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## Project Support Service Questions/Answers

**\*\*Note:** Please be advised that communication with existing staff augmentation during working hours is strictly prohibited.\*\*

- 1) It appears that from the statements in 3.1.4 and 4.1.2 there are currently 151 staff augmentation personnel currently being provided WRPS by existing BMA holders. Is the intent of this solicitation to rebid these existing contracts and based upon the award(s) transition these existing staff to the new BMA holders?  
**Yes that is the intent. The 151 is solely an estimate, there is a potential for additional resources.**
- 2) Para 3.2.4 calls for the offeror to submit two compliant resumes for each sub-job classification that Offeror elects to propose. If you are not currently a BMA holder and the intent is transition the current 151 staff what purpose does it serve to submit resumes of personnel whom are not already supporting WRPS? Additionally it appears from this statement that in order to be able to submit a rate for any of the identified labor categories you must be able to submit two resumes for each of the categories or 72 total resumes. If an offeror is only able to submit by the proposal due date resumes for say 5 categories and if you are ultimately awarded a contract would that BMA be only for those five labor categories that you submitted resumes for?  
**WRPS has requested the 2 resumes per sub-job classification as we plan to use that criteria as a part of our tradeoff process and score the resumes we receive. The 151 is only an estimate based on the resources under the current BMA's, this number could increase. The purpose of submitting the resumes is to ensure we are receiving proposals from qualified vendors. WRPS will review all proposals received with the intent of awarding a BMA for each of the twelve (12) labor classifications. If a vendor submits rates and resumes for multiple job classifications and is determined to be 'best value' on multiple job classifications, WRPS will award one (1) BMA for only those job classifications where the vendor is deemed to be the overall 'best value.'**
- 3) Section 3.2.4 of the RFP states, "Offeror shall submit two compliant resumes for each sub-job classification that the Offeror elects to propose." Please clarify if the offerors shall submit resumes for the labor categories listed in section 4.1.2 of the RFP (12 positions— 24 resumes) or the section 2.0 of the Statement of Work (equal to 31 position—62 resumes).  
**WRPS is requesting 2 resumes for each sub-labor classification, i.e. 31 sub-labor classifications = 62 resumes.**
- 4) Who are the incumbent contractors for project support staff augmentation?  
**BNL Technical, Fowler, LLC and Nuclear Technical Services**
- 5) Could WRPS please elaborate on the meaning of the wording "*for each sub-job classifications*" ?  
**Job Classification = Project Manager, Project Specialist, Operations Engineer, Operations Specialist, Integration Manager, Work Control Planner, Project Controls, Human Resource Specialist, Health Physicist, Radiological Work Planner and Industrial Hygienist.**  
**Sub-Job Classification= Project Manager, Sr. Project Manager, Entry Project Specialist, Project Specialist, Sr. Project Specialist, Operations Specialist, Sr. Operations Specialist, OS/FWS, Sr. OS/FWS, Entry Level Integration Manager, Integration manager, Sr. Integration Manager, Entry Work Control Planner, Work Control Planner, Sr. Work Control Planner, Project Controls Engineer I, Project Controls Engineer II, Sr. Project Controls Engineer, Cost Estimator, Sr. Level Cost Estimator, Entry Human Resource Specialist, Human Resource Specialist, Sr. Human Resource Specialist, Entry Health**

Physicist, Health Physicist, Sr. Health Physicist, Radiological Work Planner, Sr. Radiological Work Planner, Entry Industrial Hygienist, Industrial Hygienist, and Sr. Industrial Hygienist.

Example:

Project Manager (Job Classification)

- Project Manager (Sub-Job Classification)
- Sr. Project Manager ( Sub-Job Classification)

- 6) Is the Offeror required to submit (24) resumes [(2) "compliant resumes" for each Labor Category or (62) "compliant resumes" (two (2) for each job title)]?

The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.

- 7) Each candidate must include a commitment that he / she would be available for placement with WRPS. Therefore, in addition to the (151) "transitioned employees", is it WRPS's intent to add these (24) or (62) candidates immediately upon contract award? Or is it WRPS's intent to add these individuals to the support staff sometime in the near future or months "down the road"?

No, it is not our intent to subcontract immediately for those resources with whom resumes were provided to WRPS; however WRPS could elect to subcontract for those resources in the future. The requirement of the resume and the documentation to show proof of availability is a part of the tradeoff process. WRPS wants to ensure we are receiving resumes for qualified resources from qualified companies and that the Offerors have readily accessible qualified personnel.

- 8) Are we correct in assuming that WRPS wants to see resumes of "recruited" candidates with names on the resumes as opposed to submitting "unidentified sample resumes"?

Yes, please submit resumes with names of current recruited candidates.

- 9) Can resumes be submitted with no identification? Resume would be submitted with the heading: Program Manager 1 (ABC), Program Manager 2 (DEF), Programmer 1 (GHI), etc. The letters would be the initials of the name of the candidate.

WRPS needs to see the individuals name on the resume as well as validation that they agreed to the Offeror submitting their resume.

- 10) Can resumes be submitted as a separate Volume entitled "Resumes"

Resumes can be submitted separate from the 20 page technical proposal requirement.

- 11) We are assuming that all times in the solicitation are stated in Pacific Standard Time (PST)

That is correct. All times indicated in the RFP are Pacific Standard Time.

- 12) Approximately how many BMA's do you expect to be awarded under this arrangement?

We could award a maximum of twelve (12) BMAs or as few as one (1) BMA.

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- 13) Can the submitted resumes include resources that are currently employed with WRPS incumbent subcontractors? If so what will be weighted heavily, more favorable, more qualified new resources or existing resources.

As long as those candidates are current resources in the Offerors candidate pool, the resume can be submitted as a part of the requirement. Additional points are not given in this criteria because that resume belongs to a current resource subcontracted to WRPS. There must be a commitment that these resources will transition to the successful Offeror.

- 14) Will there be an advantage inherent to the incumbents having resumes to submit of existing resources?  
No advantage will be given to the incumbents.

- 15) The requirement is submission of 2 resumes for each category. Please confirm that these resumes are to be for non-incumbent personnel only and that incumbent personnel resumes are not to be provided.  
This is at the discretion of the Offeror as to whose resume they provide as a part of the requirement.

- 16) Section 3.2.4 requires that “Along with these resumes, there shall be a commitment that once the award is made these individuals will be made available for placement with WRPS.” Further, the pricing spreadsheet shows a base year starting at 03/01//2017, which is approximately 3 months after the due date of this proposal.

- Please confirm the expected start date of this contract.

There are several factors that will take place prior to the award of the BMA(s). WRPS cannot confirm a specific start date; however we are projecting 3/1/2017 as indicated on the price sheet.

- If the start date is 03/01/2017, it is unrealistic to expect that any non-incumbent person submitted for this proposal will commit to wait 3 months on speculation that they could be selected, putting bidders in jeopardy of not being able to fulfill this requirement. We request that this requirement be revised to require written permission to be submitted in the proposal and commit to accepting the position, if they are available at the time of contract award.

It is not our intent to subcontract immediately for those resources with whom resumes were provided to WRPS; however WRPS could elect to subcontract for those resources in the future if they are still available.

- 17) **Section 4.1.2 Volume II – Business and Price Proposal (Page 8) and Exhibit 1 – Instructions for the Rate Schedule (Page 16).** The items included in the fully burdened hourly rates conflict. Please confirm that the instructions as to what is to be included in the fully burdened rates on Page 16 are the correct instructions.

Instructions on page 16 of the RFP are correct. Fully Burdened rate is defined as an hourly rate inclusive of the wage or salary rate, fringe, all applicable overhead(s) and/or per diem, taxes including Washington State Business and Occupational (B&O) taxes and profit.

- 18) After further review of the RFP, it appears as though you are requiring vendors to operate in WA State. Will you consider waving that requirement?

WRPS will not consider removing this requirement at this time. We feel this is an important factor.

