

QUESTIONS AND ANSWERS

Reference PWS Paragraph C-7.2, Forecast. The Government has provided workload data for each of the major functional requirements, activities, and SP’s tasks. The data has been reviewed thoroughly and the following questions have evolved.

In RFP L.102, the Government has required the SP to provide the following in response to the Subfactor – Staffing Plan.

- Page 103: Provide Productivity Factors: Calculate the productivity factors for the estimated workload for each requirement, given the staffing plan.
- Page 104 – 113: Relationship to Technical Approach: Describe the relationship between the staffing matrix and technical approach with an emphasis on the realism between technical steps and the resource allocation.

In order for a commercial entity to respond to these proposal response requirements, revisions to the workload data will be required. The workload data provided is a consolidation of task parameters and is not allocated to allow the SP to provide a valid rationale in response to the L.102 requirements. The MEO has a thorough knowledge of the workload distribution by task parameter and, therefore, the Government is requested to provide the following workload breakdown to allow for a free and open competition on this contract. The following workload breakdowns are requested:

(1) 5.3.2, Update Databases. In Amendment 1, the Government deleted the workload indicator “# of databases updated,” but did not clarify the distribution of the updates associated with each database. Each of the databases is used to support one or more functional tasks. In order for the SP to provide productivity factors as related to the staffing plan the following workload breakdown by database is requested:

Database	Number of Appropriate Material Records Reviewed and Update			
	Current Annual	Base Year	2 nd Year	Out Years
NIMMS	XXXXXX	XXXXXX	XXXXXX	XXXXXX
TIMA	XXXXXX	XXXXXX	XXXXXX	XXXXXX
HMMS	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Compass Contract®	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Other Databases	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Total	90,295	90,295	90,295	270,885

The “XXXXXX” is the estimated number of material records reviewed and updated. One or more people use these databases to accomplish one or more functional tasks within a particular functional area. We are aware that the majority of the database record updates are directly attributable to NIMMS, but the percentage of the total workload provided by the Government is not known. Leaving the workload data as is forces the SP to make workload distribution assumptions that may not be valid. For instance, if the SP assumes the NIMMS workload to be 10,000 updates requiring one man year of effort and the actual workload was 50,000, our staffing rationale would be off by a factor of five for this functional task.

ANSWER:

The following database update information is provided.

<u>Program</u>		
NIMMS	46,781	Transactions during the survey period of one year.
TIMA	9,355	Transactions during the survey period of one year.
HMMS	15,209	Transactions during the survey period of one year.
Compass Contract		*
Other	924	Transactions during the survey period of one year.
Manage Facilities	18,026	Transactions during the survey period of one year. (Manage Facilities is the most significant of the databases which fall under the category of “other”, and was therefore broken-out and listed separately for informational purposes. **

***Compass Contract is currently being phased-in to replace NIMMS. It is anticipated the same number of transactions entered into NIMMS will be entered into the new system.**

**** Manage Facilities will be replaced with Facilities, Equipment, Management Application (FEMA). FEMA was in the planning stages at the time of the survey, therefore no data is available. FEMA will not be in use until approximately Oct 2001.**

(2) 5.3.3, Determine Material Requirements, Research and validate elements and verify requirements of Material Request Form (MRF) CP4235-24, order sheet CP4490/4, CP4235/2. The CP4235-24 is a single line item form; CP4490/4, SDLM Material Requirement and Material Order Sheet, is a multiple line item form; and CP4235/2, Service, Equipment, or Facilities Request, is in essence a requirements document. The workload data provided by the Government is a consolidated number - 183,540 – and does not provide sufficient information for the SP to develop a valid staffing rationale to

comply with the L.102 requirements previously mentioned. Therefore, the Government is requested to provide the workload data in the following format by request type:

Form Type	Number of Material Request Form (MRF) CP4235-24, order sheet CP4490/4, CP4235/2 Researched and Validated			
	Current Annual	Base Year	2 nd Year	Out Years
CP4235-24	XXXXXX	XXXXXX	XXXXXX	XXXXXX
CP4490/4	XXXXXX	XXXXXX	XXXXXX	XXXXXX
CP4235/2	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Total	183,540	183,540	183,540	550,620

The MEO is fully aware of the workload breakdown by form and the level of effort required to conduct research and validation on each. We also are aware of the level of effort associated with each type of form and also aware that they vary substantially. The staffing rationale is very dependent upon the actual distribution of the level of effort for each form type.

