

FEB 22 1984

Mr. Verl Zanders
U.S. Small Business Administration
Washington, D.C. 20416

Dear Mr. Zanders:

I have reviewed the concerns expressed in your February 8, 1984 letter regarding our solicitation IFB No. SECY-84-327 for stenographic reporting services in the Washington, D.C. area.

For ease of reference, my response is keyed to the item numbers in your letter.

Item 1:

An option to extend the term of the contract for one additional year has been incorporated into the IFB in accordance with the guidance given in Subpart 1-1.15 of the FPR. The provisions cited in FPR 1-1.1508-1 are for use when option prices are evaluated for purposes of award. Evaluation of the option year prices is not required. In fact, to do so requires a further determination at a level above the Contracting Officer. Part II-B-14 of the IFB notifies the bidders that bids will be evaluated exclusive of option year prices. This section of the IFB also notifies the bidders that failure to submit prices for the option year will cause the bid to be rejected as nonresponsive. Inclusion of the option year in the contract is considered to be in the best interest of the Government. Regardless of whether option year prices are or are not evaluated for purposes of award, the option may be exercised only after the determination required by FPR 1-1.1507 is made.

Item 2:

Floppy disk records of certain proceedings is a validated NRC requirement. As indicated at our Pre-Bid Conference, held February 13, 1984 which you attended, estimated pages for floppy disk records are "other categories" and are considered copy sales. A copy of the transcript of the conference was furnished to all prospective bidders under cover of Amendment Two to the IFB issued February 15, 1984. A copy of the transcript was also furnished to you for your information. As a result of a question raised at the conference, the delivery schedule for the floppy disk records has been relaxed. This should allow those small businesses who do not already have the equipment to use alternate ways such as subcontracting to satisfy the requirement. This change is reflected in Amendment Two to the solicitation.

OFFICE		8506120293	850206			
SURNAME		PDR	FOIA			
DATE		RILEY84-734	PDR			

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Mr. Verl Zanders

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Item 3:

Since the answers to your concerns regarding payment and rejected work were given during the Pre-Bid Conference and are contained in the transcript, I will not repeat them here. Article IX - Payment and Invoice Requirements, has been amended (Amendment Two) to allow the contractor to include in his monthly invoice all services performed during the billing period. This should expedite the payment process.

The IFB as issued reflects the minimum needs of the NRC. As noted above, action has been taken to relax the delivery requirements for the floppy disk media and to permit the contractor to invoice for services performed prior to final acceptance. This has been done in the interest of encouraging requisite competition in the small business community. I have made this procurement a 100% set-aside based on my expectation that bids will be received from a sufficient number of small business concerns to assure award at a reasonable price. If you feel that the small business community does not have the capability to meet the requirements of the solicitation, I would appreciate receiving any factual information you may have bearing on this matter.

This letter confirms, in part, our telephone conversation of February 14, 1984.

Sincerely,

SIGNED BY

Mary Jo Mattia
Contracting Officer

Enclosure:

Amendment Two, IFB SECY-84-327

cc: William B. Kerr, SDBU

Robert Wright, Director
Office of Procurement Assistance
Small Business Administration
1441 L. Street, N.W. Room 630
Washington, D.C. 20416

See Distribution/Hande
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OFFICE	ADM:DC:ACB	ADM:DC:ACB					
SUPNAME	KDavis:tg	MJMattia					
DATE	2/22/84	2/22/84					

BID CLEANING - 2100 PM, 3/9/84

#1	#2	#3	#4	#5	#6	#7
YR. SLEAD	TAYLOR	S.I. PRICE PER COPY	BOSCHARD	(MAT. REMOVAL)	FORESTAL PROS.	SXS COMP. TO
1.A. 5-day 9,025 2-day 13,300 Daily 18,725 5-hr 2,700	3.15 27,826.25 3.55 47,215 4.15 91,825 4.05 10,935	4.90 44,222.50 5.10 67,830 5.45 133,525 6.75 18,225	5.50 49,637.50 5.75 76,475 6.00 147,000 6.50 25,650	4.10 37,002.50 4.40 68,520 4.90 120,050 6.10 16,470	1.90 17,145 2.90 38,570 2.80 70,560 3.38 9,126	1.79 16,154 2.78 36,974 2.88 70,560 3.38 9,126
1.B. ADD. DIME COPIES Daily 2,000 5-hr 1,000	.35 700 .35 350	.40 800 .40 400	.75 1,500 .85 850	.20 400 .35 350	1.00 2,000 1.50 1,500	1.00 2,000 1.25 1,250
1.C. 5-day 100 2-day 150 Daily 750 5-hr 250	3.05 305 3.55 532.50 3.75 2,812.50 4.05 1,012.50	6.40 640 7.00 1,050 7.35 5,512.50 8.80 2,200	5.50 550 5.75 842.50 6.00 4,500 6.50 2,375	4.40 440 4.70 705 5.20 3,900 6.60 1,650	2.70 270 3.70 555 4.30 3,225 8.00 2,000	0 0 0 0 0 0 0 0
2.B. ADD DUPE COPIES Daily 200 5-hr 100	.35 70 .35 35	.10 20 .20 40	.75 150 .85 85	.35 70 .35 35	1.50 300 2.00 200	2.00 400 3.50 350
2.C. FLIPPY DISK 5-day 500	3.05 1,525	3.50 1,750	4.25 2,125	.75 375	.90 450	1.50 750
3. ORIG. OF NRC TAPES 5-day 500 2-day 500 Daily 250 5-hr 250	2.05 1,025 2.55 1,275 2.75 687.50 3.05 762.50	3.50 1,750 3.75 1,875 4.00 1,000 4.00 1,000	4.00 2,000 4.00 2,000 4.75 1,875 6.00 1,500	3.00 1,500 3.30 1,650 4.20 1,050 5.10 1,275	1.65 825 2.25 1,125 3.00 750 4.00 1,000	1.79 895 1.99 995 2.89 722 4.00 1,000
TOTAL BID - FIRST YEAR DISCOUNT	④ 240,493 5% - 10% = 12,025	③ 211,206 NET	① 390,697 NET	⑤ 258,192 NET	② 187,167 NET	① 166,677 NET
OPTION YEAR	SAME	SAME	SAME	SAME	202,057	201,465