- 19) As a small business set-aside contract, is WRPS offering a pricing advantage for SDVOSB/HUBZone businesses?

No advantages will be given to a specific socioeconomic set-aside.

- 20) **Section 4.1 – General Proposal Requirements:** indicates that electronic submittals are acceptable. Please confirm that email submissions of the proposal are acceptable, and provide instructions for submission of proposals via email.  
**Proposal submission will be completed using the eSourcing event per section 2.0 of the RFP. Offerors will NOT submit technical/price proposals via email, mail or fax. An Amendment to the RFP will be posted to remove section 2.3.**
- 21) **Section 3.0 – Basis for Award and Section 4.1.2 – Volume II – Business and Price Proposal:** Section 3.0 appears to allow bidders to submit only on select job classifications; however, Section 4.1.2 states that we must provide pricing for all specified labor categories. Please clarify.  
**Fully Burdened Labor rates must be provided for only those labor classification the Offeror will propose on.**
- 22) We respectfully request that WRPS require all bidders to provide both resumes and pricing for all positions in order to avoid an unequal comparison of bidders' ability to provide qualified candidates as well as pricing that may not represent bid on the full scope of work. In addition, because the eSourcing tool only allows a single aggregate price to be entered, not pricing some of the positions could result in the entered price to be skewed toward a lower overall price, which is not a fair comparison between bidders who bid all positions vs. those who bid on only select positions.  
**WRPS will only require Offerors to propose on the job classifications that they choose. We will not require Offerors to propose on all job classifications as we are trying to find those vendors who are proficient in providing these types of job classifications. We do not want to force a company who is not skilled in a specific category to propose on something they are unfamiliar with or have very little knowledge of resources.**
- 23) **Section 3.2:** Lists the "Best Value Evaluation Criteria." Is there a priority or ranking for the evaluation criteria, or do they all carry the same weight?  
**The tradeoff criteria listed in section 3.2 of the RFP is not in any specific order and they do not carry the same weight. The Transition Plan, Resume Compliance and Resume Submission carry a greater weight than Priority.**
- 24) **Scope of Work, Section 3.0 and Section 12.0:** The section requires that resumes include employer contact information. We request that contact information be removed from the resume requirements. By requiring candidates to provide current employer contact information, it could put the employee in jeopardy in their current positions if their current employer is contacted while they are still working for them. This could also exclude highly qualified candidates from being submitted as they would not approve disclosure of that information due to confidentiality concerns.  
**Section 3.0 and Section 12.0 of the statement of work are in reference to what WRPS's expectations are once the Blanket Master Agreement (s) are awarded. Those Offerors who are awarded the BMA's will be expected to provided resumes upon request based on the criteria outlined in the statement of work. WRPS will not contact the candidate's current employer as a part of this proposal process. However in a post award situation this information could be utilized for subcontracting purposes.**
- 25) **Section 4.1.1 Volume I Technical Proposal:** The last bullet on page 8 requires a listing of key personnel and the Subcontractor Site Coordinator. Please clarify what WRPS defines as key personnel, which appears to be separate from the Site Coordinator. Is this the listing of all candidates/resumes provided?  
**No, key personnel and the site coordinator are not the individuals whose resumes are provided as a part of the tradeoff criteria. Key Personnel are those individuals at the company who would be involved in the Procurement, i.e. President, Owner, Contracting Officer. Per 3.0 of the statement of work, the Site Coordinator shall be the single point of contact to perform on-site coordination activities when the BMA(s) are awarded.**

- 26) **Section 4.1.2 – Volume II – Business and Price Proposal, Statement of Work Page 1, Exhibit A and the Labor Rate Worksheet:** Identifies a labor category for Operations Engineer and also Operations Specialist/Field Work Supervisor. Exhibit provides a combined job description for the Operations Specialist/Operations Engineer, but does not include the Field Work Supervisor. Are the Operations Engineer and Operations Specialists different positions with different anticipated pricing? Is the Field Work Supervisor tied to the Operations Specialist position? If so, we request that a job description be provided for that labor category.

Please see the Revised Statement of Work as it has been updated.

- 27) **Section 4.2, end of paragraph at the top of Page 10. Acceptance of Terms and Conditions:** Allows current BMA holders to submit their proposal in accordance with the BMA terms and conditions instead of the current proposal terms and conditions. We are unclear as to why the incumbents submitting responses to this proposal would be allowed to accept a different set of T&Cs from the rest of the bidders. This appears to potentially provide an unfair advantage to incumbents. We request that all bidders be required to submit proposals under the same set of requirements and T&Cs.

The RFP has been revised and this reference has been removed.

- 28) **Section 5.3** identifies NAICS code 561210 – Facilities Support Services as the applicable code. This is defined as “this industry comprises establishments primarily engaged in providing operating staff to perform a combination of support services within a client’s facilities. Establishments in this industry typically provide a combination of services, such as janitorial, maintenance, trash disposal, guard and security, mail routing, reception, laundry, and related services to support operations within facilities”. It seems that NAICS 561320 – Temporary Help Services might be a closer fit to the scope of work outlined in the RFP. We request that WRPS provide consideration to changing the NAICS to one more appropriate for the services being requested.

The services requested under the Project Support Service BMA(s) are not temporary services. The NAICS code selected for the procurement is consistent with the NAICS that was utilized on the current BMAs. WRPS will not change the NAICS per the request.

- 29) **Section 7.0 Pre-Employment Drug Screens and Background Checks (page 12) and Section 9.0 (page 32):** The requirements within the subheadings under each of these conflict: **Pre-Employment Background Check:** States that “it is WRPS’s expectations that prior to submitting a candidate for consideration under the resultant subcontract, the candidate has successfully passed a background screening in accordance with the subcontractor’s established background screening policy.” It also states that the offeror must have a similar policy as the one stated in the RFP.

**Pre-Employment Suitability Requirements:** States that “the pre-employment investigation is conducted after an offer of employment is tendered, but before the prospective subcontracted employee begins employment under an awarded WRPS subcontract.”

- Please confirm that a background check is NOT required for each of the 62 candidates to be submitted with the proposal? The typical cost for compliant drug testing and background check is \$250-\$500 per candidate. If required for proposal submittal, the cost would be astronomical for a small business to incur.

Note: An Offeror is NOT required to submit resumes and pricing for all job classifications or the sub-job classifications, but only those categories they wish to propose on. Refer to question 2 and 5.

WRPS is not expecting to have proof that background checks/drug screens have been completed on the individuals with whom the resumes were submitted at the time proposals are submitted; however should WRPS elect to bring those individuals on under a subcontract release, the Offeror (Subcontractor) will be responsible for having a background check/drug screen completed. This is a requirement for all resources brought on under a Subcontract Release.

- The draft subcontract requires that subcontractors submit 2-5 resumes for each request under the ID/IQ. Please confirm that drug testing and background checks are NOT required prior to submission of these resumes for each request. Requiring these prior to candidate submittal would result in a cost of \$500-\$2500 per requisition to be compliant with the contract requirement, and would also require us to be spending a very large amount of money on a pool of multiple candidates, while likely only placing one or two people under each request, again creating an undue financial burden for small businesses. In addition, these comprehensive background checks can often take several days, making meeting the contract compliance requirements for turnaround times for submission almost impossible if results are required prior to candidate submittal.

Background Checks and drug screens are required for any resource WRPS will bring on under the subcontracted BMA. It is NOT required at the time of resume submission; however per 7.0 of the RFP” All candidates who receive an offer of employment must meet pre-employment suitability requirements by successfully completing drug screening requirements. The award of this subcontract [release] is contingent upon the offeror having a background screening policy substantially similar to the Pre-Employment Suitability Investigation guidelines.” It is WRPS’s expectation that the individual who is brought under a subcontract release has had the background check and drug screen per the Subcontract.

