#	SIR Reference	Contractor Question	Government Answer
1.a	Section L, Page 83 - Paragraphs 1 and 2	Confirm that the FAA expects bidder submission of a total of eight (8) past performance references and that three of those must be associated with completed Attachments J-1.	A minimum of **three** contracts demonstrating the offeror's past performance are required and Past Performance Questionaires are to be submitted for each contract. The offeror supplemental **list** of contracts is a list and only requires information we requested on page 83.
1.b		Requested that bidders whose annual, average 3-year revenue is less than $7M, are unlikely to have eight past performance references that are largely relevant to the soliciation requirements. Even in teaming scenarios, the failure to restrict the procurement to 100% small business set aside promotes small business fronting to large business procurement and increase the size standard to $25M so that the spirit of the intent of this small business can participate without relying heavily on the past performance of teaming partners.	We note your comment.
1.c		Please clarify the differences in the information you require on the first three past performance references vs. the supplemental list of five references.	See response to 1.a above.
2.	Section L, Page 80 – Paragraph 1	Please confirm that the FAA desires company name to appear only on each volume binder cover sheet and TOC.	This information is required on all volumes, it is ok to include other references to your organization in Volumes I, III, and IV. Volume II is the only volume that is restricted and referenced to the Binder cover sheet and TOC. **An amendment will be issued to address this item.**
3.	Section B.2,	Does the $8.5M ceiling	Yes

	Page 1 – Contract Type	include ODCs?	
4.	Section B.4, Page 1 – Services to be Furnished and Rates	Will the FAA evaluate pricing submissions for onsite labor, offsite labor or both?	We will evaluate the proposals for offsite rates. **However, we will issue an amendment requesting cost for the following two onsite rates: Management Analyst I and Administrative Support Staff**
5.a	Section B.4, Page 1 – Labor Categories by CLIN	How many hours is the FAA using to calculate one man-year?	1920
5.b		How many key part time and full time staff do the hours represent in each labor category? For example, does CLIN 1002 represent the hours for one full time project manager and one part time program manager? Please clarify to ensure accurate pricing and sufficient number of key personnel resumes.	Full time equivelent is based on 1920 hrs The contractor must determine how to price their proposal based on the proposed hours in Section B.
5.c		Please identify which key personnel positions are expected to perform at the client site vs. offsite?	None
5.d		Does the labor hours breakout mimic that of the current contract?	No
5.e		There are slight differences in the labor category titles when comparing the list in B.4.1 with Attachment J-2. Please clarify to ensure accurate pricing.	**An amendment will be issued to correct this difference.**
6.a	Section B.6, Page 3 – Fixed, Burdened Hourly Rates	Please define the phrase "associated G & A expenses" in the last sentence of this paragraph.	These are G & A expenses that are associated with travel cost and are not to be included in the Fixed Price Burdened hourly rate. Your fixed, burdened hourly rate can include your realized G & A rate.

6.b	Section G	Is the estimated travel ceiling in Section G a cost that includes these "associated G & A expenses"?	Yes
7.	Section C.5, Page 5 – References	Please identify links where the cited references can be located and researched?	Flight Plan/Business Plan – www.faa.gov/about/plans_reports GPRA – www.whitehouse.gov/omb/mgmt-gpra/gplaw2n.html Intranet.faa.gov/faaemployees/org/staffoffices/ Aio/programs/itrd/it_standards_licenses/media /IT_Standards_Matrix_V6_2b.xls https://employees.faa.gov/org/staff offices/ahr/policy guidance/hr policies/pms/pmsch3/#perf1
8.a	Section L.13 – NAIC and SB Size Standard	Is QED the incumbent?	Yes
8.b		The NAIC size standard in the solicitation is a $7M average over three years. Based on the D & B business information report for QED, does this preclude them from priming the effort?	Yes
9.	Section L.17.1, Page 79 – Submission of Offer and Other Information – Section L.18, Page 81 – Item 3	The former of the references indicates that the price proposal is requested in Volume IV. The latter of the above references requests pricing information in Volume I. Please clarify.	Pricing in Volume I should be the schedule in Section B. Volumn IV Price Proposal must include a breakout of all proposed cost to included base rate, G & A, fringe, overhead and profit/fee. **An amendement will be issued clarifing this statement.**
10.	Sections B.1 through B.4,	What is the basis of the hours estimates by labor category	It is based on the government past experience and anticipated needs.

