International Space Station (ISS)
Research Engineering Mission Integration
Services Contract (REMIS)

Pre-proposal Conference

August 24, 2016
Restrooms can be found in the hallway outside this ballroom.

Fire exits are the front entrance and side exit doors. In the event of a fire, you must move at least 75 ft. away from the building.
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Welcome

Rickey Cissom
REMIS Chair
Opening Remarks

Billy Autry
Associate Director, Office of Procurement
International Space Station (ISS) Program Remarks

Marybeth Edeen
Manager, Research Integration Office
ISS Program Office
Vision for LEO Commercialization

**Demand**
- Government
  - NASA – Human Exploration, Exploration Tech
  - Demo, Fundamental Research
  - OGA – Fundamental and Applied Research
- Commercial
  - Education
  - Tourism

**Supply**
- Vehicle
  - Crew
  - Cargo
- Sustaining & Maintenance
- Integration & Operations

**Diversified Supply**
- Commercially Designed & owned

**ISS Assembly and Utilization Phase**
- Government Designed & owned

**Post-ISS**
- Commercial – Manufacturing, Pharma, Materials, Earth obs Products
- Education
- Tourism
- Marketing/Advertisement
- Sports
- Government
  - OGA – Fundamental and Applied Research
  - NASA – Fundamental Research

**Integration & Ops Services**
- Personnel Transport
- Cargo Services
- Repair Services

**Cis-Lunar, Mars & Beyond**
Orientation and Procurement Overview

Miyoshi Thompson
Contracting Officer (CO)
These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the Draft Request For Proposal (RFP).

To the extent there are any inconsistencies between this briefing and any future RFP, the RFP will govern.
The purpose of this Pre-proposal Conference is to help industry understand the Government’s requirements.

Questions:
- Index cards are available for written questions which can be submitted to the Contracting Officer at the end of this presentation.
- Official responses to written questions received by the Contracting Officer will be posted to the REMIS procurement website.
- The deadline for submitting questions regarding the RFP was August 22.
Points of Contact
(Orientation)

- **Contracting Officer:**
  Miyoshi Thompson
  miyoshi.thompson-1@nasa.gov
  281-244-1683

- **REMIS web address:**
  [http://procurement.jsc.nasa.gov/remis/](http://procurement.jsc.nasa.gov/remis/)
  - Click on the “Anonymous Questions to Contracting Officer” link to submit a question.
  - This link will remain active until the release of the final RFP; afterwards communication will be in accordance with the Section L, Communications Regarding This Solicitation provision.
Ombudsman (NFS 1852.215-84): “…before consulting with an ombudsman, interested parties must first address their concerns, issues, disagreements, and/or recommendations to the Contracting Officer for resolution … If resolution cannot be made by the Contracting Officer, interested parties may contact the installation ombudsman whose name, address, telephone number, and email address may be found at:
http://prod.nais.nasa.gov/pub/pub_library/Omb.html”
Acquisition will be conducted only under FAR Part 15 – Contracting by Negotiation.

This acquisition is being conducted as a full and open competition with a Small Business Reserve.

- A minimum of 3 contracts will be awarded to Small Business using FAR Part 19.
The DRFP asked industry for feedback and to provide questions.

We have received some good feedback and are listening to you.

Three Areas are currently being worked on to simplify what has to be included with your proposals:

- Pricing Data
- Total Compensation Plan Data
- OCI Avoidance Plan Data

Watch for updates on the final RFP.
Small Business Briefing

Charles Williams
Senior Small Business Specialist
Industry Assistance Office
Contact Information

- **Main phone number:** (281) 483-4512
- **Charles T. Williams**
  Senior Small Business Specialist
- **Rose A. Herrera**
  Small Business Specialist
- **Richard Slater**
  Small Business Specialist
- **All emails should be sent to:**
  jsc-industry-assistance@mail.nasa.gov
- **Location:**
  Building 1, Suite 453
- **Address:**
  NASA Johnson Space Center, Industry Assistance Office
  Mail Code: BA
  2101 NASA Parkway
  Houston, TX 77058
Rickey Cissom
REMIS Chair
OZ, Research Integration Office
Draft RFP has been posted.
Requested that Industry supply questions on the Draft.
Our goal for today is to focus on the key tenants in the Draft RFP.
Your inputs/questions will be considered prior to the issue of the final RFP.
Source Selection Authority and Acquisition Team Members

- **Source Selection Authority**
  - Kirk A. Shireman, Manager, ISS Program

- **Acquisition Team**
  - Rickey D. Cissom, Chair/OZ
  - Miyoshi J. Thompson, CO/BG
  - Janella Youmans/OB
  - Christian Maender/OZ
  - Paresh A. Bhavsar/ARC
  - Robert R. Corban/GRC
  - Trent M. Smith/KSC
  - Sean W. Thompson/MSFC
The ISS Program will utilize the REMIS contract to enable private industry/organizations to provide spaceflight hardware, software, and mission integration and operations services on a commercial basis with minimal involvement of the Government.