- 30) **Exhibit 4 – Proposed Lower-Tier Subcontractors:** The statement at the bottom of the form allows subcontracting up to 70%, which is more than is allowed by the Federal Limitations on Subcontracting, which is no more than 50% on small business set-aside’s. Please confirm that a minimum of 50% of the work must be performed by the small business concern.  
*The Offeror shall meet the requirements of 13 CFR 125-Prime Contractors Limitations on Subcontracting. The 70% subcontracting has been removed from Exhibit 4 in the RFP. This is a WRPS notification requirement to DOE-ORP and is not applicable to this solicitation.*
- 31) **Statement of Work, Section 11.0:** States that “If Hanford Site specific training is required as a prerequisite to the Subcontractor starting work, the Subcontractor shall be responsible for all wages of their employees while attending the prerequisite training...” We understand that this time must be paid to the employee. Please confirm that this time is billable to WRPS, as it is a mandatory training that is very specific to the assignment at Hanford.
- If time for these classes are not billable to WRPS, please provide a complete list of all site-specific training that will be required for each position, and the number of class hours for each class, along with the frequency of the classes, so that this time can be calculated into offeror’s overall labor pricing structure.  
*HGET only. The facility specific training will be allowed as a part of the employment scope as directed in the request form.*
- 32) **Statement of Work, Section 13.0 – Government Property:** States that “the Subcontractor will not be provided any Government-owned property.” Please clarify. Does this include the assignment of work location computers? If computers will not be provided, can WRPS please provide requirements for software and hardware in order to be compatible with Hanford site systems for job performance?  
*On site provided computers, work stations, phone, desk, etc. are NOT considered Government Furnished Property unless the property furnished is checked out and removed from the site with the subcontracted employee, which will not be allowed.*
- 33) **Exhibit I – Rate Schedule Instructions, Paragraph B, Page 16:** Requires that wage rate verification be provided in the form of payroll records or employment contract agreements. Because the pricing being provided for this RFP is for an ID/IQ contract over the course of 5 years, it may not be possible to provide this type of information for every position priced at this time. We request that instead a narrative explanation of the basis of these proposed based rates be allowed instead.  
**This is not an ID/IQ contract type.**

The contract type is a Labor Hour type, not an ID/IQ.

- 34) **Exhibit I – Rate Schedule Instructions, Paragraph D, page 16:** Please confirm that pricing for travel and ODCs are required to be provided at the time RFPs are issued for specific candidates once the contract is awarded. Because this is an ID/IQ contract that could potentially go for 5 years, and we are required to price positions in advance, it is not possible to correctly guess costs for travel and/or ODCs for unknown positions/candidates at this time.

Travel, per diem and ODC's are not authorized under this procurement without prior approval. When those are authorized, they will be issued under a separate subcontract release.

- 35) In addition, because the spreadsheet does not provide a mechanism for providing travel/ODC costs to only those individuals that would incur those costs, as they are incurred, the contractors would be forced to build in a layer of protection for the risk being incurred that some positions over the course of the 5 years may require ODCs and/or Travel. This would result in WRPS and ultimately the government not receiving the most favorable pricing for these positions.

WRPS will not pay travel, per diem or relocation fees outside the proposed fully burdened rates. Travel as directed by WRPS will be addressed under a separate subcontract release.

- 36) Per the Instructions in 4.1.1 of the RFP is the entire Volume 1, Technical Proposal, limited to 20 pages? The technical proposal is limited to 20 pages. This does not include the resume submission or responses to the exhibits.

- 37) Section 3.2.4, Resume Submission, requires two compliant resumes for each sub-job classification that the Offeror elects to propose. Does this relate to the subject proposal or does it apply to task competitions after award of the BPA? For example, if we want to propose 20 of the sub-job classifications are we required to provide 40 resumes as part of this proposal?

The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.

- 38) How will WRPS score proposals that propose fewer than all of the sub-job classifications?

Each of the 12 job-classification is evaluated independently of each other. If an Offeror selects to propose on only select job-classifications, they are required to propose on all sub-job classification listed under that overarching job classification.

- 39) How many days in advance of the event will bidders receive the email notification? 5 days, 1 week, 2 weeks?

If you would like to do a mock event, the Offeror must notify the Procurement Specialist by 12:00pm November 28, 2016. It is imperative that you notify the Procurement Specialist of your desire to hold a mock event. You will be contacted by Procurement Support Personnel by COB November 30, 2016 to schedule a mock event prior to December 2, 2016.

All Offeror's will receive log in instructions for the real time event by COB December 2, 2016. Should you have any issues logging into the event on December 5, 2016 Procurement Support Personnel will be available for questions. Procurement Support Personnel contact information will be provided at a later time.

- 40) Will the email notification provide specifics on the application? Are there requirements specific to the application? [eSourcing Tool]

Yes the email will provide very specific instructions. The email will come from Arriba. If you are not currently a participant in the eSourcing tool, you will receive instructions from Arriba to create a profile.

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If you are already a registered user, you will only receive one email with the event instructions. The emails will have hyperlinks to log into the system and have access to the event.

- 41) Will on-line "help" be available to assist with how to complete the application?  
There are multiple mediums available to assist any problems that may occur. The online help is a chat/message board through Arriba. However, Procurement Support Personnel will be available via email and telephone throughout the day. Procurement Support Personnel will also monitor the event throughout the day.
- 42) Please provide a schedule of the RFP events to include: 11/10/16 Notification of Intent to Bid- 11/10/2016, Receipt of eSourcing link COB December 2, 2016, Questions due 11/14/2016, Response to Questions Sometime after November 14, 2016, eSourcing Event, Proposal submission 12/5/2016, Anticipated award date 03/01/2017
- 43) How many days will bidders have to preview the eSourcing application?  
Event will open COB Friday December 2, 2016 for pre-bids. The event will officially go live at 6:30 am December 5, 2016 and will close at 1:00pm that same day.
- 44) Will help be available during the preview period so that bidders can be intimately familiar with the eSourcing event?  
Please see question 39 regarding mock event information. It is imperative that you notify the Procurement Specialist of your desire to participate in a mock event.
- 45) When will the event occur?  
The event will open 6:30am December 5, 2016 and will close promptly at 1:00pm that same day. Should you choose to participate in the pre-bid period you will have the opportunity to make edits up until 1:00pm December 5, 2016.
- 46) Is there a requirement for proposals to include the price for the base and all options?  
Yes, WRPS is requesting proposals include fully burdened rates for option periods.
- 47) If a bidder elects to "no-bid" some categories, how will their proposal be evaluated against the other bidders?  
Each of the 12 job classifications will be evaluated independently of each other.
- 48) Is there a time limit on the event? Or can the 2 minute auto extension continue indefinitely?  
The event will close promptly at 1:00pm on December 5, 2016. It is not a reverse auction, therefore the 2 min auto extension does not apply. Section 2.0 of the RFP will be revised to reference eSourcing Event (sealed bidding) and will remove the reference to the reverse auction.
- 49) Is the proposal submission requirement electronic as specified in Paras 2.0 and 4.1 or hard copy as specified in Para 2.3?  
Proposal submission will be completed using the eSourcing event per section 2.0 of the RFP. Offerors will NOT submit technical/price proposals via email, mail or fax. An Amendment to the RFP will be posted to remove section 2.3.
- 50) Are both volumes to be submitted within 2 hours of the completion of the eSourcing event?

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All proposal documents need to be submitted by 1:00pm on December 5, 2016.

