Questions and Answers - 12318726Q0144 – Job Corps Support Services – Harpers Ferry

1. Can we provide all-inclusive rates for each job title using the pricing format provided earlier in the RFQ document?

   Please follow the instructions as outlined in the solicitation and any updates that have been made– Please provide pricing for each Schedule of Items CLIN listed as follows:

   Schedule Notes:

   1). The period of performance for the base period is 12 months, from August 1, 2026, through July 31, 2027.

   2). At award, the Government will fund only the first six (6) months of the base period in accordance with FAR 52.232-18, Availability of Funds.

   3). The remaining six (6) months of the base period will be funded via modification when funds become available.

   4). Quoters must price all 12 months of the base period, even though funding will be obligated in 6-month increments.

   5). The 6-month extension under FAR 52.217-8 may be exercised at the sole discretion of the Government, but will be pre-priced and evaluated at the time of solicitation prior to award.

   6). Incremental funding does not change the Firm-Fixed-Price nature of this contract, nor does it alter CLIN pricing.

1. Are we required to include resumes of the proposed key personnel as part of our submission?

   Please reference Past Performance:

   The Government may utilize any references provided by the Contractor, along with information available from past contracts/orders with the USDA and any information found using sources such as Federal Government sources or the Contractor Performance Assessment Reporting System (CPARS) to determine if the Contractor has acceptable or neutral Past Performance. Past Performance will be evaluated using the following rating system.

2. Could you please clarify the specific content and documentation that should be included in the technical proposal response?

   Please reference the Evaluation and Basis for Award:

   The provision at FAR 52.212-2, Evaluation—Commercial Products and Commercial Services is not applicable to this solicitation. In lieu of this provision, quotes will be evaluated in accordance with FAR 12.203 based on the criteria listed below. Award will be made to the offeror representing the best value to the Government.

The technical approach will evaluate the ability of the offeror to provide a sound and compliant approach that meets all requirements in accordance with the Performance Work Statement and shows a thorough understanding of them. It is the contractor's responsibility to ensure their quotation clearly demonstrates their capability to meet these requirements. All offerors must provide the following minimum information and documentation with their quotations to be considered responsive and have their offers evaluated.

3. Are we required to submit candidate resumes along with the proposal, or will they be requested at a later stage?

This will be discussed with the Contractor POC by the COR, prior/after Contract award – please see additional information below:

5.1.2 Project Coordination and Oversight Lead: The Contractor shall designate a primary representative who will be the Contractor's Point of Contact (POC) at the Purchase Order Level. The POC shall be an individual who is knowledgeable with the processes of managing their staff onboards, company's invoices as well as managing their subcontractors and their processes.

- Familiarity with the standard operations of JC
- Familiarity with onboarding new contract staff, required documents,and Identity Credentialing.
- Familiarity with Invoicing and how to submit the invoices
- Understand their process of managing subcontractors

Any personnel the contractor offers as substitutes shall have the ability and qualifications, including education and experience, at least equivalent to the key personnel whose biography was submitted with the successful proposal. All notification of / request for substitutions in key personnel shall be submitted to the COR/CO at least 10 calendar days prior to making any change in key personnel, to the maximum extent practicable. The notification shall be in writing and shall provide a detailed explanation of the circumstances necessitating the proposed substitution. The contractor shall submit a complete biography for the proposed substitute, and any other information requested by the CO. The CO will evaluate such requests and promptly notify the contractor of approval or disapproval thereof in writing.

6.2 The contract worker required start date will be identified in the Purchase Order. Unless an incumbent is placed as an initial fill of a position, the contract worker required start date will be no less than 15 calendar days from the CLIN period of performance start date. For replacement fills, the contract worker required start date will be no less than 15 calendar days of the departing contract worker.

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3. GOVERNMENT RESPONSIBILITIES

a. Upon receipt of a favorable background investigation from the contractor program manager, the on-site Government Technical Manager (GTM) will review the investigative documents for completion and take necessary actions to ensure the contractor employee has access to the center.

4. Can you please confirm that the CPMP Approach referenced under Section 4.1 is not required as part of the technical proposal submission and is only expected after the issuance of the Purchase Order?

Please reference 4.1.2

Contractor Project Management Deliverables
The following list of deliverables that are expected or are jointly determined by the Contractor and FS (FS has final decision power) as developed and maintained as part of program and project management during all tasks and performance periods and may be included in associated Orders.

1. Program Management Plan
2. Program Communication Plan
3. Program Implementation Plan
4. Program Risk Management Plan
5. Program Lessons Learned Report
6. Other Program Level Documentation as Identified during course planning

5. Are there incumbent personnel who may be available for transition, and may vendors contact or recruit incumbent staff?

