

Questions & Response

1. Is this a new or a continuing requirement?

This is a continuing requirement.

2. If this is a continuing requirement, who is the incumbent contractor?

The incumbent is Jones Lang LaSalle. The award was issued under a Blanket Purchase Agreement (BPA) contract GS-23F-0109L

3. Can the government give an estimate of how many full-time employees are required to perform the work?

The proposing contractor would need to determine the number of full-time employees required to perform the work based on the requirements. There are clearly different types of tasks identified in the PWS, ranging from standard project management to detailed lease reviews to data management/SharePoint management, so logically there would be more than one FTE since the skillset would be different for these various tasks.

4. Regarding Task 5 of the PWS, is the government expecting the enhancements to the SharePoint system to be documented suggestions for system improvement or software development, test and implementation in nature?

The SharePoint site is an existing system, so would be system improvements and adjustments to address new requirements from VA or GSA. It is expected the improvements would be tested before being released into the live system, but it is not expected these would follow a full blown software development approach.

5. Regarding the "bulk updates", or as referred to mass quantity updates; are these electronic file uploads or keystroke entry updates?

The bulk updates would be provided to the contractor in electronic file format (generally MS Excel). It would be up to the contractor to determine the most efficient way to get the data loaded into the system.

6. Is there a projected award date?

As soon as possible

7. Page 8, Section D, Para b – Task description references "reporting will be done on a bi-weekly basis"; while deliverable references "standard monthly reports". Please clarify

The contractor will be required to produce a deliverable on a monthly basis on the status of all leases in the pipeline. The bi-weekly reporting is related to incoming status updates that the

contractor can/will use to update status of leases in the pipeline. The contractor only produces the deliverable monthly.

8. Page 15, Attachment A, Deliverable Three – references up to “450”; while Page 8 indicates a maximum of 650. Please clarify

The correct amount is a maximum of 650.

9. “The Offeror will be evaluated on their past performance. The Offeror and all listed sub-contractors shall submit three references for recent (from the past five years) and relevant experience (i.e., experience in providing the services as described by the Performance Work Statement contained in the solicitation and services that are similar in scope). For Past Performance, the information used shall consist of reference data provided by the Offeror in their proposal submission, information in both Government and commercial databases.”

Q: From the plain reading of the paragraph above it would appear that the Offeror and each of the listed subcontractors need to submit three references and relevant experience. So if you submit a proposal with one subcontractor you would need to provide 3 references for the Offeror and 3 for the subcontractor, is this correct?

Correct – the offeror and each listed sub-contractor would provide three references.

10. Is the lease compliance review tied to the contract term or negotiation schedule?

The compliance review is related to GSA Delegation requirements. It does not have anything to do with lease negotiation or specific contract terms.

11. Is it part of the Scope that the Contractor will assist in the negotiations of the revised and redelegated contract?

No, the contractor will not be involved in negotiations. This is a checklist based compliance review of lease supporting material to achieve GSA delegation.

12. Will the VA provide the specific GSA G-Rex and OMB parameters for the review or is it within the scope for the Contractor to determine this?

The VA will provide the specific GSA review requirements for the various types of lease actions.

13. There is little information pertinent to the workload balancing for the 300-650 actions and bulk uploads. Can information regarding the complexity of the associated documentation, size of the leases being processed, upload file size ranges.

The maximum of 650 lease reviews, each to be completed within 2 business days, is the primary estimated workload. Each lease review will include multiple documents for review and those documents can vary depending on the lease action being requested.

14. How is the contractor planned to interact with the VA databases, company IT equipment of government furnished equipment.

The contractor will access VA network and databases via remote access from their own IT equipment. The government does not intend to furnish any IT equipment.

15. Is there some indication of the timeframes associated with the submittal of the initial leases allowing for solidification of the review criteria and templates and a better development of the PMP? Is there a "critical date" listing for certain deliverables?

Leases will be submitted for review throughout the year, there is no specific critical period for when leases will need to be reviewed. The majority of the remaining deliverables are cyclical – they occur on a regular basis – such as monthly, quarterly, or on specific intervals based on the deliverable schedule

16. Page 57 of the RFP states that Volume II of the offeror's submission should consist of "Solicitation/RFQ with completed Schedules of Prices and associated tables; completed fill-ins in Contract Administration Data; Representations, Certifications, and Other Statements of Offerors." However, we do not find a schedule of prices or associated tables.

Use any commercial format to present your price break down. Please pay attention to the instruction on page 58 (3. PRICE)

17. Related to the question above, since we are not finding a price schedule, we are requesting further information regarding the pricing requirements. Is the government simply looking for labor categories with rates?

This is a fixed price contract; from RFQ: "...This Volume (Price) shall be organized in such a manner to address and/or provide sufficient details in price breakdown of the proposal (per deliverable)..."

18. Can real estate agents bid the above solicitation?

Yes, as long as you meet the minimum requires – for example, be a verified SDVOSB, and be Small under the NAICS code.

19. Would the government consider granting an extension to the due date for proposals in response to VA10117Q0244 so that offerors may have time to make adjustments after reviewing the Q&A?

Yes, the Government has extended the due date to Monday 31st October, 2016 6:30 am EST.