

USDA Local and Regional Food Aid Procurement Pilot Project, End of Project Independent Evaluation
Contractor Questions and Government Response

Question 1. SOW Section 4.12 Phase IX

Will the space, equipment, etc. for the Public Information Session be provided by the government or is the contractor expected to include costs for this in their cost proposals?

Response: The contractor is expected to plan and organize the Public Information Session, including making all arrangements and paying all costs associated with the event, including costs for the facility where the event will be held and equipment that will be used. The contractor is expected to include these costs in their proposal.

Question 2. SOW Section 11. Staff Qualifications

On page 13, under Technical Specialist it states that “In addition, a writing sample for which the *Team Leader* was the primary author must be submitted with the quote” – is this meant to read “writing sample for which the *Technical Specialist* was the primary author must be submitted with the quote”? Given that both the Team Leader and the Technical Specialist will have writing responsibilities, should offerors provide writing samples for both the Technical Specialist and the Team Leader?

Response: There is a typo in the language regarding the qualifications of the Technical Specialist. Please reference the revised SOW which reads “writing sample for which the Technical Specialist was the primary author must be submitted with the quote.

Question 3. RFQ Section 4.2.2 Price Submittal

Page 32 states “G&A may only be applied to travel and shall not be applied to ODCs.” We respectfully request that this section be amended to allow for the recovery of G&A, in accordance with the offeror’s standard accounting practice and in accordance with its US Government Negotiated Indirect Cost Rate Agreement (NICRA). The application of G&A to ODCs represents the only mechanism for the contractor to recover this actual indirect cost since it is not included in standard labor rates nor in other indirect cost rate factors.

Response: This has been removed from the RFQ. Please reference the revised RFQ.

Question 4. Is this is being procured under a GSA Federal Supply Schedule, for which published rates and discounts apply?

Response: This is being procured through open market procedures. The Government is asking for a discount. If a discount is provided, the price quote should reference the discount.

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Question 5. Are offerors expected to provide detailed budgets utilizing fixed hourly rates, and detailed estimates for travel and ODCs?

Response: Offerors shall give a detail breakdown of their labor mix and ODC's.

Question 6. Please confirm that travel and related G&A will be billed on a cost-reimbursable basis separate from the fixed-price amount?

Response: Correct, travel and related G&A will be billed on a cost reimbursable basis separate from the fixed-price amount.

Question 7. Can you please confirm that ODCs should be included in the fixed price amount?

Response: ODC's will be billed on a cost reimbursable basis separate from the fixed-price amount.

Question 8. Is the US Government estimate provided on page 11 of the revised Scope of Work (\$603,313 for the Base Period and \$359,409 for the option Period) inclusive of travel costs, or does this only reflect the fixed price amount exclusive of travel costs?

Response: The Government estimate includes everything (fixed price amount, ODC's and travel).