- Judiciously transition some traditional Government-led functions to the commercial sector.
- Move to a more commercial set of transactions that include continuous competition of services across a large array of providers (both Large and Small Business).
Commercial Approach [REMIS PM01DRD]

- **Commercialization** is defined as fostering development of a commercial capability for continued Research and Development in LEO where industry must develop a recognized marketplace in LEO.

- As part of the RFP, Contractors will be asked to describe:
  - Their commercial approach using corporate best practices that will be used to deliver hardware/software and provide services defined in the SOW, while assuming responsibility for mission success of the provided products and services.
  - The process and schedule the Contractor will follow to assume responsibility for performing traditionally Governmental functions and enhance the commercial services they provide on this contract.
    - Traditionally Governmental functions include:
      - Safety Assessment
      - Internal CoFR
      - Verification of Interface Requirements
      - Research Operations
CLIN Definition

- CLIN Contract Area/Type
  1 Research Firm– Fixed– Price (FFP)
  2A Engineering FFP
  2B Parts Purchase FFP
  3 Research Cost–Plus–Fixed–Fee (CPFF)
  4 Engineering CPFF
There are five (5) distinct CLINs.

Offerors may propose to any CLINs for which they are qualified by proposing to the applicable Representative IDIQ TOs.

There is no requirement to propose on all CLINs, nor are Offerors limited to proposing on a single CLIN.

Each CLIN will be evaluated individually on all Confidence Factors and for selection purposes.

The Government may choose to award any or all (except CLIN 1) of the TOs at contract award.

 específica CLIN 1 Task Orders will be competed to companies selected for CLIN 1 post award.
Tradeoffs

- Tradeoffs will be made between Technical/Management, Past Performance, and Cost/Price Factors.
  - Past Performance and Cost/Price are approximately equal.
  - Past Performance is significantly more important than Technical/Management.
  - Cost/Price is significantly more important than Technical/Management.
The Streamlined Procurement Team (SLPT) took a zero-based approach to DRDs.

- Many of the DRDs that are called out are done so in order to make them part of the contract, providing an option to invoke them as necessary.
- The decision to invoke the specific DRDs will be made on a Task Order (TO) by TO basis.

DRDs that are anticipated to be due with the proposal are:

- Commercialization Approach
- Organizational Conflict of Interest (OCI) Avoidance Plan
- Total Compensation Plan (TCP)
- Small Business Subcontracting Plan (For Large Businesses Only)
Read the Past Performance instructions carefully and follow the instruction.
  ◦ Government and non-government contracts.

The Past Performance and OCI Avoidance Plan are requested prior to the proposal being delivered.
Key Ground Rules

- Inherently Governmental Functions (NASA Maintains all Authority)
  - Budget Management and Authority
  - Meeting Commitments to Existing Contracts / Contract Management
  - IGA/MOU Commitments
    - Barters
    - Export Control
  - Mission/Increment Management
    - IMMT Chair
    - Increment Managers
  - Visiting Vehicle Management
    - Contracts
    - Commitments
  - Manifest Approval
  - Crew and ISS Vehicle Safety
  - Risk Management
    - Program Decision Authority
      - Accepting/Mitigating the Risk
SOW and Section J Attachments

Janella Youmans
REMIS Team Member
REMIS SOW Structure

REMIS

Contract Overview

Program Management
Quality Assurance
Engineering
Mission Integration and Operations
Contract Overview includes the following functions:

- **Purpose:**
  - REMIS will enable private industry/organizations to develop their capabilities to move to a commercial basis in LEO.
  - Task Orders for services and deliverables will be competed between multiple contract awardees

- **Scope:**
  - Research Mission Integration and Operations (MI&O)
  - Spaceflight and ground hardware and software
  - Sustaining engineering functions
  - Engineering services
  - Payload facility integration
  - Other NASA organizations or federal Government agencies may use this contract through agreement with ISS
Program Management includes the following functions:

- Status Meetings
- Formal Reviews
  - Flight Readiness Reviews
- Configuration Management
- Export Control Management
- Information Technology
- Safety and Health
- Data Delivery
- Risk Management
- Cost Control
Quality Assurance includes the following functions:
- Quality Assurance Requirements
- GIDEP and NASA Advisories
- Government Property Management
Engineering includes the following functions:

- Studies and Analyses
- Hardware/Software Design and Development
- Sustaining Engineering
- Verification and Test Services
- Support Integration Process
MI&O includes the following functions:

- Science/Technology Integration, Verification, and Validation
- Planning
- Training
- On-Orbit Operations
- Ground Operations
- Research Data Management
## Section J Attachments

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<th>DRL and DRDs</th>
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<td>Government Furnished Property</td>
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<td>J–8</td>
<td>Small Business Subcontracting Plan</td>
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<td>J–9</td>
<td>Fully Burdened Rates Tables</td>
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<td>J–12</td>
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Overview of Anticipated Draft RFP
NNJ17584385R

Miyoshi Thompson
Contracting Officer
If an RFP is issued, the actual issued RFP and amendments take precedence over this conference or any draft RFP issued.

Competition: SB Reserve; NAICS Code 541712 Research and Development in the Physical, Engineering, and Life Sciences and Size Standard 1000 employees

Subcontracting Goals (Large Businesses only)

<table>
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<tr>
<th>Company Type</th>
<th>Goal</th>
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<tr>
<td>SMALL BUSINESSES (SB)</td>
<td>10%</td>
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<tr>
<td>SMALL DISADVANTAGED BUSINESS CONCERNS (SDB)</td>
<td>3%</td>
</tr>
<tr>
<td>WOMEN OWNED SMALL BUSINESS CONCERNS (WOSB)</td>
<td>4%</td>
</tr>
<tr>
<td>HUBZONE SMALL BUSINESS CONCERNS (HBZ)</td>
<td>1%</td>
</tr>
<tr>
<td>VETERAN OWNED SMALL BUSINESS CONCERNS (VOSB)</td>
<td>3%</td>
</tr>
<tr>
<td>SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS CONCERNS (SDVOSB)</td>
<td>2%</td>
</tr>
<tr>
<td>HBCU/MI</td>
<td>0%</td>
</tr>
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- **Period of Performance:**
  - Basic Contract: 3/1/2017 to 2/28/2022
  - Option 1- Two-Year: 3/1/2022 to 2/29/2024
Type of Contract: Multiple-Award Indefinite-Delivery, Indefinite-Quantity (IDIQ) Contract with Firm-Fixed-Price (FFP) and Cost-Plus-Fixed Fee (CPFF) Task Orders (TOs).

- IDIQ Task Orders issued will be priced using the established prices in J-9 IDIQ Fully Burdened Rates for the skills listed in the J-9 table for the contract.

- B.A.3 IDIQ Minimum and Maximum Ordering Limits - $500,000 minimum for Offerors who are awarded all CLINs; $250,000 minimum for Offerors who are awarded less than all of the CLINS.
  - The total amount ordered under all contracts shall not exceed $373,000,000.
F.A.5 Options to Extend Period of Performance

- Clause B.A.3, IDIQ MINIMUM AND MAXIMUM ORDERING LIMIT will be modified by adding $127,000,000 to the not to exceed contract value.

- (2) F.4, Period of Performance, shall be modified to extend the period of performance end date to February 29, 2024.

I.A. 13 The Task Order Procedure

- Directions on the processing task orders on the contract.
Section H.A.9 On Ramp

The purpose of this clause:

◦ (1) to ensure competition exists throughout the life of this contract (for both Large and Small Business) for deliveries which have not previously been awarded;
◦ (2) to allow new qualified service providers, not originally accepted for award, the opportunity to provide services,
◦ (3) to allow for providers to introduce new capabilities not available or identified at the time of award of the initial contract.

The decision to request proposals under this clause will be solely at NASA’s discretion and will only occur after this requirement has been synopsized.

Government reserves the right to on ramp at their discretion.
When reading the Draft RFP, note that:

- Important information is contained in the Standard Form (SF)33 and numerous clauses and provisions that have been incorporated, via full text and/or referenced text, throughout the document.

- Clauses incorporated by reference have the same force and effect as if they were included in their full text.

- Section J includes documents, exhibits, and other attachments.
  - For example, Statement of Work (SOW); Wage Determination Data; Data Requirement Descriptions (DRD).
The **System for Award Management** (SAM) is a Federal Government owned and operated free web site that collects data from suppliers, validates and stores this data, and disseminates it to various government acquisition agencies.

The SAM website is located at: [https://staging.sam.gov/portal/public/SAM/](https://staging.sam.gov/portal/public/SAM/).

