Additional Questions and Answers for Weber Basin – 12318726Q0141, Job Corps Center Support Services - Weber Basin

1. What are the full position descriptions and daily duties for each role?
   These are located in the SAM,GOV posting for Weber Basin – under attachments (attachment 5) – Labor categories

2. What are the exact schedules, including evenings/weekends/overnights?
   SOCIAL SERVICE ASSISTANT 5 days a week 2330-0800
   SOCIAL SERVICE ASSISTANT 5 days a week 1530-2330
   SOCIAL SERVICE ASSISTANT 5 days a week 1530-2330
   COOK 5 days a week 1030-1900
   MAINTENANCE WORKER 5 days a week 0730-1600

3. How will daily direction work without violating the non-personal services rules?

   Please read this section in the solicitation:

   Contractor Requirements

   3.0 General Requirements

   3.0.1 These will be issued under a non-personal services (NPSC) arrangement for which the Government shall neither supervise contractor employees nor control the method by which the Contractor performs the required tasks. Under no circumstances shall the Government assign tasks to, or prepare work schedules for, individual contractor employees under a non-personal services arrangement. The government shall not require contractor employees to use personal equipment or vehicles in the performance of the contract. The Contractor is responsible for managing its non-personal service employees and guarding against any actions that are of the nature of personal services or give the perception of personal services. If the Contractor believes that any actions constitute, or are perceived to constitute personal services, the Contractor is responsible for notifying the Contracting Officer immediately. Services performed shall be of a non-personal nature.

4. What clearance/background steps are required before staff can start?

   Dept. of Labor has to review all candidates before working on center. This process can take anywhere between 24 hours and a week.

   Timeline for acquiring a PIV card can take up to a month. However, it is not a requirement to start work.

   The standard background check for working with students is applicable. All candidates will need to be vetted through Dept. of Labor before working on center. (Resume, license and proof of malpractice insurance will be sent to Job Corps POC to forward to DOL's reviewer) Contracting Officers must use the Position Designation/Risk Management published by the Office of Identity, Credential and Access Management to determine the background investigation risk level for the contractor at the call order level. Upon award, the company POC must provide the favorable background check information for those contracted individuals that are being considered. The company POC will work with the on-site POC to ensure required actions are taken to

provide the contractor employee access to specific areas or access cards
are requested for those contractor employees who will require access to the government network.

5. Are training, holidays, closures, onboarding, and absences billable?

Center closures are not foreseeable. In the event of the annual winter break, it is not guaranteed that all students will depart. Therefore, staff will continue to resume their normally scheduled shift.

Contractors are expected to provide coverage on Federal holidays if they are located in areas that are still open on centers; such as residential living, recreation and dining facilities.

6.6 Basic Life Support (BLS) Certification:
Contractor employees performing services in healthcare professions shall maintain current certification in Basic Life Support (BLS) from the American Heart Association or other certifying body, if specified in the Purchase Order. Certification cards must display the American Heart Association or other approved certifying body emblem. Basic Life Support (BLS) certification may be available at the place of performance on a space available basis; however, the Contractor shall not bill, and the Government shall not pay, for any time contract workers spend in, or for, certification training. Failure of the contract worker to obtain training on a space available basis does not release the Contractor from the contract requirement.

6.18 The Contractor shall not bill the Government for hours during the unplanned closure unless all three conditions above are met. Therefore, the Contractor cannot bill the Government during an unplanned closure for contract workers who are on a company leave status during the unplanned closure.

6. What is the required replacement/backup coverage timeline?

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.

6.0 SPECIFIC PERFORMANCE INFORMATION

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.

7. Is billing based on actual hours worked or fixed monthly pricing?

   The job categories for this Job Corps contract are billed based on **fixed monthly pricing**, rather than actual hours worked.
   While the main contract is fixed-price, specific stand-alone Task Orders or Contract Line Item Numbers (CLINs) may occasionally be structured as time-and-materials (T&M) or labor-hour (LH) arrangements. In those rare cases, and with prior approval, you would bill based on actual hours.
   As long as the contractor provides the agreed-upon services and maintains the required staffing levels, the exact number of hours worked does not change the invoice amount.
   If the vendor fails to provide the required support or staffing levels, the Contracting Officer may withhold or deduct payment, but this is viewed as an adjustment for non-performance rather than a shift to hourly billing

8. Based on the duties in Section 5.0, Contractor's Key Personnel, for a Purchase Order Contract Manager and a Project Coordination and Oversight Lead, will the Government consider adding a CLIN for project management?

   No, project management duties are **non-billable overhead** inherent to delivering the services requested in Section 5.0., outlined above.

END OF SECTION