

**Temporary Support Effort Personnel  
(TSEP) Contracts  
Pre-Proposal Conference**



September 15, 2004  
Kirk Bilby, Al Silliman  
Jet Propulsion Laboratory

# Today's agenda

- JPL Presentation on the RFP
  - Introduction
  - RFP Instructions
  - Specimen Subcontract
- Responses to submitted questions
- Ad hoc questions and answers

# Why a TSEP Contract at JPL?

- To supplement JPL workforce when:
  - Work is temporary such that JPL does not desire to make a long term employment commitment
  - Needed skill is not available at JPL or there is not long term need for
- To provide individual support personnel
  - To work on-site at JPL or a JPL field location
  - To work under JPL direction
  - Resumes reviewed and selection by JPL
  - Both professional and non-professional labor

# Examples of support personnel

Photographer

Audio/Video operator

Clean room maintenance

Grounds maintenance

Clerk

Technician

Scientist

Configuration Manager

Documentation Specialist

System Administrator

Database Administrator

S/W Engineer

Test Engineer

System Engineer

Electrical Engineer

QA Inspector

Manufacturing Engineer

*Etc, etc, etc,*

# What does the Contractor do?

- Recruiting
- Administrative management
- Training
- Travel
- Weekly Invoicing
- Local office with internet connection to JPL

# TSEP Utilization at JPL

•460 SWOs currently

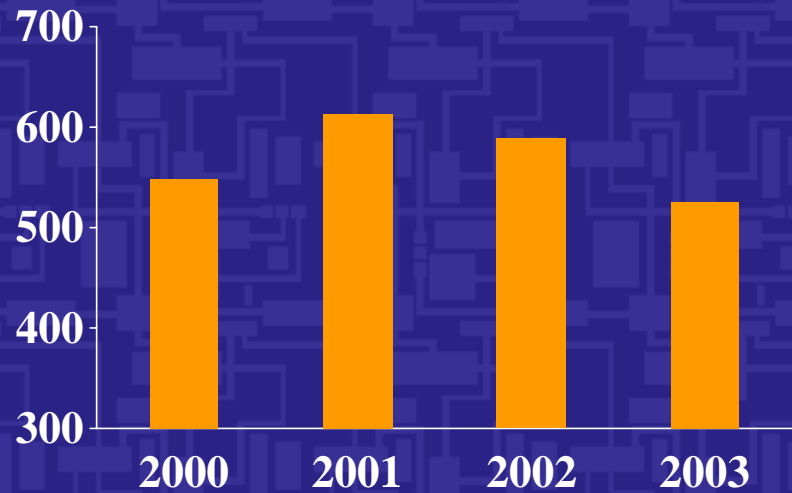
–80% Professional

- Engineers
- Technicians

–20% Non-professional

- Audio/Visual
- Clerks
- Secretaries

-52% IT



■ SWOs by year

# TSEP Re-competition

- TSEP Contracts expire in December
- RFP issued for replacement subcontracts
- Total small business set-aside
- No subcontracting
- Professional and SCA labor required-desire all subcontracts to be alike

# Procurement Schedule

- Proposal Released Sept. 3
- Past Performance Volumes Sept. 17
- Proposals due Oct. 8
- Preliminary Evaluation Oct./Nov.
- Orals Nov./Dec.
- Selections Dec.
- Contract Start Jan.
- Transition period Jan./Feb.



# Changes from current Contracts

- No Cat-X
- Contractors all on Lab
- CSEP will be merged into new TSEP

# Changes from Draft

- New GPs and AGPs
  - Contract(or)  $\Rightarrow$  Subcontract(or)
  - Contract Work Order  $\Rightarrow$  Subcontract Work Order
  - Not changed in documents outside our control
- Term Limit
  - 3 years beginning at start of new subcontracts
  - Some contractors may be hired by JPL
  - Will emphasize recruiting

# Mandatory Qualification Criterion

- 50 full time employees
- Financial liquidity or line of credit
- NAICS codes (small business set-aside)

# Desire communication to be electronic

- Reports
- Resumes
- SWOs
- Invoices
- Exceptions
  - Safety
  - Checklists
  - Invoices for non-labor

# Training

- Career vs. professional vs. job specific
- JPL manager will specify job specific training
- JPL “annual refreshers”
  - Ethics
  - IT Security
  - International Traffic in Arms Regulations (ITAR)