We recommend that you create an account in SAM in order to verify that your information in this database is current or to add information to SAM.
Under Clause G.A.2, NFS 1852.245-71, Installation Accountable Government Property, NASA anticipates providing:
- Any Government Property will be listed in each task order.
In accordance with FAR 16.301-3(a)(3), a cost-reimbursable contract may only be used when the contractor’s accounting system is adequate for determining costs applicable to the contract or order. This requirement also extends to subcontractors performing under a cost-reimbursable subcontract.

Offerors should review Chapter 8 of the DCAA Audit Manual to determine if they are subject to full or modified Cost Accounting Standards (CAS) coverage and if they require an adequate Disclosure Statement prior to award. *The link is:* [http://www.dcaa.mil/cam/Chapter_08_-_Cost_Accounting_Standards.pdf](http://www.dcaa.mil/cam/Chapter_08_-_Cost_Accounting_Standards.pdf).
Offeror’s initial proposal should contain the best terms from a price and technical standpoint.

The Government preference is to award without discussions, however, the Government reserves the right to conduct discussions with those Offerors who have made it to competitive range.

If discussions are held, the Offeror will:
- have the opportunity to address Moderate or Low Confidence items, and
- be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes.
Anticipated Proposal Outline

- Volume I – Technical/Management Confidence Factor
  - Commercialization Approach
  - Specific Technical Understanding and Resources Safety and Health Approach
  - OCI Avoidance Plan
  - TCP
  - Small Business Utilization Plan

- Volume II—Cost/Price Factor

- Volume III—Past Performance Factor

- Volume IV— Responsibility Considerations

- Volume V— Model Contract
  - SF33
  - Contract Clauses *(Fill-ins required Sections B through I)*
  - Section J - Attachments
  - Section K - Representations and Certifications
In accordance with Section L.17.2, PROPOSAL ARRANGEMENT, PAGE LIMITATIONS, COPIES, AND DUE DATES:

- Instructions for proposal arrangement, page limitations, copies and the due date are specified in Section L.17.2.
- Offerors shall submit their proposals in accordance with those instructions.
- Pages submitted in excess of the limitations specified in this provision will not be evaluated by the Government and will be returned to the offeror in accordance with NFS 1815.204-70(b).
  - Minor informalities or irregularities in a proposal that can be adjusted, corrected, or waived without being prejudicial to other offerors may be accepted if it is immaterial to the acquisition.
  - However, any pages contained in a page limited section of your proposal which do not comply with the RFP requirements may be returned by the Government and not evaluated.
Proposal Formatting, Continued

- Pay close attention to ensure that the number of pages, page margins, font type, font size, and page size are in conformance to Section L.17.2.
- Return the entire model contract, not just the pages with the fill-ins.
  - The model contract becomes the actual contract and so it must be complete and correct.
- Please note page limitations.
  - Some volumes/sections are subject to a page limitation and others are not.
    - In the Past Performance Volume, the Past Performance Information is subject to the page limit 5 pages per CLIN being proposed, but the Environmental Non-Compliance, OSHA Forms 300 and 300A, Insurance Carrier Information, and Consent Letter are not subject to the page limitation.
  - Proposal information must be provided in the correct volume.
  - Proposal information in a page-limited volume or section should not be moved to another volume/section without such page limitations.
- Having non-conforming pages returned may affect the government’s evaluation of a proposal, and how this proposal is ultimately rated.
Responsibility Considerations

- The Contracting Officer makes the determination of responsibility per FAR 9.104.
  - Responsible means that the contractor has adequate organizational and financial controls, satisfactory business ethics, financial resources, the ability to successfully perform the work, is eligible, etc.
  - This determination is performed by the CO and is separate from the selection decision.
  - If an offeror is not responsible, then they are not eligible for award.
- The Contracting Officer will also check the FAPIIS database (includes records of the Contractor’s previous contracts.)
- The Contracting Officer will request an Equal Opportunity clearance, and check to ensure the veteran’s reports are submitted.
- This determination is performed for offerors in the competitive range or the successful offeror only.
The Model Contract consists of SF33, Sections B through I, Section J – Attachments and Section K.

- Section K: The Reps and Certs, Evaluation Criteria, and Instructions are used for selection purposes only.

The Offerors will submit a signed Model Contract with their proposal.

- The Model Contract becomes the actual contract and so it must be complete and correct.
- The Model Contract must be signed by a person authorized to commit the offeror.
- All pages must be returned – not just the pages with the fill-ins.

The Contracting Officer will sign the Model Contract of the Successful Offeror once all issues are resolved and the selection decision is made.

Errors or inconsistencies in the Model Contract (that cannot be resolved) may result in an offeror being removed from consideration for award.