- 51) If the eSourcing event is on a day other than 12/5/16, are both volumes to be re-submitted on 12/5/16?  
The eSourcing event will be held on December 5, 2016. All proposal documentation needs to be submitted by 1:00pm December 5, 2016.
- 52) Are PDF Files acceptable? [eSourcing event submission]  
PDF files are preferred except for the labor rate worksheet- Attachment 2. Attachment 2 must be submitted in its original format. Each attachment can be up to 3MB.
- 53) What is the required formatting and page layout? (margins, font style, font size, etc.) [ eSourcing event submission]  
There are no specific requirements.
- 54) Our billing rates are based on 1,880 direct productive labor hours (i.e., billable hours) for each direct charge employee. What assumptions does WRPS make regarding annual direct productive labor hours (i.e., billable hours) per FTE?  
For estimating purposes WRPS utilized 1820 hours for an FTE.
- 55) What is involved in the approval process? When is it performed? Who performs the approval process? [ review of resume for combination of education and experience]  
The Procurement Specialist and the BTR will review at the time of resume submission.
- 56) Please provide a copy of or link to the On-Site Work Provisions.  
The link is provided in the RFP. It is also found on WRPS's external webpage.
- 57) Is the anticipated start date 3/1/17 as indicated in the Labor Rate Schedule?  
Yes.
- 58) Please provide these Attachments or links to them. [Attachment 3 General Provisions, Attachment 5 On-Site Work Provisions, Attachment 4- Supplemental Provisions T&M/Labor Hour]  
The link is provided in the RFP. It is also found on WRPS's external webpage.
- 59) Is the requirement for each and every subcontractor employee to be provided a cell phone?  
Yes.
- 60) Are labor rates to be entered separately on both the "Enter Labor Rates Here" tab and the "Comp Schedule" tab or only on the "Comp Schedule" tab?  
No, the labor rate schedule- Attachment 2 is the proposal. The comp schedule is internal information. That tab is automatically calculated when rates are entered into the labor rate tab. No action is required by the vendor. Attachment 2 has been updated and now shows the 'Comp Schedule' tab hidden
- 61) Rows 15, 17, 60 and 71, Calculations for these lines are not calculating. Is this intentional?  
No, we will modify and update this so it automatically calculates.
- 62) Please provide the details of this calculation so that we can understand how the calculation may or may not impact the amount entered into eSource.  
The comp schedule is internal information. That tab is automatically calculated when rates are entered into the labor rate tab. No action required by the vendor. Attachment 2 has been updated and now shows the 'Comp Schedule' tab hidden

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63) Is the calculated price the NTE initial starting price for the eSourcing event? Will the fully burdened labor rates be entered into eSource?

The comp schedule is internal information. That tab is automatically calculated when rates are entered into the labor rate tab. No action required by the vendor. Attachment 2 has been updated and now shows the 'Comp Schedule' tab hidden

64) Will the "Average Rates" as calculated on the "Comp Schedule" tab be incorporated into the Blanket Master Agreement (BMA) or are they calculated for evaluation purposes only? If the rates will be part of the BMA, how will they affect the subcontractor contract performance. e.g. will the contractor be required to manage labor category regular and overtime hours to be at or below the "average rate"?

No, the comp schedule is internal information. That tab is automatically calculated when rates are entered into the labor rate tab. WRPS will not incorporate the average rates into the BMA. Attachment 2 has been updated and now shows the 'Comp Schedule' tab hidden

65) Are bidders allowed to make modifications to the spreadsheets? E.g. insert columns, add worksheet, lookup tables, etc.

No, please do not make updates or adjustments to any of the proposal documents.

66) Who are the incumbents/contractors providing Project Support Staff Augmentation support?

BNL Technical, Fowler LLC, and Nuclear Technical Services.

67) Are digital signature acceptable?

Yes

68) In Section 3.2.4 it states that "Offeror shall submit two compliant resumes for each sub-job classification that the offeror elects to propose." Is WRPS requesting 62 resumes or 24 resumes? Are your requesting written commitments to be submitted with the RFP?

The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.

69) Section 4.1.1 Volume I – Technical Proposal indicates "Offeror's proposal must contain a brief discussion of its technical qualifications and capabilities. This Discussion should not exceed 20 pages." Is it WRPS request that the Volume I be limited to 20 Pages for the Technical? If so, does the 20 Pages exclude resumes?

The 20 pages is limited to the technical discussion. The 20 pages does NOT include the resume submission and/or responses to the exhibits.

70) Exhibit 1- Labor Rate Schedule does not appear to be capturing the rates we are trying input for Health Physicist and Industrial Hygienists. The rates are not being populated and weighted, is this correct?

Please reference the revise Attachment 2.

71) In the job descriptions Health Physicist & Senior Health Physicist both have a minimum requirement of BA/BS with 8 years, please clarify years of experience.

Please reference the revised SOW.

72) What are the reasons and objectives for issuing this RFP? If it is a re-bid, please identify the incumbent suppliers.

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WRPS currently has three BMA's in place for this work. Those BMA's are currently operating under extensions until the new BMA's are awarded. Incumbent suppliers are BNL Technical, Fowler LLC and Nuclear Technical Services.

73) What is the anticipated annual spend?

The estimated job classifications and associated hours will help make that determination.

74) What is the estimated Award Date?

March 2017

75) Please explain the timing of the eSourcing event. Will the eSourcing event occur before or after submittal of the proposal? What are the parameters to be bid on for the event?

The event will open 6:30am December 5, 2016 and will close promptly at 1:00pm that same day. Should you choose to participate in the pre-bid period you will have the opportunity to make edits up until 1:00pm December 5, 2016.

76) Are there required minimum benefit requirements (e.g. Paid Time Off, 401(k) etc.) for the transitioning and/or new employees? If yes for Paid Time Off, will offeror receive available balances and/or have access to utilization of any paid time off benefits that were used/accrued prior to the transition to determine available balance of benefits?

WRPS cannot dictate to a vendor what benefits they must provide. We have to keep a clear line so we do not get into co-employment situations.

77) Please clarify the term "resource library." It is unclear who manages the resource library. Does it refer to the supplier's overall candidate pool or to only those resumes submitted by a supplier to WRPS?

When we stated resource library within the RFP documents, we were referring to the vendor's overall candidate pool.

78) Please confirm that resumes submitted as a part of this proposal are excluded from the 20-page limit for the Technical proposal. If the Offeror is proposing all 31 sub-job classifications, is the expectation to receive 62 resumes?

The resumes are excluded from the 20 page technical proposal limit. The Offeror is required to submit two (2) compliant resumes for each sub-job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.

79) Will transitioned staff require new drug screen and background checks?

Yes.

80) Please clarify the expectations for presenting payroll records or employment contracts. May payroll information be presented for past employees whose resumes are not submitted in the proposal or is the expectation to present payroll information only for candidates whose resumes are submitted as part of the proposal (some of which may not have been past employees of the Offeror).

This requirement has been removed in the Amended RFP.

81) Please confirm that Attachment 3, General Provisions – Commercial should be Rev. 7-11/1/16 (not Rev. 2, dated 2/3/16)

That's correct- Revision 7 dates 11/1/2016. Update will be made to the RFP.

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82) Please confirm that Attachment 4, Supplemental Provisions-T&M/Labor Hour should be Rev. 4 - 10/20/16 (not Rev. 3 dated 1/26/16)

That's correct- Rev 4 dated 10/20/2016. Updated will be made to the RFP.

83) This worksheet is a protected worksheet. When we entered the regular time rate for the employees, the weighted average rate did not calculate the rate we expected.

WRPS is not using the weighted average. The worksheet is intended to capture information to report cost savings internally. Offeror's should only complete the fully burdened rates for each of the job classifications/sub-job classifications they wish to propose. ONLY the fully burdened rates will become a part of the BMA. Please disregard the Comp Schedule tab as this is calculated automatically based on the labor rates entered and the information is used internally. Attachment 2 has been updated and now shows the 'Comp Schedule' tab hidden

84) It appears that each Fiscal Year (FY) is calculating the FY Totals by multiplying the job category fully burdened labor rate by the number of FTEs shown on the "Weights" worksheet. To arrive at an FY Total wouldn't it be necessary to also multiply by expected hours for an FTE?

The worksheet is intended to capture information to report cost savings internally. Offeror's should only complete the fully burdened rates for each of the job classifications/sub-job classifications they wish to propose. ONLY the fully burdened rates will become a part of the BMA.

85) The "Comp Schedule Worksheet" indicates that FY17 is from 3/01/17 - 09/30/17. This is seven months versus the twelve months indicated for FY18, FY19 and FY20. Should the FY Total for FY17 apply a 7/12 factor to the calculation?

