

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   18
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 15-May-2009	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY USA MED RESEARCH ACQ ACTIVITY 820 CHANDLER ST FORT DETRICK MD 21702-5014	CODE W81XWH	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. W81XWH-09-R-0013	
		X	9B. DATED (SEE ITEM 11) 21-Apr-2009	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.				
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  The purpose of this amendment is to provide the following: 1) Answers to questions submitted by 5 May 2009 cut-off; 2) Extend the Request for Proposal Response date to 2 June 2009; and 3) Revise FAR 52.212-2, Evaluation - Commercial Items clause.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL:	EMAIL:	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		15-May-2009

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 22-May-2009 12:00 PM to 02-Jun-2009 12:00 PM.

The number of offeror copies required has increased by 3 from 5 to 8.

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been added by full text:

ANSWERS TO QUESTIONS**QUESTIONS AND ANSWERS FOR  
SOLICITATION NO. W81XWH-09-R-0013**

**Question 1:** Is this a new requirement for your organization?

Answer `: Yes

**Question 2:** Is there currently an incumbent

Answer 2: No.

**Question 3:** Are there any factors that weigh more heavily in the scoring of Responses (pricing, past performance or technical background)

Answer 3: See page 83, (3) Basis for Award section for information on the level of importance of the evaluation factors.

**Question 4:** Section M (page 80 of 85), paragraph (4) states that “Technical proposals shall also include a proposed Quality Control Plan for the Government’s consideration in development of the Government’s Quality Assurance Surveillance Plan (QASP).” Is the contractor’s “Quality Control Plan” included within the Technical Proposal 50-page limit?

Answer 4: Yes, the Quality Control Plan should be included in the 50-page limit.

**Question 5: Section M, paragraph (4)(b) (page 80 – 81 of 85) pertaining to Proposed Staffing and Personnel Qualifications states that** “The offeror shall provide the following information, at a minimum: (1) the qualifications of the offeror’s proposed personnel to include relevant education, training, and credentials, and (2) the competency of the offeror’s personnel as determined by relevant experience to include general and biocontainment laboratory operations, regulated studies procedures, product development experience, and publication record.” **Section C, page 34 of 85 referring to Key Personnel** identifies 2 Key Personnel for this program: 1) Program Manager; 2) Program Coordinator. **Appendix A provides Labor Categories and Historical Contractor Support** requirements, identifying a total of 10 Labor categories and 29 positions that are to be bid. Question: Does the Section L reference cited above refer only to Key Personnel, or should the contractor provide the Section L information on ALL “proposed personnel”?

Answer 5: Resumes shall be submitted for the Key Personnel positions.

**Question 5.a.** For which proposed personnel (Key or all) does the Government require resumes?

Answer: See Answer 5

**Question 5.b.** We assume that if the Government requires resumes beyond those for the 2 Key Personnel that those additional resumes (up to 27 for the remaining identified positions) may be provided in an appendix to the Technical Proposal and will not be counted against the 50-page Technical Proposal limit. Is this a correct assumption?

Answer 5b: No. The resumes for the other labor categories are not required until a task order request is issued.

**Question 6: Section M, paragraph (2) pertaining to Submission of Proposals** discusses hard copy and CD submission requirements for each of the three separate proposal parts.

We assume that the CD submission requirement (stated as “six (5) copies of each separate part” is for 6 CDs of each part, totaling 18 CD’s. Is this a correct assumption?

Answer 6: The Technical Proposal & Past Performance shall be placed on one CD. The Business (cost) proposal shall be on a separate CD. Therefore, the Offeror shall submit five (5) copies of the Technical Proposal and Past Performance Proposal, and three (3) copies of the Business Proposal.

**Question 7: Section M, paragraph (5) pertains to proposal Part 2, Past Performance / Performance Risk**, but does not provide specific instructions for the preparation of this important proposal part.

Answer 7: The Offeror shall provide the Past Performance Questionnaire to their references for completions. The referenced sources shall fax or email the completed questionnaire to Lucas Crumbaker, the Contract Specialist, by the Request for Proposal (RFP) closing date.

Sample format for past performance information:

Contracting Organization:	
Contract Number:	
Contract Type:	
Period of Performance:	
Current Contract Value:	
Contact Person:	

DESCRIPTION OF WORK:

**Question 8.** How many references should an offeror submit for the Prime Contractor and how many for each subcontractor?

Answer 8: The Contractor shall provide 3 references from the prime and applicable subcontractors by the closing date of the RFP.

**Question 8a.** What is the page limit for proposal Part 2, Past Performance / Performance Risk?

Answer 8a: There is a 9-page limit for Past Performance/Performance Risk

**Question 8b.** What is the page limit for each of the submitted past performance reference citations?

Answer 8b: The page limit is 3-pages per reference source.

**Question 8c.** With regard to the Past Performance Questionnaire (Exhibit C), should the offeror submit the questionnaire directly to the Contract Specialist as stated in this RFP section? Or should the Questionnaire be submitted directly from the referenced customer to the USAMRAA Contract Specialist as provided in the Exhibit C instructions? Please clarify.

Answer 8c: The Past Performance Questionnaire (Exhibit C) shall be submitted directly from the referenced sources to Lucas Crumbacker, the USAMRAA Contract Specialist.

**Question 9. Section M, paragraph (6) provides instructions for submission of proposal part 3, Business Cost Proposal.** What, if any, is the page limit for the Business Cost Proposal?

