

2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE SEE BLOCK 16C	4. REQUISITION/PURCHASE REG. NO.	5. PROJECT NO. (if applicable) N.A.
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6. ISSUED BY CODE N00014	7. ADMINISTERED BY (if other than item 6) CODE SCD-C
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OFFICE OF NAVAL RESEARCH
ONR 253 Keith Strohman (703)696-3475 E-mail strohmk@onr.navy.mil
BALLSTON CENTRE TOWER ONE
800 NORTH QUINCY STREET
ARLINGTON, VA 22217-5660

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) TO ALL POTENTIAL OFFERORS	(3)	9.A. AMENDMENT OF SOLICITATION NO. N00014-04-R-0010
	<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 9-Apr-04
	<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO. - - -
		10B. DATED (SEE ITEM 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and data specified in the solicitation or as amended, by on of the following methods: (a) By completing items 8 and 15, and returning 2 copies of the amendment; (b) By acknowledging receipt of the amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.

12. ACCOUNTING AND APPROPRIATION DATA (if required)
N.A.

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED ITEM 14.

(3)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO (Specify Authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: AUTHORITY FOR OTHER THAN FULL AND OPEN COMPETITION:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)
The purpose of this modification is to to revise Block 5 of the SF-33, to revise the mailing address for proposal submissions, to revise Section M.1(l)(e)(2) of the Solicitation, and to answer questions from potential offerors under ONR Solicitation N00014-04-R-0010.

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED
(Signature of person authorized to sign)	BY (Signature of Contracting Officer)

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30-105

STANDARD FORM 30 (REV. 10-83)
Prescribed by GSA
FAR (48 CFR) 53.243

The purpose of this Amendment is to make a revision to the SF-33, to change the mailing address for proposal submissions, to make a correction to Section M.1(I)(e)(2), and to provide answers to questions from prospective offerors that were submitted formally through the subject Solicitation electronic website at https://www.onr.navy.mil/02/rfps/n00014_04_r_0010.

1. Block 5 of the Standard Form 33 is revised to read, "9 APR 2004"
2. The formal mailing address for the submission of proposals under this Solicitation, which was identified in Block 8 of the SF-33, the envelope insert, and in Section L.21 of the Solicitation, is revised to read:

"Office of Naval Research (ONR)
Ballston Tower Three (3), Rm. 510
800 North Quincy Street
Arlington, VA 22217-5660
Attn: Keith Strohman, ONR 0253
Reference: RFP No. N000-04-R-0010 (CLINs (insert))

Note 1: Handcarried/Express Carrier proposal submissions on 25 MAY 2004 to:

Office of Naval Research (ONR)
Ballston Tower Three (3), Rm. 510
4015 Wilson Blvd
Arlington, VA 22217
Attn: Keith Strohman, ONR 0253
Reference: RFP No. N000-04-R-0010 (CLINs (insert))

Note2: For hand-carried proposals before 25 MAY 2004, please follow instructions posted to the door of Room 510 of Ballston Tower Three or call the ONR 02 Reception desk at (703) 696-5408 to coordinate the drop-off of the proposal."

3. Section M.1(I)(e)(2) of the Solicitation is revised to read as follows:

"(2) The Small Business Subcontracting Plan submitted by large businesses and non-profits for the contract under the clause entitled "Small Business Subcontracting Plan" (FAR 52.219-9) will be evaluated to see whether it includes at least the congressionally mandated goals of twenty-three percent (23%) for small business concerns, three percent (3%) for HUBZone small businesses, five percent (5%) for small disadvantaged business concerns, five percent (5%) for women-owned small business concerns and three percent (3%) for service-disabled veteran small business or includes a detailed explanation as to why these goals cannot be included in the plan."

4. Question and Answers Numbers 1 through 52 are attached as Attachment Number 1 to Amendment 0001 of this Solicitation.
5. All other terms and conditions under this Solicitation remain unchanged.

**SOLICITATION N00014-04-R-0004
AMENDMENT 0001
ATTACHMENT NUMBER 1**

QUESTIONS AND ANSWERS

1. **Date of Submission:** 4/12/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
Question Number 1: General Will more then one award be made against each CLIN? It's clear that one award per CLIN will be made following the set-aside standard outline in the RFP, but is unclear if multiple awards per CLIN will be made.

Answer Number 1: In accordance with Section L.8 of the subject solicitation, it is the intent of the Government to award multiple contracts for the same or similar advisory and assistance services to two or more sources. To answer your question directly, it is the intent of the government to award multiple contracts under each CLIN.

