

1. In Pre-proposal meeting you and AI were saying that JPL would provide the start date of all SCA & Non SCA employees. When can I expect it?

Answer: The most current information we have in Start dates for SCA employees is in the RFP under the General Instructions in attachment B-18. Start dates for Non-SCA employees is not relevant since there are no statutory requirements for these employees to receive a minimum amount of vacation time. No additional data was promised at the pre-proposal conference.

2. Are there any restrictions on the status of the Consultants that the Offerors can provide?. By this I mean is it acceptable to provide H1 visa holders or do you only accept US Citizens and Permanent Residents?. Thanks for all of your help.

Answer: Only U.S. Citizens and Permanent Residents (i.e. green card holders) may work as TSEP employees. No foreign employees will be accepted even if they have a valid work visa.

3. 2.1 Financial Statement suggest that we send annual financial statements for the last three years. If we are on a calendar year for accounting purposes is it acceptable to include financials for this year up to September 30, which has been an exceptional year for us, and two prior year financial statements to satisfy the requirement of three years financial statements? If not will you review this years financials if included with three prior year financials?

Answer: You are referring to Volume 2 of the RFP entitled "Cost Instructions". Yes, this is acceptable.

4. In Addendum 11 to the Draft RFP, the answer to question Nr 5 on the Personnel Administrator (PA) it stated: "In the proposal phase you are being evaluated based on your response to who you propose filling this job. In the Contract execution phase you are identifying who will actually fill the role. JPL recognizes that it may be the same or different person." And at the Pre-Proposal Conference in the viewgraphs presented under the Specimen Contract, Paragraph 1.1.2 it stated: "Appoint a Personnel Administrator - Should be presenter at orals". If a proposer is selected to participate in the "oral presentations" and in the unlikely event the PA proposed in the Volume I Management proposal submitted on 8 Oct 04 becomes unavailable and is unavailable for the oral presentation, would it be acceptable to replace them for the orals and brief updated viewgraphs? Would this be grounds for the proposal be considered "non-responsive" or unacceptable?

Answer: If the Personnel Administrator proposed is not available for employment after contract award, then it is expected that the winning Contractor will fill this position with the most competent candidate to be found. It is desirable to have this individual participate in “Orals”, but not mandatory. Once again, this is your decision to make. If the person you propose in your oral proposal is no longer available at the time of “Orals”, then you simply note this in your Oral Presentation. You do not have to change your slides, just note the change or bring the new person with you to Orals. Again, you do not have to update your view graphs for this change. Making this change will not make your proposal “non-responsive” but will be used in the evaluation and scoring.

5. Is there a preferred number of attendees at Orals?

Answer: There is no limit, but if your number grows to an unreasonable level, it might be necessary to ask some team members to step outside during the orals. We plan to use a normal size conference room.

6. Regarding SCA required cash in lieu of benefits: Please confirm that JPL considers this an indirect cost , rather than a statutory requirement.

Answer: I assume you are referring to the statutory requirements that SCA personnel be allowed to carry over their vacation time to a new contract? To answer your question, JPL assumes that cash in lieu of benefits is an acceptable alternative providing you are carrying over the correct level of benefits earned. Nonetheless you are responsible for ensuring compliance to the Service Contract Act and must act appropriately in this matter. Any information provided by JPL on this matter is merely advisory and does not reflect SCA compliance. Benefits, whether they are cashed out or not are always considered “Indirect”.