In addition, the workload presented – 183,540 – seems to be high. Please verify the workload is accurate. Based on 250 days of operation per year, this equates to an average 734 forms per day submitted for research and validation. Based on the NAVAVNDEPOT instructions for processing a combined total of 183, 540 single and multiple line item forms, the level of effort would be massive. This is especially true if the majority of the forms were the CP4490/4, which can contain up to 18 items per page. For instance, if 50,000 forms of the total were the CP4490/4 and each form averaged nine items, the number of line items would equate to 450,000 individual items that have to be research and validated. It is requested that the Government determine whether the figure – 183,540 – is the number of forms processed or the number of line items processed and distribute the workload accordingly by form type.

ANSWER:

The consolidated workload data number is 183,540. This number represents LINE ITEMS. It is the LINE ITEMS, not the number of FORMS, which needs to be addressed.

The Material Request Form (-24) is used to order hardware production type material and would always have a SINGLE LINE ITEM. The Order Sheet Form (/4) is also used to order hardware production type material, is similar to a “shopping list” and could have up to 15 LINE ITEMS. The -24 and the /4 forms were counted together as one for data collection purposes since the research and input effort involved for LINE ITEMS on either form is approximately the same.

The Equipment Request Form (/2) is used to order non-production type material such as: desks, file cabinets and chairs. Data collection information shows 1,860 LINE ITEMS processed annually.

The total LINE ITEMS, therefore, is 183,540.
181,680 line items are from the –24 and the /4 forms.
1,860 line items are from the /2 form.

(3) 5.3.4 Forecast Material Requirements, Develop Forecasts and Maintain Forecasts. The Government has indicated that 425 material requirement forecasts will be developed annually and described the forecasts as normal and complex. However, the Government has not defined what they mean by normal or complex forecasts. (a) Please provide an explicit definition of each and (b) provide a workload breakdown for each type to allow the SP to devise a valid staffing rationale.

Forecast Type	Develop Forecasts			
	Current Annual	Base Year	2 nd Year	Out Years
Normal	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Complex	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Total	425	425	425	1,275

In addition, the Government has indicated that 7,544 forecasts will be maintained. This is 17.75 times more than the SP will be developing each year. (c) Is this number actually the number of forecast updates that will be performed each year? Please clarify.

The same basic question also applies to 5.3.5, Provide Material Status, Review and Improve material Adverse Status Report. The workload indicator states, “# of material Adverse material Status Reports reviewed and updated.” (d) Does the Government actually create 2,230 reports per year or is this the total number of updates made to the individual monthly reports. Please clarify.

ANSWER:

- (a) **Normal forecasts are defined as forecasts that entail fewer than 10 line item transactions.**
Complex forecasts are defined as forecasts that have ten (10) or more line item transactions.
- (b) **A workload breakdown for each type (normal/complex) has not been documented, as every line item has to be transacted. The Government, however estimates approximately 27% of the transactions are for complex.**
- (c) **The number 7,544 represents the number of forecasted line item transactions.**
- (d) **The number 2,230 includes the total number of line items transacted as a result of daily Adverse Status Reports.**

(4) 5.4.2 Acquire Material, Process Standard Requisitions. The Government has indicated the workload for processing standard requisitions as 158,124 requisitions annually. However, the Government has not indicated how many are processed manually and how many are processed automatically by NIMMS. Material items carried in stock have an established reorder level (low limit) that automatically keys NIMMS to reorder. There is little labor involved in this processing action when compared to processing manual requisitions. Therefore, it is requested that the workload distribution be provided as follows to allow the SP to provide a valid staffing rationale.

Requisition Type	Develop Forecasts			
	Current Annual	Base Year	2 nd Year	Out Years
Manual Requisitions	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Automatic Requisitions	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Total	158,124	158,124	158,124	474,372

ANSWER: The number 158,124 identifies manual transactions to order material from normal Federal supply sources. Material items in stock, keyed in automatically, are not included in this number.

(5) 5.4.3, Receive Material. All of the workload data under this functional requirement requires clarification. For instance, the Government indicates that 298,129 material deliveries are verified and accepted, 296,875 pieces are sorted, 126,821 pieces of material are receipted, and 296,875 pieces of material are delivered. None of these numbers add up except the number sorted and the number delivered and these do not seem accurate. If 126, 821 pieces of material are receipted, how can you sort and deliver 296, 875 pieces of material. Based on this, the SP would be sorting and delivering 2.34 times more material than received. It is requested that the Government thoroughly review these numbers and provide workload data that balances. It is also requested that the Government identify the total number of items as well as a piece count. For instance, one line item received on a document can consist of 10 boxes or pieces and only one receipt transaction is required. ***This is called Multipacks** The workload for accept and verify material deliveries – 298,129 – is in question. Is this number actually the total number of pieces rather than material deliveries. Please clarify.

ANSWER:

Based on a one year history and Subject Matter Experts

298,129 - - material received at Building 159 Receiving Dock

296,875 -- material sorted at Building 159 Receiving Deck is an incorrect number. The correct number is 298,129. Amendment 00003 will incorporate this correction.

