

**Welcome to the
Johnson Space Center
Research, Engineering, and Mission
Integration Services 2 (REMIS2)
Preproposal Conference**

**April 25, 2023
Microsoft Teams
10:00am Central Standard Time**



Welcoming Remarks

Jessica Miller
ISS Procurement Office Deputy Manager



Office of Procurement Directorate



Agenda

<u>Topic</u>	<u>Presenter</u>
Welcome and General Information	Jessica Miller
Opening Remarks	Office of Procurement
Orientation and Procurement Overview	Christopher Weiss
Organization, Vision, and Objectives	Stephen Gawenis
SOW, J Attachments, and DRDs	
Overview of RFP	Christopher Weiss
Labor Relations Overview	Christopher Weiss
Safety and Health Programs	Daniel Clem
10-Minute Break	
Cost/Price Proposal Overview	Steven Vacco



Orientation and Procurement Overview

**Christopher Weiss
Contract Specialist**

Disclaimer

(Orientation)



- These slides are not to be interpreted as a comprehensive description of the procurement strategy or requirements in the Request for Proposal (RFP).
- To the extent there are any inconsistencies between this briefing and the RFP, the RFP will govern.

Purpose of Preproposal Conference (Orientation)



- The purpose of this Preproposal Conference is to help industry understand the Government's requirements
- Questions:
 - Verbal questions will not be entertained during the conference.
 - Official responses to written questions received by the Contracting Officer will be posted to the REMIS2 procurement website
 - The deadline for submitting questions regarding the RFP or this conference is April 26, 2023.

Source Selection Authority and Acquisition Team Members



- Source Selection Authority
 - Joel Montalbano, ISS Program Manager, Johnson Space Center
- Acquisition Team
 - Stephen Gawenis, Chair
 - Jenna Comella
 - Eric Schultz



Points of Contact (Orientation)

- **Contracting Officer:**

Audrey Montgomery

JSC-REMIS2@mail.nasa.gov

- **Contract Specialist:**

Christopher Weiss

JSC-REMIS2@mail.nasa.gov

- **REMIS2 web address:**

<https://sam.gov/opp/61bdd7509a6b40a786b221c68d2fb62d/view>

<https://www.nasa.gov/jsc/procurement/remis2>

Send questions to the Contracting Officer.

JSC Office of Small Business Programs

Contact Information



- Main phone number:
(281) 483-4512
- Robert Watts
Senior Small Business
Specialist
- Tumarrow Romain
Small Business Specialist
- Monica Craft
Small Business Specialist
- All emails should be sent to: jsc-smallbusiness@mail.nasa.gov
- Location:
Building 1, Suite 453
- Address:
NASA Johnson Space Center,
Office of Small Business Programs-JSC
Mail Code: BA
2101 NASA Parkway
Houston, TX 77058-3696



Ombudsman (Orientation)

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:

<https://www.hq.nasa.gov/office/procurement/regs/Procurement-Ombuds-Comp-Advocate-Listing.pdf>



Current Contract Overview

- **Contract Type:** Multiple award Indefinite Delivery/ Indefinite Quantity (IDIQ) with Cost Plus Fixed Fee (CPFF) and Firm Fixed Price (FFP) Task Orders
- **Ordering Period:** September 6, 2017 through September 5, 2024
- **Skills currently provided on contract include:**
 - Support to engineering task orders for studies, analyses, hardware/software design and development, sustaining engineering, verification and test, and integration.
 - Support to mission integration and operations task orders for science/technology integration, verification, and validation, mission planning, training, on-orbit operations, ground operations, and research data management.



Current Contract Overview (Continued)

REMIS Contract #	Contractor Name
80JSC017D0008	Aegis Aerospace
80JSC017D0009	Oceaneering International Inc
80JSC017D0010	The Boeing Company
80JSC017D0011	Stinger Ghaffarian Technologies (SGT, Owned by KBRWyle)
80JSC017D0012	Leidos Innovations Corp
80JSC017D0013	Wyle Laboratories
80JSC017D0014	Techshot Inc
80JSC017D0015	ZIN Technologies
80JSC017D0016	Teledyne Brown Engineering
80JSC017D0017	The Regents of the University of Colorado (BioServe)
80JSC017D0018	Sierra Nevada Corporation (SNC Space)
80JSC017D0020	Craig Technical Consulting
80JSC017D0021	Barrios Technology Inc
80JSC017D0023	Tec-Masters Inc
80JSC017D0024	Consolidated Safety Services Inc (CSS)



Stephen Gawenis

REMIS2 SEB Chair



Agency Vision and Objectives

- The International Space Station (ISS) Program, in support of the NASA Strategic Plan for Commercialization of Low Earth Orbit (LEO), desires to continue to foster development of a robust, self-sustaining, and cost-effective supply of the United States (U.S.) commercial services to/in/from LEO that accommodates both public and private demands.
 - To this end, the ISS Program will utilize the REMIS2 contract to continue to enable private Industry/organizations to provide human spaceflight hardware, software, and mission integration and operations services on a commercial basis as the LEO industry transitions 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).
 - Provide an opportunity for commercial business to learn some functions traditionally performed by the Government.