2. **Date of Submission:** 4/13/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest:
Question 2: 1. Please clarify difference between p52 1st page requirements and p64 cover page requirements - are they 2 different pages? 2. Does Attachment 3 Checklist go in the proposal? - if so, where?

Answer Number 2: The first page and cover page referenced on pages 52 and 64 are the same. Please provide all information/data required under both Section L.4 and L.22 on the cover page of your proposal. 2. The Checklist should be provided as part of the proposal and the Offeror should indicate the page numbers where the particular section referenced can be found in the Offeror's proposal. The Government requests that the Checklist be placed on the page immediately following the cover page of the Technical and Management Proposal.

3. **Date of Submission:** 4/13/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Information Technology services and support
Question: With ONR/NRL transitioning to NMCI in about two years, how will that transition effect the opportunities for IT work under this contract. What coordination will be required or anticipated with NMCI contractors?

Answer Number 3: The Navy/Marine Corp Intranet (NMCI) is contracted to provide the helpdesk and network support functions for the Navy's desktop and mobile unclass/classified computing needs. ONR is required to utilize the NMCI provided support for that area of the network. Existing contracts that support areas that will be transferred to NMCI will be ended. There are a number of levels of support that are outside of NMCI and these services will available through the MATOC for contracting.

4. **Date of Submission:** 4/13/2004

RFP Page: 34

RFP Section: H

Paragraph of Section: 8

CLIN(s) Area of Interest:

Question: We are currently a performing contractor for one of the ONR codes expected to be supported through the MATOC effort. We fully understand that we will be excluded from providing support to the code where we are the performing contractor under OCI rules. A company division separate from the performing division is interested in bidding on the effort as a subcontractor. There is no overlapping of operational personnel or management between the divisions. At the corporate management level, administrative functions would be performed by common personnel (executive managers, accounting, contract administration, human resources, etc.). If we were to fully document this arrangement in an OCI mitigation plan for approval by the Government, would we be permitted as a subcontractor on the effort?

Answer Number 4: Your company is welcome to propose and to be eligible for award under this solicitation; however, you will be subject to Section H.8 of the solicitation as well as FAR Part 9.5. Furthermore, as a current ONR support contractor, you are bound to abide to the Non-Disclosure/Conflict of Interest Agreement that was required upon execution of your service and support award.

5. **Date of Submission:** 4/13/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest:

Question: General Is this procurement a follow-on to an existing contract(s)? If so, who are the current incumbent contractors?

Answer Number 5: There is a current MATOC Program and Engineering support service program in place in which multiple awards were originally made under Solicitation N00014-99-R-0003. The Awardees under this solicitation are listed at www.onr.navy.mil/02. However, please note that this solicitation represents 1) a totally different CLIN structure and 2) both an extension and expansion to the prior MATOC task requirements, including the addition of tasks not addressed in the existing Program.

6. **Date of Submission:** 4/14/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Information Technology services and support

Question: Can one company submit a proposal in one CLIN (Information Technology services and support) only? Or all CLINs need to be addressed in the proposal? Is one CLIN per proposal a requirement or one proposal can address more than one CLIN but not all?

Answer Number 6: In accordance with Section L.22(A)(2), "Offerors proposing Technical and Management proposals under more than one CLIN are required to submit a separate, stand alone Technical and Management proposal for each CLIN." In accordance with Section L.20(A)(4), an offeror is only required to submit a single cost proposal package (Volume II), regardless of the number of separate Technical and Management proposals that are submitted under this solicitation. The single cost proposal should include and reflect the type and level of effort necessary to address each Technical and Management proposal submitted by an offeror." An Offeror may submit a proposal against a single or more than one CLIN(s). An Offeror does not have to propose against all CLINS.

7. **Date of Submission:** 4/14/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest:
Question: Can you name incumbents for these areas? Is any of these incumbents an 8(a) company?

Answer Number 7: See Answer to Question 5.

8. **Date of Submission:** 4/14/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest:
Question: What time is the Industry Day conference?

Answer Number 8: See the Conference Agenda times provided under the solicitation link at the ONR website.

9. **Date of Submission:** 4/14/2004
RFP Page: Cover
RFP Section: A
Paragraph of Section: block 7
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Training and Workshop services and support
- Educational Programs and Initiatives services and support
Question: What is the NAICS code and small business size standard for CLINS 0001, 0002, 0005, and 0007?

