



June 11, 2021

Attention: Prospective Proposers

Subject: Request for Proposal (RFP) Addendum No. 4 to JPL RFP No. AG-2664-1657771

This addendum is provided to all proposers for clarification of the subject Solicitation Package. The due date to submit comments, questions, and feedback is now passed.

Below lists questions and answers.

1. From Addendum 3 - Is there a NASA EFSS Box folder or submission site, or another secure method (encrypted email) for offerors to submit competitive, sensitive rate calculation information to JPL?
  - a. If a prospective proposer wishes to send data securely over Large File Transfer, as opposed to the email directions in the RFP, send a request to the Subcontracts Manager, and an invitation will be sent to request files.
2. From Addendum 3 - Will JPL consider a reduction in the font size for graphics and tables, and potentially the use of Arial-type fonts in those exhibits?
  - a. We advised “No” to this previously in Addendum 3, but have decided to override this position and allow a reduction in font to size 10 for graphics and tables only. The Time New Roman requirement still prevails.
3. Regarding evidence of fulfillment for Mandatory Qualification for bona fide employees, do you prefer that we provide a summary listing or the listing of each employee name (redacted) for our payroll reports?
  - a. Please provide the listing of each employee name (redacted) for our payroll reports.
4. Please confirm that Acknowledgement A-6 refers to RFP/ITB/PO Attachment A-6 and is one and the same
  - a. Yes.
5. Per Section 3.3, Attachment A-6 is required as part of the Cost Proposal. It is also required under RFP Section 2.1 (mandatory qualifications) as part of the Technical/Management Proposal. Please confirm that Attachment A-6 should be included in both volumes.
  - a. The A-6 need only be submitted once as part of the Mandatory Qualifications.
6. To satisfy the requirement “Possession of an active Facility Clearance”; Please confirm that the requirement is Top Secret Facility Clearance for the proposer and lower tier partners.

Should the proposer and lower tier partners provide a proof of Top Secret Facility Clearance?

If proof is required, please confirm that it is excluded from the page count and should be submitted as an attachment to the Technical/Management proposal.

- a. Facility Clearance is required for the Proposer at the start of the Subcontract. Proof will be required before any Cleared Affiliate is hired. RFP Criterion 1 - Factor 2 requests discussion of active Facility Clearance. Proposers Discussion should include plan to obtain a Clearance by Subcontract start. Proposers with an active Facility Clearance will be evaluated favorably.
7. Response to Question 8.a states that “Sensitive Compartmented Information (SCI) is the required Facility Clearance”. Recognizing that SCI clearance is given to personnel vs. facility, please confirm whether Top Secret Facility Clearance is the requirement or whether the proposer (JPL subcontractor) is required to have a SCIF on site.
  - a. For subcontractors, broadly speaking, we will not be requiring them to maintain a SCIF on our behalf. What we should be looking at is providing them a non-possessing DD254 for SCI access to our site. If a subcontractor has their own SCIF that will be supported by other DD254s. Top Secret is sufficient for the subcontractor’s FCL as long as they can support SCI personal clearances.
8. Will JPL clarify whether the Top-Secret Facility Clearance must in the name of the proposing Joint Venture, or if it is sufficient if both the mentor and protégé have individual Top-Secret Facility Clearances? Similarly, will both the mentor and protégé be required to have an FSO?
  - a. Top Secret Facility Clearance must be in the name of the Proposer. The Proposer must have an FSO. The Proposer must either have an existing non-possessing Top Secret FCL or the ability to acquire it. They could acquire one by meeting FOCI (Foreign Ownership, Control or Influence) requirements, having a contractual requirement for access, and have appropriate cleared supporting staff (a Facility Security Officer, Key Management Official, and an Insider Threat Program Senior Official).
9. Please confirm that the Benefits Package is required for the proposer (JPL subcontractor) only and not for the lower tier partners.
  - a. Criterion 1 – Factor 5 (4.1.5.3) Benefits Package is only required for the Proposer. Criterion 1 requests discussion on Proposers ability to recruit and retain talent as well as rationale for lower-tier selection. Some discussion of lower-tier benefits should be included; depth of discussion varying on % of leased works estimated via lower-tier.
10. Please confirm that Timekeeping Policy is required for the proposer (JPL subcontractor) only and not for the lower tier partners.
  - a. Criterion 2 – Factor 3 (4.2.3.2) Timekeeping Policy is only required for the Proposer. Criterion 2 requests discussion on Proposers ability to manage onsite and offsite personnel. Some discussion of lower-tier timekeeping should be included; depth of discussion varying on % of leased works estimated via lower-tier.