The Model Contract takes precedence over the proposal.

- Ensure that your rates in the Cost/Price Volume are reflected in Section J of the Model Contract.
NOTE TO PROSPECTIVE OFFERORS

Prospective Offerors are reminded not to contact incumbent personnel (either directly or through electronic means) during duty hours or at their place of employment, as such contacts are disruptive to the performance of the current contract.
Kendra Vallien
JSC Contractor Industrial Labor Relations Officer

Labor Relations Guidelines for Responding to Labor Relations Requirements in the Request for Proposal (RFP)
RFP Requirements

- Department of Labor (DOL) Wage Determination
- Data Requirements Descriptions (DRDs)
  - Total Compensation Plan
- References
The following Service WDs are applicable to the RFP and resultant contract:

- Wage Determination 05-2007, Revision 21 (AL)
- Wage Determination 05-2061, Revision 17 (CA)
- Wage Determination 05-2117, Revision 18 (FL)
- Wage Determination 05-2415, Revision 1 (OH)
- Wage Determination 05-5233, Revision 3 (TX)

- These WDs apply to all non-exempt labor categories, and sets forth the minimum labor rates, health and welfare benefits, and vacation/holiday leave for these categories.
Offerors are encouraged to review the Department of Labor (DOL) Wage and Hour Division, Prevailing Wage Resource Book as part of their responsibilities to comply with contractual labor statues and regulations.

Please note that this contract uses an odd-numbered service wage determination. Under Chapter 14, SCA Wage Determinations, the following guidance is provided:

◦ “ODD-NUMBERED wage determinations (e.g., 2007-2011) apply to most SCA contracts.
◦ These wage determinations require the contractor to satisfy the health and welfare fringe benefit requirements on a “fixed cost” per employee basis.
◦ Compliance must be calculated using all hours paid for (including paid time off) up to 40 hours a week, 2080 hours a year, and the contractor must meet the minimum fringe benefit requirement as specified by the wage determination for each individual employee.”
◦ The current minimum H&W benefit is $4.27 an hour.
Offeror responsibilities include the following:

- Proposing exempt and non-exempt labor categories, based upon their own unique staffing approach.
  - 29 CFR 541 defines exempt and non-exempt employees.
- For service non-exempt employees not covered under the CBA:
  - Mapping the non-exempt labor categories to an appropriate category in the WD.
    - The SCA Directory of Occupations includes a detailed listing of each labor category listed in the wage determination.
  - Proposing at least the minimum labor rates for the mapped categories.
  - Proposing at least the minimum health and welfare, vacation, and holiday benefits that are stated in the WD.
The TCP (DRD-M15) is due with the proposal.

TCPs identify and discuss wages, salaries, and fringe benefits for professional employees and non-exempt service employees for both the prime and all major subcontractors.
- The compensation subcontract threshold can be found in NFS 1831.205-670(b).
- The SEB is required to evaluate TCPs per FAR 52.222-46, “Evaluation Of Compensation for Professional Employees” and NFS 1852.231-71, “Determination of Compensation Reasonableness”.

Offeror teams can submit a separate TCP for each team member, a combined TCP for all team members, or any combination thereof.

Submit Compensation Templates a-d in your Cost/Price volume.

Tip: Be specific when describing employee fringe benefits.
- Is the benefit *employer* versus *employee* paid, or a combination?
- What is the specific benefit and cost to the employee?
- When are employees eligible for this benefit?
Recent Update to the TCP DRD

• **Block 6 - References**: The title to FAR 52.222-41 was changed from Service Contract Act to Service Contract Labor Standards.

• **Block 8 – Scope**: “The Total Compensation Plan and Compensation Templates (a) through (d) shall be required for both the prime team members and all subcontractors that meet the criteria in NFS 1831.205-670(b).”
  - The threshold requirement for TCPs is different than the threshold for requiring certified cost or pricing data as set forth in FAR 15.403-4.
  - This subcontractor threshold for TCPs is different than the thresholds used for pricing or past performance evaluations.
Recent Update to the TCP DRD

- **Block 8 – Scope**: “The Total Compensation Templates shall be provided as part of the Volume I: Technical/Management of the proposal, and will be evaluated as part of both the Volume I: Technical/Management Confidence Factor and the Volume II: Cost/Price Volume.”
  - All team members that submit a TCP are required to submit the Compensation Templates.