Answer Number 9: See the list below of NAICS Codes, and Small Business Size Standards for each of the seven CLINs in the solicitation.

CLIN 0001 - Technical/Program/Engineering support services
NAICS CODE: 541330 SIZE: \$23M

CLIN 0002 - Business and Finance support services
NAICS CODE: 541611 SIZE: \$6M

CLIN 0003 - Conference/Event support services (8a Set-Aside)
NAICS CODE: 561920 SIZE: \$6M

CLIN 0004 - Clerical and Admin support services (8a Set-Aside)
NAICS CODE: 561110 SIZE: \$6M

CLIN 0005 - Training/Workshop support services (Partial Set-Aside)
NAICS CODE: 611430 SIZE: \$6M

CLIN 0006 – Information Technology support services (8a Set-Aside)
NAICS CODE: 541513 SIZE: \$21M

CLIN 0007 – Education Program support services
NAICS CODE: 541611 SIZE: \$6M

10. **Date of Submission:** 4/15/2004

RFP Page: Pg 3 of 4

RFP Section: Attachment

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: For the Administration Assistant labor category can additional years of experience be substituted for the Associates Degree requirement?

Answer 10: The Price Model requests offerors to identify and propose direct labor rates of personnel with staff qualifications similar to those listed. In the case of the Administrative Assistant position, we would not take issue with an offeror substituting relevant experience for education (3 to 5 years of relevant experience would be a reasonable substitute).

11. **Date of Submission:** 4/15/2004

RFP Page: 65

RFP Section: L.22

Paragraph of Section: B.1

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: If an offeror submits a bid for CLIN 0001, must it bid on all six ONR S&T Program Areas? If an offeror bids on CLIN 0001 for one ONR S&T Program Area, and receives an award, will that offeror have the opportunity to bid on all tasks issued by all six ONR S&T Program Areas? If an offeror submits a CLIN 0001 bid for two ONR S&T Program Areas, should they submit two Technical and Management Proposals, or should they combine them into one Technical and Management Proposal?

Answer 11: An offeror can address one or more ONR S&T Program Area as part of their CLIN 0001 Technical and Management proposal. An offeror shall not submit more than one Technical and Management proposal for each CLIN. Each active contract awardee under a given CLIN will be given a fair opportunity to compete for every task order award under that CLIN.

12. **Date of Submission:** 4/15/2004

RFP Page: 2

RFP Section: B

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

- Educational Programs and Initiatives services and support

Question: Can non-8a firms bid on CLINS 0001, 0002 and 0007.

Answer 12: Yes. Only CLINs 0003, 0004, and 0006 are set-aside exclusively for 8(a) firms. Awards made to 8(a) firms under the non-set-aside CLIN(s) (i.e 0001, 0002, 0005 and 0007) will be made as SDB awards and not as awards under the 8(a) program.

13. **Date of Submission:** 4/16/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support

Question: Would ONR consider a Time and Materials approach to pricing for this contract? We have found that this works well for other work that we have done for ONR, using our established labor rates and our pre-approved g&a and fee rates for the ODCs.

Answer 13: Yes, we would consider a Time and Materials approach for Task Orders if it was in the best interest of the Government. (Please note that, for the purposes of this solicitation, an offeror must submit its cost proposal in accordance with Section L.20(C).

14. **Date of Submission:** 4/16/2004

RFP Page: 57

RFP Section: L

Paragraph of Section: L.9

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

- Conference and Event services and support

- Administrative services and support

Question: Our company is an 8(a) SDB. Would you please explain how the SDB credit will work for companies that participate both as a prime and also as a subcontractor?

Answer 14: We will get the credit for the SDB prime contractor based on the data entered into PMRS database. The data comes from the DD 350 a reporting document completed by the contract specialist upon award of the contract. As a subcontractor the prime contractor will include the SDB in their subcontracting plan and report it on their SF 294/295. The contract is administered by DCMA and they will input that data into DIOR (a reporting data base).

15. **Date of Submission:** 4/19/2004

RFP Page: 52 & 64

RFP Section: L.2 & L.22

Paragraph of Section: (2) & 3.