Answer 9: The page limit for the Business Cost Proposal is twenty (20) pages.

**Question 10. Section M, paragraphs 1 through 4, pages 82 – 85, discuss Proposal Evaluation, Factors for Award, Basis for Award, and Evaluation Approach** in the singular, suggesting that the Government intends to make a contract award for this acquisition to a single offeror. Section L, page 78 of 85, paragraph, 52.216-1 and 216-27 indicate that the “Government contemplates award of a single or multiple Indefinite Delivery/Indefinite Quantity contracts resulting from this solicitation.” Please clarify; specifically does the Government intend to make a single award or multiple ID / IQ contract awards for this acquisition?

Answer 10: The Government plans to make single or multiple awards. See page 82.

**Question 10a.** How many awards does the Government intend to make for this acquisition?

Answer 10a: The Government anticipates issuing one (1) to three (3) awards.

**Question 10b.** By what evaluation / down-select process will the Government select multiple awardees from among the total set of offerors?

Answer 10b: The award is based on Best Value. Reference Page 83, e. Cost/Price Section.

**Question 11. Section C, paragraph 4.q, page 31 of 85,** states that this “contract will augment research being performed by the Henry M. Jackson Foundation under Assistance Agreement # W81XWH-05-2-0054.” **Section C, page 33 of 85, includes the March 1999 USAMRAA Clause concerning “Organizational and Consultant Conflicts of Interest”.** Since the Henry M. Jackson Foundation is doing the research that would be supported by this acquisition, and in view of the OCOI clause cited, would Henry M. Jackson be permitted to bid on and receive an award under this acquisition?

Answer 11: Yes, the Government has a conflict of interest mitigation plan in place that shall permit Henry M. Jackson to submit a proposal for this requirement.

**Question 12.** Which incumbent contractor(s) is currently performing this work?

Answer 12: There is no incumbent on this requirement.

**Question 13: Page 29, Section C.; Paragraph g.** states that “the contractor shall provide a minimum of 3 qualified applicants per vacancy and provide resumes that are redacted with no names. The contractor shall use a unique identifier that the Government can reference to identify which resumes are being selected.” **Section M, Page 81, Paragraph 4.b.** requires the offeror to provide in the proposal (1) the qualifications of the offerors proposed personnel to include relevant education, training, and credentials, and (2) the competency of the offeror’s personnel as determined by relevant experience” Does the Government require that the contractor submit 3 qualified applicants (resumes) per labor category in the proposal in accordance with paragraph g. under Section C of the PWS? We assume that if the Government requires resumes beyond in excess of one resume per labor category proposed, that those additional resumes may be provided in an appendix to the Technical Proposal and will not be counted against the 50-page Technical Proposal limit. Is this a correct assumption?

Answer 13: The resumes for non-key personnel positions will not be required until a task order request is initiated.

**Question 14:** Does the Government require that resumes submitted as part of the contractor’s proposal be redacted with no names and inclusive of a unique identifier that the Government can reference in accordance with paragraph g. under Section C of the PWS?

Answer 14: The Key Personnel résumés do not need to be redacted. The redacted resumes will be required for the non-key personnel positions.

**Question 15:** On page 32 the Government states that the contractor will provide the Government with the proposed personnel's curricula vitae in the task/delivery order proposal responses. Does the Government require that the contractor redact the names of the proposed personnel in task order proposal submissions? Does the Government require that the contractor submit 3 qualified applicants' curricula vitae, per labor category proposed, in the task order proposals?

Answer 15: Yes to both questions.

**Question 16. Page 29, Section C.; Paragraph c.** states "that core support will be issued using Firm-Fixed Price or Labor-Hour task orders. Labor Hour task orders will be used for temporary/surge/emergency support." **Page 30, Section C.; Paragraph m.** states that "the contractor shall not be required to work nor will payments be made by the Government on holidays and administrative leave. Section (xii) under the same paragraph states, local determination relating to multiple factors may require the Installation to close and contractor employees not designated as essential shall not work nor will the contractor be compensated.

The noted portions of paragraph m. are written in accordance with Labor-Hour type tasks wherein the contractor will bill the Government for only those hours actually worked; however, paragraph c. seems to note that Firm-Fixed Price task orders will be issued for the majority of the support. Will the Government please confirm that it is anticipated the true Firm-Fixed Price task orders will be awarded wherein the contractor will bill the Government equal amounts per month for labor to equal the total proposed CLIN amount for labor at the end of the CLIN period of performance?

Answer 16: The Government anticipates that the majority of the Task Orders will be on a Firm-Fixed-Price (FFP) basis.

**Question 17.** We assume the Government will expect the contractor to account for holidays/leave hours in the Firm-Fixed Price task order proposals; however, the Contractor will not be able to account for closures in accordance with Section C., Paragraph m. Does the Government anticipate the contractor will have to submit a redefinitized Firm-Fixed Price task order proposal each time the contractor does not provide support due to a situation occurring as called out in paragraph m?

Answer 17: No. The contractor will only bill actual hours worked under Labor-Hour Task Orders. However, it doesn't matter for FFP task orders.

**Question 19. Page 32, Section C. Contractor Furnished Office Space (Option), paragraph b.** states that the contractor should include a statement describing how the offeror will fulfill the requirement should the Government exercise the option. Will the Government please advise where in the contractor's proposal the statement describing how the offeror will fulfill this requirement should be included?

