

1) Is there an incumbent contractor for this contract? If yes, please identify the company.

ANSWER: There is currently no incumbent for this contract.

2) Page 59 Section M: It appears that Past Performance has not been given in weight in descending order of importance. Can the Offeror(s) assume that Past Performance is 30%? Please clarify

ANSWER: Page 61 Section M: Past Performance – “The Government will assess the relative performance risks associated with an offeror through evaluation of their past performance record.” There is no weight given.

3) Page 08 Section 7: How do the many places of performance relate to the single onsite liaison? Will the liaison be primarily located at one place and travel to other locations as necessary? If so, where is the onsite liaison's primary location?

ANSWER: The contractor will provide support services primarily at FRA Headquarters in Washington, DC and as necessary at other locations identified in the RFP. FRA Headquarters is located at 1200 New Jersey Ave. SE, West Building, 3rd Floor.

4) On page 54 (section L.10), the last paragraph refers to a "sample Task Order listed in Section J". However, Section J on Page 37 discusses the three general task areas in this PWS/SOW and there is no sample Task Order in Section J. Please clarify.

ANSWER: You will need to address the tasks listed in Section J on page 37 – 43 regarding your technical approach.

5) Page 55, section L.10, paragraph (b) - Personnel qualification: The first sentence here refers to personnel requirements as stated in "Section C subparagraph C.6". However, "Section C subparagraph C.6" refers to "Period of performance". Please clarify

ANSWER: Please refer to Section B – Labor Category in regards to Personnel Qualifications.

6) Page 26, Section H4, paragraph d: The maximum value of the contract is referred to as the sum of CLIN 1 to 5. Why is this not the sum of CLIN 1 to 10?

ANSWER: This refers to the base period CLIN 1 to 5 because option periods 6-10 may not be exercised.

7) Page 24, section G-5 – Key Personnel: Is it the intent of the Government that the contractor identify Key Personnel as part of the proposal response?

ANSWER: When contract is awarded, the Key Personnel of the awardee will be identified at time of award.

8) In view of the above questions, please consider an extending the deadline for responses to July 28, 2008.

ANSWER: The deadline for responses was extended to Monday, July 28, 2008 @ 1400 Eastern Time.

9) What is FRA's current SharePoint infrastructure? Please describe how it fits into your enterprise architecture.

ANSWER: FRA's SharePoint farm consists of a medium server configuration with a mirrored Disaster Recovery site.

10) In section M.2 (c) Management Plan/Program Quality Plan is an evaluation factor, yet in Sections L.10 (c) Management Plan/Corporate Experience is called out as the section title as well as in L.10 (b) (1) Technical Approach the third section is for a Management Plan/Corporate Experience response. Please clarify the title and expected content for the third section of Volume 1.

ANSWER: Within your Technical Submission (Volume I) "Offerors shall provide a detailed management plan that will be followed during contract execution" located on page 56

11) L.10 (b)(1)(a) Technical Approach to Sample Task on page 54 infers that we are to provide a response to a task that is singular in nature in Section J, however, there are three (3) Task Areas with subtasks provided in Section J with none of them denoted as a sample task. Please clarify the intended content to a sample task, or, do you require all of the tasks in Section J to be responded to?

ANSWER: Please read answer to question number 4.

12) Please elaborate on the current state of your eDocument Library, i.e., size, number of documents, metadata capture, access privileges.

ANSWER: FRA has plans to conduct an evaluation of the Documentum platform as a possible backend system.

13) Is it FRA's intent for the seven positions named to all be considered Key Personnel?

ANSWER: The Technical Evaluation Board will decide the named Key Personnel

14) Please clarify the staff that FRA wants to have on-site versus located at the contractor's site for the three Task Areas in Section J. C.1 Section 4. Facilities Support, only identifies the Program Manager to be off-site. Additionally, is this labor category intended to be the Project Manager?

ANSWER: The contractor will be provided with workspace, phone and workstation computer for 6 on-site individuals at FRA facilities during the contract period of performance.

15) Task Area 2.5 Rapid Response states that contractors are to assume that 1,000 hours of mid-level consultant support will be required in the base year and 600 each of the option years, however, the tables indicate for each of the option years (through 2012) for task 2.5 Rapid response is ongoing (T&M, 1000hrs); please clarify.

ANSWER: For planning purposes of the T&M tasks - Task Areas 2.5 and 3.4, Rapid Response, the contractor should assume 1,000 of mid level consultant support will be required in the base year and 600 of mid level consultant in the option years.

16) Task Area 3.4 Rapid Response states that contractors are to assume that 1,000 hours of mid-level consultant support will be required in the base year and 600 each of the option years, however, the tables indicate for each of the option years (through 2012) for task 3.4 Rapid response is ongoing (T&M, 1000hrs); please clarify.

ANSWER: For planning purposes of the T&M tasks - Task Areas 2.5 and 3.4, Rapid Response, the contractor should assume 1,000 of mid level consultant support will be required in the base year and 600 of mid level consultant support for the option years.