CLIN(s) Area of Interest: - Conference and Event services and support
- Administrative services and support

Question: Both referenced sections give guidance relative to the first page/cover page of the proposal. We are unsure of the difference between the two references. Some of the information requested is duplicative. Should the offeror consolidate the requirements and provide all of the information on one page? Should this information be provided in both Volumes I and II? Where within the Volume(s) should this information be provided [as the cover of the proposal; the first page after the cover of the proposal; or, elsewhere]? If this information is to be provided on a single page it may be impossible to comply with the format restrictions [1" margins; 12pt font] Please advise.

Answer 15: Offerors should do their best to satisfy requirements referenced in both sections. In cases where the two sections contradict or duplicate each other, please follow the instructions set forth in RFP Section L.22. Offerors should submit Cover Pages for both Volume I and Volume II. The Government recognizes that the Cover Pages may have to deviate from the strict format restrictions and ask the offeror's to use sound business judgment in formatting its Cover Pages.

16. **Date of Submission:** 4/19/2004

RFP Page: last page

RFP Section: Attach 3

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support
- Administrative services and support

Question: Attachment 3 is a Proposal Preparation Checklist. There are no instructions in Section L of the Proposal that indicates where is this page to be included in the proposal submission?

Answer 16: The completed Attachment 3 Proposal Preparation Checklist should be incorporated into the Volume II Cost Proposal in any manner or section in which the Contractor sees as appropriate.

17. **Date of Submission:** 4/19/2004
RFP Page: 62
RFP Section: L.20
Paragraph of Section: Part B (b)
CLIN(s) Area of Interest:
Question: This Section states that the length of Volume I shall be no more than 40 pages. Are the Table of Contents, Cover Page, tabs, Attachment 3 Checklist or other such summary sheets included as part of the page count?

Answer 17: In accordance with RFP Section L.20(B)(1)(b), all required pages and sections to be addressed in a Volume I Technical and Management proposals shall count against the 40 page limit with the exception of the resumes and the sections for "Commitment to Small Business." There are no page limits on resumes or sections for "Commitments to Small Business."

18. **Date of Submission:** 4/19/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Information Technology services and support
Question: Which small businesses have been providing to ONR some of the IT services that are listed in CLIN 6?

Answer 18: A variety of firms. There is no one incumbent.

19. **Date of Submission:** 4/19/2004
RFP Page: Pages 2-5
RFP Section: B
Paragraph of Section: B Tables
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
Question: It appears the offeror should not complete the "B Tables" . Is this assumption Correct?

Answer 19: Correct- Section B should reflect the minimum and maximum amounts provided.

20. **Date of Submission:** 4/19/2004
RFP Page: Page 63
RFP Section: L.20,
Paragraph of Section: Part C(1)
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
Question: a. Can an Offeror revise the Price Model template to include additional elements to comply with offeror's cost accounting structure? b. This offeror assumes that the reflected 2080 hours on the "Price model" for each of the 16 labor categories are for one year only. Therefore, Offerors should propose labor hours as follows, $16 \times 2080 = 33,280$ total hours for each year of performance. Is this assumption correct? If not, please clarify. c. If the Base Period has a period of

performance of 10/01/04 - 09/30/06, should Offerors propose 33,280, or 66,560 (16 X 2080 X 2 years) total hours? Please clarify.

Answer 20: a. No, please follow the Price Model template provided in Attachment 2. b. As specified in Note 1 of Attachment 2, the Offeror shall identify and propose direct labor rate of personnel with staff qualifications similar to those listed for each CLIN under which a proposal submitted. For every labor category proposed, the Offeror should propose 2080 hours in accordance with the Price Model. c. No, please follow the Price Model template which specifies a total of 2,080 hours for each proposed labor category.

21. **Date of Submission:** 4/19/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: Reference Synopsis Information, Description section. This solicitation assumes that for escalation purposes only, the start date will be October 1, 2004 based on the acquisition page FY05-FY09. Is this a correct assumption? If not, please clarify for escalation purposes what is the contract anticipated period of performance.

Answer 21: The anticipated contract period of performance for the base and option periods are specified in Section B.

22. **Date of Submission:** 4/20/2004

RFP Page: 2

RFP Section: B

Paragraph of Section: Base

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

- Administrative services and support

- Educational Programs and Initiatives services and support

Question: Are offerors required to cover all S&T codes for the CLINs they are bidding?

Answer 22: No, offerors are not required to cover all S&T codes for CLINs they are bidding. Please note that an offeror should only submit one proposal for each CLIN (CLIN 0001 for example), regardless of the number of S&T areas it is addressing.