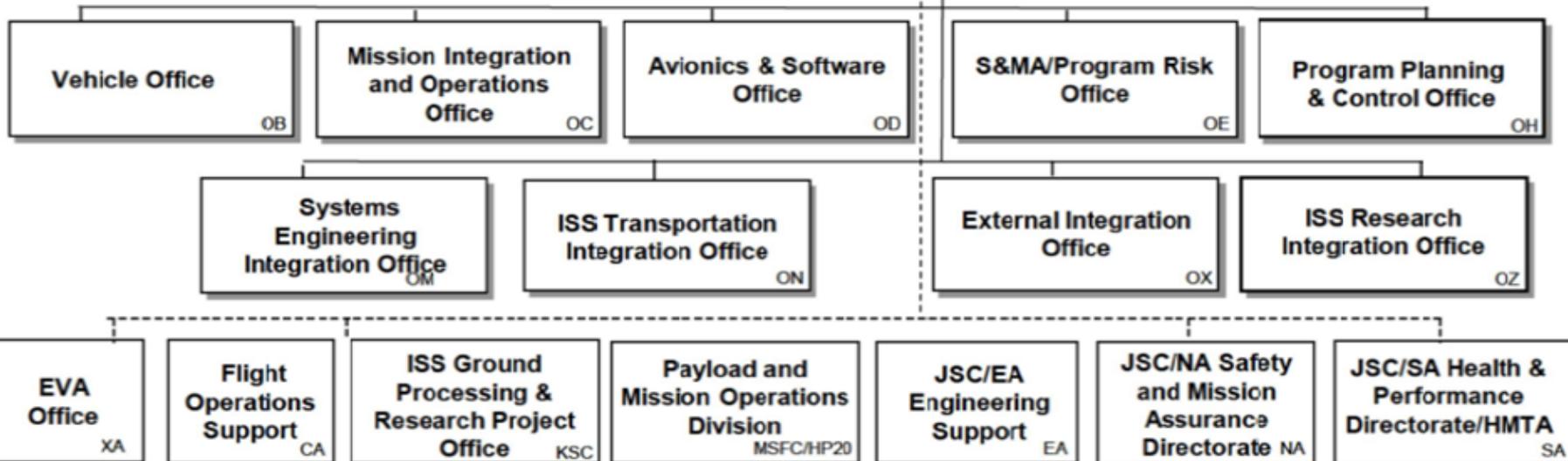
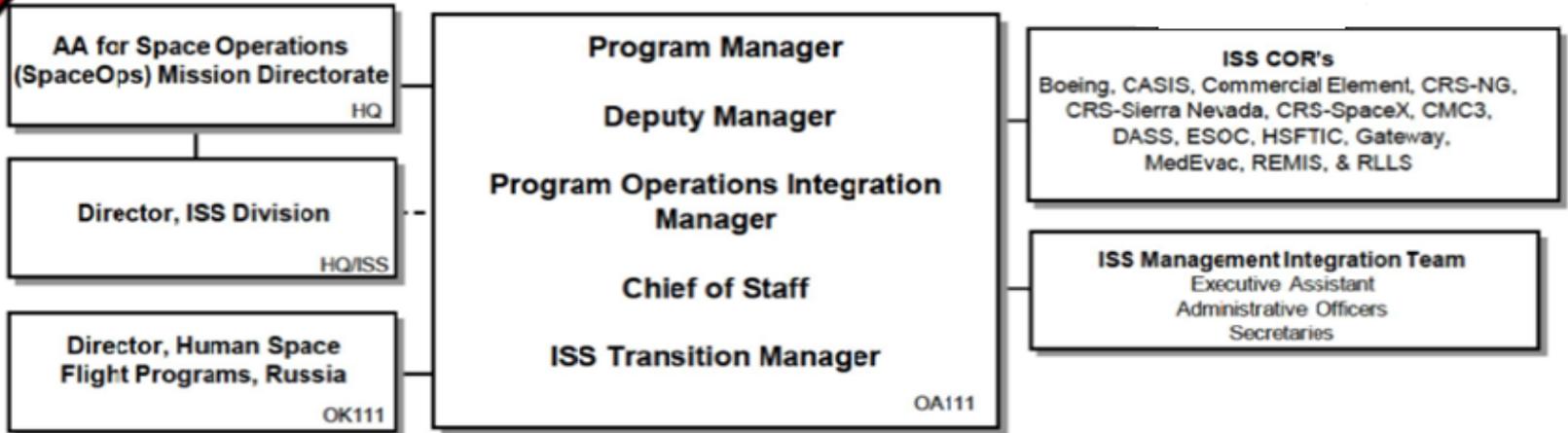
ISS Goals and Objectives