Answer 19: This information should be included as part of your Technical proposal within the fifty (50) page limit.

**Question 20: Page 50, Section I. FAR 52.219-9,** a Small Business Subcontracting Plan is checked as being required. Will the Government please confirm that a Small Business Subcontracting Plan is required as part of the contractor's proposal submission? If so, will the Government please state where in the contractor's proposal the Small Business Subcontracting Plan should be included?

Answer 20: No. The Small Business Subcontracting Plan is not required to be submitted with offeror's proposal. However, the selected contractor(s) shall be required to submit the Small Business Subcontracting Plan prior to award in accordance with FAR 52.219-9 (c).

**Question 21.** What specific/additional information, if any, does the Government require pertaining to subcontractors being proposed to perform under the contract?

Answer 21: Identify subcontractors and provide all information required in accordance with FAR 52.219-9.

**Question 22:** reference Section M.2 submission of proposals. Can each part of the proposal be included in a single binder separated by tabs, or should each part be printed in a separate binder for a total of 15 copies (5 copies of each part)?

**Answer 22:** See Answer 6.

**Question 23:** Page 29, paragraph g, is the government absolutely tied to filling jobs within 30 days? Paragraph I, also the issue of 30 days, what conditions does the government anticipate which may cause removal of an employee?

**Answer 23:** Yes, the Government would like to have positions filled within the 30 day timeframe. Additionally, the following are some examples of causes for such removal:

- The contractor's employees fail to perform in accordance with the task order PWS;
- Failure to comply with all terms and conditions of the contract such as FAR 52.204-9, 52.222-29; and
- Any unethical or illegal actions.

**Question 24:** Page 30, paragraph m (xii), can the government provide a definition of the term "essential?" Does this mean that those individuals designated as "essential," whether working at the site or not, may be compensated?

**Answer 24:** Physical security and emergency personnel are designated as 'essential' or as designated by the Commanding General of the Ft. Detrick campus.

**Question 25:** Page 30, paragraph n (iii and IV), if the government directs all the travel, why is it necessary to obtain approval? Is the contractor's travel policy an acceptable alternative to the JTR? National Agency Checks are not security clearances. Is the intent of the government to provide DD 254s with each task, or is there going to be an over-riding 254 for the whole contract? Will the need for any clearance reviews be accommodated in the requirement to fill jobs within 30 days?

**Answer 25:** JTR is the required travel policy for this contract. Additionally, the Government does not anticipate a need for personnel to have a clearance higher than secret; therefore a DD254 is not required.

**Question 26:** Page 31, paragraph n (v), the FAR provision cited, namely 27.303(d) below (d) Insert a patent rights clause in accord with agency procedures if the solicitation or contract is for DoD, DOE, or NASA, and the contractor is other than a small business concern or nonprofit organization. appears to be inappropriate for all vendors who may submit a proposal; what provision will the government insert if the contractor chosen is either a small business or a non-profit?

**Answer 26:** If the selected contractor(s) are small businesses or non-profits, the applicable patent rights clause will be negotiated prior to award.

**Question 27:** Page 31, paragraph n (ix), It is noted that Microsoft Office Suite (Windows version) is specified, will the Vista version be acceptable?"

**Answer 27:** No.

**Question 28:** Page 31, paragraph o, How is this distinguished from paragraph 4.e/

**Answer 28:** Both paragraphs are related and can be addressed together.

**Question 29:** Page 31, paragraph p, Will the government exempt all foreign national employees from the requirement to have received a NAC?

**Answer 29:** No

**Question 30:** Page 31, paragraph 5, is the reporting to be accomplished on each and every task order, or at the prime contract level? Is there a standard format to be used for any of the reports listed?

**Answer 30:** The selected contractor(s) shall submit reports per task order in accordance with Page 31, 5 (c) of the solicitation.

**Question 31:** Page 31, paragraph 6 a, what is “core service?” Paragraph 6.c does “notification” mean “contract award?”

**Answer 31:** Core services are defined on Page 30, 4 (k). Additionally, notification is the same as task order award.

**Question 32:** Page 32, paragraph 6 f, how long does the government anticipate between proposal submission and award of task order?

**Answer 32:** This will be determined after the award (s).

**Question 33:** Page 32, paragraph 7, and how many total personnel during the period of performance of the prime award does the government consider likely to need space

**Answer 33:** See Page 32-33, Section 7.

**Question 34:** Page 32, paragraph 7(xi) could the government define “ample” electricity

**Answer 34:** Ample electricity to support the needs of equipment and personnel in the office space.

**Question 35:** Page 33, paragraph 7 f, could the government provide the details which support the \$27 per square foot, full service, cited for the lease provision

**Answer 35:** No. This is the Government’s independent cost estimate for this requirement.

**Question 36:** Page 33, paragraph “Organizational and Consultant . . .” Could the government identify which data that might be considered sensitive or proprietary

**Answer 36:** FAR 9.5 provides definitions and samples.

**Question 37:** Page 34, Key Personnel: are the two slots identified, i.e. Program Manager and Program Coordinator, are these considered to part of each task or part of the core?

**Answer 37:** The Key Personnel are core positions. However, they could be required for individual task orders.

**Question 38:** Page 35; is page 35 blank, except for the header?

**Answer 38:** Yes

**Question 39:** Page 37, Reports: this provision refers to research work while paragraph 4 a (i) through (iii) refers to support service. Can the government reconcile the differences in these two thoughts?

