QUESTION 1: In BASIS OF AWARD, the SOW states: "Of the technical factors, organizational experience/past performance are more important than personnel qualification. In the following section under TECHNICAL PROPOSAL C. Organizational Experience/Past Performance, the SOW states "Must establish the offeror's overall experience in conference/meeting planning, management and support in child welfare. Question: How important is the "child welfare" aspect of this of the requirement in relation to "conference/meeting planning, management"?

ANSWER 1: Support in child welfare is equally important to the offeror's experience in conference/meeting planning and management.

QUESTION 2: Price Proposal: Do you expect price breakdown for each of the events listed in the attachment: "Multi-Level Support and Technical Assistance for Children's Bureau(CB) Meetings and Conferences"?

ANSWER 2: The pricing structure proposed shall be used for funding and invoicing, and is the business decision of the offeror to structure a price proposal to meet the statement of work requirements, as well as contract type requirements.

QUESTION 3: What is the point distribution for the evaluation?

ANSWER 3: No point distribution will be given for the evaluation. The Government will assign adjective ratings as prescribed in the section M.3 "Evaluation Methodology" of the subject RFP.

QUESTION 4: Is each meeting considered to be a separate task?

ANSWER 4: No. Each task is listed in the statement of work under section 4, "Specific Tasks". Some tasks will only occur once, while other tasks are reoccurring.

QUESTION 5: Given that the contract is Firm Fixed Price, how should the offeror deal with inflation in the out years?

ANSWER 5: Pricing is the business decision of the offeror.

QUESTION 6: Please advise if there are any specific proposal packaging requirements. (e.g. Number of copies, electronic submission, hand delivery instructions, etc.)

ANSWER 6: Please submit the price proposal and written technical proposal (Volume 1) electronically to matthew.korn2@mms.gov.

QUESTION 7: Pg. 45 states the preparation and delivery of an oral presentation, however it is unclear if that information should also be included in the written Technical Proposal as Section 1. Please advise?

ANSWER 7: No. The offeror shall include information for the written technical proposal (Section 1) as it is prescribed in section L.6, "Technical Proposal, Section 2 – Written (Volume 1)" on pages 46-47 of the subject RFP.

QUESTION 8: Is there an incumbent on this contract? If so, who?

ANSWER 8: This is a new solicitation for the Children's Bureau with GovWorks as the contracting office. The previous contract was solicited, awarded and administered via HHS's own procurement office. Any information in regards to be previous contract must be obtained through the HHS procurement office.

QUESTION 9: Under the price proposal, is the offeror expected to submit a detailed budget for each of the projected meetings and conferences? If so, is there a specific format for that aspect of the cost submission?

ANSWER 9: No.

QUESTION 10: Pg. 46 references the Project Director and Project Managers as key personnel. Are those terms being used interchangeably?

ANSWER 10: No.

QUESTION 11: Is the contractor responsible for supplying the audiovisual equipment at the meeting?

ANSWER 11: Yes.

QUESTION 12: Is the contractor responsible for payment of travel and per diem for the meetings?

ANSWER 12: Yes.

Question 13: What is the process for an offeror to notify the Contract Officer that we intend to submit a proposal and be scheduled for a presentation?

Answer 13: The offeror is to submit a notice of intent to submit a proposal via email to matthew.korn2@mms.gov. The contracting officer or specialist will then notify the offeror of the exact date and time for the oral presentation.

Question 14: In the Detailed Meeting Needs document on page 6, under Meeting 13, Workforce Institute, the "Consultant/Speakers" section states "100 State representatives will need travel/lodging and per diem; 3 speakers/consultants will need travel, lodging and per diem." A few lines below, under "Travel and Per Diem" for this same meeting, it gives a number of 78 people. Which number is correct for the number of people who will need travel, lodging and per diem?

Answer 14: 103 is the correct number.

Question 15: Will a staff office be required onsite for any of the larger meetings? An onsite staff office was not mentioned in the details of break-out rooms for any of the meetings.

Answer 15: A staff office in not required, however, it the offeror's decision if a staff office is needed.