23. **Date of Submission:** 4/20/2004

RFP Page: 2 of 4

RFP Section: attach 2

Paragraph of Section: note 1

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Conference and Event services and support

- Training and Workshop services and support

- Educational Programs and Initiatives services and support

Question: Are offerors required to have these specific labor categories with these requirements for the CLINs shown in parenthesis?

Answer 23: The CLINs specified with the various labor categories in Attachment 2 were identified by ONR as labor categories (based on the same or similar qualifications) that an evaluator would expect to see based on the nature of the task requirement. However, in the end, the offeror should propose the direct labor rate of an individual/labor category that would be used to accomplish the tasks of the particular CLIN, and which most closely meets the minimum qualifications outlined in Attachment 2.

24. **Date of Submission:** 4/21/2004

RFP Page: 60 & 64

RFP Section: L.12 &L.20

Paragraph of Section:

CLIN(s) Area of Interest:

Question: Section L.12 requires the submission of a Total Compensation Plan. L.20 Part C (1) (a) states that the Cost Volume should be separated into 2 subsections - "Rate Structure" & "Price Model". Where does the Government want the Total Compensation Plan inserted? Also, does the Government want the fully executed copy of the Solicitation as an attachment or as a Subsection to the Cost Proposal?

Answer 24: Any documents required to support the requirements in L.20(1)(a) should be incorporated as an attachment in support of the Volume II cost proposal. An offeror should include a fully executed copy of the Solicitation and any Amendments (COVER PAGES ONLY) as a formal section of the cost proposal.

25. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support

Question: Based on prior years data, how many conferences are planned for one year? what is the average number of attendees for a conference? Are conferences held in international locations? Are conferences open to foreign nationals?

Answer 25: This level of detailed information is not available. As noted in RFP Section C.3(c), it is anticipated that the Conference requirements in Task Orders will vary from small to large, domestic and international, and classified or unclassified.

26. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Administrative services and support

Question: What constitute a task order for travel support? Would each code have its own task order for travel support? Does each code have its own travel budget? What is ONR's total travel budget for one year?

Answer 26: The tasks outlined RFP Section C.3(d)(4) represent the travel administration tasks that would likely be required under a Task Order. This contract vehicle provides the flexibility to obtain cross-code Task Order administrative support. Travel requirements will be addressed and captured under Orders on an as-needed basis.

27. **Date of Submission:** 4/21/2004
RFP Page: 62
RFP Section: L
Paragraph of Section: L-20
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
Question: (5) indicates that CLINs targeted should be inserted in the cover page. If one is proposing for the Tech, Prog, Eng Services CLIN, do I insert CLIN 1 only, or CLINs 1, 8, 15, 23 to cover all options?

Answer 27: In accordance with RFP Section L.20(3), a submitted Technical and Management proposal package (Volume I) will be valid for one CLIN only. In accordance with RFP Section M.2, options will not be included in the evaluation for award purposes. To answer the direct question, only insert CLIN 0001 onto your particular Technical and Management Cover Page.

28. **Date of Submission:** 4/21/2004
RFP Page: 70
RFP Section: M
Paragraph of Section: I (d)
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
Question: Regarding the ability to provide support services to other ONR offices, are you looking specifically for facilities at those locations or the ability to travel to one of those locations and arrange for specific services and facilities on an "as needed" basis?

Answer 28: Both capabilities identified above would receive favorable consideration under the Corporate Facilities evaluation criteria.

29. **Date of Submission:** 4/21/2004
RFP Page:
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest:
Question: Joint Venture: Can a new 8(a) and a small business form a joint venture to respond to this RFP? If so, can the past performance of the small business be used to address the past performance requirements i.e. 3 years?

Answer 29: Yes. Both companies should be addressed in accordance with L.22(B)(3). Specifically, for the new 8(a) firm which has limited organizational past performance to reference, please follow the instructions outlined in L.22(B)(3).

30. **Date of Submission:** 4/21/2004
RFP Page:

RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest:

Question: Fringe benefits are not labeled in the Attachment #2 "Pricing Model". Are Fringe Benefits to be excluded from the Pricing Model format? If not, then is there a specific location that Fringe Benefits are required in the pricing model?

Answer 30: If applicable to an Offeror's estimating and accounting structure, "Fringe Benefits" should be addressed in one of the three Overhead blocks (a, b or c) provided under the Price Model.

