

APPENDIX A Frequently Asked Questions

1. **Question:** *What is different about the Purchase Request (PR) process and required attachments for a SITE Task Order?*

Answer: The PR process is the same already used within a Service/Agency and necessary PR documents/attachments are those dictated by regulatory procedures, but some documents may have slight differences or prescribed formats to accomplish a SITE Task Order. All the common PR attachments used for writing a requirement for a service, maintenance, or repair contract are required by SITE. The specific documents and formats that have been modified for use with SITE Task Orders are (all others follow existing Service/Agency acquisition practices):

PWS or SOO: To expedite and standardize the processing of Task Orders, templates have been established for the preparation of the SOO or PWS. These template formats for the SOO and PWS are required for SITE.

IGE: An Independent Government Estimate Excel Spreadsheet is provided on the SITE web-site which contains the appropriate labor prices to be used for the base period and option years.

SITE Checklist: Format provided in Appendix L of the SITE Ordering Guide.

2. **Question:** *How do I get started if I'm not sure exactly where to start or how to prepare my Task Order (via Purchase Request) package?*

Answer: Contact your SITE Intelligence Support Panel Representative to determine if SITE is an appropriate acquisition vehicle for the anticipated IT requirements. The ISP Representative will also help in guiding you on preparing and refining the requirement. Then define and document the requirements in the form of a PWS or SOO and prepare the other supporting documentation (e.g., independent government estimate, source selection plan) as required by your ISP and DCO.

3. **Question:** *Are there any restrictions, (critical, limited, or contingency) on SITE requirements?*

Answer: Other than obtaining decentralized ordering authority prior to soliciting and issuing orders under the contract, and the regular scope issues, there are no restrictions.

4. **Question:** *What is the “lead-time until award of Task Orders under SITE?*

Answer: The proposal lead-time is not dictated by the basic SITE contract; but established within each solicitation for a Task Order proposal. Once the customer has completed the required PR documentation and submitted the request to the contracting office for review and processing, the request will be submitted to the Contractors for bid. Customarily, Contractors should be afforded a reasonable amount of time to compile a Task Order proposal, typically 15 to 30 calendar days depending on the size and complexity of the Task Order to which they must respond. Depending on the size and complexity of the Task Order, the Government may require an evaluation panel be convened to review the proposals and make a recommendation for source selection. Ultimately, the Contracting Office will make a determination of the selected contractor and negotiate as necessary.

Note: Due to the potential complexity of a given SITE order and/or its extensive evaluation criteria, the actual length of time from initiating the request to completing a signed Task Order can vary significantly (15-30 days for small orders and 3 months or longer on large task orders).

5. **Question:** *Who evaluates the technical proposals for each prospective Task Order?*

Answer: The technical evaluation should be accomplished in accordance with Service/Agency policy (normally by the requiring PM/COR and other requirements personnel within the activity who have responsibility for the requirement). The technical evaluation may be reviewed by the ISP Representative for thoroughness.

6. **Question:** *Who issues modifications to Task Orders under SITE?*

Answer: The modifications to individual Task Orders will be issued by the cognizant DCO within the requiring activity with responsibility for administration of the Task Order.

7. **Question:** *Do we have to accomplish a weighted guidelines calculation on individual Task Orders?*

Answer: Generally No—but this may be a requirement of a servicing DCO. SITE already has negotiated contract labor rates which include profit.

8. **Question:** *Can contractors receive debriefings on competitive Task Orders?*

Answer: If requested by the contractor, debriefings will be provided either orally or in writing. Awardee notification is provided via e-mail, letter or in accordance with DCO procedures.

9. Question: *Can contractors protest the award of a competitive Task Order?*

Answer: Yes, if the Task Order's aggregated amount is in excess of \$10M, or if the order increases the scope, period, or maximum value of the contract under which the Task Order is issued (see FAR 16.505(a)(9)(i)).

10. Question: *Is an EEO clearance required for each order issued under SITE that exceeds \$10M?*

Answer: EEO clearance was obtained for each of the prime awardees. However, if a proposal for a Task Order includes a first tier subcontractor performing over \$10M, EEO clearance must be obtained for that subcontractor.

11. Question: *Can a vendor 'no bid' a task?*

Answer: Yes – but they must acknowledge to the DCO their intent to No-bid.