**Answer 39:** This requirement is for research support services, therefore both statements are applicable.

**Question 40:** Page 39, POP referenced cite 22 JUN 2009 as start dates, does the government plan to adjust this date forward or backward at time of award?

**Answer 40:** The cited date is the anticipated start date. The Government will adjust the start date as needed.

**Question 41:** Page 42, does only subparagraph (4) applies to this action? Is the intent of the government for the contractor to invoice by the task order, or by the prime?

**Answer 41:** Yes. Also, the contractor(s) will invoice by task order.

**Question 42:** Page 44, Safeguarding--two questions (a) will the government identify each time protected information is to be provided? And (b) must the declaration made be verbatim?

**Answer 42:** Yes to both questions.

**Question 43:** Page 43 – 45 A numbers of discussions about vouchering and invoicing are made, it is not clear that they are consistent. Can the government reconcile the differences or direct us to whom one takes precedence?

**Answer 43:** At the time of award, the successful Offeror and the Government will determine which payment method is acceptable.

**Question 44:** Page 46 the “XX” block is this payment consistent with FFP?

**Answer 44:** Yes

**Question 45:** Page 48 Clause 52.232-2 is inconsistent with the statement in paragraph 4, page28, that this will be a service contract. Equally there is confusion on page 49 above

**Answer 45:** These clauses are standard Government clauses and are not negotiable.

**Question 46:** Page 50, 52.219-8 and -9 Do these clauses apply at the total contract or by each task

**Answer 46:** The clauses are applicable to the contract and task orders.

**Question 47:** Page 53 Do all of the clauses on apply

**Answer 47:** Yes

**Question 48:** Page 55 Clause 52.236-22 Is a single award anticipated.

**Answer 48:** See Answer 10

**Question 49:** Page 55, Clause 52.217-8 Will this is applied at the task level

**Answer 49:** No

**Question 50:** Page 56, Clause, 52.222-22 Are there any times when overtime premiums may be paid?

**Answer 50:** No

**Question 51:** Page 81 Business proposal Can the government reconcile the terms FFP and fully burdened hourly rates? Does the government actually desire a labor hour, or time and material, contract?

**Answer 51:** This requirement is for a Firm-Fixed-Price (FFP) contract. See Page 29, Section C.

**Question 52:** Page 83, Basis for Award: CLIN 0001 describes the base period for “Scientist” and the attached exhibit contains four levels of scientist. What base and option numbers does the government intend to use in the price comparison?

**Answer 52:** The basis for award will take into account pricing for the base period and all options.

**Question 53:** Page 84, rating categories under Evaluation Approach is inconsistent with the Basis for Award, i.e. Page 83 states “a rating of no less than Satisfactory” and page 84 does not utilize the term “Satisfactory.” Further Page 84 states that cost/price will not receive a rating and Page 83 utilizes a rating of “unrealistically high or low.”

**Answer 53:** On Page 83, a rating of no less than “Satisfactory” will be changed to “Acceptable” per amendment 0001 to RFP# W81XWH-09-R-0013.

**Question 54:** Is this a new effort or is there an incumbent contractor currently performing this work and if so who?

**Answer 54:** See Answer 2.

**Question 55:** Can the government provide historical data as to the number of H1B Visa and Permanent Residence applications processed annually for the past three years in support of Section C tasks? If this data is unavailable, can the government provide an estimate of the number of visas and resident applications anticipated annually in performance of this contract?

**Answer 55:** No. See Government estimate for CLIN 0008

**Question 56:** Can you please clarify what you mean by “contractor ability” to sponsor residency status to non-resident aliens?

**Answer 56:** “Contractor ability” means the Offeror has the technical and financial resources to perform this requirement. This information must be addressed in accordance with FAR 52.212-2.

**Question 57:** For the reimbursement of H1B Visa and Permanent Residence applications we assume that the cost estimate provided in the RFP includes the cost of the application in addition to any labor time required (legal or otherwise) to process these requests. Is this assumption correct?

**Answer 57:** Yes

**Question 58:** Can you confirm that the government will be sponsoring the H1B Visa and Permanent Residence applications and it is not the contractor that will be responsible for this sponsorship?

**Answer 58:** The selected contractor(s) shall be responsible for the sponsorships.

**Question 59:** Will the government direct the contractor to sponsor H1B Visa and Permanent Residence applications or is the contractor expected to recruit these folks directly?

**Answer 59:** The selected contractor(s) are expected to recruit the resources.

**Question 59a:** The following questions relate to the optional office space requirement.

It is our understanding that a price is not to be submitted for this option but rather the method of fulfilling this requirement should the Government choose to exercise this option CLIN. Is this explanation of method to be included in the Technical Proposal?

**Answer 59a:** Yes

**Question 59b:** Also, if price is not to be included for this option, does FAR 52.217-5 still apply? Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

**Answer 59b:** This applies to Option Periods not the Optional CLIN for Office space.

**Question 59c:** Also, the price for optional office space remains constant over the course of the contract while other costs in the contract (like travel) escalate. Is it possible to propose escalated cost for the facilities in the out years?

