



May 26, 2021

Attention: Prospective Proposers

Subject: Draft Request for Proposal (RFP) Addendum No. 2 to JPL Draft RFP No.
NA-2664-1657771

This addendum is provided to all proposers for clarification of the subject Draft Solicitation Package.

For questions related to Request for Proposal AG-2664-1657771 posted on May 24th, 2021, submit them to Angela Glenore no later than June 7, 2021.

Below lists questions and answers.

1. Positions listed as Subject Matter Experts in Attachment C and Exhibit 4 do not include rate ranges or classification descriptions. Is it JPL's expectation that offerors propose the min/max rates and descriptions? If so, where in the proposal should the offeror include the classification description?
 - a. The direct labor rates for Subject Matter Experts is meant to be open for negotiation upon the request and identification of a leased worker that shows superior knowledge and experience in their area of expertise.
2. The specimen subcontract identifies positions (TBD) as Key Personnel; however, the DRFP does not identify any place where Key Personnel should be discussed/proposed, or where resumes can be provided. How should offerors identify their proposed key personnel? How will JPL evaluate Key Personnel, if proposed?
 - a. Reference Evaluation Criterion 4.2.1.1
3. Please confirm that JPL will provide IT equipment for remote workers in the same way as they do in the JPL provided facilities?
 - a. JPL will provide the necessary resources for leased workers to perform their roles, both onsite and offsite.

4. The Cost Worksheet specified those positions that are designated as exempt vs non-exempt. Please clarify if 4.1.5.4 is asking about the offerors pay and timekeeping policies, or something different? If JPL is interested in the timekeeping policy, please clarify the difference in expected responses between 4.1.5.4 and 4.2.3.2.
 - a. 4.1.5.4 requests an explanation to exempt vs. non-exempt. 4.2.3.2 requests your policy for timekeeping (i.e. clocking in/out, timecard reviews, etc.).
5. In the Cost Worksheet, if JPL is using 2080 for comparison purposes only, will an equitable adjustment based on the true rates be allowed post award?
 - a. No equitable adjustment will be provided. The cost work sheet is for analysis purposes only.
6. The following labor categories appear twice on the provided rate sheet with different minimum rates: Engineering Technician II (30082), Engineering Technician III (30083), and Engineering Technician IV (30084). See rows 6-11 and 348-353. Please clarify which is correct.
 - a. Rows 348-353 were duplications, these rows will be removed when the RFP is issued.
7. The Data Scientist VII LCAT exists in Attachment C but has no corresponding qualification in Exhibit 4. Can JPL please update Exhibit 4 accordingly?
 - a. Data Scientist VII was included as an error, it will be removed when the RFP is issued.
8. Could JPL provide the FLSA status for each labor category in Exhibit 4?
 - a. No, the Subcontractor determines their employees' classification in accordance with all applicable laws.
9. Factor 1: Solicitation asks offerors to describe their online solicitation portal. In reference to the "online solicitation portal," please clarify if this refers to the means by which the JPL hiring manager requests a leased worker (portal, form, etc), or if it is referring to the online application portal(s) that offerors (and possibly their lower-tier subcontractors) use to publish job applications?
 - a. This refers to the means for a JPL hiring manager to request a leased worker.
10. Will images of online job ad portals count towards the proposal page limit?
 - a. No

11. Factor 2: Recruiting Expertise asks for an offerors experience transferring clearances between sponsors. This could be interpreted multiple ways: (a) 1. reciprocity with or transferring between government personnel security systems, or (b) transferring cleared personnel from one agency's cage under another agency's cage. Could JPL please clarify which interpretation is correct, or otherwise clarify expectations?
 - a. Describe all applicable experience.
12. Will JPL provide on-site office/desk space for requested onsite support?
 - a. JPL will provide desk space for the requested onsite support.
13. Where should offerors propose their uplifts for security clearances, shift premiums for 24x7 operations, or other uplifts?
 - a. JPL will evaluate direct labor rates per each proposed candidate.
14. Article 2 Section 4.1 states that overhead includes medical costs, and that overhead can be renegotiated in 2026 and 2029. Some offerors include medical costs as part of their fringe rate, and not within their overhead. Are offerors allowed renegotiate their fringe rate in 2026 and 2029 as well?
 - a. JPL will only allow renegotiation of rates for medical insurance related increases.
15. 3.0 "Supplemental Business/Cost Information" states that Group A Attachments must be completed and attached to our cost proposal. Form A-14 (Past Performance) states that the Past Performance Volume should be provided in the same number of copies as the cost proposal. Please clarify if the completed past performance forms should be submitted as separate, stand-alone volume, or if the forms should be included as an attachment within the cost volume.
 - a. Past performance should be submitted separate from the related experience section of the evaluation criteria. Both are required.
16. Is there a page limit per past performance reference provided?
 - a. No
17. Pricing instructions state that offerors must insert a flat rate fee for any Subcontractor personnel that JPL chooses to hire as a full-time employee of JPL, when that person has performed less than six months of work. Where should offerors include this information at?

