

REQUEST FOR QUOTE: VA777-16-Q-0042 National Conference Center Program Support Assistant Services

Questions/Answers:

1. Page 2 of the Instructions references under Labor Fees "...all union and non-union fees..." Are these employees covered by a collective bargaining agreement? [Answer: No](#)
2. Given this is an existing contract and the non-displacement clause applies, can we get the tenure of the existing employees and how they are currently mapped to the wage determination. [Answer: Employee 1\) 05/01/2015 Employee 2\) 03/28/2016](#)
3. The government doesn't provide the Occupation Code for these employees and the use of the title Program Support Assistants doesn't appear to map the wage determination. Can the government provide the occupation code to be utilized? [Answer: Occupation Code 01113 General Clerk III, applicable wage determination provided.](#)
4. Page 19 makes reference to a Federal Supply Schedule, yet this procurement doesn't appear to be issued IAW a GSA schedule. Please clarify. [Answer: Only applies if vendor is on schedule.](#)
5. Amendment 0003, page 1, #5 references the addition of the Statement of Equivalent Rates, yet on page 23 the clause for the equivalent rate is left blank. The referenced wage determination provides the statutory rates for the contractor to use but it doesn't tell us how the government would classify and pay the employees, if they were hired as federal vice private sector. Will the government provide this information? [Answer: See Question 3 answer.](#)
6. How many hours will be worked between 01 September 2016 through 31 August 2017? [Answer: Each Employee is schedule for a 40 hr. work week.](#)
7. Does the current incumbent's employees has the first right of refusal for the Program Support Assistant position? [Answer: Yes](#)
8. Is this a new requirement or an existing contract? [Answer: Yes](#)
9. If this is an existing contract, who is the current incumbent company? [Answer: Champion Business Services Inc.](#)
10. Are the two PSA support positions currently staffed or vacant? [Answer: Staffed](#)
11. What is the minimum security clearance requirement for each PSA support staff? If SECRET or above clearance is required, will the VA assist in the facility clearance requirements for contractors? [Answer: Public Trust reference solicitation para 6, Contractor Personnel Security a. \(1\) & \(2\) b. \(1\), \(2\), \(3\), \(4\) & \(5\).](#)
12. It is not clear on the "Instructions to Offerors" document and in the solicitation whether a key personnel section and resumes are required in the proposal. Can you provide more guidance if key personnel section and resumes are needed in our proposal. [Answer: Key personnel and resumes are not required for initial solicitation response.](#)

13. (Instructions to Offerors, Factor 2 – Price Evaluation): The government states that Basis of Estimates will be compared to IGCE as well as industry published prices. As this is a SCA-based solicitation, your labor (rates) are dictated against published DOL Wage Determinations. These Wage Determinations are labor code specific, and each labor code is RESTRICTED to performing ONLY the tasks as defined in SCA Directory of Occupations (5th Ed.). We request the government identify the defined Occupational Code(s) required to fully meet the requirements desired.
[Answer: See answer question in question 3.](#)
14. (Instructions to Offerors, Factor 2 – Price Evaluation): The government states that Basis of Estimates will be compared to IGCE as well as industry published prices. Please define how industry published prices are to take precedence over required DOL Wage Determination schedules for SCA work. [Answer: IGCE and industry published prices are market research tools to establish an independent estimate not take precedence over DOL wage determination.](#)
15. (Instructions to Offerors, Factor 2 – Price Evaluation, Labor Fees): The instruction states that the vendor is responsible for all union and non-union fees associated with the execution of this requirement and should include these in their proposal. Unless you are the incumbent contractor, it is impossible to know or guess what these fees actually are for inclusion. Request the government provide a complete breakout of ALL union and non-union fee adjustments applicable to this solicitation as an ODC plug value. [Answer: Omitted from Solicitation’ “Labor Fees”.](#)
16. (Instructions to Offerors, Factor 2 – Price Evaluation, Labor Fees): With the inclusion of the statement of union/non-union fee requirements in pricing, is this solicitation (i.e. the staff involved) unionized and therefore part of an active CBA (collective bargaining agreement)? If so, what is the union representing the workers, and what is the contact information for the assigned union representative? [Answer: Omitted from solicitation, “Labor Fees”.](#)
17. (Instructions to Offerors, Factor 2 – Price Evaluation, Labor Fees): If this solicitation will be or is impacted by the requirement to include union dues/fees for pricing modeling, as well as for potential adjustments to other negotiated worker privileges, we request that the government provide FULL DISCLOSURE of all material applicable to the active or in place agreements governing the worker’s salary, benefits, and other negotiated benefits. Without this disclosure, any contractor will incur potentially large risks that would impact the ability to reasonably perform the requested work, and places an unfair competitive advantage with the incumbent contractor who has access to this information. [Answer: Omitted from Solicitation, “Labor Fees”.](#)
18. We request the government provide the length of time the two proposed FTE’s have been providing the current service in years and months. [Answer: See answer in question 3.](#)
19. Are any of the positions included in this solicitation covered by any union? If yes, please provide contact information for determining the union fees. [Answer: See answer in question 1.](#)

20. Solicitation (SF 1449) – Block 20 of the SF 1449 states that the procurement is 100% set aside for Service Disabled Veteran Owned Small Businesses (SDVOSB) and Veteran Owned Small Business (VOSB) and Block 10 has those blocks checked as well.

Q2. The VA has previously stated that their highest contracting priority are SDVOSB companies and the next highest priority are VOSB companies. For technically acceptable proposals (factor 1) will SDVOSB status be applied during the evaluation of price? If yes, will there be a percentage credit, or will the prices from SDVOSB companies be evaluated before VOSB companies, or will some other method be used?

Answer: 100% set-aside is for SDVOSB and VOSB companies as per the request and will be evaluated IAW with solicitation. Current policy direction requires SDVOSB to be considered over VOSB.

21. The price/cost information schedule – the schedule lists item numbers for the base year and 2 option years but lists the unit as job and the quantity as 1 for each of the items. There is no other provision for incremental invoicing - this seems to indicate that there will be 1 invoice/payment at the end of each year. **Answer:** Pricing is requested to be submitted per solicitation.

22. Will the Government consider modifying the unit to month and the quantity to 12 for each of the items? **Answer:** Government will consider and discuss payment options with awardee.

23. Solicitation pages 8-9 (Key Personnel) – this section states that the contractors must be able to work overtime on as needed basis. This adds significant risk on a fixed price contract.

Will the Government provide an estimate/not to exceed number of overtime hours per position so that it can be factored into our pricing? Or will the government consider adding more items to the price/cost schedule for overtime in each of the performance periods?

Answer: Overtime if required by government will be authorized and price/cost adjustments on an as needed basis

24. Solicitation pages 8-9 (Key Personnel) – this section states that “the contractors’ must have a minimum of one year’s experience in the administrative assistant industry.”

Does this refer to the company or to the employees performing on this contract?

Answer: Employees

25. Solicitation page 9 (Key Personnel) – this section includes a discussion of key personnel and resumes.

Will the Government provide specific positions that are categorized as key and therefore require resumes? **Answer:** Key personnel resumes are only required if key personnel are replaced.

26. Solicitation page 11 (Security) – this section states that contractor personnel that have access to national security programs must have a valid security clearance.

Does this contract involve this type of work? If so, will a DD 254 be provided? **Answer:** No

27. Solicitation page 25 – FAR 52.222-42 is checked but not completed. The wage determination is for non-federal workers and therefor does not provide the GS/WG equivalent positions/rates.

Will the Government provide the information for equivalent rates. [Answer: Occupation Code 01113 General Clerk III, applicable wage determination provided.](#)