The worksheet is intended to capture information to report cost savings internally. Offeror's should only complete the fully burdened rates for each of the job classifications/sub-job classifications they wish to propose. ONLY the fully burdened rates will become a part of the BMA. Please disregard the Comp Schedule tab as this is calculated automatically based on the labor rates entered and the information is used internally. Attachment 2 has been updated and now shows the 'Comp Schedule' tab hidden

86) Please provide details related to cash discount terms. The statement by itself is not clear.

All awarded BMAs and the subsequent releases will be Net 30. Cash discount would be proposed by the vendor, i.e. 1% discount if paid in 20 days.

87) Auto Liability Insurance- Are offeror employees allowed to use government vehicles? Should this requirement be struck-out?

Subcontracted employees are allowed to use government vehicles. The requirement should NOT be struck out. All insurance requirements are specified in the onsite work provisions. In accordance with the SOW, subcontracted employee must present a valid driver's licenses to the BTR.

88) Tools and equipment- Are offeror employees expected to use tools in the discharge of their duties? Should this requirement be struck-out?

Subcontracted employees will be provided with a workstation, computer and land-line phone. This does NOT need to be struck out. Personal wear items are the responsibility of the subcontractor as mentioned in the on-site work provisions.

89) Page 7, 3.2.4. Resume Submission: "Offer shall submit two compliant resumes for each sub-job classification that the Offeror elects to propose. Along with these resumes, there shall be a commitment that once the award is made these individuals will be made available for placement with WRPS." Is it WRPS' intent for offerors to submit two resumes and commitment letters for each sub-job classification for the proposal or in response to individual task order proposals?

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The intent of the 2 resumes per job-classification submission and the commitment letters is to ensure we are seeing resumes of individuals who are available. There is a possibility in the future we could hire the individual, however it's to establish a foundation to ensure the Offeror is proposing quality resumes and quality individuals.

- 90) The Exhibit 3: Past Performance form contains limited space to provide basic information on 2-5 reference projects. Is this the only place where we can list/explain relevant past performance?  
If an additional page is needed, please add additional pages; however keep in mind the instructions states print at least two (2) and as many as five(5)...
- 91) Section 12.0, Qualifications: Resumes submitted under this subcontract shall name a previous employer and Point of Contact. What specifically will be needed (name, title, phone, email, etc.) and will this be for every previous performer listed on a resume?  
The information we are looking to have on the resumes would be name, title, phone and company. Also, this would be for every employer listed on the resume and on every resume submitted.
- 92) The requirements for the various levels in the Health Physicist (HP) Category don't appear to follow the convention of the other categories. For Example the years of experience are listed as 5, 8, and 8 for Entry, Mid and Senior respectively (Page 11/12 Exhibit A). The next category, HP/Rad Planner level has 5, 8 and 12. Is this intentional?  
Please reference the revised SOW.
- 93) Entry Level IH and HP categories require 5 years of experience (Exhibit A). Should this level start at zero or 1-2 years? 5 years doesn't appear entry level.  
Please reference the revised SOW.
- 94) One of the items listed for the Health Physicist (HP) Category is a CHP certification "...to demonstrate a pattern of continuing education..." Is this a requirement or "desired". If required, will similar certifications suffice?  
Please reference the revised SOW.
- 95) The pricing sheet and statement of work (pg 1 bullets) call out two levels of Operations Specialist/Field Work Supervisor (OS/FWS) and two levels of an Operations Engineer (OE). The SOW job descriptions in Exhibit A (pg 7 of 14) calls out three levels of what appears to be a combined OS and OE/FWS job description. Doe WRPS want to see only two levels of OE and OS/FWS or three levels per the position descriptions in pricing. Additionally, can you confirm that since the positions are so close in description, the resume submittals would contain just two resumes from each level as a combined OS/OE category as the single category listing in Exhibit A (page 7) would indicate?-  
Please reference the revised SOW.
- 96) The entry-level radiological work planner is described in the SOW (Exhibit A Page 12), but does not show on the pricing sheet or the SOW bulleted list on page 1 of the SOW. Does the pricing sheet need to be revised or the SOW? Do you want to see resumes on the entry-level radiological work planner  
Please reference the revised SOW.
- 97) The Instructions for the Rate Schedule (page 16 of solicitation) indicate the need for (B) rate verification (C) Escalation factor (D) ODCs and (E) the ability to modify the form and add additional categories. Is this accurate since (B) will be competed and the market rate will be found (C) is implicit in the submitted

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excel form (D) ODCs are not suggested in the model subcontract (E) the form cannot be modified. These items seem pertinent to a different type of contract.

The worksheet is intended to capture information to report cost savings internally. Offeror's should only complete the fully burdened rates for each of the job classifications/sub-job classifications they wish to propose. ONLY the fully burdened rates will become a part of the BMA. Please disregard the Comp Schedule tab as this is calculated automatically based on the labor rates entered and the information is used internally.

98) The RFP states "Offeror can elect to propose on select job classifications. If Offeror chooses to propose on only select job classification, technical and price proposal must be submitted for the sub-job classifications outlined in the SOW". Can you clarify the process of doing this? How do you want the pricing proposal filled out if we are only proposing on a subset? Do we use dummy numbers? How will that affect the eSource process if everybody isn't being ranked in the same fashion?

If the Offeror is only proposing pricing on select job classifications, the Offeror may provide fully burdened rates for only those job classifications/sub-job classifications. Those job/ sub-job classifications that the Offeror does not want to propose will be left blank in attachment 2. This will not affect the eSourcing processes as the clause has been updated in Amendment 1 of the RFP to reflect eSourcing (sealed bidding).

99) Are any of the classifications represented by a union? If so, can you please identify them?

No, none of the job classifications are represented by a union.

100) Paragraph 3.2.4 appears to be excessive for a small business. Is WRPS considering reducing the requirements; as many of the applicants may be incumbent and are committed to the agency they work for?---This gives the incumbent an unfair advantage.

This procurement is a small business set-aside. WRPS does not have any intentions of changing this requirement. We will evaluate each Offeror's proposal on a fair basis.

101) Would WRPS like to see an Exhibit 3 Form with 2-5 projects for each team member?

At least 2 no more than 5 total.

102) Please clarify the proposal delivery requirement. Is email acceptable? Or is the requirement for hard copies?

Proposals will be submitted using the eSourcing tool. The revision to the RFP reflects this change.

103) In 3.2.4, the RFP requires "two compliant resumes for each sub-job classification". We read that to mean that 2 resumes are wanted for each of the 12 labor categories as listed on page 8 in 4.1.2. Is that correct?

No, that is not correct. The Offeror is required to submit two (2) compliant resumes for each sub-job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.

104) We assume that resumes are excluded from the 20 page limitation. Is that correct?

Correct.

105) We assume that the forms required in section 4.1.2.3 are excluded from the 20 page limitation. Please confirm.

Correct.