At this time, it is unknown if incumbent personnel who may be available for transition.

Vendors are not authorized under this solicitation to contact/recruit/solicit any incumbent staff at this time.

Further clarification:

(d) Mandatory Removal and Replacement. If the Government determines that a contractor employee fails to meet eligibility, security, integrity, or performance requirements, the Contracting Officer may direct the contractor to remove the individual from performance. The contractor must:

(1) Remove the employee immediately upon notice;

(2) Provide a qualified replacement at no additional cost to the Government; and

(3) Ensure continuity of operations so as not to impact mission requirements.

(4) Failure to promptly remove or replace employees when directed may result in remedies including withholding payment, termination, or other actions authorized under this contract.

(e) Impact on Contractor Performance. Contractor compliance with this clause, including timely removal and replacement of personnel, adherence to PIV requirements, and maintenance of workforce integrity, is a material requirement of this contract. Incidents of identity discrepancies, failure to maintain an eligible workforce, submission of personnel who do not match verified identities, unauthorized substitutions, or failure to comply with Government direction may result in termination and will be documented in the contractor's performance assessment and reflected in the Contractor Performance Assessment Reporting System (CPARS).

5.1 Purchase Order Level **Key Personnel:**

5.1.1 Purchase Order Contract Manager: The Contractor shall designate a primary and alternate representative who will be the Contractor's Point of Contact (POC) at the contract level. The PO Contract Manager must have a minimum education of a bachelor's degree in a business or program related field and a minimum of 5 years of experience managing programs, projects, or contracts of comparable size, scope and complexity to this procurement. The PO Contract Manager shall have experience with government contract oversight. The POC shall be an individual who is knowledgeable of the terms and conditions of the contract and authorized to make decisions regarding the contract. The Contractor shall submit the representative's contact information, to include email address and phone number, in writing, to the CO. The Contractor shall notify the CO, in writing, of changes in the status (i.e., termination or replacement) of designated contract-level contractor representative within 3 business days of the change.

5.1.2 Project Coordination and Oversight Lead: The Contractor shall designate a primary representative who will be the Contractor's Point of Contact (POC) at the Purchase Order Level. The POC shall be an individual who is knowledgeable with the processes of managing their staff onboards, company's invoices as well as managing their subcontractors and their processes.

- Familiarity with the standard operations of JC
- Familiarity with onboarding new contract staff, required documents, and Identity Credentialing.
- Familiarity with Invoicing and how to submit the invoices
- Understand their process of managing subcontractors

Any personnel the contractor offers as substitutes shall have the ability and qualifications, including education and experience, at least equivalent to the key personnel whose biography was submitted with the successful proposal. All notification of / request for substitutions in key personnel shall be submitted to the COR/CO at least 10 calendar days prior to making any change in key personnel, to the maximum extent practicable. The notification shall be in writing and shall provide a detailed explanation of the circumstances necessitating the proposed substitution. The contractor shall submit a complete biography for the proposed substitute, and any other information requested by the CO. The CO will evaluate such requests and promptly notify the contractor of approval or disapproval thereof in writing

6.2 Contract Worker Required Start Date:

The contract worker required start date will be identified in the Purchase Order. Unless an incumbent is placed as an initial fill of a position, the contract worker required start date will be no less than 15 calendar days from the CLIN period of performance start date. For replacement fills, the contract worker required start date will be no less than 15 calendar days of the departing contract worker.

6.15 Replacement Staff:

If the Contractor replaces a contract worker with a permanent placement, the replacement shall meet the same qualification standards and health requirements as stated in the contract.

6.16 Non-Clinical Staffing Configuration:

Replacement Contract Workers. The Contractor shall provide qualifying documentation NLT 10 calendar days after the unfilled date for a non-credentialed contract worker and 15 calendar days after the unfilled date for a credentialed contract worker. The replacement shall meet the same qualification standards and health requirements as stated in the contract and identified in the Purchase Order.

6.28 Standards of Conduct

The Government reserves the right to refuse acceptance of any Contractor personnel at any time after performance begins, if personal or professional conduct jeopardizes student health or safety or interferes with the regular and ordinary operation of the facility. Breaches of conduct include intoxication or debilitation resulting from drug use, theft, student abuse, dereliction, or negligence in performing directed tasks, or other conduct resulting in formal complaints by patient or other staff members to designated Government representatives. Standards for conduct shall mirror those prescribed by current federal personnel regulations.
Should the CO, COR or designee show documented clinical problems or continual unprofessional behavior/actions with any Contractor's employee (s), s/he may request, without cause, immediate replacement of said Contractor's employee (s). The CO and COR shall deal with issues raised concerning Contractor's employee(s) conduct. The final arbiter on questions of acceptability is the CO.

END OF SECTION