DEPARTMENT OF THE AIR FORCE
AIR FORCE SUSTAINMENT CENTER (AFMC)
HILL AIR FORCE BASE UTAH

Questions and Answers

Notice ID FA820126Q0025

Transition Assistance Program Clerk Hill AFB

Below are the questions received regarding the aforementioned solicitation that is currently active on SAM.gov. This is currently a **live document** that will be updated with any and all questions received for this solicitation. Once the final question has been added to this document it will no longer be considered a live document. Notice of this change will be stated below.

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- Could the Government please clarify the evaluation criteria that will be used to determine whether a proposal is considered technically acceptable?
  - As stated in the solicitation under FAR clause 52.212-2, Evaluation—Commercial Products and Commercial Services, technical acceptability will be evaluated on a pass/fail basis. To be deemed technically acceptable, the offeror must demonstrate they meet all minimum qualifications and requirements outlined in the Performance Work Statement (PWS). Award will be made to the responsible offeror with the lowest priced, technically acceptable proposal.

- Is there a page limitation or maximum page count for proposal submissions?
  - The solicitation does not specify a page limitation for proposal submissions.

- Could the Government please confirm the occupation code and labor category/title that offerors should use when preparing their proposals?
  - 01111, 01112 (General Clerk)

- For pricing and level-of-effort calculations, should offerors assume 1,920 labor hours annually for this position? Would this require one FTE for the 1,920 hours inquired?
  - The Government cannot confirm a specific number of annual labor hours. Offerors should prepare their pricing based on the requirements outlined in the solicitation, including the full-time hours of operation specified in Section 3.1 of the PWS (Monday-Friday, 0730-1630, with a one-hour lunch break) for the entire period of performance for each CLIN.

- To assist offerors in ensuring compliance with the Service Contract Act (SCA), could the Government please provide the number of years the incumbent employee has been performing these services under the current contract?
  - To protect employee privacy, individual tenure will not be disclosed. However, if an incumbent employee transfers, the length of continuous service will be provided.

- Could the Government please confirm that all offerors are required to comply with the applicable Service Contract Act wage determination requirements, including minimum wage and Health & Welfare benefits, in order for their proposals to be considered compliant?

  - Yes. This procurement is subject to the Service Contract Labor Standards. As stated in the solicitation, contractors must comply with the minimum wage and fringe benefit requirements outlined in the Department of Labor Wage Determination No. 2015-5483, which is incorporated as Attachment 2.

- How many people are currently working under this contract?
  - This information cannot be disclosed.

- Does the contractor employee(s) needs to travel to attend training/seminar overseas? If so, who will cover the cost(s)? How many days the training will be (e.g. how many days in a year)?

  - No. All training is conducted on-the-job at the assigned place of duty. No travel associated with the position.

- Please confirm if this requirement is a full-time or part-time position?

  - Full-time

- Please confirm what would be the Education requirement/Degree requirement for this role?

  - No education requirement

- Please confirm, will the government provide the CLIN/Price Template in order for the offeror to encode the price quote?

  - This can be found in the solicitation.

- Please confirm what are the proposal submission requirements?

  - This can be found in the solicitation.

- PWS 3.2 identifies 11 observed closure days while WD 2015-5483 appears to provide for 12 paid holidays. In the event of a conflict between the PWS and the applicable Wage Determination, should offerors price in accordance with the Wage Determination requirements?

  - In the event of a conflict, the applicable Wage Determination takes precedence. Offerors shall price in accordance with the holiday requirements of Wage Determination 2015-5483.

- WD 2015-5483 grants vacation based on length of continuous service, including service with predecessor contractors. If an incumbent employee transfers, can the Government provide that employee's length of continuous service so vacation accrual can be priced accurately?
    - If an incumbent employee transfers, the length of continuous service will be provided.
- The solicitation does not appear to incorporate FAR 52.222-43 (SCA—Price Adjustment, Multiple Year and Option Contracts). How will option-year prices be adjusted for revised wage determinations, or should offerors build anticipated wage escalation into option-year pricing?
    - The solicitation does not include FAR 52.222-43. Offerors should price all option years inclusive of any of your anticipated costs.
- PWS 1.5 requires continuous live telephone coverage and PWS 3.4 addresses absences. During the primary employee's short-term planned leave (under 15 days), is the contractor required to provide on-site backup coverage, and if so, at no additional cost?
    - No on-site backup coverage required for absences of less than 15 days.
- The CLINs are priced monthly (Qty 12, Unit Months). Will the monthly price be paid in full regardless of Federal holidays, installation down days, and weather closures, with no deduction for non-working days?
    - This is a firm-fixed-price contract. The contractor will invoice for the monthly price, and payment will be made for services rendered in accordance with the terms of the contract and PWS.
- What is the anticipated timeline for the background investigation and CAC issuance via TASS? May the employee begin performance, or be billable, under interim or escorted access pending CAC, or must the CAC be in place prior to the 1 September 2026 start?
    - Background investigation will start on 1 Sep 2026. Employee will begin performance through receiving training and shadowing of government personnel. CAC does not need to be in place prior to 1 Sep 2026.
- PWS 1.1 requires mission-essential remote capability during directed closures, while PWS 4.2 lists Government-furnished equipment for on-site use. Will the Government furnish equipment (e.g., laptop and network access) to support the required remote performance?
    - Yes; the contractor will be issued necessary equipment if remote performance becomes necessary

- Please confirm the required quote submission method (e.g., email to the Contracting Officer), the required quote contents (technical acceptability, price, completed representations and certifications), and any page limitations.