REMIS Goals and Priorities

- Support the Agency's Vision for ISS Utilization
 - Acquire spaceflight and ground hardware and software, sustaining engineering functions, engineering services, payload facility integration and research mission integration and operations (MI&O) services
 - Provide for continuous competition of services in an IDIQ environment
- Cut costs for research integration to allow shrinking budgets to go further as ISS moves toward retirement and research transitions to commercial destinations
 - Research demand will continue at 400+ investigations per 6 month increment pair
 - Primary source for funding will be from the ISS Program but other government sources are not precluded
- Provide competitive procurement options and LEO Commercialization opportunities in the following areas:
 - Ancillary or non-core system vehicle hardware and parts
 - Tools for Intravehicular (IVA) or Extravehicular (EVA) use
 - Technology demonstration hardware and operations
 - Payload facilities and research capabilities
 - Modified commercial off-the-shelf hardware
 - Hardware sustaining, analysis and mission support
- REMIS2 allows for use of Industry best practices and processes versus classic Government flow-down of stringent requirements
 - Tailored development approaches will reduce cost and shorten schedules
 - Intent is also to enable end-to-end payload facility development, sustaining, customer interactions and operations



International Space Station Program



Updated on 3/15/2023

Joel R. Montalbano
 Manager

Date



Contract Structure Changes

- REMIS2 will utilize a single Contract Line Item Number (CLIN) instead of the multiple CLIN structure used on the current REMIS contract.
- Task Orders (TOs) will be issued under the single CLIN as either FFP or Cost-Plus Fixed CPFF, depending on the complexity of the individual TO requirements.
 - All awardees are eligible for both FFP and CPFF TOs, however an adequate accounting system is required to perform CPFF TOs.



Statement of Work (SOW)

- The SOW, Section C, is composed of five sections, which outlines the following:
 - Section 1.0 Contract Overview
 - Section 2.0 Program Management
 - Section 3.0 Quality Assurance
 - Section 4.0 Engineering
 - Section 5.0 Mission Integration and Operations
- The SOW for REMIS 2 is largely the same as the SOW for REMIS.



Statement of Work (SOW) (continued)

- 1.0 Contract Overview
 - Purpose
 - Scope

- 2.0 Program Management
 - *Added Contracting Officer Representative (COR) Technical Direction requirements*
 - *Meetings and Formal Reviews - added ISS Research Integration and Vehicle Office's Certification of Flight Readiness Plans under Flight Readiness Reviews, added Safety Review requirements*
 - *Configuration and Data Management - added requirements for data and records management*
 - *Export Control Management*
 - *Information Technology*
 - *Safety and Health - added requirements for safety and health and for meeting SSP 51721, ISS Safety Requirements Document*
 - *Data Delivery - added requirements for Reprourement Data Package, Total Compensations Plan, and Diversity, Equity, Inclusion, and Accessibility Plan*



Statement of Work (SOW) (continued)

- 3.0 Quality Assurance
 - Additional Quality Assurance Requirements
 - Government Industry Data Exchange Program (GIDEP) and NASA Advisories
 - Government Property

- 4.0 Engineering
 - Studies/Analyses
 - Hardware/Software Design and Development - *added requirements for meeting SSP 50986, Commercial-Off-The-Shelf (COTS) Interface Certification Requirements and Guidelines for Systems and Payload End Items, SSP 50835, ISS Pressurized Volume Hardware Common Interface Requirements Document, and SSP 57000, Pressurized Payloads Interface Requirements Document*
 - Sustaining Engineering
 - Verification and Test Services
 - Integration Processes



Statement of Work (SOW) (continued)