11. Criterion 3 Related Experience Factor 1 is limited to 3 contracts within the last 3 years. Please confirm that Criterion 3 Factor 2 can include any number of contracts as long as they were performed within the last 3 years. In other words, Factor 2 is not limited to the 3 contracts cited in Factor 1 nor five contract cited in Attachment A-14 Past Performance (Form JPL 0358-A14).
- a. Criterion 3 - Factor 1 should include the three (3) previous contracts within last 3 years with most similarity to TSAS. Criterion 3 - Factor 2 discussion is not limited to the three described in Factor 1.
12. Please verify that completing Exhibit 4 satisfies the requirement for the Safety Plan, as Form 2885 addresses the Environmental, Safety and Health Plan Requirements only. If so, please clarify when a proposer must complete/provide Safety and Health Plan (e.g., during transition).
- a. The completion of Exhibit 4 (JPL Form 2885) satisfies the requirement of the Safety Plan.
13. Please confirm that the proposer is to only provide the TRIR and EMR information in the proposal and is not required to submit a completed B-18 Experience Modification Rate (EMR) / Recordable Incident Rate / Lost Time Incident Rate (JPL 7245-B18) form as part of the proposal.
- a. The attachment B-18 is required as part of the proposal response.
14. Please verify that the descriptions for the Parts Engineers in the Classification Descriptions Tab are correct, as the descriptions appear to be identical to those of the Media Relations Specialist. If they are incorrect, please provide updated descriptions for the Parts Engineer I, II, II, IV, V, and VI.
- a. The description for the Parts Engineers has been updated in Updated Exhibit 5.
15. The descriptions for Job Classifications “Shipping and Receiving Support” and “Material Movement Coordinator” are identical. Is this correct? If not, please provide updated descriptions.
- a. The descriptions for “Shipping and Receiving Support” and “Material Movement Coordinator” have been updated in Updated Exhibit 5.
16. There appears to be duplications of SCA Labor Classification with different sets of rates. Also, there appears to be inconsistencies with Exhibit 5 and Attachment C.
- a. The SCA rate duplication has been fixed in Updated Exhibit 5. Attachment C is now updated to reflect the rate discrepancies between Attachment C and Exhibit 5.
17. Do the duties for Shipping and Receiving Support and Material Movement Coordinator entail the use of a fork lift?
- a. Yes, these positions require the use of a forklift and an electric pallet jack
18. Can JPL please provide a copy of the updated parking policy dated February 24, 2020?
- a. Yes.
19. The referenced Exhibit 5 does not provide labor categories for cleared personnel even though recruitment of cleared personnel is required in 4.1.2.3.
- a. JPL does not have a separate rate range for Cleared Personnel. All current Cleared Personnel fit within current ranges. Some Cleared Personnel are

“Subject Matter Experts” which does not have a range. Attachment C – “Qty for Analysis” Column is inclusive of all Cleared Personnel from a point in time last year.

20. Would JPL be able to provide onsite work space at the JPL facility for subcontractor management staff?

- a. JPL will provide work space for the Program Manager and Onsite Safety Coordinator only. It may be “hoteling” work space.

21. From the Specimen:

For Subcontractor Employees – TBD, multiplier rate as follows:

Fringe	Overhead	G&A	Fee
TBD%	TBD%	TBD%	TBD%

The following recruiting fee is payable to the Subcontractor in the event that JPL chooses to hire a leased worker as a full-time JPL employee, when that person has performed less than six months of work.

Recruiting Fee: \$TBD

Can proposers use multiple wraps, one for exempt and one for non-exempt, since we would be required to be SCA WD Compliant and this usually requires a higher wrap? No  
Can Recruiting Fee be a percent of annual cost of the employee since this would vary based on LC levels?

- a. No

22. For Volume I: Technical/Management Proposal, can 11x17 page format be used for graphics? If so, will each 11x17 count as 2 pages?

- a. Yes and yes.

23. We note the page limit for volume I that is provided in the table titled 'TECHNICAL/MANAGEMENT CRITERIA AND THEIR WEIGHTING' on page 6. As there is not a corresponding table for Volume II - Pricing, will you please confirm there is no page limit for this volume?

- a. Volume II Pricing Proposal does not have a page limit assigned to it.

