

1. Will an estimated LOE be provided – Response: Not sure what an “LOE” is. Unable to respond.
2. Is the contractor responsible for capturing live demonstrations/recordings or will these recordings be provided for the contractor to perform pre/post production? Response: The former - the contractor will be responsible for capturing live demonstrations/recordings.
3. How long (in minutes) is each live presentation/recording expected to be? Response: Between 15 minutes and 60 minutes.
4. What is the anticipated (approximate) length (in pages) of the PowerPoint presentation deliverables? Response: Estimating 10 pages for the templates slides. Final slide decks would be longer commensurate with the length of the presentation.
5. Please state the type of contract to be issued from this solicitation (it is blank in the PWS). Response: Stand-alone, Firm Fixed Price Services Contract with 2 option years. To be set-aside for SDVOSB contractors.
6. Does a company need to have experiences with the various OAEM databases prior to submitting a proposal? Response: No. OAEM will be providing all content and will conduct onscreen demonstrations of subjects concerning the OAEM databases which will be done on VA equipment.
7. Is there an incumbent working on this project? Response: No.
8. What are some of the reporting discrepancies if any? Response: Unable to determine context therefore unable to respond.
9. Are there any notable problems with incumbents? Response: Not applicable. See response to Question #7.
10. Should transition, succession and subcontract management plan be included in the technical proposal? No, this contract will only be for the work covered in the solicitation.
11. What type of past performance is being evaluated does agency or operational knowledge matters? All past performance, as detailed on pages 2 & 3 of 7 of the solicitation, submitted will be evaluated. Everything submitted will be taken into consideration.
12. How many past performances [should] be provided by the prime contractor? Per the solicitation 3 to 5.

Reference: PWS, Page 5, Task 5 states, “The contractor shall be responsible for providing pre- and post-production support for live or recorded training of Task Four content to ensure clear audio and video.”

13. Question: Is there a specific video editing software required by the VA or is the contractor to choose the video editing software? Response: No specific video editing software required – contractor will make the selection so that the software will meet the performance standards required by the tasks. There may be more than one software package required to achieve completion of the tasks.

Reference: PWS, Page 2, Section 3, Scope of Work defines the tasks required to accomplish the deliverables described within the PWS.

14. Question A: Please provide an estimated duration for each course. **Response: See response to Question #3.**

15. Question B: Please clarify the estimated total hours for training and recorded content. **Response: OAEM estimates that the final products will be approximately 40 videos with an average length of 30 minutes under Tasks 5 and 6 this contract.**

1. Has work similar to this action in scope and nature been previously performed. – **Response: Not for OAEM.**
 - a. If so, please provide the vendor(s) names **Response: N/A**
 - b. Where was the work performed? **Response: N/A**
2. As this project will be deployed behind the VA's firewall, is this project required to follow the VA's Veteran-focused Integration Process (VIP) process and framework? **Response: This project will not require any contractor work behind VA's firewall. Please refer to the PWS General Requirement B 7.**
3. What is the Public Trust level required? (Low, MBI or High)? **Response: Low**
4. Is there a potential that PHI/PII could be inadvertently entered by users during training? – **Response: Perhaps. No Personal Health Information (PHI) will be part of this project. Note that OAEM Privacy Officer will review the work products for PII prior to publishing and the final work product will be deployed only within VA's intranet.**
5. Has any vendors demonstrated a project or capability related to this action in regards to this requirement? **Response: No specific vendors.**
 - a. If so, who are the vendor(s) **Response: N/A**
6. Will the COR be OAEM or OI&T? **Response: OAEM.**
 - a. If OAEM, will there be an additional requirement to interface/coordinate with OI&T? **Response: No.**
7. Will the government extend the due date? **If the need arises, the due date may be extended up to 2 weeks.**
8. Is there an incumbent? **Response: No.**
9. Has contractor helped the government build the requirements for this RFQ, if so, are they eligible to respond this RFQ? **Response: No.**
10. Who will create the content for this requirement? **Response: OAEM will provide the technical content.**
11. Has funding been appropriated for this requirement? **Response: Yes.**
12. Are there any contractors currently working or have worked in the past on any part of this effort? **Response: No.**
13. Does this project have executive sponsorship at the national level (VHA) or is this a OAEM sponsored activity? **Response: OAEM.**
14. What VHA organization does the sponsor and/or programmatic office sponsoring this action fall under? **Response: Not VHA – VACO. Office of Management.**