31. **Date of Submission:** 4/21/2004

RFP Page: 5

RFP Section: B

Paragraph of Section:

CLIN(s) Area of Interest: - Information Technology services and support

Question: Would ONR consider including Service Disabled Veteran-Owned Business (SDVOB) companies in addition to the 8(a) Set-aside CLINs, i.e. ** Designates Competitive 8(a) or SDVOB Set-Aside CLIN

Answer 31: ONR does not intend to change the designation of its IT support CLIN 0006 from Competitive 8(a) Set-Aside.

32. **Date of Submission:** 4/21/2004

RFP Page: 3

RFP Section: B

Paragraph of Section:

CLIN(s) Area of Interest: - Information Technology services and support

Question: Do the dollars for option years for the Information Technology area already factor in the NMCI work that will drop off?

Answer 32: Yes. The total represents the estimated ceiling amount of dollars that would not be covered under NMCI.

33. **Date of Submission:** 4/21/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

Question: Clearly there are potential organization conflict of interest (OCI) issues with at least 2 of the CLINs - for example, the conflict between program management support under CLIN 0001 and performing other research efforts for the S&T codes; and the conflict between contracting/acquisition support under CLIN 0002 and other contracted support to ONR. Are there examples in which such OCI concerns have been successfully mitigated? If so, is it possible for ONR to share the acceptable OCI mitigation strategies as models for the current bidders to consider?

Answer 33: ONR shall follow OCI guidance noted in Section H.8 and FAR Part 9.5. Any offeror that receives a contract under this solicitation must also sign a Non-Disclosure/Conflict of Interest Agreement may limit the company's ability to compete on other procurements. OCI Mitigation at ONR is achieved by a strict policy to avoid even the appearance of a conflict of interest for any and all situations.

34. **Date of Submission:** 4/22/2004

RFP Page: Att2, pg 2

RFP Section: Labor Cats

Paragraph of Section:

CLIN(s) Area of Interest: - Training and Workshop services and support

- Information Technology services and support

Question: As reads Program Manager is required for only CLINs 0001 and 0007. Is this in error, should this be bid for all CLINs -- allowing all vendors to bid a Program Manager for all areas.

Answer 34: In accordance with Note 1 under Attachment 2, an offeror should identify and propose direct labor rates of personnel with staff qualifications similar to those listed below for each CLIN under which a proposal is submitted. To accomplish tasks under CLIN 0005, ONR expected that, at a minimum, there would have at least one person with similar or greater qualifications as the "Trainer" identified in Attachment 2. The Program Manager qualification outlined in Attachment 2 is geared towards an individual with an S&T background. If your company would propose a Program Manager, with different types or levels of experience, then your Price Model should simply reflect its inclusion in one of the three labor categories identified as "Other."

35. **Date of Submission:** 4/22/2004

RFP Page: 16

RFP Section: IT

Paragraph of Section: f

CLIN(s) Area of Interest: - Information Technology services and support

Question: What Level of Security Clearance will be required? I currently have employees with a "secret" but will "Top Secret" be necessary especially for Embassies?

Answer 35: The security level of each Task Order will be addressed on a case-by-case basis. Based on historical data at ONR, it is not anticipated that many, if any, requirements would require a Top Secret clearance.

36. **Date of Submission:** 4/22/2004

RFP Page: 17

RFP Section: IT

Paragraph of Section: f

CLIN(s) Area of Interest: - Information Technology services and support

Question: Exactly, Who would need a Security Clearance as it pertains to IT implementation and execution of the contract? For those individuals not possessing a clearance, what is the process and timeline for National Agency Checks (NAC) to evaluate them? (i.e. Potential personnel to be used at HBCUs where most people would not have a clearance.) Will a schedule be established to list all the required

training sessions that must be attended by contractors/subcontractors onsite and offsite?

Answer 36: It is anticipated that many of the IT support service contractors will be required to have, or to be able to obtain, a SECRET level clearance. The Government initiates the NAC process at the time of award selection, if required (Each Task Order will address its specific security requirements). The process will take a minimum of two months, depending upon the particulars of the case. Training schedules will be posted and distributed as early as possible, and the Government will make every effort to provide at least 24 hours notice to all required attendees prior to any training session.

37. **Date of Submission:** 4/22/2004

RFP Page:

RFP Section: Cost Model

Paragraph of Section:

CLIN(s) Area of Interest: - Training and Workshop services and support

- Information Technology services and support

Question: When pricing Labor Cats, there are several levels of Training Instructors, however, the model only addresses one Trainer. Will ODC on Training materials be allowed. Is the model only that, and the vendors are allowed to identify and bid the various labor categories required to perform SOW requirements. When Bidding Courses, there does not appear to be an example within the Cost Model for these fixed priced items. Please clarify.