24. For spreadsheets that exceed 8.5 x 11”, offerors are directed to forward hard copies.

Printed versions of the Cost Detail Worksheet (Attachment C) will exceed 8.5 x 11 and, per this instruction, must be submitted hardcopy. Are these hardcopies to be received in hand by June 24 or is it ok if the hardcopies trail the electronic delivery, as long as they are post-marked before June 24? If not allowable to submit hardcopies after the fact, would JPL allow hand delivery of the hardcopies?

- a. Regardless of the General Instructions, paragraph 1.4, please submit all spreadsheets via e-mail and not as hard copies, even if they exceed 8 ½ x 11.

25. Our accounting policy requires us to apply G&A to materials, travel, and specialized software. Will this cost be allowable?

- a. If it is the proposers approved established business practice & a causal beneficial relationship exists to the proposed effort, the cost is allowable but must be clearly stated in the proposal and it will be taken into consideration during cost evaluation.

26. Can a mentor and protégé firms each provide evidence of a minimum of 200 bona fide employees to meet Mandatory Qualification?
- a. No
27. Will JPL clarify what is intended by SLCs A, X, and Y and where that information is located?
- a. Affiliate classifications are currently: Cat A: Onsite; Cat X: Offsite; Cat Y Cleared Personnel
28. There are a few errors/inconsistencies in the numbering of exhibits in the RFP and Specimen Subcontract. Also, Exhibit 2, Department of Defense Contract Security Classification Specification (DD-254) and Exhibit 5, Labor Classifications and Rate Ranges, are not provided as Exhibits.
- a. Exhibit numbers will be finalized prior to Subcontract execution. For now, please reference all exhibits based on their title and their reference in the Specimen Subcontract, Article 1, Paragraph 4.0. Exhibit 2 is included in the Solicitation Package on the Opportunities Page. There is now an Updated Exhibit 5 as part of this Addendum 4.
29. Article 1 Section 2.3.5 of the Specimen Subcontract states that Subcontractors should observe the same work and holiday schedule as JPL. In the cost worksheet provided with the RFP, the formula for the productive labor year reflects 1,992 productive hours. Is JPL recognizing 11 federal holidays (2,080 - 1,992 = 88 hours, or 11 days)? If so, please confirm and clarify the 11 holidays required in order for subcontractors to apply the same holiday schedule.
- a. New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Independence Day (observed); Labor Day; Thanksgiving Day; Day after Thanksgiving; Christmas Day (observed); Floating Holiday before and after Christmas (2 days)
30. As a part of the Financial Statement/Responsibility solicitation requirements on page 14, we are asked to submit documentation providing evidence of financial resources to handle a payroll of 300 leased workers in list item number 5. We noted that in Section 2.1.1.1, offerors are required to submit redacted payroll records of at least 200 employees with the Technical/Management Volume I. Can offerors submit payroll records for 300 workers in Volume I to meet this Volume II requirement? If not, can you provide examples of evidence that the Government considers relevant?
- a. No. JPL is requesting evidence of financial resources to add 300 FTE to your current payroll.
31. Exhibit C, Column T, when you place a number in the cell it is a dollar value versus a percent. Should the cell formatting be changed to percent?
- a. Yes. JPL has updated Exhibit C.
32. Exhibit C, Column U, is this cell ever used in calculation cost?
- a. Yes.
33. Exhibit C, it appears that the formula for Column W: Lower Tier Cost Total, omits overtime in the weighted calculation.

- a. There is no update to the calculation in column W. The calculation is correct. Overtime does not have burden on it.
- 34. The RFP states in 1.2.2.8 that Column H: Formula utilizes 2,080 hours performed per year and quantity of leased workers for best value determination. However, the formula in the cost form is using 1992 hours. Please confirm that 1.2.2.8 should reflect that "The formula uses 1992 hours performed per year and quantity of leased workers for best value determination."
  - a. Confirmed
- 35. The RFP states in 1.2.2.19 that Column S: Worksheet calculates multiplier that will be incorporated in the Subcontract. Should this say Column V, "Multiplier Rate" in that text?
  - a. Yes, Column V, "Multiplier Rate" is correct.
- 36. It appears that the Total Annual Cost summation formula in row 447, column Z is leaving off a few rows of cost in the formula. Instead of SUM(Z18:Z447), this should be SUM(Z3:Z447)? Should offerors correct their own workbooks accordingly?
  - a. The sum in cell 477 intentionally does not include the SCA rows at the top of the worksheet.
- 37. Can we reference any information from the provided A-14 in our Related Experience proposal response?
  - a. No

Sincerely,



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