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- 106) Section 3.0 Basis for Award. Please clarify the last sentence of 3.0 regarding proposing on selected job categories: Does the Offeror provide full pricing for all sub-job categories or only for those proposed and what resumes are required if an Offeror proposes on selected sub-job categories?  
Offeror's are NOT required to propose on all job classifications. If an Offeror elects to propose on only a select few, they must provide pricing and resumes for only those they selected. The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.
- 107) Section 3.1.4, Transition Plan. Please clarify – is the transition plan to be a separate document or to be included in the technical proposal as part of the 20-page count limit.  
The Transition plan is included in the 20 page count limit.
- 108) Section 3.2.1, Transition Plan. Please clarify – will WRPS provide criteria for determining the acceptability of incumbent staff based on results of a background screen. WA Sate and FCRA law requires individuals to be notified of information that may impact employment and provide the opportunity to explain findings or correct erroneous information - this process does not specify a time limit with respect to 30-day transition requirements.  
No. "It is the subcontractor's responsibility for determining whether a prospective candidate's background and qualifications are suitable to submit to WRPS for consideration."
- 109) Are Offerors required to submit 2 resumes for each sub-job classification as part of the proposal submittal  
The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.
- 110) If so, how they to be included as a separate attachment  
Resumes are not included in the 20 page technical proposal.
- 111) If so, does this requirement apply to offerors that propose on selected labor categories  
Resumes are not included in the 20 page technical proposal.
- 112) What is WRPS's expectations regarding commitment of resources. It will be difficult for Offerors to obtain commitments since 1) guarantee of award cannot be expressed to potential applicants, 2) guarantee of employment cannot be tendered even upon award, 3)the process of a reverse auction will not allow Offerors a means to guarantee rates until after an award is made.  
It is not our intent to subcontract immediately for those resources with whom resumes were provided to WRPS; however WRPS could elect to subcontract for those resources in the future. The requirement of the resume and the documentation to show proof of availability is a part of the tradeoff process. WRPS wants to ensure we are receiving resumes for qualified resources from qualified companies. The eSourcing tool is a means for WRPS to capture cost savings. The procurement is a best value. Price is only a part of the consideration. - Refer to previous questions
- 113) Section 4.2 Acceptance of Terms and Conditions. Please clarify the meaning of "Any Offeror who currently holds a Blanket Master Agreement (BMA) with WRPS) may submit its proposal in accordance with the BMA."

WRPS has several BMA's with various vendors for different types of services. If you are an Offeror who currently holds one of those BMA's you may submit a proposal to this procurement if you wish.

- 114) Section 7.0, Safe and Drug Free Workplace Policy. Please clarify the following: "It is WRPS's expectation that all candidates submitted for consideration under the resultant subcontract have completed a pre-employment drug testing with negative results." Offerors cannot request drug screening of candidates other than for the express purpose of employment.  
Those candidates who are selected for possible subcontract employment must have passed a drug test. Drug tests are not requested for anything but the express purpose of employment.
- 115) Section 7.0, PRE-EMPLOYMENT TESTING, 3<sup>rd</sup> paragraph. Please clarify - will WRPS pay for drug screen test that go beyond the traditional 10 panel drug screen - how are offerors to anticipate cost for "additional drugs as requested"  
WRPS will not directly pay for any part of the drug-tests, this must be included in the fully burdened rates.
- 116) Please clarify: "It is WRPS's expectations that prior to submitting a candidate for consideration under the resultant subcontract, the candidate has successfully passed a background screening in accordance with the subcontractor's established background screening policy." Offerors cannot request background screening, including conducting e-verify for purposes other than employment.  
See response to question 115
- 117) Please clarify: "It is the subcontractor's responsibility for determining whether a prospective candidate's background and qualifications are suitable to submit to WRPS for consideration." Will WRPS provide criteria that supports the statement "suitable to submit to WRPS for consideration" or acceptable to WRPS for contract work.  
No, "It is the subcontractor's responsibility for determining whether a prospective candidate's background and qualifications are suitable to submit to WRPS for consideration."
- 118) Section 7.0, PRE-EMPLOYMENT SUITABILITY INVESTIGATIONS. Please clarify "The pre-employment investigation is conducted after an offer of employment is tendered but before the prospective subcontracted employee begins employment under an awarded WRPS subcontract." This requirement contradicts text identified in question 7a.- See word consideration in RFP.  
Correct, the pre-employment investigation is conducted after an offer of employment is tendered but before the prospective subcontracted employee begins employment under an awarded WRPS subcontract.
- 119) Please clarify: WA state law prohibit the use of credits checks for the purpose of employment other than if it is substantially related to the job.  
"It is the subcontractor's responsibility for determining whether a prospective candidate's background and qualifications are suitable to submit to WRPS for consideration." As such, each subcontractor must determine if a credit check is necessary or substantially related to the job for which they are filling.
- 120) Please clarify: The reason for the use of a credit check must be disclosed in writing – will WRPS provide the written disclosure for the need along with the listing of job categories, or sub-job categories that require credit checks.  
Each contractor must determine if a credit check is necessary or substantially related to the job for which they are filling.

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- 121) Please clarify: Section 7.0, PRE-EMPLOYMENT SUITABILITY INVESTIGATIONS, last paragraph. Please clarify how WRPS intends to use, and in what format will pre-employment investigation files be required. Pre-employment investigation files will include sensitive PII which have specific limitations and controls regarding disclosure. Can WRPS please clarify that a WRPS subcontract delegate can have access to employee records and sensitive PII and ensure Offerors are not liable for the disclosure. **Per the Pre-Employment Suitability Investigations clause within the RFP and draft subcontract "Access to pre-employment investigation files shall be limited to the official procurement specialist as named in the subcontract or delegate upon request for audit purposes." The subcontractor needs to maintain records in an auditable format. Subcontractor will maintain OOU compliance by ensuring that records are secure and only released on a need to know basis.**
- 122) Please clarify: Section 8.9, Business Ethics. Please clarify that the requirements specified within 8.9 or specifically what requirements within 8.9 that do not apply to small business. Specifically in regards to the following: "(c) *Business ethics awareness and compliance program and internal control system.* This paragraph (c) does not apply if the SUBCONTRACTOR has represented itself as a small business concern pursuant to the award of this contract or if this contract is for the acquisition of a commercial item as defined at FAR 2.101. **The clause has been removed- See Amendment 1 to the RFP.**
- 123) Please clarify whether the following sub-job categories are included or not included: Section 2 does not include an Entry Level OE, Exhibit A does. Section 2 includes a job category and sub-categories for OS/Field Work Supervisor. Exhibit A does not provide descriptions. Section 2 does not include an Entry Level RWP, Exhibit A does. **Please refer to the updated SOW.**
- 124) This section states that the "offeror must have a minimum of five years' experience." Are a team's combined years of experience acceptable to fulfill this requirement, or does the prime bidder alone need to fulfill this requirement? **The holder of the BMA must have 5 years' experience. We encourage teaming.**
- 125) Can you provide average salary per position for incumbent staff per position, average years of service for paid time off calculations, and existing benefits package information so bidders can insure minimal interruption to WRPS? **WRPS will not disclose this information.**
- 126) How does WRPS anticipate that the incumbent staff will be assigned to newly awarded BMA holders? Will WRPS hold a job fair where incumbent staff are introduced to BMA holders and given the choice to select the company that they would like to work for, or will WRPS allocate staff in sub-job categories to BMA holders? **WRPS will hold internal meetings; however it will be up to the BMA awardee to seek out the individuals as mentioned in the subcontractor's transition plan.**
- 127) This section states that offeror shall provide an explanation of how resumes that are deemed not acceptable are purged and not resubmitted to WRPS. Will WRPS provide feedback on every resume submitted to ensure the company knows why a candidate was not selected? It is possible that a candidate

may not fit one category but could be a fit in a different category. Knowing more details from WRPS would allow us to ensure we can submit a candidate for a second job where they may be a fit.

WRPS will provide that feedback upfront once the resume is deemed not acceptable. Resumes should meet all requirements outlined in Exhibit A of the SOW.

- 128) This section states that two compliant resumes will be submitted for each sub-job classification with a commitment that these individuals will be made available for placement with WRPS. There are 31 sub-job classifications. For a compliant proposal response, considering there are currently 151 people in these positions that could transition, does WRPS expect 62 resumes (2 resumes for each of the 31 sub-jobs) and 62 corresponding commitment letters stating that the proposed professionals are available and willing to be placed at WRPS?

The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.

- 129) The first sentence says “Evaluation criteria identified in Section will be used.....” Does that mean Section 4.1.1 or is there another section with evaluation criteria?

Evaluation criteria is section 3.2.1, 3.2.2, 3.2.3, 3.2.4 and 4.1.1.

- 130) The last bullet requires a list of key personnel and the Subcontract Site Coordinator. Will WRPS allow the successful offeror to modify the key personnel list during the term of the contract?