    - As stated in the solicitation, quotes are due by 08 July 2026 at 02:00 PM local time. Offerors should submit documentation demonstrating technical acceptability against the PWS, a completed price schedule (CLIN chart), and all required representations and certifications. The solicitation does not specify a page limit. Please refer to the contact information for the issuing office on the SF-1449.

- The solicitation states that technical acceptability will be evaluated on a pass/fail basis. Please identify all documentation required to demonstrate technical acceptability (e.g., resume, staffing plan, capability statement, past performance information, certifications, or narrative response to the PWS).

    - Requirements outlined in the PWS include:
    - The Contractor's personnel must possess the following qualifications:

        - A minimum of six months of administrative, scheduling, or data entry experience, preferably within a military, federal, or equivalent corporate environment.
        - Proficient in utilizing standard computer programs (Word, Excel, Outlook) to accurately produce and manage professional correspondence, update spreadsheets, and calendar schedules.
        - Demonstrated ability to produce written products with accurate grammar, spelling, and punctuation in accordance with Air Force writing and formatting standards.
        - Technical ability to navigate the setup of virtual classroom environments through Microsoft Teams.
        - A basic understanding of military protocol and Air Force/Department of the Air Force (DAF) terminology.
        - Possess excellent customer service skills and the demonstrated ability to work effectively with a diverse clientele. Personnel must maintain cognizance of military hierarchy and protocol, including military customs and courtesies.
        - Strong oral and written communication skills, with the ability to convey TAP information clearly and concisely.
        - As a condition of employment and continued performance the Contractor must successfully pass and maintain a favorable federal background investigation to obtain and retain a Common Access Card (CAC) for unescorted installation and government network access.

- How many TAP related workshops/events would the vendor be responsible for managing?

    - Approximately 80 events annually

- Would the contractor be required to follow federal contract compliance guidelines for this position, including providing any specific insurance or employee benefit coverage to the candidate?
    - Yes, the contractor is required to follow federal contract compliance guidelines for this position.
- Where will the TAP workshops take place?
    - At the Military & Family Readiness Center on Hill AFB
- Who is responsible for ordering, compiling, and receiving student material and instructional tools?
    - Military & Family Readiness Center
- Please confirm pricing should be completed and submitted on the "Supplies or Services & Prices or Costs" CLIN chart?
    - Contractor can submit pricing in the format that they choose in accordance with the PWS and 1449.
- Please confirm the contractor should provide a single monthly price on the pricing sheet.
    - Contractor can submit monthly pricing in the format that they choose in accordance with the PWS and 1449.
- Is Funding approved for this solicitation and pending contract?
    - The Government intends to award a contract for this requirement, but any award is contingent upon the availability of funds at the time of award.
- Are there any current Government obstacles that would lead to the Government not being able to issues an award for this solicitation?
    - The Government is not aware of any obstacles at this time and intends to award a contract as a result of this solicitation

- Section 3.4 Leave Policy provides details when a vacancy occurs for the position. Can the Government please clarify that the Contractor can identify a replacement candidate within the 14 day requirement?
    - If their employee resigns, then yes, identifying a replacement within 14 days or absence of 15 days or more. Anything less, no replacement required as it would take longer than that to train an individual and get them a CAC.
- Is there a Section L or other proposal preparation and submission instructions available for this solicitation?
    - The solicitation incorporates FAR 52.212-1, Instructions to Offerors—Commercial Products and Commercial Services, by reference. Specific instructions regarding quote contents and evaluation are provided in the SF-1449 and the "Evaluation Factors for Award" section.
- Is there an anticipated award date and/or transition period prior to the September 1, 2026 start date?
    - The Government intends to make an award in sufficient time to allow for a successful start on September 1, 2026. The solicitation does not provide for a formal transition period.
- Under SCA guidelines, sick leave and vacation benefits are required; however, they are not specified in the SOW. Could you please confirm the number of sick and vacation days that should be applied?
    - Please refer directly to the contract's specific Wage Determination footnote to verify the exact allotment for your locality.
    - According to FAR Clause 52.222-62 (Executive Order 13706), the contractor is required to provide 1 hour of paid sick leave for every 30 hours worked, up to 56 hours (7 days) per year.
- We are planning to structure pricing with a reduced fringe benefit rate along with a standard base rate for the role. Could you please confirm if this approach works on your end?
    - Offerors must comply with all terms of the solicitation, including the requirements of the attached Service Contract Act Wage Determination. The Government will evaluate proposed prices for reasonableness but will not advise on a specific pricing strategy.

- Is there a specific order or sequence in which the proposal sections should be arranged?
    - There is no specified order.
- How many resumes are required as part of the submission, and could you please confirm which proposal section(s) should include the resumes?
    - A resume is not required as part of the submission but may be used to meet the requirements outlined in the PWS. If using a resume, it is not required to submit more than one resume.
- Can the contractor provide personnel residing locally while contract management is performed remotely by the prime contractor?
    - Yes.
- Is there free parking?
    - Yes.
- Are Secret or Top Secret security clearance required for the contractor personnel?
    - No; Secret or Top Secret security clearances are not required.
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    - Nothing will be contractor-owned. Any necessary systems regarding CUI will be on government-owned systems.