	Pages 1 and 2	and the estimated travel, material and overall ODC expenses?	
11.	Section L.21, Volume III – Past Performance, Page 82	Can we include Past Performance references/examples from any teaming partners?	Yes.
12.	Sections B.4.1, B.4.3 and B.4.3	Note that the "not not to exceed" amounts for Travel and Material ODC are $24,590 and $11,858 respectively. However the not to exceed amount for "Subtotal ODCs is $326,488". Since the actual cumulative subtotal of the not to exceed Travel and Material ODC amounts is $36,488, it appears that the $326,488 amount is a typographical error. Please confirm the actual "Subtotal ODCs" not to exceed amount for Contract years 1, 2 and 3.	This is a typographical error. The "not to exceed ODC amount" is $36,448.00. **An amendement will be issued clarifing this statement.**
13.	Sections B.4.1, B.4.2 and B.4.3, Pages 1 and 2	Is the correct amount for the subtotal ODCs to be used in submitting offerors' price proposals supposed to be $36,448.00?	Yes
14.	Section C.13, Page 9	It is our understanding that responsibility for acquisition workforce planning has been at least partially shitfted to another office in the ATO. Is it anticipated that tasks related to acqusition workforce planning that are the responsibility of the new ATO office would be supported throught the contract awarded in response to this SIR (if contractor support is required?)	Responsibilities at this time have not been clearly defined within the FAA.
15.	Section C.16, Page	It is our understanding that the responsibility for	Responsibilities at this time have not been clearly defined within the FAA

	11	acquisition workforce training has been at least partially shifted to another office in the ATO. Is it anticipated that tasks related to acquisition workforce training that are the responsibility of the new ATO office would be supported through the contract awarded in response to this SIR (if contractor support is required?)	
16.	Section C.21, Page 15	In the first paragraph of this section, the SIR indicates that "informal bi-weekly expenditure reports" must be included with "selected work assignments". Since Section G.8 on page 23 indicates that invoices will be submitted monthly and running and preparing bi-weekly expenditure reports will increase administrative costs, can the government please clarify the likely instances in which these "informal bi-weekely expenditure reports" might be required and the purposes they would serve?	Page 15 represent reports required under the specific task. Section G.8 refers to the billing procedures. The two are not related.
17.	Section F.6, Page 19	Table reads: Year 1: Date of Award through 12 Months Year 2: 13 Months through 24 Months Year 3: 25 Months through 36 Months Should it read: Year 1: Date of award through Month 12 Year 2: Month 13 through Month 24 Year 3: Month 25 through Month 36	Either "read" is sufficient, no changes to SIR required.
18.	Section H.4, Page 28	The last paragraph in this section references minimual	It should have referenced section J.2, Qualification of Personnel. An

		work requirements as defined in Section H.6. Section H.6 does not appear to define such work requirements. Could you please provide the correct reference for these minimal work requirements?	amendment will be issued correcting this item.
19.	Section H.8, Page 30	Paragraph (d) in this section requests a list of key personnel by labor category. Does the government wish for one person to be named as key personnel in each labor category or is any individual bid in a labor category on the list in paragraph (d) considered a "key personnel" even if they will be working only part-time on this contract?	One person to be named as key personnel for each labor category identified in section H.8.
20.	Section H.13, Page 31	The task order procedures outlined in this section do not appear to explicitly include the contractor preparing either a formal technical or price proposal as part of the task order process. Is this a correct interpretation of the process? Does this mean that informal discussions between the COTR and contractor to carefully define the description of the effort, schedule and estimated cost are expected to occur before the COTR forwards a task order to the contractor?	Yes, Although the procedures are not explicitly spelled out, there is an expectation that the contractor and COTR will hold discussions to determine description of effort, schedule and estimated cost or work to be performed.
21.	Section H.13: Page 32	Paragraph (d) in this section references a "standardized task order format" that is included as attachment J-1 in the current SIR. This attachment appears to be missing from Section J, would the government please	**Attachment will be provided and included in the amendment.**