- **Item 1.0**: “State the company name(s) of the prime offeror (or joint venture team members) and subcontractor(s), using the subcontractor definition found at NFS 1852.231-71(b).”
  - The team structure must be defined in the TCP even if the structure is defined elsewhere in the proposal.
### Labor Relations Points of Contact

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Point of Contact Information</th>
</tr>
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<tbody>
<tr>
<td>Kendrea Vallien</td>
<td>JSC Contractor Industrial Relations Officer</td>
<td><a href="mailto:Kendrea.D.Vallien@nasa.gov">Kendrea.D.Vallien@nasa.gov</a></td>
</tr>
<tr>
<td>Department of Labor</td>
<td>Wage and Hour Division, Clear Lake District Office</td>
<td>1–866–467–9243 (Phone)</td>
</tr>
</tbody>
</table>
## References

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<th>Reference</th>
<th>Location</th>
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<tr>
<td>FAR Part 22, Application of Labor Laws to Government Acquisitions</td>
<td><a href="https://www.acquisition.gov/?q=/browse/far/22">https://www.acquisition.gov/?q=/browse/far/22</a></td>
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<td>Department of Labor, Wage and Hour Division, Prevailing Wage Resource Book</td>
<td><a href="http://www.dol.gov/whd/recovery/pwrb/toc.htm">http://www.dol.gov/whd/recovery/pwrb/toc.htm</a></td>
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Guidelines for responding to Safety Requirements in the Draft Request for Proposal (DRFP) and Individual Task Orders
NASA is collecting the required data for initial award of contracts for REMIS in the Past Performance Volume and the Commercialization Approach DRD.

As Task Orders are competed, the Safety and Health Plan DRD will be invoked when deemed appropriate for the work being competed.

NASA shall comply with all applicable regulations
- NASA Safety & Health requirements
- Requirements of those Federal agencies with regulatory authority over NASA such as OSHA, EPA, and DoT
Overview of the NASA Safety Program

- NASA safety objective is to avoid loss of life, personal injury and illness, property loss or damage, environmental harm resulting from any of its activities and to ensure safe and healthy conditions for persons working at or visiting NASA facilities.

- The NASA Safety Policy stresses the individual responsibility of each employee for their own safety and that of their co-worker. Risk within the work environment must be managed to control hazards, and we continuously improve workplace conditions.
What Would Be Expected of You at NASA Centers

- All contractors performing work at a NASA Center shall comply with all applicable safety and health regulations of that Center.
- Every awarded contractor shall have a designated safety official and shall conform to a written safety and health plan if required per task order.
- Failure to comply with safety and health requirements may result in one or more of the following - contract termination, and exclusion from future contract awards.
Submission of detailed safety and health data as part of the competition
Past Performance:

- Statement regarding past OSHA and EPA citations and corrective actions taken to prevent recurrence
- Records of OSHA recordable injuries (OSHA 300 and 300A logs, or equivalent, and calculated frequency rates)
- Insurance carrier information - including Experience Modifier Rates (EMR)
Submission of safety and health descriptions as part of the competition Commercialization plan:

- Narrative description of:
  - Safety and health program, with special emphasis on corporate policies
  - Knowing and following local safety and health regulations when on any NASA site
  - Mishap reporting based on NPR 8621.1, for injury to NASA employees, or any injury or property damage to NASA property or that impacts their ability to meet the requirements of the contract
As Task Orders are competed, the Safety and Health Plan DRD will be invoked when deemed appropriate for the work being competed.

Tailor your plan to the hazards of the work you will do on the task order:
- Management Leadership and Employee Involvement
- Worksite Analysis
- Hazard Control
- Safety & Health Training

For the good of your employees and your business, take safety seriously and proactively plan to PREVENT injuries.
Part I: Questions and Answers

This time REMIS team will answer questions for PART 1.
Ricardo Montenegro
JSC Industrial Property Officer
Logistics Operations
Federal Acquisition Regulation (FAR)
- FAR 52.245-1 Government Property (Apr 2012), pg. I.4
- FAR 52.245-2 Government Property Installation Operation Services (Apr 2012), pg. I-16
- FAR 52.245-9 Use and Charges (Apr 2012), pg. I.4

NASA FAR Supplement (NFS)
- NFS 1852.245-71 Installation-Accountable Government Property (IAGP) + Alt I (Jan 2011), pg. G.1
Property FAR and NFS Clauses

- **NFS 1852.245-73** Financial Reporting of NASA Property in the Custody of Contractors (Jan 2011), pg. G-1
  - Annual NF1018 Report

- **NFS 1852.245-74** Identification and Marking of Government Equipment (Jan 2011), pg. G-4

- **NFS 1852.245-75** Property Management Changes (Jan 2011), pg. G-1

- **NFS 1852.245-76** List of Government Property Furnished Pursuant to FAR 52.245-1 (Jan 2011), pg. G-5

