

QUESTIONS AND ANSWERS

VA101-13-Q-0109

Strategic Foresight/Alternate Futures Training for the Office of Policy and Planning
29 April 2013

Question 1) The Office of Policy and Planning issued a Notice in December 2012. Did the Office procure an accredited provider of the training at that time?

Answer 1) No. The current solicitation is the follow-on to the December 2012 Request For Information.

Question 2) Can the agency identify the accreditation body that is acceptable to them?

Answer 1) Since the Office of Policy and Planning is not currently aware of a standardized accreditation for the type of training requested, various accreditations may be considered. Offerors should state the accreditations of their programs in their quotes. Although not mandatory, an accreditation by the Defense Acquisition University (DAU) and acceptance of the course time for Continuous Learning Points (CLPs) is desirable.

Question 3) Is the RFQ referenced above a new requirement or there is an incumbent contractor fulfilling these services?

Answer 1) There is no incumbent for these services.

Question 4) Is the response due on April 30 (as listed on FedBizOps) or May 3 (as listed on the solicitation notice)?

Answer 1) The correct response date is 03 May 2013.

Question 5) Will the course be delivered once, or multiple times?

Answer 1) At this time only a single course is planned.

Question 6) Is the contract for a single year, or multiple years with option years?

Answer 1) The awarded contract will be for a one-time service.

Question 7) In regard to the pricing volume, is there a specific format required?

Answer 1) No. Offeror's price proposal may be in any chosen format as long as it provides sufficient pricing information (individual student costs, quantity discounts, etc.).

Question 8) Regarding the requirements to "price for all functional areas within the schedule" (page 15, item E.2, #2, b, (iii)) – is this referring to the Schedule of Deliverables, Section 8.0?

Answer 1) Yes, the reference is to the price-related items in the Section 8.0 of the Performance Work Statement.

Question 9) How many option years should be included in the "overall cost" price referenced on page 15, item E.2, #2, b, (iii)?

Answer 1) The text referring to option years is included in error. The requirement is for a one-time service and option years are not being considered.

Question 10) How many times should the delivery of the 5-day course be provided for the base year as well as each individual option year?

Answer 1) Only a one-time service is being requested at this time. Offerors should include per-student price as well as quantity discounts.

Question 11)

Will the Government extend the due date for submissions?

Answer 1) At this time the due date will not be extended and all offers must be submitted by 03 May 2013.

Question 12) Page 5 says, "...result in attaining Strategic Foresight/Alternate Futures certification for all attendees.' Does that mean the certificate need to be from the contractor?

Answer 1) Yes. The successful offeror must provide, upon completion of the course, to each student a certificate of course completion. Specific contents of the certificate will be identified after the award.

Question 13) Does the specific venue need to be in the proposal, or do we provide that within 14 days of the contract being awarded? In the RFP, a Task 1 deliverable is 'Location of classroom' (Page 5), but later (Page 7) puts it as '14 days after contract award date.'

Answer 1) If the offeror already has a classroom location that meets the Performance Work Statement (PWS) requirements, the offeror should identify it in the proposal. If the offeror does not have a classroom facility at the time of the offer, the offer should identify the planned location or the offeror's classroom or at the least the strategy to obtain the classroom. It would behoove offerors to be as specific and detailed as possible.

Question 14) Do you want all classroom materials in hard-copy or are electronic copies acceptable?

Answer 1) Depending on the quantity of classroom material electronic-only copies may be acceptable. However, this decision will be made after the award to the successful offeror and after a discussion between the Contracting Officer and the Contracting Officer Representative. Nonetheless, the successful offeror should be prepared to provide a hard copy of classroom materials until determined otherwise.