

IFIB: IFIB-ACT-SACT-22-136, Contract Support for Planning Design and Execution of Validation Event

Reference: Q & A # 1

Date of Issue: 22 November 2022

The following questions were raised with respect to subject IFIB. Responses are to provide clarification.

Questions	Responses
1. Can you confirm that the “Max Value” \$100K is for the 12-month Base Period?	Yes, this is for the 12 month base period.
2. Regarding Deliverable 1.a., Type of Event: Contract Kick-off Meeting. Is this considered to be a BUDFIN P.O. event, or is the company responsible for having the contractor in place at ACT HQS in Norfolk VA for this event?	Should contractor travel be required, the company will submit a contractor travel request through their COTR to be approved by the Contracting Officer. A separate Purchase Order will be issued to the company as a reimbursement vessel.
3. Regarding Deliverable 2, “20 days of non-workshop focused staff planning and coordination...” a. Is the <i>physical</i> performance location of the contractor required to be present daily at the ACT HQS in Norfolk? b. Is the 20 days intended to be consecutive weeks, or multiple separate events throughout the year? c. If the <i>physical</i> performance location of the contractor is required to be present daily at Norfolk VA, is the cost of having the contractor physically at that location to be separate from the bid or included in the bid?	a. Physical performance location for Deliverable #2 is NOT required to be present at HQ SACT b. It is an estimate of the amount of work required, including individual work and meetings (virtual or physical depending on availability). c. See a. If physical presence at HQ SACT is required, the company will submit a contractor travel request through their COTR to be approved by the Contracting Officer. A separate Purchase Order will be issued to the company as a reimbursement vessel.