Yes. If this changes once the BMA(s) are awarded, or during the performance period, it can be modified. WRPS Requests only one site coordinator at a time.

- 131) The 4<sup>th</sup> paragraph states that hours in excess of 80 in a two-week period is considered overtime. Please provide the standard work schedule so we can ensure we are in compliance with the Department of Labor Fair Labor Standards Act requirements under FLSA2004-18NA for overtime pay.

FLSA2004-18NA would not apply as WRPS has determined all sub-job classifications outlined in the SOW are considered professionals per 29 CFR 541.300.

- 132) Are they just required for the prime bidder? [Reps & Certs]

Yes.

- 133) Are Exhibit 2, Exhibit 3, and Exhibit 6 required for lower tier subcontractors or just for the prime contractor?

All are required for the Offeror proposing on this procurement. If reference to ‘Prime’ means ‘Offeror’ then yes.

- 134) The first paragraph states “It is WRPS’s expectations that all candidates submitted for consideration under the resultant subcontract have completed a pre-employment drug testing with negative results.” The next paragraph states “All candidates who receive an offer of employment must meet pre-employment suitability requirements by successfully completing drug screen requirements.” Does WRPS expect a candidate to be screened before their resume is submitted or before they are to start work at the site after acceptance of the resume? This can lead to substantial costs to a small business if a drug screen is required to be performed before a resume is submitted. Note, this language is also on page 31 of 34, Section 9.0.

It is WRPS’s intent to require the drug and background screen once a resume has been accepted and issue a release under the BMA is expected for a specific individual.

- 135) Are all positions considered exempt positions?

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WRPS has determined that all sub-job classifications are considered professional positions per 29 CFR 541.300

136) We do not see a place on the spreadsheet to include the requested information on rate calculation. Where are we to provide this?

This section has been removed- Reference Amendment 1

137) WRPS distinguishes Operations Engineer from Operations Specialist/Field Work Supervisor; however, SOW Exhibit A (Page 7 of 14) only provides responsibilities and qualifications for combined Operations Specialist/Operations Engineer job classifications. Will WRPS provide clarification on these job classifications (add omitted job classifications to distinguish the positions in Exhibit A, or revise the job classification list and labor rate worksheet to combine them)?-

Please reference the updated SOW.

138) Are cell phones with cameras allowed on WRPS projects? And if so, are the subcontractors allowed to provide a stipend to contracted employees for use of their cell phone rather than purchasing new cell phones for all employees?

Cell phones with cameras are allowed as long as they are no in limited protected areas. WRPS does not have any limited protected areas. All costs are to be included in the fully burdened rates.

139) In paragraph 3 of the Section, it is stated that the discussion should not exceed 20 pages and should briefly address several bullets of information. These bullets include providing a Transition Plan (3.2.1) and Resumes (3.2.4). The resumes alone will exceed 20 pages. If this not the expectation, can you provide guidance on any required submittals that are not part of the 20 page limit

Resumes are not included in the 20 page limitation.

140) eSourcing Event. With the Technical qualifications being so rigorous, why is it allowable for an offeror to participate in the reverse auction without being prequalified? This will most likely result in an offeror artificially driving down pricing during the event. The last time this scope was bid using reverse auction, several of the lowest bidders were not awarded contracts as they did not meet the minimum qualifications. This issue can be mitigated by: Having price submittals represent the Best and Final offer, which meets the requirements for a competitive bid process, with no reverse auction. Prequalify the bidders so that only the offerors that are participating in the reverse auction can be eligible for an award. Either of these options would provide for a meaningful and transparent process.

The eSourcing clause will be updated with a revision to the RFP to show eSourcing (sealed bids).

WRPS's intent of using the eSourcing tool is to capture cost savings. The evaluation and determination if a bidder is qualified will be determined through the technical evaluation of the proposals.

141) Section 3.2.4 states resumes are to be provided for each sub-classification that the offeror elects to submit, while 4.1.2 states the offeror must propose on each of the sub-classifications. Is an offeror to enter a rate on a classification that is neither experienced in providing or intends to provide if selected? How is this kept from affecting the reverse auction pricing when an offeror can submit a low rate on a classification that it is not expected to honor.

Rates are to only be entered in attachment 2 for those job classifications the Offeror wishes to propose on.

142) Can an offeror submit resumes for individuals that are current WPRS Bargaining Unit and Professional Staff?

Only if WRPS can subcontract for the individual under the BMA(s) and their resumes are compliant to the elements of the job classification. We do not want resumes submitted of individuals that we cannot hire under the subcontract. That is why the commitment letter is a requirement.

- 143) Is the Transition Plan intended to give preference to the personnel currently under contract? The offeror is to provide resumes for individuals with a commitment to provide those individuals if selected is it the intent of WRPS to honor those commitments if they conflict with an existing contracted individual?  
**The transition plan is to discuss how the Offeror plans to transition existing subcontracted personnel over to the new BMA. The transition plan and the resumes with commitments are two separate actions. The resume submission is to ensure the Offeror is compliant and capable of providing staffing within the job classifications. The transition plan is to discuss how the winning Offeror(s) will transition existing subcontracted staff to their company. The 151 individuals called out in section 4.1.2 is only an estimate.**
- 144) In order to write an effective transition plan, the offeror should have some knowledge of the direct labor rates of the personnel to be transitioned. To enter into a reverse auction without knowing the potential risk for direct labor skews the process greatly to the incumbent company that presently has the most contracts personal currently at WRPS. Otherwise, it will be impossible to predict if the new award company can retain transitioned personnel at a reduce salary offer.  
**The eSourcing clause will be updated with a revision to the RFP to show eSourcing (sealed bids). WRPS's intent of using the eSourcing tool is to capture cost savings. The evaluation and determination if a bidder is qualified will be determined through the technical evaluation of the proposals. Rates are to only be entered in attachment 2 for those job classifications the Offeror wishes to propose on.**
- 145) Training costs – Is WRPS covering the cost of HGET and will the labor costs associated with the training be reimbursed? What other training will be covered by WRPS?- Reference previous question.  
**HGET only. The facility specific training will be allowed as a part of the employment scope as directed in the request form.**
- 146) Please explain further the statement in 3.0 "Basis for Award" that states *offeror can elect to propose on select job classifications*. What is your grading system going to be for a company that elects to propose on 1 or 2 classifications versus all job classifications? Is your intent to award a BMA for each of the 12 listed jobs? This also affects 3.3 Total Price Review and 2.0 eSourcing where prices will not be comparable.  
**Each of the job classifications/sub-classifications will be evaluated independently of each other.**
- 147) 3.2.3 "Resume Compliance" - Please define *Sub-Job Classification*. Are the job types such as PM, FWS, IH a sub-job classification or is Entry Level HP a sub-job classification? If sub-job classifications are for the entry, mid, and senior level positions, and you require 2 resumes for each sub-job classification, is it your intent to receive a minimum of 62 resumes from companies bidding across each job type?  
**The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.**
- 148) May the resumes be submitted in a separate Volume?  
**Yes.**
- 149) Do Table of Contents and the resume of the site coordinator count toward the 20 page limit in the Volume 1 Technical?  
**Yes.**
- 150) WRPS has historically required the use of traveling resources from outside the state or other DOE sites. The RFP seems to state that per diem, lodging, airfare, rental car, gas, and mileage costs must all be rolled into the bid price? Is this correct?

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Yes. If an individual is from out of state and requires travel, per-diem or relocation that will be a part of the proposed fully burdened rate. WRPS will not set up a separate release to pay for these items. However, should WRPS require an individual to travel we will set up a separate release to cover those costs.

