

Subject:

**RFP-ACT-SACT-24-78 HELP DESK SUPPORT AND SYSTEM ADMINISTRATOR**

Reference:

**Q&A #1**

Date of Issue:

**29 JUL 2024**

The following questions were raised with respect to subject **RFP-ACT-SACT-24-78 Help Desk Support and System Administrator**. Responses are to provide clarification.

Questions	Responses
1. Is an active secret clearance a preferred requirement or a must have for this role? Is a company facility clearance required also?	1. All applicants require an Active NATO or National SECRET security clearance at the time of bidding as per the RFP.
2. Is this a 100% onsite role in Norfolk, VA?	2. Yes, the applicant will be required to work full time on site at ACT, in Norfolk.
3. Is this a new role or is there an incumbent? If so, could you kindly provide details such as the incumbent's name, current contract number, period of performance, and the value of the existing contract?	3. This position is currently vacant.
4. Could you share the approved per annum budget?	4. HQ SACT does not provide budget information. Pricing will be assessed as detailed in the RFP bidding documents.
5. Could you share the Interview process?	5. There is not interview process. Contractor's technical proposals will be assessed on the qualifications of the Individuals proposed to perform the work. Individuals' résumés will be measured against each of the criteria specified in Annex B in order to ascertain whether the individuals have adequate qualifications. HQ SACT reserves the right to conduct technical clarification.
6. Could the Purchaser clarify if the bidders are allowed to submit more than one candidate in their proposals, even though the Purchaser is seeking only one hire?	6. No. HQ SACT is seeking one candidate. Industry is encouraged to self-sift and submit the most qualified candidate for consideration.
7. Could the Purchaser please provide us with the bidding sheet volume, as it appears to be missing from the current bidding documentation?	7. See Amendment 1