		provide the missing attachment?	
22.	Section I.6, Page 37	Paragraph (a) of this section discusses the minimum ordering level for the contract. Whereas Section B.3 appears to indicate that the government is bound to ordera minimum of $850,000 during the entire term of the contract, Paragraph (a) in Section I.6 seems to be indicate the government is not obligated to use the contract for any oder less than $850,000. Can you please provide clarification regarding the correct interpretation of these two sections? Our expectation would be that the government might place a number of task orders under the contract, each of which was under $850,000. At that point, the government would have met its minimum ordering obligation. Is that a correct interpretation?	The minimun ordering level during the entire term of the contract is $850,000.00. I.6 ordering limitation is $50,000.00 and will be included in the amendment.
23.	Section I.9, Page 39	In section I.8, it appears that the government has the right to extend the three year period of the contract an additional 6 months. If this is true, in Paragraph (c) in Section I.9, shouldn't the correct length of time for the "total duration of this contract, including the exercise of any options under this clause" be 3 ½ years rather than three years? Our understanding of clauses I.8 and I.9 are that the government may give the contractor a 30 day notice	No, Section I.8 and I.9 are written correctly. I.9 Clause 3.2.4-35 is the clause that allows for exercising the option years in the contract. I.8 Clause allows the government the option to extend services for 6 mos.

		prior to the end of the three year contract that could extend the three year contract a maximum of 6 additional months for a total contract duration not to exceed 42 months. Is this correct?	
24.	Section I.16, Page 46	Does this clause imply that any individual whose resume is not submitted with the proposal in response to this SIR (even if they are not "key personnel") will be treated as an addition of personnel subject to a written request to the Contracting Officer "at least 10 days before the proposed date" of utilizing the individual on this contract?	Resume of key personnel needs to be submitted with proposal. Resume of all labor categories must be submitted to the COTR for approval prior staring work on contract. **An amendment be issued to clarifiy this concern.**
25.	Section J.2, Pages 59-64	Looking at the labor categories and the qualifications, we see some potential gaps between the tasks and labor categories provided. There are many categories that accommodate senior management consulting (e.g. Principal Consultant, Senior Consultant, Senior Human Resource Analyst) but few, if any, that readily accommodate mid-level consultants and analysts or individuals with specialties in areas like training design or financial analysis. Some specific examples are: • Pages 59 and 62, in Section J.2 list two labor	**Yes, An amendment will be issued correcting this discrepancy.**

			categories titled "Principal Consultant I" and "Management Analyst I " respectively. Are these categories the same as the "Principal Consultant" and "Management Analyst" categories that first appear in Section B.4.1 on page 1?	The staffing requirement outlined in the SIR meet the needs of the FAA.
			• There is no readily identifiable category for training design, development or delivery. The Management Analyst category could be used but it requires 10 years of project management experience, not the kind of experience found in most training design or delivery personnel. The next lower	The staffing requirement outlined in the SIR meet the needs of the FAA. This is clearly defined. Experience and education requirements can be based on number of years of experience or type of degree.

		category is Senior Technical Support Staff which does not address training in any form. • There is no readily identifiable category for the financial management and budget tasks. Again, the Management Analyst category could be used by it calls for 10 years of project management experience and does not specify any of the kinds of special skills one would expect from a financial analyst. • Also, please clarify the minimum professional experience and education requirements for Principal Consultant I. In the	No, The staffing level outlined in the SIR will remain the same.

		beginning it states "At lease 20 years management experience…." In the degree requirements it says "Masters Degree… and 10 years experience…PhD with 7 years experience". We feel that a broader range of labor categories will enable the contractor to meet the intent of FAA's statement from page 23 Section G.8 "All work must be conducted utilizing those personnel technically qualified to perform the work and having the least expensive rate to the Government".	
26.	Section L.15.1, Page 78	Should the list of factors to be considered in an Offeror's capability to perform the effort in Section C included in this section include "Risk" as described in Section M.10 on page 90?	No, Risk will be a factor that the FAA will use in their evaluation of proposals.
27.	Section L.17.2, Page 79	The table in this section indicates that Section B of Volume 1 of the proposal is a signed copy of "SIR Section A." This section has not been included as part of the current SIR, when will the government provide this section to potential offerors?	Section A has been submitted on the Contract Opportunity website.
28.	Section L.17.3.1,	The first two paragraphs of this section clearly indicate	This applies to all Volumes, however Volume II Technical Proposals will be

	Page 80	that offerors should NOT put the name or address of their company on any pages of the proposal except the cover binder and table of contents in each volume. These instructions raise a number of questions which are listed below:	the only volume that is limited to having these two company indentification on the Volume. All other volumes can have additional company references within the volumes. **An amendment will be issued correcting this concern.**
		• In addition to the overall table of contents for all volumes of the proposal included in Volume I, should each of the other volumes contain a table of contents with a definition of all acronyms used in that particular volume?	Yes Will clarify in amendment.
		• How are offerors supposed to complete required documents such as the business declaration form and	No, only applicable to Volume II.

