**Questions about extending the deadline**

1. Would you consider extending the deadline for the submission of proposals?
2. Can an extension be issued for the proposal deadline to allow sufficient time for offerors to review answers to questions?
3. Is the anticipated date of award September 7, 2020, as indicated on p. 4 of the Task Order Request Package Form? If that really is the award date, will the agency consider extending the proposal due date?
4. On the TORP form, it states period of performance starts September 7, 2020. Is this correct? Or is the plan to award the contract in 2019?
5. Proposal due date is stated as September 13, 2019. However the PICS TORP XXXX Form, Period of Performance states the Date of Award as September 7, 2020. Please clarify.
6. Given that there is a holiday on Monday, September 2 and responses to questions, which may have a significant effect on both technical and cost proposals, are not likely to be issued until September 5 or 6. Will the agency consider extending the proposal due date to at least September 20th?

**Response (Q 1-6):** The deadline for proposal submission is 3:00 p.m. EST September 13, 2019.

**Questions about 25-page limit**

1. Does the 25 page proposal limit include work examples?
2. The TORP Form Response Instructions states that resumes are included in the 25-page limit, yet the Staffing Requirements in the SOW states *“Resumes submitted for employees assigned to perform under this SOW shall contain documented experience directly applicable to the functions to be performed. Further, these prior work experiences shall be specific and of sufficient variety and duration that the employee is able to effectively and efficiently perform the functions assigned.”* Will the agency exclude the resumes from the 25-page limit so that contractors can provide the level of detail required above?
3. Can offerors include non-narrative, relevant information in appendices outside of the 25-page limit? For example, can we include our past performance references in an appendix and not have them count toward the page limit?
4. Do the samples for writing or graphics count against the 25-page limit for the technical proposal?
5. Do the samples for writing or graphics (which should be limited to 3 per task area) count towards the page limit or can they be presented in the appendix as exhibits?
This TORP indicates that there is a 25-page limit, which includes resumes. Please clarify that the agency only wants resumes for the 3 key personnel (SOW, pg 15—the project manager, senior account executive, and senior media specialist, are considered key personnel).
6. There will be additional relevant staff required to perform this broad scope of work. Will the agency allow (1) additional technical/staff resumes, and (2) placing all resumes in an Appendix, outside of the 25-page limit, so that the proposal reflects all key and technical/support personnel capabilities and experience to perform the proposed work?
7. Are samples included in the 25-page limit?

**Response (Q 1-7):**

Technical proposals shall be limited to 25 pages, excluding resumes, samples, and past performance references. When submitting samples, the offeror shall submit no more than 3 per task area. Offerors should submit resumes for (1) key personnel, including a project manager, alternate project manager and senior account executive, and (2) technical personnel proposed to work on this contract.

**Questions about Incumbent**

1. Is there an incumbent and are they allowed to bid on this requirement?
2. Who is the incumbent contractor(s)?
3. What was (is) the value and period of performance for the previous contract?
4. Is there a contractor(s) currently supporting the agency on some or all of Tasks identified in the Statement of Work (SOW)? If so, is the contractor(s) on a PICS II team and could the agency identify contractor(s)?
5. Is there an incumbent contractor for the work in the SOW and, if so, who is the incumbent?
6. Is there an incumbent on this work? If so, who is it?
7. Within the last 3 years, has NIH previously contracted with or engaged a contractor to provide services for the NIH IC that were similar in scope to those outlined in the SOW?
8. If there is an incumbent(s) for the services outlined in the SOW, can NIH please provide the incumbent company’s name, how long they have been performing the work, and the scope of services provided?
9. What was the value of the previous contract?
10. Were there any significant differences between the current SOW and the previous SOW?
11. Is there an incumbent contractor? If so, what is the name of the incumbent, and for how many years have they been doing similar work for the IC?
12. If there is an incumbent contractor, will the Government provide the number of hours and total contractor cost for each of the past 3 years?

**Response (Q 1-12):**

This contract is based on a combination of contract and Federal staff work for the agency. Below are the contractors who have supported efforts listed in this SOW. The levels of effort noted in other sections of this amendment are based on previous contract services. Services requested in the current SOW are similar to those previously requested. The companies listed below are not on the parent list of PICS contractors.

Foreign Language Translation of Patient Education Information

Company: ABC Company

FY2013 Funding: $00,000.00

Period of Performance: August 2019 – August 2021

Meeting Transcripts and Summaries

Company: XYZ Company

FY2013 Funding: $00,000.00

Period of Performance: September 2019 – September 2021

**Additional questions submitted by potential offerors**

1. Can more information and detail be provided for the Evaluation Criteria on page 8 of the TORP Form as to the factors that will be evaluated in each area?

**Response:** The evaluation criteria has been established in the PICS II contract. Please refer to the master contract for more information.

1. How many courier pickups and deliveries of materials will be required annually to support this contract?

**Response:** It is difficult to know what the requirements for courier service will be. Courier service may be required for graphics related work. For costing purposes, Offerors can assume a combined 5 courier pick-up and delivery services per year.

1. The first bullet on page 14 of the SOW states that the contractor must "provide a list of all products produced, time spent on each product itemized by charges for completion." Does that mean, for example, that the cost of each individual abstract, each daily press coverage report must be tracked separately? Or can the cost of producing such items be groups, as is reasonable, on the monthly invoices? Tracking the cost of each individual item separately could add significant administrative cost to the contract over the course of a year.

**Response:** The cost of producing items within each task can be grouped on monthly invoices. Further reporting will be negotiated between the project officer, contract officer, and project manager or designated contractor staff.

**Questions about Task Area 9: Foreign Language Translation and Patient Education Information**

Note: The contractor can expect approximately 4 material requests per month, however, the contractor may receive fast turnaround (immediate) request for immediate patient care-related topics. This may be expected approximately 5 times per year.

1. The Government estimates approximately four translation/transadaptation requests per month. For pricing purposes would the Government please provide an estimate of the average length of the documents?
2. What is the average length of the four documents per month that need to be translated?
3. What is the approximate length of the translations that will occur four (4) times per month?
4. What is the length of a typical document (i.e., number of pages and/or number or words) that will require translation/transadapting?
5. For costing purposes please provide an estimated number of words for the approximately four translations per month. Please provide same for translations under Task Area 6 Task 1, Patient Education Material Development.
6. To enable probable costs of performance to be realistically estimated, please provide agency’s requirements for work supporting translating or transadapting documents (e.g., number of pages/words contractor can expect per month, etc.).
7. Page 3: For costing purposes, please specify how many of the four documents per month will need to be translated and how many transadapted, the type of document, and their length.

**Response (Q 1-7):** The average length of these documents is about 1,000 to 1,500 words.

1. How many of the translation/transadaptation patient education/information documents will be produced into print publications? How many copies of the publications are to be delivered?

**Response:** No documents will be produced for print. They will be posted on the agency’s website and distributed online.

1. We understand there will be an average of four requests per month. Will there be multiple documents and languages per request? How many documents and languages will there be, on average, per request?

**Response:** There will be on average 4 documents requesting 1 language translation.

1. How many documents will require translation each year of the contract?

**Response:** Depending on patient care needs, there will be an estimated 25 to 40 documents requiring translation per year.