- 5.0 Mission Integration and Operations (MI&O)
 - *Added reference to DRD REMIS2-TC04, Technical Documentation*
 - *Science/Technology Integration, Verification, and Validation - added reference to SSP 57057, ISS Science, Technology, and Exploration (ST&E) Integration Flow*
 - Planning
 - Training
 - On-Orbit Operations
 - Ground Operations
 - Research Data Management

Data Requirements Descriptions (DRDs)



- Significant DRD changes from the current contract include:
 - Eliminated DRDs:
 - Configuration Management Plan (REMIS-CM-01)
 - Commercialization Plan (REMIS-PM-01)
 - Added DRDs:
 - Data and Records Management Plan (REMIS2-PM-03)
 - Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan (REMIS2-PR-05)
 - Program Management Plan (REMIS2-PM-01) (contains some content previously in Commercialization Plan DRD)
 - Modified DRDs, with brief description of modification:
 - Majority of DRDs were modified to reflect updated requirements, basic content is still the same
 - Information Technology (IT) Security Management Plan (REMIS-IT-01) is now IT Security Plan and Reports (REMIS2-TC-02)
- DRDs that are due with the proposal are:
 - PM-01 Program Management Plan
 - PR-02 Total Compensation Plan
 - PR-03 Organizational Conflict of Interest (OCI) Avoidance Plan
 - PR-04 Small Business Subcontracting Plan and Reports

Data Requirements Descriptions (DRDs)



- All DRDs:

CATEGORY	DRD NUMBER	DRD NAME
Program Management (PM)	PM-01	Program Management Plan*
	PM-02	NASA Contractor Financial Management Reports (NF533)
	PM-03	Data and Records Management Plan**
	PM-04	Export Control Plan
	PM-05	Government Property Management Plan**
	PM-06	Financial Reporting for Contractor Held Property
Procurement (PR)	PR-01	Reprocurement Data Package
	PR-02	Total Compensation Plan*
	PR-03	Organizational Conflicts of Interest (OCI) Avoidance Plan*
	PR-04	Small Business Subcontracting Plan* and Reports
	PR-05	Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan**
Technical (TC)	TC-01	Task Order Proposals
	TC-02	IT Security Plan** and Reports
	TC-03	Safety and Health Plan**
	TC-04	Technical Documentation

* Due with Proposal

** Due 30 days after award



J Attachments

Number	Title	Description
J-1	Data Requirements List (DRL) and Data Requirements Description (DRDs)	Provides detailed instructions for delivery of data documents
J-2	Organizational Conflict of Interest (OCI) Plan REMIS2-PR-03	Contractor must submit plan with their proposal
J-3	Applicable Document List (ADL)	Provides a list of documents applicable to this solicitation
J-4	Standard Labor Categories (SLCs)	Provides the list of SLCs applicable to this solicitation
J-5	Program Management Plan REMIS2-PM-01	Contractor must submit plan with their proposal
J-6	Small Business Subcontracting Plan REMIS2-PR-04	Contractor must submit plan with their proposal (Applicable to Large Businesses only)
J-7	Information Technology (IT) Security Plan REMIS2-TC-02	Contractor must submit plan 30 days after contract award
J-8	Total Compensation Plan REMIS2-PR-02	Contractor must submit plan with their proposal
J-9	Wage Determination	Provides the Wage Determination for the Houston/JSC Area
J-10	Safety and Health Plan REMIS2-TC03	Contractor must submit plan 30 days after contract award
J-11	Data and Records Management Plan REMIS2-PM-03	Contractor must submit plan 30 days after contract award
J-12	Export Control Plan REMIS2-PM-04	Contractor must submit plan 30 days after Task Order award if exports are required
J-13	Government Property Management Plan REMIS2-PM-05	Contractor must submit plan 30 days after contract award
J-14	Diversity, Equity, Inclusion, and Accessibility (DEIA) Plan REMIS2-PR-05	Contractor must submit plan 30 days after contract award
J-15	Government Furnished Property	Will document the list of Government Property to be furnished as negotiated in Task Orders (post-award)
J-15	Authorized Limited Rights Data and Restricted Computer Software	Provides the limited rights data and restricted computer software assertion template



REMIS2 Technical Library

- Access the online Technical Library from <https://sam.gov>.
- Contains technical data associated with the SOW, Task Orders, and other contract requirements
- Ensures a reasonable set of background information is available for all Offerors to consider in their response to the RFP
- Any updates to the Technical Library after this point will be announced on <https://sam.gov>.



