Postal Service Center Support
Questions and Answers

1. SCA Labor Classification: Which labor classification under Wage Determination 2015-5469, Rev. 30 does the Government anticipate applying to the contractor personnel performing the Postal Service Center duties described in the PWS?

- The Government does not mandate or dictate specific labor classifications for contractor personnel; it is the responsibility of the offeror/contractor to evaluate the Performance Work Statement (PWS) and map their proposed staffing to the appropriate Service Contract Act (SCA) labor categories in accordance with the Department of Labor (DOL) Directory of Occupations.

2. Contract Management/Supervision: Does the Government require a separate contract manager or supervisor to be physically present during Postal Service Center operating hours, or may one of the required on-site employees serve as the contractor's on-site lead while the contract manager remains available as needed?

- The Government does not require a separate contract manager or supervisor to be physically present during PSC operating hours. Any of the on-site employees can serve as the contractor's lead while the contract manager remains available as needed.

3. 55-Hour Staffing Requirement: Is the 55-hour weekly staffing level (40 full-time hours and 15 part-time hours) a firm minimum that must be maintained each week, or may the contractor adjust staffing between employees provided all required services and operating hours are fully covered?

- Yes, that schedule currently works well for the employees.

4. **Employee Absences/Coverage:** In the event of leave, illness, or other employee absence, is the contractor expected to provide a trained and credentialed replacement employee to maintain the required staffing level?

- Yes, always a necessary requirement of staffing the positions.

5. Base Access/Postal Credentials: Following award, will the Government sponsor the required installation access and DD Form 285 postal appointments for contractor personnel, and is there an anticipated timeframe for completing that process before performance begins?

- Yes, the Government will sponsor the required installation access and all DD Form 285 postal appointment cards for contractor personnel. The time frame for base access, maybe 30 days in-length, depends on paperwork needed to complete. Base access lasts 1 yr with renewal at the end of the contractor's access to base.