Answer 37: Offerors should not deviate from the Price Model for the purposes of proposing under this solicitation. For the purposes of this proposal, the Offeror should not be proposing any costs via a training course price list. As outlined in Note 1 to the Price Model, an Offeror may list up to three of its own labor categories and rates that are not covered by any of the generic labor categories. As outlined in Note 3, there is a limited Material cost element that can be addressed under this Price Model. By design, other than Travel (See Note 2), the Price Model does not include any further ODC elements.

38. **Date of Submission:** 4/22/2004

RFP Page: All

RFP Section: All

Paragraph of Section: All

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support

- Conference and Event services and support

- Administrative services and support

- Training and Workshop services and support

- Information Technology services and support

- Educational Programs and Initiatives services and support

Question: (A Company) would like to respond to this RFP, but was not able to attend the conference. We are also looking for an 8A to partner with to respond to the RFP, per the requirements. Can you email to us a list of the companies that attended the conference, and which are 8As?

Answer 38: Note that a list of Conference attendees has been posted at the RFP website at: www.onr.navy.mil/02/rfs/n00014_r_04_0010. An e-mail response will not be provided.

39. **Date of Submission:** 4/22/2004
RFP Page: 63
RFP Section: L.20
Paragraph of Section: Rate Struc
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
Question: At the pre-proposal conference it was stated that separate sealed packages for the Cost Volume are not required from proposed subcontractors. The information contained in the sealed package would be the information requested in the Rate Structure portion of the Cost Volume. How then are subcontractors to be presented in the cost proposal?

Answer 39: For a Government contract, there can be only one Prime Contractor. While reference to subcontractors and teaming arrangements should be addressed and specified (Example: Past Performance) in the Technical and Management Proposal (Volume I), the Government is only interested in performing a cost realism and rate analysis on the Prime Contractor under this solicitation. Only the Prime Contractor labor categories and rates should be reflected in the Price Model proposal.

40. **Date of Submission:** 4/22/2004
RFP Page: 14
RFP Section: 1
Paragraph of Section:
CLIN(s) Area of Interest: - Conference and Event services and support
- Administrative services and support
Question: We are interested in CLIN 0003, Conference and Event Services Support. CLIN 0004, Administrative Services and Support has as one of its requirements (item 7), the coordination of meetings and direct support for presentations, conferences, events and other meetings. Can we submit a separate proposal to address CLIN 0004, but only with respect to conference/event services provision, i.e. ignoring the other requirements of this administrative support CLIN. Is this feasible?

Answer 40: Yes. An offeror does not have to address all task requirements under a given CLIN.

41. **Date of Submission:** 4/22/2004
RFP Page: 14
RFP Section: C
Paragraph of Section:
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support

- Educational Programs and Initiatives services and support

Question: If I submit a proposal for CLIN 4 that fully satisfies item 4 (Travel support related administrative duties) can I get an award for all of CLIN 4, and therefore be able to respond to subsequent tasks that are issued unrelated to travel support?

Answer 41: Yes. In accordance with Section H.7(b), "Each awardee shall be provided a fair opportunity to be considered for each order in excess of \$2,500 in accordance with the procedures specified in FAR 16.505(b)."

42. **Date of Submission:** 4/22/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Conference and Event services and support

Question: Are any of the Codes 31-36 able to provide a rough number for the meetings/conferences/events that they hold during a given year? If so, could each Code then provide an approximate breakdown for the types of meetings, conferences, and other event?

Answer 42: That level of information and detail is not available.

43. **Date of Submission:** 4/22/2004

RFP Page: 62

RFP Section: L.20

Paragraph of Section: Part B

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Information Technology services and support

Question: In reference to the proposal format, are we permitted to include 11x17' or 8 1/2 x 14 pages?

Answer 43: No. Please follow the format specified in L.20(B).

44. **Date of Submission:** 4/22/2004

RFP Page: 62

RFP Section: L.20

Paragraph of Section: Part B

CLIN(s) Area of Interest: - Management and Financial services and support

- Conference and Event services and support
- Administrative services and support
- Information Technology services and support

Question: In reference to font size, are we permitted to use a smaller font for graphics and tables?

Answer 44: Yes, as long as the font is still readable. Please use your best business judgment in regards to the appropriate font size and format for graphics and tables.