			other Solicitation /Contract forms required in Volume 1 and still remain in compliance with instructions in Section 17.3.1?	Yes No
			• Are offerors supposed to strip all company identifying information from detailed financial statements and other banking information that may be provided as back-up for pricing information provided in Volume IV?	Yes
			• Are these instructions really intended only to apply to Volume II, the	

		Technical Proposal? • Does the governmen t want all company names stripped from the resumes of personnel submitted as part of Volume II? • If the offeror is working in a teaming arrangeme nt, and no company identifiers are allowed in discussions of past performanc e in Volume III is it acceptable to simply attribute each of the three primary contracts as being completed by "Our team"?	
29.	Sections L.20 and	The first sentence under Sub factor 1 (Corporate	Intentionally different, one address corporate experience and the other

	L.21, Pages 82 and 83	experience) indicates that the offeror should provide descriptions of work performed "with in the last five years (04-08)" while the instructions at the top of page 83 for the Past Performance Volume asks for experience that occurred during "government FY 05- FY 08." Are these time periods intentionally different or is there a typo in one of the date ranges?	address past performance.
30.	Section L.20, Page 82	The instructions for Sub factor 1 (Corporate Experience) and Sub factor 2 (Knowledge of the FAA/ATO) cover only a very limited number of the areas identified in the Statement of Work in Section C and do not address the work performed by the Office of Leadership and Professional Development or the Office of ATO Workforce Services. Does this mean that offerors are not supposed to address corporate experience and knowledge related to these offices in the technical proposal, and that such experience and knowledge will not be considered in evaluation of the technical proposal?	Only items listed under the Technical Proposal factors and subfactors will be evaluated.
31.	Section L.21, Page 83	In this section as well as in Section M.3 on page 86-87 and M.6 on page 89, the government indicates it may use information for evaluation from "other sources"	The FAA is able to use information from other known credible sources, ie. other contracting officer, official publishication, Brad and Dunstreet etc.

		including "Industry Sources" that extend beyond the references provided by the Offeror as part of the requirements for past performance documentation. Can the government possibly provide an example of who or what these "other sources might be"? Could the "industry sources" include other contractors? Also, can the government explain how they will insure the accuracy of such information if it comes from individuals not officially involved in managing past projects performed by offerors to insure that evaluations are not conducted using information that is hearsay?	in conduction their evaluating performance of contractors.
32.	Section L.23, Page 84	In the instructions related to Section B in the Price Proposal, the SIR indicates that the Offeror "**must** provided the point of contact and telephone number for its auditing agency i.e., DCAA." How is an offeror supposed to meet this requirement if the company has never been audited by an audit agency?	If the company has never been audited, than this information is not available and cannot be submitted.
33.	Section L.23, Page 85	The last paragraph in this section addresses the issue of the offeror having sufficient funds or line of credit to accommodate 3 months of the estimated monthly CLIN price. If the offeror is proposing a team with a	Yes

		prime and subcontractor, is it acceptable if each of the company's has an adequate credit line to cover their anticipated respective portion three months of the monthly CLIN price?	
34.	Section M.6, Page 88 and 89	This section outlines what one would typically expect for the evaluation of a technical proposal that outlines a detailed technical approach, methodology, schedule, and risk analysis and mitigation strategies to address a specific set of technical requirements. However, Section L.20 (pages 81-82) does **NOT** ask for this type of a detailed technical approach. Instead, Section L.20 asks for corporate experience and knowledge related to a relatively small subset of areas taken from the general statement of work in Section C. Will the government please address this apparent discrepancy and explain how the corporate experience and knowledge requested in Section L.20 will be evaluated?	The subfactors in Section L under Corporate experience is adequate information needed for the evaluation team to evaluate this area.
35.	Section M.8, Page 89	The evaluation of the offeror's price to determine if it is "reasonable" is fairly standard. Has the government considered that, as the hours are currently distributed and labor categories are currently	No additional labor categories will be added at this time.

		defined, slightly over 75% of the hours required by this SIR (52,280 of the total 69,563 hours) **MUST** be performed by individuals who have the equivalent of a Masters degree and 10 or more years of experience? This will have a significant impact on the price of proposals submitted by offerors as well as the cost of executing any subsequent contract resulting from this SIR. Would the government considered adding additional labor categories for analysts at levels equating to a Masters plus 4 to 6 years and Masters plus 6 to 10 years experience? By adding labor categories with this experience range and re-distributing some of the hours in the SIR, the government is likely to receive more "reasonably priced" proposals for the work described in Section C. and the labor categories in the contract would reflect a more balanced range of hourly rates.	