**Answer 59c:** The Office Space Option will be negotiated if the Office Space Option is needed.

**Question 59d:** Is there a requirement for an internal door key to secure specific areas, for example server room, equipment room, etc? Is there an anticipated need and/or projected plan for conducting classified work at the leased facility? Are there any requirements for an intrusion alarm? Will the Government pay for T3 installation and monthly costs? Is the government going to provide a phone system or is that the contractor's responsibility? If contractor provided, is the government going to reimburse the expense as an additional cost to the contract? Will it be the responsibility of the government or the contractor to run service and maintain the server system? If the tenant improvement allocation provided by the landlord is not sufficient to build out the space according to the requirements, is the government going to pay the additional build out expenses?

**Answer 59d:** All questions above will be negotiated if the Office Space Option is needed

**Question 60:** Is the government going to sign the lease or the contractor? If the contractor is going to sign the lease, is the government going to reimburse the contractor for the remaining term of the lease if the program is terminated early?

**Answer 60:** The contractor will be responsible for signing the lease. The Government will not reimburse the contractor for remaining term.

**Question 61:** Can the government provide examples of international destinations where contractor personnel may be required to travel and if any insurance may be required for such locations?

**Answer 61:** No. The Government does not anticipate the need for insurance for travel to international destinations.

**Question 62:** With regard to the training requirements for personnel (TATRC, USAMRMC, MEDCOM, DA, and DOD), will this training time be directly billable to the contract?

**Answer 62:** All mandatory Government training for contractor personnel should be taken during work hours and shall be billable to the associated contract task order.

**Question 63:** Is an approved government property system required for this effort?

**Answer 63:** No

**Question 64:** On page 75 under (2) it reads, "Offerors shall submit one original and five (5) hard copies of the proposal and six (5) copies of each separate part on Compact Discs (CDs) in MS Office Suite Applications format. Can you please clarify the number of CD copies required?"

**Answer 64:** See Answer 6.

**Question 65:** For past performance questionnaires, are subcontractors permitted to complete this as well as the prime or must all past performance be reflective of the proposed prime?

**Answer 65:** See Answers 7 and 8.

**Question 66:** Is the due date for completed past performance questionnaires May 22 at 12:00 PM also?

Answer 66: The past performance questionnaires are due on the closing date of the RFP.

**Question 67:** For the Business Proposal section, is a fully disclosed rate buildup required along with a completed Exhibit B? Also, if a fully disclosed cost is required, are subcontractors also to submit this information and if so, must they submit directly to the government or can the prime submit their packages with their submittal?

Answer 67: No. However, the Contracting Office may request this information at a later date. The subcontractors would be required to submit their cost information directly to the Contracting Officer.

**Question 68:** For the qualifications listed in Exhibit A, can years of experience be substituted for educational level?

Answer 68: No.

**Question 69:** Reference Section L, (3) Proposal Formatting Guidelines: (a) Type Font: 12 point, 10 pitch (Arial). Comment: This contractor has noticed that there is no type font specified for graphics and tables. We recommend a type font of 8 point Arial for graphics and tables.

Answer 69: The RFP is amended per amendment 0001, RFP#W81XWH-09-R-0013 to include this recommendation.

**Question 70:** Reference Section L, (3) Proposal Formatting Guidelines: (d) Acronyms: Question: Is the Acronym List exempt from the page count for Volume 1? Is an Acronym List required for all proposal volumes?

Answer 70: The acronym list does not have to be included in the page count, but the acronym list shall be included in each proposal volume.

**Question 71:** Reference Section L, (5) Past Performance and Performance Risk, third paragraph: Question: This paragraph states that Past Performance Questionnaires should be submitted by the Offeror directly to the Contracting Specialist. Should we include these with the proposal package?

Answer 71: See Answer 8.

**Question 72:** Will the Key Personnel start immediately upon award of a contract

Answer 72: The key personnel will start upon award of a task order with performance dates.

**Question 73:** What are the Total amount of FTE's expected to be awarded during the first year

Answer 73: This requirement is to establish IDIQ contract(s), and requirements will be initiated on individual task orders based on the Government's needs. The number of FTEs is not known at this time.

**Question 74:** How Many awards does the government intend to make

Answer 74: See Answer 10.

**Question 75:** Would you allow email/electronic submission of the referenced proposal

Answer 75: No

**Question 76:** Would you clarify , how do you want CD's What need to be put on individual CD's (a) Each of the parts shall be separate and complete so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the others. Offerors shall submit one original and five (5) hard copies of the proposal and six (5) copies of each separate part on **Compact Discs (CDs)** in MS Office Suite Applications format. Proposals shall be submitted to the following address:

Answer 76: See Answer 6.

**Question 78:** I am looking to find out if this is a new requirement or if there is a contractor currently providing these services? If there is a current contractor in place, are you able to provide the name and the contract number?

Answer 78: See Answers 1 and 2.

**Question 79:** Is there a date for Pre Bid?

Answer 79: No.

**Question 80:** To obtain a list of all contractors who submitted a bid.

Answer 80: No.

**Question 81:** Is Teaming acceptable?

Answer 81: Yes

**Question 82:** I am looking to find out if this is a new requirement or if there is a contractor currently providing these services? If there is a current contractor in place, are you able to provide the name and the contract number?

Answer 82: See Answer 2.