- **NFS 1852.245-77** List of Government Property Furnished Pursuant to FAR 52.245-2 (Jan 2011), pg. I-16

- **NFS 1852.245-78** Physical Inventory of Capital Personal Property (Aug 2015), pg.G-2
  - Annual Inventory of items with an acquisition value of $500K or more.
Property FAR and NFS Clauses

- **NFS 1852.245-80** Government Property Management Information (Jan 2011), pg. L-6
- **NFS 1852.245-81** List of Available Government Property (Jan 2011), pg. L-7
  - Government Property will be on each individual task order

- **Government Property Management Plan (PMP), REMIS-PM-03**
  - Offeror(s) shall be notified by the CO when the initial GPMP is due. After contract award, final GPMP is due within 30 days of contract start.
  - The Contractor shall submit to the delegated Government Property Administrator (GPA) detailed supplemental property procedures, which are separate from this plan, no more than 60 days after the contract start date.

- **Financial Reporting Contractor-Held Property (CHATS), REMIS-PM-04**
  - Required monthly financial reporting for all items with an acquisition of $500K or more.
Monica Craft

Pricing

Source Selection and Analysis Office
Agenda

- SLPT Pricing Process
- IDIQ Process Flowchart
- Workbook Templates Overview
- Common Cost Volume Errors
What does the SLPT do with your Price/Cost proposal?

- Read all narrative portions of Price/Cost Volume
- Validate all Offerors’ Excel pricing templates

Pricing Proposal
- Integrate pricing models of prime and major subs
- Test models
- Make probable cost adjustments/cost realism (only if necessary)
- Error Corrections/Reconciliations
- Direct Labor and Indirect Rates adjustment based on analysis
- Technical Evaluation (Labor/Non-Labor Resources)
- DCAA or DCMA input
SOME EXAMPLES of COST ADJUSTMENT IDENTIFIED BY THE SLPT:

Direct Labor Rates Adjustment
- Use latest Department of Labor (DOL) wage determination for non-exempt labor categories, other current labor market surveys and indices

• Indirect Rates Adjustment
  - DCAA input (incurred cost rates, provisional billing rates, etc.)
  - DCMA forward pricing indirect rates recommendations

• Technical Evaluation [WYE and Non-Labor Resources (NLR) Adjustments]
  - Based on all technical weaknesses related to resources (WYE/Skill Mix or NLRs)

• Develop Pricing Charts for Presentation to the SLPT & the Source Selection Authority (SSA)
  - Proposed Cost vs. Probable Cost and Delta
  - Rationale for Probable Cost Adjustments
What does the SLPT do with your Price proposal?

- Pricing Proposal (Price Volume)
  - Identify Risks, where applicable Errors/Reconciliations – identify instances in which price may have been calculated incorrectly
  - Direct Labor, Escalation, Indirect Rates and Profit Rates

SOME EXAMPLES OF RISKS THAT COULD BE IDENTIFIED BY THE SLPT:

- **Error/Reconciliations**
  - Math, linking or formula error
  - Direct Labor Rates
    - Incorrect or outdated Department of Labor (DOL) wage determination for non-exempt labor categories
    - Inappropriate labor market surveys and indices, if applicable

- **Labor Escalation Rates**
  - Do not reflect realism
SOME EXAMPLES OF RISKS (Continued):

**Indirect Rates**
- Insufficient information on the forecasts and assumptions used (cost pool and base of application) for each proposed indirect rate, if no Forward Pricing Rate Agreement (FPRA) is in effect

**Profit Rates**
- Not sufficient to address potential contract performance issues

**DCAA/DCMA input, as applicable**
- DCAA incurred cost rates audit issues
- DCMA rates issues (billing rates, recent historical incurred cost rates, etc.)

Price proposal narrative lacks detailed description and support for proposed Price(s)
What does the SLPT do…(Continued)

- Perform Price Analysis and Price Realism Analysis [including Fully Burdened Rates (FBRs)] for each Task Order being proposed
- Perform Cost Analysis for each applicable Task Order (TO), if a Determination cannot be made based solely on Price.
- Develop Pricing Charts for Presentation to the SLPT Board & the Source Selection Authority (SSA)
- Evaluated Price Per TO vs Risk Assessment
- Rationale for Risk Assessment Per TO
IDIQ Process Flowchart

- FULLY BURDENED RATES TEMPLATE (FBR) (Major Subcontractor)
- FULLY BURDENED RATES TEMPLATE (FBR) (Prime)
- FBR from MINOR SUBCONTRACT TEMPLATE (MST)
- TECHNICAL RESOURCES TEMPLATE (TRT)
- TASK ORDER PRICING TEMPLATE (TOPT)
Workbook Templates