17) Section L.10, Instructions for Submitting Proposals, references the completion of a technical approach to sample task. It states that the sample task is listed in Section J but there is no sample task identified in Section J. Please provide the sample task or reference as to where to find the task.

ANSWER: Sample Task is located in Section J pages 37-43

18) Please clarify “Prepare Documents” as listed on page 12, section 14 “Roles and Responsibilities”

ANSWER: For clarification, the statement should read, “Prepare documentation for web environment configuration, administration, maintenance and support, web application and content development, maintenance, and support, Section 508 compliance, web user administrator training support, and rapid response. “

19) Does FRA have a designated Records Manager who is responsible for developing policies and guidelines for the Records Management program?

ANSWER: FRA has a designated Records Manager.

20) Does scope of this acquisition limit the records management activities for FRA website only or is this an FRA wide records management effort?

ANSWER: The scope of this acquisition is an FRA wide records management effort.

21) Are the current Records Management Policies documented and available?

ANSWER: FRA does have a records management policy.

22) Does FRA plan to use SharePoint as the front end application/web server for the records management solution and implement a more robust records management backend system?

ANSWER: FRA has plans to conduct an evaluation of the Documentum platform as a possible backend system.

23) Does FRA policy require the records management system to be compliant with 5015.2-STD and other industry standards?

ANSWER: Yes. National Archives and Records Administration (NARA) endorses the DOD Software Application Design Criteria Standard DoD 5015.2 for use by all Federal agencies. As part of the Electronic Records Management initiative, FRA is following that recommendation as a baseline when selecting and records management application.

24) What COTS products are available or are currently being used that meet the required DOD 5015 standards?

ANSWER: FRA is currently using SharePoint as our intranet/portal but not using the Records Center Add-on Pack for content management.

25) Are there requirements for developing and maintaining Website Content?

ANSWER: Yes. FRA follows OMB Guidelines as departmental and agency requirements.

26) Can FRA provide projected size and volume information for the documents that will be managed by the SharePoint or other records management system?

ANSWER: FRA's eDocument Library has been setup with 4 terabytes of storage. FRA plans to set up the electronic records management system with 2 terabytes of storage.

27) Can FRA provide any documentation that describes the existing SharePoint implementation and its current utilization and performance data?

ANSWER: FRA can provide this to the selected contractor upon contract award.

28) Can FRA provide any documentation that describes the existing SharePoint architecture and supported backend databases etc.?

ANSWER: FRA's SharePoint farm consists of a medium server configuration with a mirrored Disaster Recovery site.

29) What COTS products are supporting the current web Production Environment including versions?

ANSWER: The products are ASP.NET and Coldfusion MX.

30) Is the Website a 24X7 operation?

ANSWER: The website should be accessible 24X7.

31) Is FRA open to alternative approaches and products to support the eRecords Management requirements?

ANSWER: FRA believes that the DoD 5015.2 certification is essential to ensure that products considered can be extended and configured to meet future records management needs.

32) For the purposes of this RFP, please provide the number of hours that the government uses to define a Full-Time Equivalent (FTE) (e.g. 2080, 1920, etc.)?

ANSWER: A Full-Time Equivalent (FTE) is defined by 2080 hours.

33) B.1 Description of Services states that “the contractor shall provide the personnel, facilities, equipment, and other misc... to perform the requirements...” C.4 Facilities Support states that “the contractor will be provided with a workspace, phone, and workstation computer for on-site individuals at FRA facilities during the contract period of performance.” C.7 Place of Performance states that “**One** onsite person will provide primary support, with additional on-site work being limited to information gather, testing, evaluation, etc. For the purposes of developing a fixed price cost proposal to the government, would the government please clarify which labor categories in Section B it intends to provide facilities for, as described in Section C.7 or should the offerors conclude that only one on-site contractor will be provide space and equipment?

ANSWER: The contractor will be provided with workspace, phone and workstation computer for 6 on-site individuals at FRA facilities during the contract period of performance.

34) Section L.10, Instructions for Submitting Proposals, references the completion of a technical approach to sample task. It states that the sample task is listed in Section J but there is no sample task identified in Section J. Please provide the sample task or reference as to where to find the task.

ANSWER: Sample tasks are located on page 37 Section J – 37-43.

35) Please clarify “Prepare Documents” as listed on page 12, section 14 “Roles and Responsibilities”

ANSWER: For clarification, the statement should read, “Prepare documentation for web environment configuration, administration, maintenance and support, web application and content development, maintenance, and support, Section 508 compliance, web user administrator training support, and rapid response. “

36) Does FRA have a designated Records Manager who is responsible for developing policies and guidelines for the Records Management program?

ANSWER: FRA has a designated Records Manager.

37) Does scope of this acquisition limit the records management activities for FRA website only or is this an FRA wide records management effort?

ANSWER: The scope of this acquisition is an FRA wide records management effort.

38) Are the current Records Management Policies documented and available?

ANSWER: FRA does have a records management policy.