REMIS2 Technical Library – CUI/Export Control Notice

- **Use of this library is for the sole purpose of the REMIS2 Contract activity only and the sharing of this information for any other purpose is prohibited.**
- Offerors are reminded that the library contains material that is Export Controlled and should therefore be treated as such. These materials should be labeled and contained within an Export Control folder.
- Offerors are reminded that the library contains material that has not been reviewed for Export Control considerations and should therefore be treated as if it is export controlled.
- The library also contains material that is considered Controlled Unclassified Information (CUI) and therefore all files shall be treated as sensitive material.
- The material shall not be released or transmitted to any foreign person or to any person representing any foreign person, either directly or indirectly, without specific prior approval by a knowledgeable, authorized export control official.
- Significant criminal and civil penalties including fines, debarment, and incarceration may be incurred for violation of Export Control regulations.



REMIS2 Technical Library

OBTAINING ACCESS TO EXPORT CONTROLLED CONTENT

- Go to Notice ID 80JSC023REMIS2TL in Sam.gov
 - Link: <https://sam.gov/opp/57a1e09dd0884b23a0aac92c36a7f58c/view>
- Provide the information listed in the posting description.
 - Link: JSC-REMIS2@mail.nasa.gov



REMIS2 Technical Library

- Request access to the controlled attachment in Sam.gov (You must log in and have the appropriate role)
 - Instructions to add the Viewer (Non-federal) role in Sam.gov
 - ⑩ https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=7ded30dc1ba3d91034b11179bc4bcb2a
 - Instructions to request access to a restricted attachment in a Sam.gov posting
 - ⑩ https://www.fsd.gov/gsafsd_sp?id=gsafsd_kb_articles&sys_id=54d99c921b3d2d9006b09796bc4bcb63
- The request will then be reviewed for approval.

Overview of RFP 80JSC023R0002



Christopher Weiss
Contract Specialist



General Information

- The RFP and amendments take precedence over this conference.
- Competition: Full and Open with Small Business Reserve; NAICS Code 541715 and Size Standard 1,000 Employees.

- Subcontracting Goals:

BUSINESS TYPE	GOAL
Small Business	11.5%
Small Disadvantaged Business	5.0%
Women-Owned Small Business	6.0%
Historically Black Colleges and Universities/Other Minority Institutions	.5%
Historically Underutilized Business Zone Concerns	1.5%
Veteran Owned Small Business	2.5%
Service-Disabled Veteran-Owned Small Business	2.0%

- Ordering Period:
 - Base Period: 10/01/2023 to 9/30/2030
 - Option Period: 10/01/2030 to 9/30/2032



Contract Type

- Type of Contract: IDIQ with FFP and CPFF Task orders.
 - IDIQ Task Orders issued will be priced using the established prices in clauses B.8, *Firm-Fixed Price IDIQ rates*, and B.9, *CPFF IDIQ Rates*.
 - Clause B.5, JSC Procurement Instruction (JPI) 52.216-90, *IDIQ Minimum and Maximum Ordering Limits*:
 - Minimum Contract Total = \$10,000,
 - NTE Maximum Contract Total = \$478,000,000 (*Cumulative total of all contracts awarded under REMIS2*)
 - The Task Order Procedure is described in clause I.18, NFS 1852.216-80, *Task Ordering Procedure*.



Clauses and Provisions

- When reading the RFP, note that:
 - Important information is contained in the SF33 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



System for Award Management (SAM)

- 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://sam.gov/SAM/>
- You are required to create an account in SAM.
 - Verify that your information in this database is current.



Subcontractor Arrangement Information

- If a subcontracting arrangement is proposed, Offerors shall include specific detail as defined in Section L.2 of the RFP so that the Government can determine that the prime contractor making the offer will be performing the primary and vital requirements for the contract.
- The Small Business Administration's new regulation changes the definition of a joint venture to exclude populated joint ventures.
 - Joint Ventures are defined in FAR 19.101(7)(i) and 13 C.F.R. 121.103(h).



Joint Ventures

- The Small Business Administration's new regulation changes the definition of a joint venture to exclude populated joint ventures.
- Joint Ventures are defined in 13 C.F.R. 121.103(h).
- All parties to the Joint Venture must sign the Model Contract.



Government Property

- NASA does not anticipate providing Government property under the REMIS2 RFP. Government Property may be provided under Task Orders as required in accordance with the following clauses:
 - FAR 52.245-1, *Government Property*
 - NFS 1852.245-71, *Installation Accountable Government Property*
 - NFS 1852.245-76, *List of Government Property Furnished Pursuant to FAR 52.245-1*



Additional Responsibility Requirements

- 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:
<https://www.dcaa.mil/Portals/88/Chapter%208%20Cost%20Accounting%20Standards%2004-23-21%20%28508F%29.pdf>



Discussions

- 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 the competitive range
- If discussions are held, the Offeror will:
 - Have the opportunity to address potentially acceptable items and;
 - Be requested to resubmit the SF33 with Final Proposal Revisions (FPR) which will include clearly marked changes.