- a. Include in response to cost proposal, if applicable.
18. The specimen subcontract states that the subcontract shall commence on May 1, 2022. During industry day, the projected award date was stated as Nov 9, 2021 with a subcontract execution date of Feb 1, 2022. Can JPL please clarify the expected transition start date and duration?
 - a. JPL plans to make fully execute the Subcontract by February 1, 2021, allowing a 3-month transition period for a go-live date of May 1, 2021.
19. The Technical/Management portion of the proposal is limited to 50 pages. Is there a minimum font size/type required for text and for graphics? Are 11x17 pages allowed? If so, will 11x17 be counted as a single page? Do table of contents, cover pages, lists of figures count towards page count?
 - a. Formatting instructions will be provided in the RFP.
20. The draft mandatory qualifications requirement specifies the NAICS for this solicitation as 541715 “Research and Development in the Physical, Engineering, and Life Sciences”. Will JPL consider use of the “Guided Missiles and Space Vehicles, Their Propulsion Units and Propulsion Parts” designation within 541715?
 - a. Yes, the exception applies.
21. Is a facility clearance required, and when is the security clearance required to be active by?
 - a. A facility clearance is required before any Cleared Subcontractor Affiliates can start work at JPL.
22. Will JPL negotiate a separate rate structure with lower tier subcontractors and the prime subcontractor will apply what we bid in Column T “Lower Tier Additional Markup”?
 - a. No, offerors should propose fixed rates.
23. Will JPL add proposal formatting requirements to the final RFP, to level-set offeror proposal length?
 - a. Yes, formatting requirements are included in the RFP.
24. Will JPL confirm that Attachment A-14 is excluded from the page count limitation and is due two (2) weeks prior to proposal submission?
 - a. Correct, A-14 is excluded from the page count limit.

25. Will JPL confirm that offerors are requested to provide a single set of rates for leased workers, whether they are performing work onsite at JPL/JPL-designated facility or offsite, i.e., from home?
 - a. Yes, provide a single set of rates.
26. Please confirm that JPL intends for offerors to complete the 'Fixed Hourly Profit' column (Column W) with a fixed percentage rate versus a fixed dollar amount.
 - a. Correct
27. Please confirm that the requirements of FAR 22.2105 "Paid sick leave for Federal contractors and subcontractors", by operation of FAR Clause 52.222-62, is applicable to the TSAS Subcontract.
 - a. Yes, this will be corrected in the RFP.
28. The DRFP requests the Offeror's determination of exempt or non-exempt employees. However, the "Attachment C - Detailed Sample Cost Worksheet" specifies the labor categories considered SCA covered (column C 'SCA Code'). Can an Offeror simply indicate that exempt and non-exempt status was determined per the Attachment C reference?
 - a. For classifications identified with a SCA code yes. For all other classifications the offeror shall advise the status and indicate how that determination was made.
29. The subcontract states that "All non-JPL specific training and professional development shall be provided at the Subcontractor's own expense." Will the Subcontractor be able to bill the hourly labor cost of the employee training or professional development to JPL?
 - a. No
30. Does JPL set the rate ranges?
 - a. Yes
31. Are offerors able to add program management labor categories to Attachment C – Detailed Sample Cost Worksheet?
 - a. No, program management shall be included in overhead.
32. Section 2.0 Materials Costs indicate that there may be travel expenses, specialized software, or other direct costs that are required by JPL. There is no place on

Attachment C to price G&A or SM&H rate that are applied to these costs. Will offerors provide that information with each SWO that is issued?

a. Fee is not allowable to material costs.

33. Can JPL provide historical labor data for the past three years. Such as percentage of full-time, part-time, casual labor? Also, the historical data of the average number of months leased workers remained on the project?

a. Less than 5% of leased workers are part-time. Average full-time equivalents of the last five years is as follows:

Year	Qty FTE
2017	250
2018	350
2019	375
2020	325
2021	300

Sincerely,

Angela Glenore
Subcontracts Manager, Acquisition
Jet Propulsion Laboratory
Angela.R.Glenore@jpl.nasa.gov