



May 4, 2021

Attention: Prospective Proposers

Subject: Draft Request for Proposal (RFP) Addendum No. 1 to JPL Draft RFP No. NA-2664-1657771

This addendum is provided to all proposers for clarification of the subject Draft Solicitation Package. The due date to submit comments, questions, and feedback is not changed by this addendum.

Below lists questions and answers.

1. Can two companies combine efforts to meet the employee count requirement but use the smaller company to meet the NAICS requirement?
  - a. No
2. For an unpopulated SBA-approved Mentor-Protégé Joint Venture will JPL consider the minimum requirement for number of bona fide employees satisfied with the member companies aggregate number of employees meets the requirement?
  - a. No
3. Will JPL provide additional information on the estimated spread of the anticipated 300 full-time equivalents as: 1) onsite JPL, 2) designated offsite location(s), and 3) work from home personnel.
  - a. As stated in the Draft RFP, JPL has no way of predicting the quantity of full-time equivalents (FTEs) needed during the term of the Subcontract. The coronavirus pandemic adds to the uncertainty between onsite and offsite personnel. As an estimation only, approximately 80% of leased workers will be required to work onsite, 19% to work from home, and 1% to work at a JPL designated offsite location. JPL is not requiring an offsite facility.
4. Will JPL provide information on the places of the current designated offsite locations or, alternatively, a list of all such offsite locations that have been designated in the performance of the current Subcontract?
  - a. JPL will rarely require work to be performed at a designated offsite location, other than a leased worker's home. Occasionally, JPL may request offsite support at a launch site or another NASA center.
5. Section 4.3.1 of the Technical/Management Criteria and Factors requests 3 previous Contracts while Attachment A-14 Past Performance requires a synopsis of 5 previous contracts. Which is correct?
  - a. Both are correct. The 5 previous contracts in Attachment A-14 must include the 3 contracts described in 4.3.1.

6. Will JPL provide a template for completion of the Subcontractor provided Exhibit 6 Operations plan so that offerors can understand the connectivity to the various evaluation criteria?
  - a. Submission of an operations plan is not required with submission of the proposal. It is expected that the selected proposal will become the Operations Plan during the transition phase.
7. Can JPL increase the page limit to 70 pages to allow offerors sufficient page count to adequately address the information required by the proposal instructions and evaluation criteria?
  - a. JPL will take this request into consideration prior to finalizing the RFP Package.
8. What is the facility security requirement (none, Secret, or Top Secret) for both Prime and Subcontractors for this procurement?
  - a. Sensitive Compartmented Information (SCI) is the required Facility Clearance.
9. Does JPL require that a Subcontractor possess a Top-Secret level facility security clearance by the due date of the receipt of proposals to ensure ability to meet 4.1.3.2 and 4.3.2?
  - a. The current requirement is to possess a facility clearance prior to commencement of the Subcontract. Proposers must provide a detailed response on their ability to recruit for TS/SCI personnel and transfer clearances.
10. Is a TS/SCI Clearance required for this opportunity and will JPL Sponsor the offeror once awarded?
  - a. Yes TS/SCI is required, and JPL is willing to sponsor a non-possessing Facility Clearance.
11. Is it acceptable that the TS/SCI clearance be held by the managing partner of an unpopulated JV?
  - a. No.
12. How many employees are expected to work from the corporate office space?
  - a. Refer to question 3.
13. Will JPL make the bidders list accessible to all parties for teaming opportunities?
  - a. For interested parties, send a request to the Subcontracts Manager and a list of those who would like their information made public will be posted to the Acquisition Opportunities page.
14. How does the requirement of number of bona fide employees apply in the case of an unpopulated JV?
  - a. The requirement is the same of all companies who want to propose.
15. For companies experiencing periods of growth, what is the cut-off date for the 200 bona fide employee requirement?
  - a. Payroll from one week in the prior 52 weeks of the RFP due date is acceptable.
16. Will the vendor be required to provide a Vendor Management System?
  - a. No. JPL will evaluate each proposal based on their processes, including any systems, the proposer describes.
17. Do any premium pay considerations have to be reflected in our provided rates?
  - a. Yes, any premium pay that will be billed to JPL shall be included in the proposal. Add additional columns to Attachment C: Detailed Sample Cost Worksheet as needed.
18. What is the quantity of personnel JPL will require to perform work with a clearance?
  - a. JPL cannot provide an exact number. As a rough estimation, cleared work may be between 5-10%
19. How can a company obtain the required clearance for the proposal?

- a. Reference the resources and information provided in the TSAS Industry Day presentation.
- 20. Do recruiters need a clearance if they are screening TS/SCI personnel?
  - a. No.
- 21. The specimen subcontract states that all injuries must be on the agency OSHA 300 log, is this correct?
  - a. Yes, injuries of leased workers under this Subcontract shall be logged on the Subcontractor's log.
- 22. Regarding the full-time on-site safety coordinator, is that a reimbursable charge?
  - a. All proposed costs should be in alignment with your accounting system. The cost may be included in your general and administrative (G&A) rate.
- 23. Is Attachment C: Detailed Sample Cost Worksheet an accurate capture of the expected positions / Subcontract Work Orders (SWOs)?
  - a. Attachment C includes a snapshot of leased workers required by JPL. We have no way of estimating JPL's need over a ten-year term.
- 24. Will this be single award or multiple award?
  - a. Single award.
- 25. Will there be a down-select for oral discussions? If so, how many companies?
  - a. Review the Request for Proposal, General Instructions, Section 3.0 Source Evaluation and Selection Process.
- 26. In regards to the 200 bona fide employee requirement, is that allowed to come from an offeror's teammate or a combined offer such as three companies in a joint venture?
  - a. No
- 27. For an unpopulated joint venture of 2 small businesses, will the attributes (size and TS/SCI) be considered for the JV in total?
  - a. No
- 28. JPL historically allowed visitor parking passes for contractors. What is the reason for not allowing onsite parking?
  - a. JPL updated its parking policy as of February 24, 2020. No changes are being made at this time to the 2/24/20 policy.

Sincerely,

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