Based on a one year history and Subject Matter Experts

**126,821 -- total line items received at Building 159 Receiving Deck.
 296,875 – deliveries is an incorrect number. The correct number is 298,129.
 Amendment 00003 will incorporate this correction.**

*** The Depot does not count Multipacks.**

(6) 5.4.4, Manage Inventories. The Government has indicated that 2,879 inventory counts will be performed and completed annually, but has not identified what type of counts are to be performed. NAVAVNDEPOTINST 4840IE, Chapter 10, identifies several types of inventories that are performed under the Physical Inventory Program. The types of inventories performed will have a major impact on the staffing rationale. Therefore, it is requested that the Government provide the workload breakdown by inventory type as follows:

Inventory Type	Number of Inventory Counts performed and Completed			
	Current Annual	Base Year	2 nd Year	Out Years
NIF Inventory	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Insurance Inventory	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Forseeable Future Inventory	XXXXXX	XXXXXX	XXXXXX	XXXXXX
DMI Inventory	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Controlled Material Inventory	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Location Audits	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Wall-to-Wall	XXXXXX	XXXXXX	XXXXXX	XXXXXX
Total	2,879	2,879	2,879	8,637

In addition, it is requested that the Government furnish the total number of items that will be inventoried under each inventory Type.

ANSWER: Management Information System (MIS) random sample of 150 lines per day defines a cycle count. This sampling is across the inventory for all stores.

(7) The Government has indicated under 5.4.4 that the SP will assure the availability of PEB storage containers and coordinate their proper placement and provided the workload indicator “# of PEBs.” By definition, PEB containers are placed in a PEB location. If the number “40” applies to the number of locations, how many PEB containers where individual material items are contained will be managed under this requirements and the requirement to perform inspections. In addition, nothing in the PWS refers to maintaining the stock in the PEBs. Who will be responsible for maintaining the PEB container stock levels in accordance with NAVAVNDEPOTINST 4840.1E, Chapter 3?

ANSWER: The number of Pre-expended bins (PEBs) located throughout the facilities at the time of the survey was 40. There are 19,337 total lines (items) allocated among the 40 PEBs. Currently, a contractor performing under a DLA contract is responsible for maintaining the PEB container stock levels and will continue to be responsible until said contract expires in the year 2003.

(8) The Government has required the SP to provide staffing realism on page 146 of their response using Form 6. Staffing realism is thoroughly covered on Pages 100, 103, 104 through 113, and 114 through 116. Form 6 does not relate to staffing realism. In addition, Form 6 requires the SP to provide the current number of personnel by labor category and compare salary rates across a broad spectrum of applicable wage determinations. Form 6 requires the SP to list “number of personnel whose actual salary is within 10% of the proposed salary” In order to comply with this requirement, the SP must research over 200 Wage Determinations to determine the labor category categories that fall within the 10% requirement. Please realize the enormous burden this places on the SP. Furthermore, more than 90 percent of labor categories under the RFP are subject to the Service Contract Act or specifically to Wage Determination # 94-2393 Revision 19. Since the contract labor rates are already covered under the wage determination, completing Form 6 has no significance. Therefore it is requested that the Form 6 requirement be deleted from the RFP. Please clarify the requirement for the SP to provide salaries in terms of dollars in the technical proposal since dollars are not allowed to be presented in a technical proposal.

ANSWER: The intention of Form 6 is to demonstrate the offeror’s ability to hire personnel that meet the Position Description requirements at the proposed salary. Form 6 does not ask for specific salaries, but rather a “range of actual salary as a % of proposed salary.”

(9) Materials – Our interpretation of the non-labor pricing is that all SP furnished property – whether material or Other Direct Costs – is incorporated under the Material CLIN only and should not be priced in the other CLINS/SLINS. Please verify. Also, based on the requirements of C.4, we believe that the \$500,000 is an excessive number and request that it be reduced.

ANSWER: The correct number should be \$45, 000.00. Amendment 00003 incorporates this change.

(10) The solicitation does not specify where cost proposals and past performance proposal should be sent.

ANSWER: Volume I-Past Performance, Volume II-Technical Proposal and

Volume III-Price Proposals are to be sent to the address listed in Block 8 of the SF 33. Amendment 00003 incorporates this clarification.

NOTE: THE PAST PERFORMANCE SURVEYS ARE TO BE FAXED DIRECTLY TO CONTRACTS DEPARTMENT AT LAKEHURST, NJ.

(11) There are 12 work locations specified in the RFP for this work. During the site visit we took a tour of Bldg. 137. We did not see the other work sites. Please let us know when we can see the other work sites.

**ANSWER: The Material Services performs its work in the locations shown in Table C-5.1. Drawings of these locations are available on line at:
<http://padap.nadepep.navy.mil/>**