

Amendment 0001

Support Service for the Office of Naval Research for the Corporate Logistics Department (BD04)

N00014-10-R-0004

The purpose of this amendment is to: 1) identify the labor categories that are considered Key Personnel under Section H, Special Contract Requirements, paragraph 2 entitled, Key Personnel; 2) correct a typo in the Statement of Work under section 2.2, Requirements, for the paragraph entitled, Travel/Relocation Specialist, from "P05" to "PCS"; and 3) provide answers to questions.

1. Section H, Special Contract Requirements, paragraph 2, entitled Key Personnel is hereby revised to read as follows:

2. ONR 5252.237-9705 KEY PERSONNEL (DEC 88)

(a) The Contractor agrees to assign to the contract tasks those persons whose resumes were submitted with its proposal and who are necessary to fulfill the requirements of the contract as "key personnel". No substitutions may be made except in accordance with this clause.

(b) The Contractor understands that during the first ninety (90) days of the contract performance period, no personnel substitutions will be permitted unless these substitutions are unavoidable because of the incumbent's sudden illness, death or termination of employment. In any of these events, the Contractor shall promptly notify the Contracting Officer and provide the information described in paragraph (c) below. After the initial ninety (90) day period the Contractor must submit to the Contracting Officer all proposed substitutions, in writing, at least (30) days in advance ((45) days if security clearance must be obtained) of any proposed substitution and provide the information required by paragraph (c) below.

(c) Any request for substitution must include a detailed explanation of the circumstances necessitating the proposed substitution, a resume for the proposed substitute, and any other information requested by the Contracting Officer. Any proposed substitute must have qualifications equal to or superior to the qualifications of the incumbent. The Contracting Officer or his/her authorized representative will evaluate such requests and promptly notify the Contractor in writing of his/her approval or disapproval thereof.

(d) In the event that any of the identified key personnel cease to perform under the contract and the substitute is disapproved, the contract may be immediately terminated in accordance with the Termination clause of the contract.

The following are identified as key personnel:

Labor Category	First/M/Last Name
Program Manager	TBD
Office Manager	TBD
Engineering Technician	TBD
Management Analyst	TBD

2. In the Statement of Work under section 2.2, Requirements, the paragraph entitled, Travel/Relocation Specialist, is revised to read as follows:

The Travel/Relocation Specialist shall perform the following tasks:

- Advise management of facts to be considered in making decisions regarding travel, relocation, transportation, and related entitlements.
- Assist travelers in developing travel plans and itineraries.
- Process travel orders for ONR civilian and military personnel and others traveling under ONR auspices; prioritize orders to allow adequate lead time for issuance of tickets, advances, clearance requests, etc. Monitor the processing of travel documentation to ensure timely completion prior to travel departure.
- Initiate requests to obtain Embassy/area clearance for personnel traveling outside the Continental United States (CONUS) under ONR sponsorship, for permission to visit Special Areas, and for obtaining approval of the U.S. State Department, Assistant Secretary of Defense for International Security Affairs (ASD (ISA)) and Chief of Naval Operations (CNO).
- Analyze personnel entitlements under CONUS and Overseas First Post of Duty and Permanent Change of Station (PCS) travel and advise personnel and their dependents of entitlements.
- Assist in the planning, coordination, and control of the official movement of ONR personnel.
- Initiate passport applications for employees and dependents on overseas Temporary duty (TDY) and First Post of Duty and **PCS** moves.
- Maintain communications with Navy Passenger Transportation Office (NAVPTO) personnel to ensure prompt and correct ticket receipt for ONR personnel. Assemble tickets and itineraries for ONR personnel.
- Maintain records on travel orders and reimbursement claims in accordance with

- pertinent records management policies.
- Provide assistance in maintaining and updating the ONR Travel WebPages.
- Receive all non-Defense Travel System (DTS) vouchers and log into the ONR Travel Tracking System.
- Examine all vouchers for correctness and entitlements according to the JTR and JMTR. Calculate reimbursement amounts.
- Note all incorrect submissions with comments and return promptly to traveler for correction.
- Enter appropriate information into Integrated Automated Travel System (IATS) to process voucher for payment. Forward IATS entry to approving official.
- Coordinate with Defense Finance and Accounting Service (DFAS) on status of reimbursements and resolve any problems.
- Provide traveler with summary of reimbursement along with return copy of voucher.

3. The following represents questions and answers received in response to the solicitation:

Question 1: In H. 5.11, p. 17, ONR 5252.216-9706 LEVEL OF EFFORT (DEC 88), paragraph 11, the RFP states that the Program Manager labor category has 520 regular hours and the Management Analyst has 500 regular hours and both positions equals 1 person. However, all of the only labor categories that have 1 person the regular hours are 2,000. Should the Program Manager and Management Analyst be shown at 0.5 people like the Duplicating Machine Operator and Driver Courier

Answer 1: These are two different functions performed by possibly different individuals. Contractor Program Manager may handle more than this contract since the position does not require a full MY (man-year), only 520 MR (man hours) are required for this contract. Management Analyst is a part-time temporary position on an as needed basis not to exceed 500 MH. The position for Duplicating Machine Operator and Driver Courier is envisioned as the same person spending 50% of their time on each function.

Question 2: In the SOW, p.3, Supply Room Clerk, bullet 5: Who is the "person who acquires small purchases"?

Answer 2: A designated ONR Headquarter Management Government Purchase Card holder is the "person who acquires small purchases".

Question 3: In the SOW, p.3, Travel/Relocation, bullet 7: What is a P05 move?

Answer 3: Typo should read "PCS moves". See the correction noted above.

Question 4: In the SOW 2.4, p.7 - supplemental labor, are Laborers or other LC's expected to possess skills necessary to perform tasks in this section (e.g., under-floor electrical distribution system components) or is it expected that these skills will be provided by

temporary labor/contractors? (subsequent paragraphs describe the conditions for hiring of subcontractors)

Answer 4: It is expected that the onsite Laborers & Engineering Technician be able to provide some of these capabilities/services on some scale, for larger jobs the service may be provided by temporary labor or subcontractor as determined by the COTR.

Question 5: Does the signed authorization required to incorporate an incumbent employee's resume into the proposal count against the 50-page limit, or is the authorization considered to be part of the resume itself and not a page-count factor?

Answer 5: No, the letters of intent/signed authorization do not count towards the page limit.

Question 6: Please let us know who are the key personnel?

Answer 6: The program manager, office manager, engineering technician, and the management analyst labor categories will be considered key personnel.

Question 7: Let us know how many resumes we have submit and let us know the labor categories for which we should submit the resumes.

Answer 7: Resumes are required for all the labor categories.

Question 8: We request you to tell us the period of performance for the Base Year with the start date.

Answer 8: In accordance with Section F, Deliveries or Performance, the base period is 12 months. In accordance with Block 12 of the Standard Form 33, proposals are expected to remain valid for 120 days from the due date of full proposals. Contract award is anticipated to be made within this 120 day period. However, an exact start date is unknown.

Question 9: What is the NAICS code for this solicitation?

Answer 9: 561210, Facilities Support Services