

ProTech Oceans Kick-Off Frequently Asked Questions (FAQs)

Additional FAQs are outlined on the ProTech website at
<https://www.protechservices.noaa.gov/faq.php>

1. What will be the process for communicating opportunities?

The ProTech Program Management Office (PMO) will communicate opportunities via the procurement forecast located on the ProTech Oceans website.

Requirements will be solicited via email. Depending on where the requirement originates, communication will be provided by the appropriate acquisition office – primarily Eastern Acquisition Division (EAD) or Western Acquisition Division (WAD).

Additionally, per Section H.3 of the ProTech Oceans contract:
In the future, NOAA may establish an internet portal for the purpose of electronic and paperless task order processing. The Contractor will be required to support the electronic information requirements of the portal. The processing procedures and information requirements will be incorporated into the contract at the time such capability is implemented.

2. Will periodical Program Management Reviews (PMRs) or Industry Days be hosted with Program Offices, CORs and contracting offices outside of HQ for the primes?

During 2019, the ProTech team will be conducting training sessions throughout the National Ocean Service (NOS) organization. Vendor engagement (voluntary) opportunities are currently being scheduled between mid-April through mid-June for Silver Spring, MD; Charleston, SC; Norfolk, VA; and Seattle, WA. Information will be provided via email to the prime awardees by the ProTech Oceans Administrative Contracting Officer (ACO).

Vendors may provide Government personnel with capabilities statements via email. However, in-person meetings may be scheduled and must be coordinated via the ACO.

3. How often will the Oceans forecasts be updated? Would it be possible for forecast beyond the current fiscal year?

Quarterly as this aligns with the quarterly report posted on the ProTech website. However, if a requirement emerges that was not previously forecasted, the information will be provided by the ACO to the Oceans contract holders as soon as possible.

The ProTech PMO will work NOS to obtain a more robust forecast and potentially forecast opportunities beyond the current fiscal year.

4. **How will the Government determine the transition of current contracts with available option periods to ProTech?**

The ProTech PMO will work with NOS to determine the best transition strategy of current contracts. New requirements that fall within the scope of the ProTech Oceans Domain will be solicited under the ProTech Oceans vehicle.

5. **With four ProTech Domains sharing a pot of \$3B, are there mechanisms in place to ensure that a small number of high-value (\$) deals do not eat up most of the allocated dollars?**

The ProTech PMO monitors the issuance of task orders under each domain to ensure balanced distribution.

6. **What is the expected acquisition timeline?**

To be determined. However, the average time from issuance of a request for quote/proposal (RFQ/RFP) to award under the Satellites domain is approximately 64 days.

7. **What is the anticipated proposal response time for task order requests?**

It depends on the complexity of the requirement and will be up to the Ordering Contracting Officer (OCO).

8. **Will a sources sought / RFI process be used to determine small business set-asides?**

This is highly likely as this type of market research assists the OCO in establishing a set-aside determination. The OCO may also consult with the ProTech PMO to assess vendor capabilities that are currently on file.

9. **If a company exceeds the NAICS small business size status revenue during the contract, do they lose small business status for any remaining option years?**

If a business is small at the time of offer for the Multiple Award Contract, it is small for each order issued against the contract, unless a contracting officer requests a new size certification in connection with a specific order (13 CFR 121.404(a)(1)(i)).

Where a concern grows to be other than small, the procuring agency may exercise options and still count the award as an award to a small business. However, recertification of size is required if there is a:

- Novation or
- Merger or Acquisition without a novation or
- “long-term contract” (over five years including options)

10. How will the small business set-aside percentage be tracked?

This metric is monitored at the Domain level via the quarterly report.

11. Do you anticipate the use of sole source justifications or will all TOs be competed?

Fair opportunity shall be provided in accordance to FAR 16.505(b). However, the OCO may set-aside orders for any of the small business concerns identified in FAR 19.000(a).

12. Is the 51% of the work by the prime for the overall contract over 5 years, annual, or at the task order level? Can we assume that the 13 CFR Part 125 provision for similarly situated companies applies here?

This is monitored at the task order level.

Yes, similarly situated subcontractors would apply. See <https://www.law.cornell.edu/cfr/text/13/125.6> for more detailed information.

13. Are T&M rates at the TO level developed once and applied to all TOs or must those rates be uniquely developed per TO given the specific labor mix?

T&M rates are task order specific and would be proposed and evaluated at the task order level. The OCO would need to determine that the rates are fair and reasonable prior to making award.

14. Will there be a standard request for proposal (required full blown proposal response) for task orders or most task orders required shorter response? What sections should Contract Holders anticipate (Technical, management, past performance and price volumes)?

There is no standard RFQ/RFP for task orders as it depends on the complexity of the requirement. However, there are templates available for acquisition personnel to consider as they develop the solicitation. At a minimum, anticipate the need to submit a technical and price volume.

15. What will be the policy/procedure for bringing on additional teammates? Is there a schedule/frequency for adding additional prime contracts via contract refresh opportunities?

In regard to contractor teaming arrangements (see FAR Subpart 9.6), companies involved normally form a contractor team arrangement before submitting an offer. However, they may enter into an arrangement later in the acquisition process, including after contract award.

In regard to potential competition refresh, the government reserves the right to award additional contracts if it is determined to be in its best interest. The competition refresh

process may be used to maintain a sufficient number of contractors for the work contemplated under the program. The government shall have sole discretion to determine when and how many additional contracts shall be awarded. The competition refresh will be announced in the designated government wide point of entry, Federal Business Opportunities. Contracts awarded under the competition refresh will share in the ceiling and period of performance established for the ProTech program and relevant domain IDIQ contract and such awards shall not result in changes to existing contracts.

16. Are we going to get templates for monthly reporting and invoicing?

Templates for monthly reports will be posted to the ProTech Oceans page.

Invoice requirements will be outlined at the task order level. At a minimum, an invoice must be certified and include authorized signature, date invoice was received by the line office, accounting breakdown, document reference number, date goods received/services rendered.

17. May we submit the minimum guarantee invoice now or should we wait?

You can submit an invoice for the minimum guarantee now. Ensure it includes the items outlined in question 16 above.

18. In regards to the sexual assault training requirement outlined in Section H, who can we contact to ensure that our training is sufficient?

The NOAA civil rights office can provide more guidance regarding training outlines:
https://www.eeo.noaa.gov/sexual_harassment.html
https://www.ago.noaa.gov/quicklinks/harassment_training.html

Please include this topic in the escalation plan that is due no later than May 1, 2019.

19. Do we issue our team's NDAs to NOAA or retain on file? Retain on file.

20. Is there a recommended disclaimer to be used for emails?

Ensure to disclose that the individual is a contractor and company name. This can be done by including the following in the signature block "*Company Name* – Contractor".