- 151) Solicitation Section 4.1.2 Volume II – Business and Price Proposal, states the Fully Burdened Labor Rate includes travel and /or per-diem.  
See response to question 150.
- 152) Instructions for the Rate Schedule in Exhibit 1, Section A, doesn't include travel and /or per-diem as items to be included in the fully burdened hourly rates.  
The reason is the instructions are a standard set up questions for all labor hour procurements. Under this procurement WRPS will not allow separate per diem, travel or relocation for an individual who is not local. We will only pay travel or ODC's should it be as a requirement directed by WRPS,
- 153) Exhibit 1, Section D, requests a cost breakdown of other direct costs such as travel expenses.  
That is in reference to the subcontract releases that may require ODC coverage.
- 154) Please clarify how any travel and/or per diem should be presented in the proposal.  
Travel, per diem or relocation in regards to an individual who is not local should be a part of the overall fully burdened rate, and not proposed as a separate cost.
- 155) Are the Reqs and Certs and Exhibits 2 thru 6 (Additional Information) required from each member of the team or from just the firm that is leading the team?  
Representation and Certifications are only for the vendor with whom WRPS's awards the subcontract(s).
- 156) Is it WRPS' intent to issue (1) subcontract to transition all (151) incumbent contract employee?  
WRPS will issue a BMA for each of the twelve (12) job classifications. The estimated 151 employees span across all twelve (12) of these job classifications.
- 157) What is anticipated Date of Award?  
3/1/2017
- 158) Who are the incumbents and how long have they held the contract / been on site?  
BNL Technical, Fowler LLC and Nuclear Technical Services. The current BMA's have been in place for a little over 3 years.
- 159) We are assuming it is WRPS' intent to try to keep as many of the incumbent contract employees as possible.  
Yes, it's what we'd like to see; however we are also aware that this may not happen for everyone.
- 160) We are assuming that the contract employees who will be transitioned over to the new subcontractor would expect to be transitioned at the same pay rate and continue to receive the fringe benefit package they are currently receiving.  
WRPS cannot dictate this to the Offeror's. Rates, benefits, etc. will need to be negotiated with the incumbent subcontracted employees.
- 161) Can / will WRPS give us a list, by job title, of the number of employees that are getting number of vacation days such as (2 weeks / 3 weeks / or more) and any accumulated Paid Time Off hours?  
No, we cannot do this. These individuals are not WRPS employees and we cannot request this on behalf of others employers.

- 162) Which labor categories does WRPS consider “exempt” versus labor categories that are subject to the requirements of the “Service Contract Act”?  
We’ve looked at the labor categories under the wage determination and found none of those sub-job classifications to be on the listing. WRPS determines all positions listed to be considered professional per 29 CFR 541.300.
- 163) Will all bidders participate in the reverse auction (eSourcing Event) or will there only be those that have been down selected or only those that met the criteria?  
The eSourcing clause will be updated with a revision to the RFP to show eSourcing (sealed bids). WRPS’s intent of using the eSourcing tool is to capture cost savings. All bidders who provided an intent to propose will participate in the eSourcing event.
- 164) Can you make available the basis of award value for technical versus cost as a percentage?  
Technical is weighted higher than the cost component.
- 165) The Solicitation, section 3.2.4 requires compliant resumes to be submitted. In Exhibit A, in the description for each candidate it specifies education and experience requirements or a combination as approved. To have fully compliant resumes, how will the approval of the combined education/experience be addressed during the RFP stage? Would it be possible to provide simple rules such as 3-5 years more experience is equivalent to a degree?-  
All resumes submitted for the RFP and if a BMA is awarded must comply with the requirements outlined Exhibit A of the SOW. Years of experience substituted for years of education are 2 years for every year of education, i.e. AA = 4 years of experience, BA/BS= 8 years of experience, MA/MS= 12 years of experience.
- 166) What key personnel are required or is it up to each proposed bidder to identify their key personnel?  
Key Personnel are those individuals at the company who would be involved in the Procurement, i.e. President, Owner, Contracting Officer.
- 167) Is it expected the Subcontractor Site Coordinator is a full time dedicated person?  
Per 3.0 of the statement of work, the Site Coordinator shall be the single point of contact to perform on-site coordination activities when the BMA(s) are awarded. WRPS want’s someone dedicated to the BMA(s). We cannot tell you if that requires a full-time or part-time individual.
- 168) The Solicitation requires a pre-employment background screening (section 7, last paragraph) prior to submitting a candidate for WRPS consideration. Part C- Model Subcontract, section 8.11 item 3, requires when request for compliant resumes are requested they need to be provided in 2 work days. To meet the 2 work day requirement would require prescreened candidates (background check per requirements specified in solicitation page 12 of 34 and drug tested) to be on hand? Is this WRPS intent?  
The intent is to have resumes submitted and evaluated, once WRPS has determined who the hireable candidate is, it is expected that a drug screen/background check is completed.
- 169) The submission of resumes, including letters of commitment, constitutes a significant effort. If this is an exercise to demonstrate recruiting ability, and the current BOA holders submit incumbents, the current BOA holders will enjoy a considerable advantage. This scenario will not prove their ability to recruit; and, they will also have much less RFP preparation work to accomplish. Why not level the playing field by acknowledging the incumbent workers and requiring all Offerors to submit some number of representative resumes, excluding incumbents? Otherwise, how will WRPS ensure the proposal effort, and opportunity, is equitable among the Offerors?

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The submission of the two (2) resumes is to demonstrate the Offerors capable of providing quality resumes and quality resources. The letter of commitment also shows us that the individual is hireable.

170) If the resumes appear in more than one proposal, will it be scored against those Offerors? If the incumbent resumes are submitted, wouldn't it be fair to ensure all Offerors have access to the incumbent personnel?

WRPS is relying on the Offeror's to submit resources that meet our requirements.

171) Section 4.1.2.2 indicates that although the small businesses can include Disadvantaged, Women Owned, Veteran Owned, and Service Disabled Veteran Owned, it is not a requirement. Will Disadvantaged businesses receive any preferential ranking?

No, this procurement is solely a small business set-aside. No preferential ranking will be granted for specific socioeconomic status.

172) Can you please clarify if the proposal is electronic submission only or does it include hard copies to be delivered? If you require hardcopies, how many are required?

Proposal submission will be completed using the eSourcing event per section 2.0 of the RFP. Offerors will NOT submit technical/price proposals via email, mail or fax. An Amendment to the RFP will be posted to remove section 2.3.

173) The solicitation estimates 3,500 hours of overtime. Which labor category(s) is this overtime referring to?

It's a combination of all 59 sub-job classifications. The Human Resource job/sub-job classifications were not included in the count.

174) Is it correct to assume all due times are based on Pacific Standard Time (PST)?

Yes, PST.

175) Will there be multiple awards/suppliers under this solicitation?

We could award a maximum of twelve (12) BMAs or as few as one (1) BMA.

176) Who is the incumbent that supplies these types of services for WRPS?

BNL Technical, Fowler LLC and Nuclear Technical Services.

177) Is it WRPS' intentions to keep incumbent staff whole? Meaning keep incumbent staff at the same compensation and benefits.

Currently the existing BMA's consist of all job classifications. Under the new BMA(s) WRPS will look at the twelve (12) job classifications independently and award a BMA to the Offeror who is considered the best value for that specific job classification. WRPS would like to retain the incumbent staff; however they will be split among the different awarded BMA's depending on the job classification. WRPS cannot dictate to the vendors how they should compensate these individuals, i.e. rate, benefits, vacations. WRPS is only the responsible company, we are not the employer.

178) Does WRPS want resumes for all labor categories and subcategories?

The Offeror is required to submit two (2) compliant resumes for each sub- job classification the Offeror will propose. If the Offeror elects to propose on all sub-job classifications, the Offeror will provide a total of 62 compliant resumes.

179) Can resumes be submitted with personal identification withheld?

No, we'd like to see they are a real individual with work history.

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180) Is there a Collective Bargaining Agreement (CBA) in place that this contract will fall under?

No.

181) Section 15.0 of the SOW talks about Workplace Substance Abuse Program Requirements, which we have. Who will implement the program past the initial pre-employment drug screen?

These individuals are employees of the subcontractor. The expectation is that the subcontractors will implement the program.