## SECTION M - EVALUATION FACTORS FOR AWARD

The following have been modified:

52.212-2 EVALUATION--COMMERCIAL ITEMS (JAN 1999)

**(1) SUBMISSION OF QUESTIONS RFP:** Any comments or questions regarding this solicitation shall cite the solicitation number and be directed to both of the following Government representatives via the e-mail addresses below no later than **5 May 2009 at 12:00 PM ET**:

Name: Lisa Sawyer, Contract Specialist  
E-mail: [lisa.sawyer@amedd.army.mil](mailto:lisa.sawyer@amedd.army.mil)

Name: Fay J. Peiffer, Contracting Officer  
E-mail: [fay.peiffer@us.army.mil](mailto:fay.peiffer@us.army.mil)

Address (must be complete on all transmittals):

U.S. Army Medical Research Acquisition Activity (USAMRAA)  
ATTN: MCMR-AAA-B / W81XWH-09-R-0013 (Ms. Lisa Sawyer)  
820 Chandler Street  
Fort Detrick, MD 21702-5014

The Government will answer all relevant and appropriate questions regarding this solicitation. All questions shall be submitted electronically no later than **5 May 2009 at 12:00 PM ET** to the Contract Specialist and Contracting

Officer. Questions the Government may have otherwise answered, may not be answered if submitted too late to permit transmittal to all potential offerors reasonably in advance of the due date. Questions not submitted electronically may not be answered. Answers to all relevant and appropriate questions will be issued via amendment to this solicitation.

**(2) SUBMISSION OF PROPOSALS:** The proposal shall be submitted in three parts no later than **2 June 2009 at 12:00 PM ET**.

- (i) PART 1 - TECHNICAL PROPOSAL
- (ii) PART 2 - PAST PERFORMANCE/PERFORMANCE RISK
- (iii) PART 3 – BUSINESS COST PROPOSAL

(a) Each of the parts shall be separate and complete so that evaluation of one may be accomplished independently of, and concurrently with, evaluation of the others. **The Technical Proposal and Past Performance/Performance Risk volumes shall be placed on one (1) Compact Disc (CD). The Business Cost Proposal shall be placed on a separate CD. The Offerors shall submit five (5) copies of the Technical Proposal & Past Performance/Performance Risk CD, and three (3) copies of the Business Cost Proposal on CD in MS Office Suite Applications format.** Proposals shall be submitted to the following address:

Director  
U.S. Army Medical Research Acquisition Activity (USAMRAA)  
ATTN: MCMR-AAA-B / W81XWH-09-R-0013 (Mr. Lucas Crumbacker)  
820 Chandler Street  
Fort Detrick, MD 21702-5014

(b) Offerors are referred to FAR 52.212-1, Instructions to Offerors Provisions, for general instructions on: submission, modification, revision and withdrawal of proposals; late proposals and revisions; offer expiration date; restrictions on disclosure and use of data; and contract award.

(c) Evaluation of Proposals: The Government will evaluate proposals in accordance with the evaluation criteria set forth in this RFP.

(d) An offeror's proposal must stipulate that it is predicated upon all the terms and conditions of this RFP.

(e) It is understood that the offeror's proposal will become part of the official contract file.

### **(3) PROPOSAL FORMATTING GUIDELINES:**

The proposal must be clear and legible. Attachments must conform to the following guidelines:

- (a) **Type Font:** 12 point, 10 pitch (Arial)
- (b) **Spacing:** Single-spacing between lines of text
- (c) **Margins:** 1.0 inches on all sides
- (d) **Acronyms:** Spell out all acronyms the first time they are used. One page following the proposal body is allocated to spell out acronyms, abbreviations and symbols.
- (e) **Language:** English
- (f) **Format:** Microsoft Office Applications (i.e. MS Word, Excel)
- (g) **Graphics & Tables:** 8 point, 10 pitch (Arial).

### **(4) TECHNICAL PROPOSAL INSTRUCTIONS**

The Technical Proposal is required to meet all requirements of the RFP, not just Evaluation Factors to be eligible for award. The offeror shall submit a proposal comprehensive enough to provide the basis for a sound evaluation by the Government. Technical proposal shall not exceed 50 pages including resumes. Pages exceeding the specific page limitation will be removed and not forwarded for evaluation. The Technical Proposal must include a discussion of your methodology to meet all the requirements of the contemplated award. The Technical discussion shall be specific, detailed, and complete enough to clearly and fully demonstrate that you understand the requirements and the inherent problems associated with the objectives of this procurement. Stating that you understand and will comply with the specifications, or paraphrasing the specifications is inadequate as are phrases such as, "Standard procedures will be employed" and "Well-known techniques will be used." The Technical Proposal must be sufficient as to how you propose to comply with the applicable Performance Work Statement including a full explanation of the techniques and procedures you propose to follow. Technical proposals shall also include a proposed Quality Control Plan for the Government's consideration in development of the Government's Quality Assurance Surveillance Plan (QASP). A QASP will specify the work requiring surveillance and the method of surveillance to determine that the services conform to the contract requirements.

**(a) Management and Technical Expertise**

The offeror shall provide the following information, at a minimum: (1) understanding of the scope of work and types and nature of deliverables to be provided, (2) management expertise in the sciences field, (3) organizational hierarchy and decision authority at various management levels, (4) knowledge of government regulations in relation to the requirements of the project.

**(b) Proposed Staffing and Personnel Qualifications**

The offeror shall provide the following information, at a minimum: (1) the qualifications of the offeror's proposed personnel to include relevant education, training, and credentials, and (2) the competency of the offeror's personnel as determined by relevant experience to include general and biocontainment laboratory operations, regulated studies procedures, product development experience, and publication record.