15. Could you please clarify the Period of Performance? **PoP will be 1 year with 2 option years, 365, 730, or 1095 days.** The pricing schedule seems to be elaborate for only the base year. Should we price only the base year and/or the option years as well? **Price Base and Option Years.** Will the government amend the pricing schedule to reflect the option years? **A pricing schedule should be submitted for the base year, option year 1, and option year 2.**
16. There is a specific format for utilizing past performance, but, we are also allowed to utilize our Key Personnel references in the event the company itself does not have relevant past performance. Is there a specific format we should use for this requirement? **No specific format is required.** How will Key Personnel experience be evaluated? **Key Personnel experience will be evaluated as it applies to the work detailed in the solicitation.**

The PWS states: *Contractor will be required to establish and maintain a secure File Transfer Protocol (FTP) site accessible through VA's firewall and that meets VA's IT Security standards to allow the convenient exchange of large video and data files between VA and Contractor rather than through VA's email system.*

- What are the security standards? **Response: Information Security is outlined in VA's Handbook 6500. Here's the link: https://www.va.gov/vapubs/viewPublication.asp?Pub_ID=793&FTYPE=2**
- Does VA have a preferred FTP system that meets these requirements? **Response: No.**
- For Task 5 is VA looking for screen capture recordings? **Response: Yes.**
- For Task 5 is VA looking for VA staff to be featured in the videos, on-camera and speaking? **Response: VA staff will be presenting and speaking. Not necessarily on camera.**
- For Task 5, is the contractor to provide live, onsite recordings at the location? If so, where do the live demonstrations take place? **Response: Some recordings may take place on site at VA's offices in Washington DC or remotely via VA's Skype for Business software.**
- Is the contractor to supply all audiovisual equipment, i.e. cameras, microphones, and lighting? **Response: Yes.**
- Please clarify what VA will provide in terms of training content – is the contractor just making videos using VA developed content or is the contractor expected to develop content and videos? **Response: VA is providing technical content and will be presenting the information developed in Task 4 which the contractor will record and provide post-production editing for per Tasks 5 and 6.**
- Is this an existing contract? If so, who is the incumbent? How much money has been spent on the contract and for what period? **Response: No.**

#	Page	Section/Task	Question
1	NA	NA	Is there an incumbent (s)? If so, please provide details on the incumbent contract including the name(s) of the contractor (s), contract number (s), and contract value(s). Response: No incumbent.
2	2	Combined Synopsis/Solicitation Notice/Evaluation of Offers	Please clarify if the government requires at least three, but no more than five past performance references per Prime and each subcontractor or a total of at least three, but no more than five past performance references. Provide a total of 3 to 5 for the prime contractor or if using a sub-contractor provide a total 3 to 5 for the sub-contractor team.
3	3	Combined Synopsis/Solicitation Notice/Evaluation of Offers	Please clarify what information is required to satisfy the requirement to “provide references for the above projects.” A reference can be a letter of reference, a resume, or simply a point of contact with name, phone number and email address.
4	2	PWS	Reference PWS page 2, #5, “Type of Contract” is blank. Please verify the Type of Contract. Stand-alone, Firm Fixed Price Services Contract with 2 option years. To be set-aside for SDVOSB contractors.
5	5	PWS/Task 5	We understand that for this task, VA staff will be presenting the training that the contractor developed in Task 4 and conducting demonstrations, while the contractor is responsible for providing high-quality, 508-compliant video recordings of the sessions. Please verify whether this understanding is correct? Response: Yes. Task 4 is developed jointly by the contractor and VA with VA providing the technical content. In Tasks 5 and 6, the contractor is responsible for the production of the recording having been developed in Task 4.
6	8	PWS/I. Contractor Experience Requirements – Key Personnel	What, if any, specific positions are required as key? Response: VA has not determined key positions. Provide key personnel as part of your submission for evaluation.
7	8	PWS/I. Contractor Experience Requirements – Key Personnel	Are resumes included in the 50-page limit for the Technical Volume? Response: Resumes are not included in the 50-page limit.
8	NA	NA	To provide enough time to prepare a comprehensive response, would the government consider granting a 2-week extension to the due date? Response: If the need arises, and extension of no more than 2 weeks would be considered.

1. Will we be required to establish an independent hosting account?

Response: Refer to B. General Requirements 7.

2. Can meetings be recorded for accuracy of record minutes?

Response: Optional but not required.

3. What are the capabilities of any required screen readers?

Response: Question out of context. Unable to respond.

4. Will contractor have access to any actors/employees previously used in related instructional video materials?

Response: There were no previous actors/employees.