Proposal Outline

- Volume I – Mission Suitability (MS) Factor
 - Overall Management Approach (MA) - MS Sub-factor 1
 - Overall Management Approach (MA1)
 - Total Compensation Approach (MA2)
 - Technical Approach (TA) - MS Sub-factor 2
 - Technical Implementation and Understanding (TA1)
 - Small Business Utilization (SBU) - MS Sub-factor 3
 - Small Business Subcontracting (SBU1)
 - Commitment to the Small Business Program (SBU2)

VOLUME I – MISSION SUITABILITY SUBFACTORS	WEIGHT
Management Approach	400 points
Technical Approach	400 points
Small Business Utilization	200 points
TOTAL	1000 points



Anticipated Proposal Outline (Continued)

- Volume II—Past Performance (requested by May 02, 2023)
- Volume III—Cost and Price Factor
 - Part 1: General Cost Information
 - Section 1: Cost/Price Proposal Introductory Page and Table of Contents
 - Section 2: Subcontract Cost- Analysis
 - Section 3: Escalation
 - Part 2: Cost/Price Templates
 - Section 4: Workbooks
 - Part 3: Contractor Basis of Estimate
 - Section 5: Cost Narrative/Contractor Basis of Estimate
- 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



EVALUATION FACTORS FOR AWARD

This procurement shall be conducted utilizing a combination of mission suitability, past performance, and cost/price evaluation factors. The lowest price proposals may not necessarily receive an award; likewise, the highest technically rated proposals may not necessarily receive an award.

The Cost/Price factor is significantly less important than the combined importance of the Mission Suitability factor and Past Performance factor.

As individual factors, the Past Performance factor is approximately equal to the Mission Suitability factor. Individually, both the Past Performance factor and the Mission Suitability factor are more important than the Cost/Price factor.



Proposal Formatting

- The proposal due date is listed in Section L.19
- Instructions for proposal arrangement are in Section L.20,
 - 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.20, Proposal Formatting Instructions.
- 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 in Section L.19.
 - Some volumes/sections are subject to a page limitation and others are not.
 - In Volume II, Past Performance, the Past Performance Information is subject to the page limit of 10 pages, but the Safety and Environmental Data, are not subject to the page limitation. There is a 1 page limit for introductory material not included in the 10 page limit for Volume II.
 - 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.



Electronic Proposal Submission Instructions

- For your proposal to be considered timely, your package must be received by the Government NASA's Enterprise File Sharing and Sync Box (EFSS Box) by the due date and time stated in the RFP.
- Review the proposal instructions at Section L.21, coordinate with the point of contact in advance of the delivery, coordinate the submission of a test file, and ask questions if any instructions are not clear.
- Review paragraph (c)(3) of FAR 52.215-1, "Instructions to Offerors – Competitive Acquisition".



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 Responsibility/Qualification Reports in Sam.gov (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 the offeror(s) in the competitive range or the successful offeror(s) only.



Model Contract

- The Model Contract consists of Sections A-K.
 - The 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(s) 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 B of the Model Contract.



Special Consideration

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.

Christopher Weiss

JSC Center Industrial Labor Relation Information



Labor Relations

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

- Department of Labor (DOL) Wage Determination
- Data Requirements Descriptions (DRDs)
 - Total Compensation Plan
- References



DOL Wage Determinations (WDs)

- The following Service WD is attached to the RFP :
 - WD 2015-5233
- Offerors that perform work at other locations should submit WD's for the respective locations where work will be performed.
- WDs apply to all non-exempt labor categories, and set forth the minimum labor rates, health and welfare benefits, and vacation/holiday leave.



DOL Wage Determinations (WDs)

Offerors who intend to perform in a place or area of performance for which a wage determination has not been attached or requested may nevertheless submit bids or proposals. However, a wage determination shall be requested and incorporated in the resultant contract retroactive to the date of contract award, and there shall be no adjustment in the contract price.