12. Question: *Do I have to prepare a determination and findings (D&F) memo to justify the type of order I issue?*

Answer: If the resultant Task Order will be a FPLOE or T&M, the D&F must be prepared, signed, and coordinated by the cognizant DCO.

13. Question: *Will the PMO keep a Past Performance database. If so, where and how will everyone access it?*

Answer: There are plans to provide a Past Performance database by the PMO. Access will be password protected via the SITE web-site. Instructions for getting approved access to this type of data will also be posted.

14. Question: *Must the Services follow the ordering instructions in the contract with regard to Small Business set-aside?*

Answer: Yes

15. Question: *When, if ever, would you have to obtain a Certificate of Current Cost and Pricing Data?*

Answer: Required on cost type contracts placed on SITE IAW FAR 15.403-4.

16. Question: *Will DIA sponsor all security clearances?*

Answer: No—each Service/Agency is responsible to provide security services for Task Orders initiated by their DCO. The Task Order DD 254 will define the servicing security office of responsibility.

17. Question: *How will requests from a COCOM be handled (i.e., will they need to sign an MOU and have ceiling allocated)?*

Answer: It varies--if DIA is the responsible contracting office for the COCOM element making the request (e.g., JIOC), no MOU is required. In those cases where the COCOM is planning to use a non-DIA Contracting Office, an MOU with ceiling allocation is required before a Task Order is placed by the servicing DCO.

18. Question: *Are there any costs incurred by using the SITE contracts (e.g., fixed or percentage usage fees)?*

Answer: There are no usage or contract fees for SITE. Any other costs will be identified in the MOU or Interagency Agreement when signed. Presently, funding for a yearly coordination visit by the PMO for conducting the Quality Assurance review with the Service/Agency will be negotiated prior to the start of each contract year. Other discretionary cost might include:

- Funding for travel for participants at SITE semi-annual conferences or training sessions
- Costs of any Service/Agency specific requested software modifications to the SITE Task Order Requirements Management System (STORMS)

19. Question: *Do you have to fully fund a base year before the Task Order is awarded?*

Answer: No – The SITE contract allows for incrementally funded Task Orders. When task orders are incrementally funded, they will state the amount of funds allotted to the order and the estimated date of performance through which the funds will sufficiently cover.

20. Question: *Is the process for issuing CAC Cards (CONUS or OCONUS) defined in the contract?*

Answer: No – This is the responsibility of the Customer/COR in accordance with their Agency or Service policies. CAC Cards are required for all Contractors deploying/working in any overseas area and are increasingly necessary to gain access to many Military facilities within CONUS. At a minimum, the COR should take the appropriate actions required for issuing CAC Cards to Contractor personnel who are expected to work or frequently visit Military/Federal facilities in support of the Task Order.

21.Question: *How should “Off-Site” labor rates (i.e. working in Contractor provided space) be accounted for when developing the IGE since the IDIQ contracts use “On-Site” burdened labor rates (i.e., Contractor employees working in Government provide space)?*

Answer: The labor rates used in the SITE IGE tool are based on work performed in Government provided space. In those cases where insufficient Government space is available or the work is best performed at a Contractor facility, you will need to estimate this additional cost in the IGE tool using the ODC Tab (line 35-facilities). Contact the SITE PMO to get guidance regarding what estimate to use. Consider that when off-site work is required, off-site rates will be determined by task order competition. Also, should the contractor have to rent/lease facility space to perform on-site work, this cost will be reimbursable.

22.Question: *What do we do if we have an Earned Value Management requirement?*

Answer: The SITE IDIQ contracts do not have requirement for Earned Value Management. If required, this will have to be covered in the Task Order.

23.Question: *What does the customer have to do exercise an option year?*

Answer: As long as the options have been solicited, evaluated, and awarded in the Task Order, you simply need to provide the funding for the options (may be incrementally funded), complete the performance evaluation for the past year, and provide notification to the ISPR and DCO of your intent to be exercised the option. You should do this NLT 90 days prior to the start date of the option (in accordance with the SITE IDIQ contracts, notification to the vendors must be performed 30 days prior and awarded NLT 14 days prior to the end of the current period of performance. The option years shall be exercised exactly as awarded in the original Task Order. If changes are required, they must be renegotiated prior to exercise of the option (be sure to plan for additional lead time). If you do have changes, contact your ISPR who will work with the DCO and SITE PMO on how to handle these changes.