- Technical Cost/Price Workbook Templates (Prime only)
  - TRT – Technical Resources Templates– Cost Plus Fixed Fee
    - TRT–TO #02
    - TRT–TO #04
  - TRT – Technical Resources Templates– Firm Fixed Price
    - TRT–TO #01
    - TRT–TO #03
    - TRT–TO #05
    - TRT–TO #06
    - TRT–TO #07
**Workbook Templates (Cont’d)**

- **IDIQ Workbook Templates** (Prime only)

  TOPT– Task Order Pricing Template – Cost Plus Fixed Fee
  - TOPT – TO #02
  - TOPT – TO #04
  - TC (a) through TC (c) – Total Compensation Templates

  TOPT– Task Order Pricing Template – Firm Fixed Price
  - TOPT – TO #01
  - TOPT – TO #03
  - TOPT – TO #05
  - TOPT – TO #06
  - TOPT – TO #07
  - TC (a) through TC (b) – Total Compensation Templates
- **Other IDIQ Workbook Templates (CPFF)**
  - FBR-Fully Burdened Rates Templates (P& MS)
  - MST-Minor Subcontract Template* (P)
  - OHT-Overhead Template (P& MS)
  - GAT-G&A Template (P& MS)
  - CFAOT-Cognizant Field Audit Office Template (P& MS)

(P) Prime
(MS) Major Subcontractor (Perform 30% or more of estimated total contract value)
Proposals with omissions:
- Lack of narrative supporting rationale
- Detailed description on Overhead, G&A and Other Indirect Rates for future years not provided in the proposal narrative and missing data for prior three years

Failure to follow template instructions:
- Fully Burdened Rates (FBRs) in Price proposal do not match proposed Section B rates (Very, very common)
- Fully Burdened Labor Rates placed where Straight Time Direct Labor Rates are Required
- Placing hard numbers instead of formulas/links where appropriate
Narrative Basis of Proposed Price Estimate are Not:
- Specific
- Clear
- Detailed

Non-exempt labor categories are captured on Compensation Template (a) and exempt labor categories are captured on Compensation Template (b).
- 29 CFR 541 defines exempt and non-exempt employees.
- Administrative personnel should not be defined as exempt, unless a detailed explanation is provided.

Each non-exempt labor category should be mapped to a corresponding category in the wage determination.
Lack of reconciliation between different areas of the proposal
- Technical
- Cost

In Compensation Template (a) and (b), escalation should be expressed as a percentage and not a number.

Compensation Template (c) is used to determine whether the proposal is responsive to the Service Contract Labor Standards.
- The minimum Health and Welfare Benefit is $4.27 an hour and so the “Average Cost per Labor Hour” column should total $4.27 or more for non-exempt employees.
  - Do not propose an amount for non-exempt employees lower than this amount.
  - Follow up with any proposed subcontractors to ensure they understand this Health and Welfare requirement.
  - Do not include benefits which are required by law, (i.e. statutory taxes, bonuses, etc.) in the Health and Welfare benefit calculation.
Part II: Q&A, Schedule and Closing

Miyoshi Thompson
Contracting Officer (CO)
One-on-One Communication with Industry and Pricing WebEx

- One-on-One Communications
  - Are scheduled to begin this afternoon
  - No more than 5 individuals may represent any party or team of parties
  - Only one meeting will be allowed
  - Meetings will not exceed 20 minutes in length
For your proposal to be considered timely, your package must be delivered to Building 420 by the due date and time stated in the RFP.

Review all proposal delivery instructions with your courier to stress the importance of timeliness and the proper location of delivery.

- Shipping and Receiving will give your courier a receipt of delivery.

When delivering a proposal in person, remember to deliver the proposal through Gate 4, and not through the Central JSC Gate 1.

- Directions to Gate 4 are in the proposal instructions.

Allot at least 48 hours to over-night a proposal through a mail carrier.

- A commercial/government mail carrier may have a mechanical breakdown or otherwise fail to deliver in a timely manner.

If you choose to deliver in person on the due date, remember that late flights, traffic jams, and congestion in the JSC area may affect the timeliness of your proposal.

Review the proposal instructions, coordinate with the point of contact in advance of the delivery, and ask questions if any instructions are not clear.

Review paragraph (c)(3) of FAR 52.215-1, “Instructions to Offerors – Competitive Acquisition”.
This concludes the Johnson Space Center Preproposal Conference for REMIS