Service Wage Determination (WD)

- The WD applies to all non-exempt labor categories, and sets forth the minimum labor rates, health and welfare benefits, vacation/holiday leave and sick leave for these categories.
- Offeror responsibilities include the following:
- Proposing exempt and non-exempt labor categories, based upon its own unique staffing approach.
- 29 CFR 541 defines exempt and non-exempt employees.
- For service non-exempt employees:
- 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 WD.
- Proposing at least the minimum labor rates for the mapped categories as stated in the WD.
- Proposing at least the minimum health and welfare, vacation, sick leave, and holiday benefits that are stated in the WD.



Odd-Numbered WD

- 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., 2005-2011) 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 **\$4.80** an hour.



Total Compensation Plan (TCP)

The TCP (DRD No. REMIS2-PR-02) 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 JPI 1852.231-71(d).
 - TCPs are required to be evaluated in accordance with 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 Incumbent Retention and Pay (IRAP) and Fringe Benefits Analysis of Compensation Plan (FBACP) in your Cost/Price volume.



What is a “Bona Fide” Fringe Benefit?

The primary purpose of the plan must be to provide systematically for the payment of benefits to employees on account of death, disability, advanced age, retirement, illness, medical expenses, hospitalization, supplemental unemployment benefits, and the like.

29 C.F.R. §4.171 (a)



What is NOT a Bona Fide Fringe Benefit

Unemployment
compensation

Workers'
Compensation

Social Security

Any benefit
required by
federal, state,
or local law

Relocation
Expenses

Travel and
Transportation

Recruitment
Bonuses & Paid
Coffee Breaks

Incentive or
Suggestion
Awards

Social Functions
or Parties for
Birthdays,
Anniversaries,
etc.



FAR 52.222-62, “Paid Sick Leave Under Executive Order 13706”

- This clause, dated January 2022 must be read in depth.
- This clause applies to all individuals performing work under the contract subject to FAR 52.222-41 or the Fair Labor Standards Act, i.e. non-exempt employees.
- The Contractor shall permit each **exempt and non-exempt** employee engaged in performing work on or in connection with this contract to earn not less than 1 hour of paid sick leave for every 30 hours worked, up to 56 hours of paid leave each year.
- The paid sick leave required by this clause is in addition to the Contractor's obligations under the Service Contract Labor Standards statute, i.e. Health and Welfare benefit, vacation and holiday leave.



References

Reference	Location
FAR Part 22, Application of Labor Laws to Government Acquisitions	https://www.acquisition.gov/far/part-22
NASA FAR Supplement Part 22, Application of Labor Laws to Government Acquisitions	https://www.hq.nasa.gov/office/procurement/regs/NFS.pdf
FAR 52.222-41, Service Contract Labor Standards	https://www.acquisition.gov/far/part-52#FAR_52_222_41
Department of Labor, Wage and Hour Division, Prevailing Wages Resources	https://www.dol.gov/agencies/whd/government-contracts/construction/seminars/resources
Department of Labor Directory of Occupations	https://www.dol.gov/whd/regs/compliance/wage/SCADirV5/SCADirectVers5.pdf (Scroll down the page to view the Directory)



Daniel Clem
Safety and Test Operations Division

Safety & Health Programs
Guidelines for responding to Safety Requirements in
the Request for Proposals (RFP)



The Safety and Health Deliverables

Submission of safety and health data as part of the proposal

- ▶ Statement regarding past OSHA and EPA citations and corrective actions taken to prevent recurrence
- ▶ Records of OSHA recordable injuries (OSHA 300 and 300A logs and calculated frequency rates). You may redact names.
- ▶ Insurance carrier information - including Experience Modifier Rates (EMR)



The Safety and Health Deliverables

Submission of safety and health data after contract award

- ▶ Safety & Health Plan which includes detailed discussion of the policies, procedures, and techniques that will be used to ensure the safety and occupational health of your employees and to ensure safe working conditions throughout the performance of the contract
- ▶ Review the deliverables in the plan to be submitted during contract performance.
 - ▶ This could affect cost
- ▶ Contract personnel on site must follow **JSC Safety and Health Requirements (JPR 1700.1)**
<https://www.nasa.gov/johnson/jsc-safety-health-requirements>



10-Minute Break



Cost/Price Proposal Overview

**Research, Engineering, and Mission
Integration Services 2 (REMIS2)**

**Steven Vacco
Cost/Price Analyst**



Agenda

- SEB Pricing Process
- Workbook Templates Overview
- Common Cost/Price Errors



The SEB Pricing Process

What does the SEB do with your cost/price proposal?

