

1. Attachment A; Page 28 of 30: Volume 1 states “The Offeror shall provide a summary that outlines their approach for completing the Lease Program Compliance in accordance with the PWS; this should include all labor rates required.” Should this be “all labor categories required” instead of “rates?”

Answer: It should be both – the labor categories and associated rates.

2. Can resumes be excluded from the 50-page Volume I limit?

Answer: Resumes should be included in the 50-page limit.

3. Is it the Government’s intent to award Task Orders with the initial IDIQ-type contract award or will all Task Orders be awarded after the initial IDIQ-type contract award?

Answer: We expect to award task order(s) at the same time or shortly after the IDIQ is in place.

4. Is there is a Pre-Solicitation Q & A session set-up for this engagement?

Answer: No.

5. Is this a new initiative or if there is an existing Incumbent?

Answer: There is no existing IDIQ for this type of work. Some of the tasks that may be ordered under this IDIQ are currently handled via separate, stand-alone contracts.

6. Since this is a IDIQ, I am assuming there won’t be any set budget or fixed price?

Answer: There is no set budget or fixed price for the IDIQ. Each task order would have its own budget as work is ordered and will be a firm fixed price order.

7. Do you expect the RFP to state a final price for initially for 1 year(base) + cost for each additional year?

Answer: No. The prices quoted are not for a specific term, but rather for the specific deliverables noted in the PWS.

8. Does VA use GAS or any other vehicle and follow their IT Schedule 70 or you have your own vehicle?

Answer: VA can use GSA schedule where appropriate, but can also solicit directly. For this effort VA is not utilizing the GSA schedule.

9. Are you planning to update any addendum before the close date?

Answer: Not at this point.

10. Does SDVOSB need to be the Prime on this, since it is a SetaSide?

Answer: Yes, SDVOSB needs to be the Prime.

11. Should the contractor facility located with DC or any other state is fine.

Answer: Contractor facility does not have to be located within DC.

12. Estimated

a. Number of lease documents that would be processed in a month?

Answer: The number of documents processed per month can vary. There are roughly 500 lease “packages” processed annually, however each package can vary in terms of actual documents.

b. Number of enhancements requested in a month?

Answer: Enhancements would generally be scheduled in “sprints” or similar increments to allow for updates to be done monthly.

c. Size of each lease document?

Answer: Lease documents vary greatly in size, from a few kilo-bytes to 20+ mega-bytes.

d. Total number of users accessing the SharePoint site?

Answer: There are roughly 250 users of the SharePoint site.

e. Total content database size of SharePoint

Answer: Currently the site is approximately 30 giga-bytes in size.

f. Total number of updates that would be required to the excel template

Answer: As noted in the PWS, there are three primary updates to incorporate updated data on an annual basis, as well as general functional updates that would be made.

13. How many levels of approval would be required before a lease can be executed within SharePoint?

Answer: The question is not clear on what is being asked. There are no “approvals” for executing leases in the SharePoint site.

14. Total number of reports currently used?

Answer: There are currently more than 10 reports and dashboards in the tool.

15. Frequency of bulk uploads?

Answer: In general uploads would be bi-weekly (every other week) or monthly, but ad-hoc needs could arise at any time.

16. Is there an existing team (contractor) that supports the lease system currently?

Answer: There is no team that supports all of the tasks outlined in the PWS. Various tasks may be supported by contractors today, but not the whole of requirements in the PWS.

- g. If Yes, what's the team size and their role?

Answer: Any contractor's role would be defined in the specific task order, but in general would be supporting the process and tools associated with the compliance of the lease program.

17. Should we have to have facilities clearance to be considered for this award? If yes. What would be the guideline?

Answer: Access to VA's network would be required to support the processes and tools included in the PWS. Network access requires a NACI based clearance as the minimum level to secure a PIV card. Access to specific facilities is not needed.

18. Do you have a specific Proposal format, if yes, would you be able to provide a sample of it

Answer: No specific format.