



Jet Propulsion Laboratory



TRANSITION OF TECHNICAL SUPPORT EFFORTS PERSONNEL (TSEP) COMPANIES AND CONTRACTOR PERSONNEL

November 16, 1999

Mel N. Roberts
Acquisition Operations and Planning
Engineering and Science Directorate

Phone: (818) 354-1001
Fax: (818) 393-6203

Mary L. Johnson
Negotiator
Acquisition Division

Phone: (818) 354-3020
Fax: (818) 393-4168





TRANSITION OF CONTRACTOR PERSONNEL AND NEW CONTRACT FIRMS

- JPL currently has 10 TSEP contract firms
 - Provide 560 contractor personnel
 - All 10 contracts end by February 2000
- Recently JPL selected 4 Best-Value firms
 - Plans to execute 4 new contracts by early December 1999 (5-year contracts)
 - ACRO Service Group (Type I)
 - Chipton-Ross, Inc. (Type I)
 - User Technology Associates, Inc. (Type II)
 - QSS Group, Inc. (Type II)



KEY ISSUES IN THE TRANSITION

- Smooth transition to 4 contracts
- JPL does not interfere with contractual relations:
 - Bias of contractor personnel to the company
 - Old firms and new firms
 - Contractor personnel to old or new firm
 - JPL does not have significant cost growth in the transition

JPL has a hands-off policy



CURRENT TSEP CONTRACTOR PHASE-OUT PROCESS

- JPL negotiator sends a release request to 10 companies
 - Agree to release of personnel for continuation?
 - If no release, negotiator notifies JPL requester
 - Assume JPL needs to find alternates
 - The contract work order (CWO) expires as specified
 - When contractor personnel wish to continue, and JPL does not have a company release, then:
 - Contractor personnel gives written notice of resignation to employer, and employer gives a copy to the JPL negotiator
 - Contractor personnel continues on existing CWO until completion.



CURRENT TSEP CONTRACTOR PHASE-OUT PROCESS (cont.)

- Incumbent TSEP contractor has a new contract award
 - Contractor personnel wants to change employer and continue at JPL.
 - No JPL action until close to CWO expiration or work completion
 - Jan/Feb 2000 (end limit)
 - JPL requests release from employer
 - If company does not release, person may give notice
 - Contractor personnel wants to remain with employer

JPL requester sends form 1513* to notify cognizant negotiator to request transfer to a new company

(* Form 1513 is being revised)



NEW CONTRACT PHASE-IN PROCESS

- In early December 1999, JPL requesters/administrators initiate submittals of Contract Work Order authorization on Form 1513* to cognizant negotiator
 - Intent to remain with employer:
 - Person notifies JPL requester
 - JPL requester sends Form 1513*



NEW CONTRACT PHASE-IN PROCESS (cont)

- Intent to change, contractor personnel already gave employer notice
 - JPL requester sends Form 1513* to cognizant negotiator
 - Person provides new employer a resignation letter copy
 - New company sends copy of resignation letter to JPL negotiator

- Intent to change, has employer release
 - JPL requester sends Form 1513* to cognizant negotiator

- Before negotiator processes a CWO
 - Company furnishes JPL a proposal
 - Resume/salary history/rates, etc.



NEW CONTRACT PHASE-IN PROCESS (cont.)

- After review of proposals, cognizant negotiator
 - Sends rate proposal to JPL requester for review
 - JPL requester and negotiator consult
 - Issue CWO if rates are OK
 - If rates show significant variance, negotiator analyzes and determines action

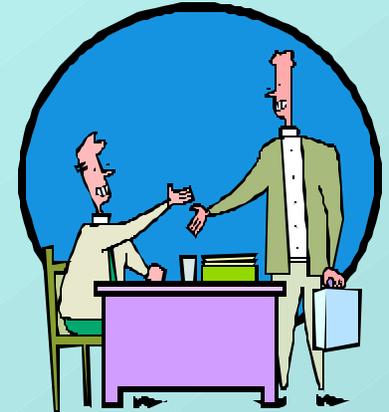
JPL does not allow unreasonable phase-in growth

Billing rates remain for a one-year period from the transition change



NEW CONTRACT PHASE-IN PROCESS (CONT.)

- After JPL evaluations
 - JPL negotiates with the contracting company
 - Upon negotiation, negotiator issues the complete CWO to the contract company
 - Effective start dates for the new CWO
 - Follows completion date on previous or current CWO
 - Probably Jan. or Feb. 2000





NEW CONTRACT PHASE-IN PROCESS (CONT.)

- Rate proposal
 - Contains direct labor rate, benefits, and other components, through billing rate.
 - Negotiator analyzes component elements and the total

Labor rate increases

- Remain constant one year
 - May apportion raise from last to present
- Change in job classification may change rates



NEW CONTRACT PHASE-IN PROCESS (CONT.)

- Start of new work, after.....
 - Negotiator issues finalized CWO to contract company
 - Processed through security
 - Using organization authorizes project/task on Contractor Work Authorization Web Application (CWAWA)
 - No switches to new company until
 - Prior to old CWO expiration unless ALL parties agree



RECRUITING AND CONTACTS DURING AND AFTER TRANSITION

- TSEP CONTRACT FIRMS MAY
 - NOT recruit on JPL premises
 - NOT use JPL internal mail facilities
 - Use U.S. mail to JPL
 - Use limited E:mail (not SPAM)
 - Make on-site visits to JPL personnel (not prospective employees) to introduce themselves and the companies.
 - Manage and monitor own contractor personnel on-site at JPL



GOVERNMENT FURNISHED EQUIPMENT (GFE) AND SOFTWARE TO TSEP COMPANIES

- Companies provide all equipment and software for contractor personnel assigned to off-site premises
 - Exception:
 - CWO identifies a requirement for GFE specialized work stations
 - Note: Only in rare circumstances, will JPL provide GFE to the TSEP companies
- For on-premise contractor personnel requesting organizations provide:
 - Facilities, equipment, and software



MISCELLANEOUS INFORMATION

- Contractor personnel must be
 - Bona fide employees of the TSEP contract company
- Contractor personnel work at designated locations
 - No telecommuting

JPL CONCLUSIONS AND RECOMMENDATIONS

- Transition intensifies
 - From November 1999 through February 2000
- JPL has a hands-off policy
 - Do not refer contractor personnel to any specific TSEP contract company
 - Give them a list of the 4 companies
- Transition policy governs:
 - Severing and changing contractor personnel relationships
 - TSEP contract company to
 - Present and future contractor personnel
 - Activities on JPL premises
- JPL's TSEP policy consistently
 - Limits switching of companies to completion of present CWO



NEW TSEP CONTRACTING COMPANIES

ACRO SERVICE CORP.

40 N. Altadena Drive

Pasadena, CA 91107

(626) 577-9505

QSS GROUP, INC.

320 N. Halstead, Suite 260

Pasadena, CA 91107

(626) 306-6631

CHIPTON-ROSS, INC.

343 Main Street

El Segundo, CA 90245-3814

(310) 414-7800

(800) 927-9318

USER TECHNOLOGY ASSOC.

225 S. Lake Avenue, Suite 1010

Pasadena, CA 91101

(626) 795-3556