39) Does FRA plan to use SharePoint as the front end application/web server for the records management solution and implement a more robust records management backend system?

ANSWER: FRA has plans to conduct an evaluation of the Documentum platform as a possible backend system.

40) Does FRA policy require the records management system to be compliant with 5015.2-STD and other industry standards?

ANSWER: Yes. National Archives and Records Administration (NARA) endorses the DOD Software Application Design Criteria Standard DoD 5015.2 for use by all Federal agencies. As part of the Electronic Records Management initiative, FRA is following that recommendation as a baseline when selecting and records management application.

41) What COTS products are available or are currently being used that meet the required DOD 5015 standards?

ANSWER: FRA is currently using SharePoint as our intranet/portal but not using the Records Center Add-on Pack for content management.

42) Are there requirements for developing and maintaining Website Content?

ANSWER: Yes. FRA follows OMB Guidelines as departmental and agency requirements.

43) Can FRA provide projected size and volume information for the documents that will be managed by the SharePoint or other records management system?

ANSWER: FRA's eDocument Library has been setup with 4 terabytes of storage. FRA plans to set up the electronic records management system with 2 terabytes of storage.

44) Can FRA provide any documentation that describes the existing SharePoint implementation and its current utilization and performance data?

ANSWER: FRA can provide this to the selected contractor upon contract award.

45) Can FRA provide any documentation that describes the existing SharePoint architecture and supported backend databases etc.?

ANSWER: FRA's SharePoint farm consists of a medium server configuration with a mirrored Disaster Recovery site.

46) What COTS products are supporting the current web Production Environment including versions?

ANSWER: The products are ASP.NET and Coldfusion MX.

47) Is the Website a 24X7 operation?

ANSWER: The website should be accessible 24X7.

48) Is FRA open to alternative approaches and products to support the eRecords Management requirements?

ANSWER: FRA believes that the DoD 5015.2 certification is essential to ensure that products considered can be extended and configured to meet future records management needs.

49) For the purposes of this RFP, please provide the number of hours that the government uses to define a Full-Time Equivalent (FTE) (e.g. 2080, 1920, etc.)?

ANSWER: A Full-Time Equivalent (FTE) is defined by 2080 hours.

50) B.1 Description of Services states that “the contractor shall provide the personnel, facilities, equipment, and other misc... to perform the requirements....” C.4 Facilities Support states that “the contractor will be provided with a workspace, phone, and workstation computer for on-site individuals at FRA facilities during the contract period of performance.” C.7 Place of Performance states that “**One** onsite person will provide primary support, with additional on-site work being limited to information gather, testing, evaluation, etc. For the purposes of developing a fixed price cost proposal to the government, would the government please clarify which labor categories in Section B it intends to provide facilities for, as described in Section C.7 or should the offerors conclude that only one on-site contractor will be provide space and equipment?

ANSWER: The contractor will be provided with workspace, phone and workstation computer for 6 on-site individuals at FRA facilities during the contract period of performance.

51) How many users of the eCollaboration system are anticipated?

ANSWER: Approximately 800 for the electronic records management systems and more than 1000 for SharePoint.

52) Is there one basic collaboration process or are there multiple processes that are anticipated to be handled by this application?

ANSWER: One system would be ideal, but it is unknown at this time.

Section	Question
Instructions, pg. 1 L.10, (3), pg. 53	Page 1, statement 2 of the RFP states that the offeror is to “submit three (3) complete copies of your proposal package.” Section L.10 (3) instructs offerors to submit a different quantity for each volume. Which is correct?
ANSWER:	Three copies of each volume is required
J (Task Area 2 & 3), B, F.3	The tables in Section J, for Task Areas 2 & 3 only go up to Option Year #3. Section F.3 (c) states “If the FRA exercises all options, the total period of performance for this contract will be five (5) years...” Also, Section B requests rates for a base plus four option years. Should the tables in Section J also reflect a five (5) year period of performance?
ANSWER:	The contract will be for One Base Year Period which consists of twelve (12) months and four (4) option year period . Section J is sample tasks for the submission of your proposal
L.10 (3), pg. 57	RFP states: Offerors shall provide cost/price information required by provision, “Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data” included herein L.11. There is no L.11. What is the government referring to?
ANSWER:	That was a typo it should state “ Requirements for Cost or Pricing Data or Information Other Than Costs or Pricing data included herein L.10.
M.2 (c) (pg. 60)	Are the adjectival ratings in this section supposed to be for the Management Plan/Program Quality Plan or for the entire technical proposal? If it’s for the entire technical proposal, are there other evaluation criteria for the Management Plan/Program Quality Plan?
ANSWER:	“Each offeror’s technical proposal shall be scored by using one of the following adjectival ratings, which will be based on a composite of adjective ratings assigned to each of the three (3) criteria listed above. a) Technical Approach, b) Key Personnel c) Management Plan/Program Quality Plan which is located on page 59

	Section M.2 Technical Proposal Evaluation.
--	--