**(c) Recruitment/Retention Plans**

The offeror shall provide the following information, at a minimum: (1) demonstrated strategy for recruitment, selection, and retention of personnel, (2) demonstrated average number of days to fill recruitment actions, (3) demonstrated strategy for awards program for contractor employees for the dual purposes of improving/increasing employee morale and/or job satisfaction, (4) ability to retain existing BHS AI personnel, (5) ability to hire resident and non-resident alien scientists, and (6) sponsor residency status for non-resident aliens.

**(5) PAST PERFORMANCE/PERFORMANCE RISK**

Offeror shall describe awards of a nature and complexity similar to this proposed service contract and provide references in which the Offeror is presently performing or has performed in the past (within last 5 years) for like or similar services. The past performance can be Government and/or commercial in nature; however, specific support provided to HQ, USAMRMC, USAMEDCOM, DA, DOD, life sciences research and biomedical laboratories such as TATRC or BHS AI should be highlighted.

Each contract description should provide the following information: Project or contract title; award number, contracting agency, type of contract, and total dollar value; date of contract and period of performance; Government agency or firm for which the work has been performed, including address, points of contact (project manager and contracting officer, name, title, address and telephone number; brief description of the contract work, scope and responsibilities; the average number of personnel (key and other personnel) assigned to the respective contract(s), and the percentage turnover of contract personnel. In addition, a brief description of how the cited work is the same or similar to the proposed effort should be submitted.

[Sample format for past performance information:](#)

Contracting Organization:	
Contract Number:	
Contract Type:	
Period of Performance:	
Current Contract Value:	
Contact Person:	

DESCRIPTION OF WORK: (Provide a synopsis of work performed).

Past performance provided shall include both prime and subcontractor experience. Offerors shall describe problems encountered in the performance of similar services and describe how the problem(s) was/were resolved. **The offeror shall have the referenced sources submit a Past Performance Questionnaire (Exhibit C) directly to the Contract Specialist prior to the closing date of the solicitation.** Past performance information obtained by the Government from other sources may also be used for evaluation. The information gathered will be used to assess the relevancy of previous services performed and to determine the degree of performance risk involved in accepting each offeror's proposal. In the event an established offeror is simply without a record of past performance, the offeror's lack of past performance will be evaluated as an unknown risk having no favorable or unfavorable impact on the evaluation.

#### **(6) BUSINESS COST PROPOSAL INSTRUCTIONS**

Business proposals shall consist of the following four parts:

- Fully burdened hourly labor rates for all suggested labor categories and any additional proposed labor categories or levels (Exhibit B).
- Pricing information relating to Contractor Manpower Reporting requirements.
- Representations and Certifications.
- Signed SF33 and required acknowledged solicitation amendments.

Pricing shall be provided for individual labor categories as contained in Exhibit B, including proposed levels thereof. The Government will evaluate offers for award purposes by comparing the fully burdened hourly labor rates proposed in Exhibit B and proposed levels thereof for the base period and all option periods. Price may become the deciding factor if proposals are evaluated and determined to be technically equivalent.

The business proposal should be specific and complete in every detail. The preferred method of payment is Payment by Third Party, i.e., Government credit card. Business proposals shall acknowledge ability to accept third party payments.

If Contractor can not accept payment by Government credit card, payment will be made by Wide Area Workflow (WAWF).

#### **(1) PROPOSAL EVALUATION**

(a) The Government will award a contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the Government, price and other factors considered. The following factors shall be used to evaluate offers:

(b) These principal factors will be evaluated in each offeror's proposal and are deemed critical in evaluating technical proposals: management plan and technical expertise, personnel qualifications, proposed staffing and recruitment/retention plans, and past performance.

#### **(2) FACTORS FOR AWARD:**

(a) MANAGEMENT AND TECHNICAL EXPERTISE

1. Understanding of the scope of work and types and nature of deliverables
2. Management expertise in the science fields noted on Page 25, Section C. of the Performance Work Statement (1. General).
3. Organizational hierarchy and decision authority at various management levels
4. Knowledge of government regulations in relation to the requirements of the project, i.e., H1-B visas, National Agency Checks.

(b) PROPOSED STAFFING AND PERSONNEL QUALIFICATIONS

1. The qualifications of the offeror's proposed personnel to include relevant education, training, and credentials
2. The competency of the offeror's personnel as determined by relevant experience to include general and biocontainment laboratory operations, regulated studies procedures, product development experience, and publication record

(c) RECRUITMENT/ RETENTION PLANS

1. Demonstrated strategy for recruitment, selection, and retention of personnel
2. Demonstrated average number of days to fill recruitment actions
3. Demonstrated strategy for rewarding contractor employees for the dual purposes of improving/increasing employee morale and/or job satisfaction
4. Ability to hire resident & non-resident alien scientists
5. Ability to sponsor residency status to non-resident aliens

(d) PAST PERFORMANCE/PERFORMANCE RISK

1. Extent of experience with support contracts of similar complexity
2. Past experience with HQ, USAMRMC, USAMEDCOM, DA, and DOD or similar state, federal, or commercial organization.
3. Past experience supporting a life sciences research laboratories similar to BHSI

(e) COST/PRICE: The Government will evaluate offers for award purposes by comparing the fully burdened hourly labor rates in Exhibit B for the base period and all option periods. Price may become the deciding factor if proposals are evaluated and determined to be technically equivalent.