45. **Date of Submission:** 4/23/2004
RFP Page: 69
RFP Section: M
Paragraph of Section: M.1
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Management and Financial services and support
- Administrative services and support
- Information Technology services and support
Question: Is it possible to find out the make up of the evaluation team for the above checked CLIN(s). Will they be a mix of the applicable technical codes, contracts and front office personnel, or just technical codes? Thank you.

Answer 45: The mix of the evaluation teams will be different for every CLIN, and the evaluations will be performed by representatives of codes that have indicated a requirement under a given CLIN under the MATOC Program. While the evaluation teams under CLINs 0001 and 0007 will consist of only technical code representatives, the evaluation teams under CLINs 0002, 0003, 0004, 0005, and 0006 will consist of both technical and business code representatives. The ONR small business office will evaluate each offeror's commitment to small business.

46. **Date of Submission:** 4/26/2004
RFP Page: Not sure
RFP Section:
Paragraph of Section:
CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support
- Conference and Event services and support
- Training and Workshop services and support
- Educational Programs and Initiatives services and support
Question: Will Small businesses and SDBs be required to recertify before the exercising of Options?

Answer 46: No

47. **Date of Submission:** 4/26/2004
RFP Page: Attach 2
RFP Section: Cost Prop
Paragraph of Section:
CLIN(s) Area of Interest:
Question: Is the Contractor obligated to use the direct labor rates submitted as part of the MATOC cost proposal on all subsequent task order proposals moving forward?

Answer 47: No

48. **Date of Submission:** 4/26/2004
RFP Page: 64
RFP Section: L. 22
Paragraph of Section: (A)
CLIN(s) Area of Interest:

Question: Should offerors refrain from submitting a Cover Letter? Or may one be submitted? If one may be submitted, will it count against the 40 page limit?

Answer 48: Offerors should use their own business judgment in regards to the decision to send a cover letter. It will not count against the 40 page limit, and it should not be used as a means to address any of the requirements in the Volume I or Volume II proposals.

49. **Date of Submission:** 4/26/2004

RFP Page: 67

RFP Section: L.22

Paragraph of Section: (B) 5.

CLIN(s) Area of Interest:

Question: Are only prime contractors required to submit commitments to small business, or small business subcontracting plans or are subcontractors also required to submit these items?

Answer 49: Only Prime Contractors.

50. **Date of Submission:** 4/27/2004

RFP Page: Attach 2

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: On the pricing model, is it acceptable to add more than three (3) Other categories for additional labor categories or is 3 the maximum?

Answer 50: No. Three (3) is the maximum.

51. **Date of Submission:** 4/27/2004

RFP Page: Attach 2

RFP Section:

Paragraph of Section: Note 1

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

- Management and Financial services and support
- Conference and Event services and support
- Administrative services and support
- Training and Workshop services and support
- Information Technology services and support
- Educational Programs and Initiatives services and support

Question: Is substituting years of experience for the various degrees (Graduate, Bachelors, and Associates) acceptable. Examples, for the Administrative Assistant with a requirement for an Associates degree with three years experience, can we

substitute a High School diploma with 10 - 15 years experience. For a Program Manager, can a candidate with 20 - 25 years experience and a Bachelors degree be substituted for the eight years experience and Graduate degree specified in the description.

Answer 51: The Price Model requests offerors to identify and propose direct labor rates of personnel with staff qualifications similar to those listed. Generally, except for highly technical requirements, the Government accepts the idea that various levels of education can be substituted by relevant and meaningful experience. The Government asks the Offerors to use sound business judgment and logic in making these substitutions. These labor categories were established for cost realism evaluation purposes only. Once contract awards are made, individual task order solicitations will prescribe personnel qualifications required (if any) to include whether or not substitution of experience for education is acceptable.

52. **Date of Submission:** 4/27/2004

RFP Page:

RFP Section:

Paragraph of Section:

CLIN(s) Area of Interest: - Technical Programmatic and Engineering services and support

Question: Please confirm what was stated at the Pre Proposal Conference that an offeror should address in its technical proposal those areas within the CLIN Statement of Work for which it has capability to perform and that there is not a penalty for not addressing those areas for which it has no capability to perform.

Answer 52: Each offeror proposal will be evaluated in accordance with the Evaluation criteria set forth in Section M of the Solicitation. An offeror should propose its capabilities in line with the task requirements set forth in the solicitation. There is no penalty for not addressing task requirements for which an offeror has no capability to perform.