluate the price reasonableness of offeror’s. The Government will not remove this requirement.

The register of Wage Determination attached to the solicitation states:

“Executive Order (EO) 13658 establishes an hourly minimum wage of \$10.10 for 2015 that applies to all contracts subject to the Service Contract Act for which the solicitation is issued on or after January 1, 2015. If this contract is covered by the EO, the contractor must pay all workers in any classification listed on this wage determination at least \$10.10 (or the applicable wage rate listed on this wage determination, if it is higher) for all hours spent performing on the contract. The EO minimum wage rate will be adjusted annually.”

The register Wage Determination attached to the solicitation also states:

“Additionally: All Occupations listed above receive the following benefits:

Health & Welfare: See Wage Determination for rate info.

Vacation: See Wage Determination for amount of vacation

Holidays: See Wage Determination for amount of holidays

Offeror’s can propose hourly rates as they see fit for each labor category, so long as the hourly rates comply with the attached wage determination.

Question 11:

Can the information used in the corporate experience be also used as the past performance? Or does the ONR require three (3) different past performance?

Answer 11:

Yes, the information used in the corporate experience can also be used as the past performance.

Question 12:

SAC wage determination labor category for clerks are not in the SCA listing. Can we substitute Supply Room Clerk with a Supply Technician? Mailroom Clerk with Shipping and Receiving Clerk?

Answer 12:

See Section I, FAR Clause 52.222-42 Statement of Equivalent Rates for Federal Hires (Supply Room Clerk (01113)).

Question 13:

What is the level of the engineering technician position / level should we use from the SCA wage determination?

Answer 13:

See Section I, FAR Clause 52.222-42 Statement of Equivalent Rates for Federal Hires (Engineering Technician (30084)).

Question 14:

Can current, ongoing programs be used for past performance?

Answer 14:

Yes, current ongoing programs can be used for past performance.

Question 15:

Can we bid using generic resumes for the open positions?

Answer 15:

No, generic resumes cannot be used. Per Section L, paragraph 5.2, subparagraph 3, "The offeror shall provide resumes for each individual proposed in the base year. A resume for the supplemental labor support positions are not required and will not be evaluated for this source selection."

Question 16:

Section C4.1 General Personnel Requirements: With the PM/Team Lead performing 1920 hours (full time), is the PM required to be located onsite and/or will the ONR facility provide an office for this position?

Answer 16:

As stated in Section F, paragraph F 3:

“Work under this contract will be performed at the Office of Naval Research Headquarters, Arlington VA. Basic facilities such as work space and its associated operating requirements (i.e., phones, desks, and utilities) will be provided while working in Government facilities.”

Question 17:

Section C3.11 Supplemental Labor Services: As allowed for C3.13 and C3.14, can subcontracting (i.e. temp labor provider) be used to provide supplemental services for hanging government furnished items?

Answer 17:

Yes, offeror's can propose temporary service providers as subcontractors.

Question 18:

Section C3.12 Supplemental Labor Services: As allowed for C3.13 and C3.14, can subcontracting (i.e. temp labor provider) be used to provide supplemental services for fabrication of under floor electrical distribution system components and minor carpentry?

Answer 18:

See answer 17.

Question 19:

Base Year CLIN 0001 quantity is listed as 19,200 hours but 2 of the positions are only filled part-time, which does not equate to 19,200 labor hours. Please clarify.

Answer 19:

Quantity listed for Base Year CLIN 0001 is correct. Please refer to Section C, paragraph 4.1 and review the Government estimates for this requirement.