- Read all narrative portions of Cost Volume
- Validate and test Offerors' Excel Pricing Models (EPMs)
- Make probable cost/cost realism adjustments (if necessary)
- Error Corrections/Reconciliations



The SEB Pricing Process (Con't)

Direct Labor Rate Adjustments

- **Common Direct Labor rate adjustments occur when:**
 - The Offeror's proposed data is not reasonable and realistic.
 - The RFP required supporting data is not provided (Third Party Salary Data) or adequately referenced.
 - If the Offeror's referenced FPRA/FPRA documents cannot be verified:
 - It is suggested that FPRAs and FRRs be included with the Cost/Price Volume.
- If **Labor escalation** is not adequately supported and/or is not reasonable and realistic we would make a PCA.



The SEB Pricing Process (Con't)

Indirect Rate Adjustments

- If the Offeror does not provide an FPRA/FPRR, then: we will review the information contained on the Offeror's indirect rate templates and Cost Narrative per the RFP:
- An indirect rate adjustment will be performed if:
 - Historical Indirect Data does not reconcile with proposed indirect data and no explanation and/or supporting narrative is provided.
 - Insufficient information on the forecasts and assumptions used (cost pool and base of application) for each indirect rate.
- The Government will use Audit or ACO indirect rate information, where available.



The SEB Pricing Process (Con't)

Develop Pricing Charts for Presentation to the Source Evaluation Board (SEB) & the Source Selection Authority (SSA)

- Proposed Cost vs. Probable Cost and Delta
- Rationale for Probable Cost Adjustments



Workbook Templates Overview

Cost-Price Summary Workbook Tab 1

- Total Cost Plus Fixed Fee(CPFF) price comes from Tab 2
- Firm-Fixed Price (FFP) comes from Tab 4
- This total price will be evaluated and presented to the SSA

	BASE PERIOD							Option Period		
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Total
Cost Plus Fixed Fee (CPFF)	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Firm-Fixed Price (FFP)	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Total	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-



Workbook Templates Overview (Con't)

CPFF/FFP Labor Rate Development Templates

- Offeror's total proposed price is based on 1 hour for each labor category provided in cost/price templates
- Offeror's may provide detailed labor data for additional labor categories not provided by the Government. These additional labor categories will **not** be included in the total price but will be evaluated for reasonableness
- Standard direct labor rates should be calculated by blending the Prime and subcontractor's direct labor rates
- A Labor Rate Development Template has been created for each contract year
- The CPFF and FFP labor templates are the same except for Fee/Profit

Workbook Templates Overview (Con't)



Contract
Year:

Standard Labory Category	Offeror's Mapped Labor Category	Standard Direct Labor Rate	Fringe	Overhead	G&A	Subtotal	Profit	Fully Burdened Rates
Program Manager/Task Order Manager						\$-		\$-
Manager						\$-		\$-
Supervisor						\$-		\$-
Engineer/Scientist /Technical Professional V						\$-		\$-
Engineer/ Scientist/Technical Professional IV						\$-		\$-
Engineer/ Scientist/Technical Professional III						\$-		\$-
Engineer/ Scientist/Technical Professional II						\$-		\$-
Engineer/ Scientist/Technical Professional I						\$-		\$-
IT Professional III						\$-		\$-
IT Professional II						\$-		\$-
IT Professional I						\$-		\$-
Business Specialist III						\$-		\$-
Business Specialist II						\$-		\$-
Business Specialist I						\$-		\$-
Technician III						\$-		\$-
Technician II						\$-		\$-
Technician I						\$-		\$-
Administrative Specialist III						\$-		\$-
Administrative Specialist II						\$-		\$-
Administrative Specialist I						\$-		\$-



Workbook Templates Overview (Con't)

Indirect Rate Templates

- Create one template for each indirect rate proposed (Fringe, Overhead, G&A)
- Provide **Three** years of Historical indirect rate data
- Propose Pool, Base and Rate estimates for all years of the contract
- Provide a detailed Basis of Estimate for each indirect rate
- If the Offeror has a FPRA/FPRR in place they do not have to fill out the Indirect Rate Templates
- The Offeror's shall use Overhead rates based on the Offeror's location(s)



Common Cost/Price Volume Errors

Discrepancies and/or Lack of reconciliation between different areas of the Offeror's proposal:

- Technical Approach
- Management Approach
- Cost/Price Volume
- Basis of Estimate (BOE) not provided or inadequate
 - BOE should be specific, clear, and detailed
- Calculation/Mathematical Errors
- The information contained in the model contract will take precedent in the event of irreconcilable discrepancies between different areas of the proposal.



Conclusion

**Thank you for attending the
Johnson Space Center
Preproposal Conference
for the REMIS2 Acquisition**