# Internet Connectivity

- Provide a local office within 15 miles of JPL
  - Expect frequent interaction with JPL
- Provide broadband ground-based internet connectivity to JPL
  - DSL equivalent
  - Non-satellite
  - Future web-based invoicing application

# Transition

- Desire two month overlap
- Will extend existing TSEP contracts
- Positions will be solicited to all subcontractors

# General Instructions

## 2.0 Packaging

- Management Volume 40 viewgraphs
- Cost Volume None
- Past Performance Volume 3 pages per reference

## 2.2 Address and Identification

Use the **YELLOW LABEL**

3.3 General Information - All requests must be submitted in writing.....watch for Addenda on web site



# General Instructions continued

4.0 Late proposals - will not be considered for award

## 5.0 Mandatory Qualifications

- 50 bona fide employees employed in labor categories similar to TSEP within last 18 months
- Capable of meeting a payroll of \$2,000,000 for a period of 3 months
- Meet any of the following NAICS codes:  
541511, 541512, 541513, 541519

**Demonstrate that you meet these in your cover letter**

# General Instructions continued

- 6.0 Response to the RFP
- 7.0 Pre-Proposal Conference
- 8.0 Background Information
- 9.0 Source Evaluation and Selection Process

# General Instructions continued

## 10.0 Evaluation Criteria

- Demonstrated Ability to Attract & Retain Personnel 400 points
  - Benefits
  - Personnel Administrator and Recruiter
  - Recruitment
  - Retention
- Related Experience 300 points
  - Related Experience
  - Transition
- Employee Accountability and Processes 300 points
  - Timekeeping
  - Billing
  - Personnel Issues

# General Instructions continued

- 11.0 Exceptions to GPs and AGPs – will render your proposal unacceptable

# Management Instructions

- In 40 viewgraphs (or less) discuss ...

# Cost Instructions

- Propose indirect rates and fee only for:
  - Base
  - Option

# Past Performance Instructions

- Provide synopses of all similar contracts within 3 years. JPL may contact or visit these contacts.

# Specimen Subcontract

- 1.1 and 1.1.1 Perform all work per Exhibits 1 and 2
- 1.1.2 Appoint a Personnel Administrator
  - Should be presenter at orals
- 1.1.3 Inform all TSEP personnel
  - Safety Plan and Checklist
  - Traffic regulations
  - IT Security



# Specimen Subcontract continued

- 1.1.4 Comply with JPL-provided training:
  - IT Security
  - Export Regulations/ITAR
  - Ethics
  - Other

# Specimen Subcontract continued

- 1.1.5 Travel
  - Must be requested via SWO
  - Subcontractors must make travel arrangements for their personnel

# Specimen Subcontract continued

- 1.1.7 Monthly Reports
  - SWO Monthly Report
  - Monthly Metrics Report
  - Summary Reconciliation Report
- 1.1.8 Conduct Quarterly Subcontract Status Review

# Specimen Subcontract continued

- 1.1.9 Provide a local office within 15 miles
- 1.1.10 Provide necessary skills and training to be proficient...
- 1.1.11 Provide safety and health training

# Specimen Subcontract continued

- 1.2 Incorporates Exhibits
- 2.0 JPL will
- 3.0 Delivery Requirements

# Specimen Subcontract continued

- Article 2. Ceiling price, Rates, and Reimbursement

# Specimen Subcontract continued

- Article 3 Special Provisions

# Specimen Subcontract continued

- Article 4 Alterations to this contract



# Specimen Subcontract continued

- Article 5 Options
  - Aligning to JPL's contract with NASA

# Exhibits

- 1 - Solicitation, Placement, and Termination Process
- 2 – Subcontract Work Order (SWO) Procedure
- 3 – Parking and Traffic Regulations
- 4 – Subcontractor Travel
- 5 – Subcontractor Accident and Coverage Record
- 6 – SWO Monthly Report
- 7 – Monthly Metrics Report
- 8 – IT Security for Users
- 9 – Direct Labor Rates
- 10 – Invoicing and Financial Reports
- 11 – Wage Determination
- 12 – Software License Agreement
- 13 – Standards of Conduct
- 14 – Safety and Health Checklist

# Submitted Questions

- Hardcopies for handout and web posting

# Ad Hoc Questions?

# What next?

- Past Performance Volume due Friday, September 17
- Send in questions
- Watch our website for Addendums
- Proposals due 3 PM, October 8