**(3) BASIS FOR AWARD:**

(a) The award will be made based on the best overall (i.e., best value) proposal that is determined to be the most beneficial to the Government, with appropriate consideration given to the five evaluation factors: Management and Technical Expertise; Proposed Staffing and Personnel Qualifications; Recruitment/Retention Plans; Past Performance/Performance Risk, and Cost/Price. The first three evaluation criteria are equal in importance, and each of these initial three evaluation criteria is slightly more important than Past Performance. The sub-factors within each factor are of equal importance. The non-Cost factors combined are significantly more important than the Cost/Price factor; however, price may become the deciding factor if proposals are evaluated and determined to be technically equivalent. On the rare occasion that no relevant past performance exists within the offeror's organization or for whom information on past performance is unavailable, the offeror will not be evaluated favorably or unfavorably on past performance but will be treated as an unknown performance risk. To receive consideration for award, a rating of no less than "**Acceptable**" must be achieved for the Management Plan and Technical Expertise, Personnel Qualifications, and Proposed Staffing and Recruitment/Retention Plans factors. If upon final evaluation, an offeror is deemed unsatisfactory for any individual factor, they may be considered

unacceptable for award. Proposals that are unrealistic in terms of technical or schedule commitments or unrealistically high or low in price will be deemed reflective of an inherent lack of technical competence or indicative of the offeror's failure to comprehend the complexity and risks of the contract requirements and may be grounds for rejection of the proposal. Offerors are cautioned that the award may not necessarily be made to the lowest price offered.

(b) Each initial offer should contain the offeror's best terms from a technical and price standpoint. The Government reserves the right to:

- Reject any or all proposals,
- Award no contract at all, depending on the quality of the proposal(s) submitted and the availability of funds,
- Award to other than the lowest priced offer,
- Waive informalities and minor irregularities in offers received, and
- Award a contract without discussions.

(c) Options. The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

(d) A written notice of award or acceptance of an offer mailed or otherwise furnished to the successful offeror within the time for acceptance specified in the offer, shall result in a binding contract without further action by either party. Before the offeror's specified expiration time, the Government may accept an offer (or part of an offer), whether or not there are negotiations after its receipt, unless a written notice of withdrawal is received before award.

#### **(4) EVALUATION APPROACH**

1. The evaluation factors of Management Plan and Technical Expertise, Personnel Qualifications, and Proposed Staffing and Recruitment/Retention Plans will each receive a rating of Excellent, Good, Acceptable, or Unacceptable based on the SSEB's adjectival assessment. The following rating definitions will be used:
  - (a) Excellent – The offeror's proposal has exceptional merit and reflects an excellent approach which will clearly result in the superior attainment of all requirements and objectives. This clearly achievable approach includes numerous advantageous characteristics of substance, and essentially no disadvantages, which can be expected to result in outstanding performance. The risk of unsuccessful performance is very low as the proposal provides solutions, which are unquestionably feasible and practical. These solutions are further considered very low risk in that they are exceptionally clear, precise, fully supported, and demonstrate a clear understanding of the requirements.
  - (b) Good - The proposal demonstrates a sound approach, which is expected to meet all requirements and objectives. This sound approach includes advantageous characteristics of substance, and few relatively minor disadvantages, which collectively can be expected to result in satisfactory performance. The risk of unsuccessful performance is low as the proposal contains solutions, which are considered feasible and practical. These solutions are further demonstrates an understanding of the requirements.
  - (c) Acceptable – The proposal demonstrates an approach, which is capable of meeting all requirements and objectives. The approach includes both advantageous and disadvantageous characteristics of substance, where the advantages are not outweighed by the disadvantages. Collectively, the advantages and disadvantages are likely to result in acceptable performance. The risk of unsuccessful performance is moderate, as the proposal solutions are generally feasible and practical. These

- solutions are further considered to reflect moderate risk in that they are somewhat clear and precise, partially supported, and demonstrate a general understanding of the requirements.
- (d) Unacceptable – The proposal demonstrates an approach, which is based on a very high risk, will very likely not be capable of meeting all requirements and objectives. This approach has numerous disadvantages of substance, and advantages, which, if they exist, are far outweighed by disadvantages. Collectively, the advantages and disadvantages will not result in satisfactory performance. The risk of unsuccessful performance is very high as the proposal contains solutions, which are not feasible and practical. The solutions are further considered to reflect very high risk in that they lack any clarity or precision, are unsupported, and do not demonstrate an understanding of the requirement.
2. The evaluation factor of Past Performance/Performance Risk will receive a rating of Low Risk, Moderate Risk, High Risk, or Unknown Risk. The following rating definitions will be used:
- (a) Low Risk – Little doubt exists, based on the offeror's performance record that the offeror can perform the proposed effort.
- (b) Moderate Risk – Some doubt exists, based on the offeror's performance record, that the offeror can perform the proposed effort.
- (c) High Risk – Significant doubt exists based on the offeror's performance record that the offeror can perform the proposed effort.
- (d) Unknown Risk – Little or no relevant performance record identifiable; equates to an unknown risk rating having no positive or negative evaluation significance.
3. The Cost/Price evaluation factor will not receive a rating.

(End of provision)

(End of Summary of Changes)