



Army Educational Outreach Program (AEOP) Evaluation Request for Proposals Frequently Asked Questions Updated 8/11/21

Q: Do you have a budget range?

A: The award has historically been funded at the estimated funding level of \$400,00– \$600,000 per year. Offerors are encouraged to provide innovative approaches to meet all requirements of this RFP at a lower cost to the Government. The Offeror will not be responsible for the cost of CVENT in FY22. The cost associated with a replacement tool/approach or the use of CVENT during the option years (FY23 and beyond) shall be included in the proposed budget. This should be reflected as a separate line item(s) within the budget template. For the purposes of estimation, the Offeror is advised that the number of registrations per FY is approximately 35,000.

Q: May we use single spacing in tables?

A: Yes

Q: Is the Cost/Pricing Support Documentation listed on page 14 a required form?

A: The form is not required but the information is required in the budget table and/or narrative.

Q: Do you have a published F&A (overhead rate)?

A: Proposing organizations should use their federal government negotiated F&A rate.

Q: Can you provide more information about the alumni evaluation portion of the project? How many? What ages? What type of contact information is available?

A: There is contact information for over 11,000 alumni aged middle school and older.

Q: Do you have printable forms?

A: If you would like printable versions of the budget template, vendor registration, and Battelle Reps and Certs, please email Kristen Salmans at salmansk@battelle.org

Q: Are offerors to sign and include Attachment 6: Articles of Collaboration as part of our proposal or is this done post award?

A: The Articles of Collaboration will be signed post award.

Q: We see that there are multiple areas of the RFP with terms and conditions (i.e. “Terms and Conditions-Government Subcontracts” (beginning on page 31 of the PDF), “AEOP Cooperative Agreement Government Clauses” (beginning on page 44 of the PDF), and “Attachment 6 Articles of Collaboration” (beginning on page 64 of the PDF)”. Some of the terms in those documents conflict with each other. Should offerors note those in the exceptions?

A: Yes

Q: Are the “AEOP Cooperative Agreement Government Clauses” (beginning on page 44 of the PDF) and “Attachment 6 Articles of Collaboration” (beginning on page 64 of the PDF) informational only? Or, are they reflective of the terms that will be flowed down to the successful offeror?

A: They will be flowed down to the successful offeror.

Q: We see that there are multiple areas of the RFP with terms and conditions (i.e. “Terms and Conditions-Government Subcontracts” (beginning on page 31 of the PDF), “AEOP Cooperative Agreement Government Clauses” (beginning on page 44 of the PDF), and “Attachment 6 Articles of Collaboration” (beginning on page 64 of the PDF)”. What is the order of precedence of these documents?

A: Battelle terms and conditions supersede all others.

Q: The RFP states that "the evaluation partner's responsibility includes a full-time role for a data steward" -- does full time mean that this role/person had to be bid at 1.0FTE in the budget?

A: The data steward is expected to be available to provide support on a full-time basis.

Q: Does Battelle currently have a Cybersecurity Maturity Model Certification (CMMC) requirement, and if so, does that requirement flow down to this agreement?

A: Yes, but it is not applicable to this agreement.

Q: The classification of the evaluation partner throughout the RFP is not clear. For example, in section 2 of the Project overview the evaluation partner appears to be referred to as a "consulting organization," which suggests a contract rather than a subaward. Much of the RFP talks about terms for subcontracts, including contract clauses from the FAR, specific milestones, etc., however the agreement type specialized is subaward, which appears to be inconsistent with the degree of direction and sample contractual terms in the RFP. Can we expect that a resultant agreement would be consistent with the terms of the Uniform Guidance and the prime award, with appropriate flow-down terms and conditions?

A: This award will be a subaward and subject to Uniform Guidance Code and 2CFR, prime award and applicable terms and flow downs.

Q: Can you share the annual cost of CVENT to help with budgeting for FY23 and beyond?

A: If proposers intend to utilize CVENT in FY23 and beyond they must contact CVENT directly to obtain a quote for service as the cost will exceed the threshold for quotes (i.e., \$3,500).

Q: May we include a Cover Letter and Table of Contents?

A: Yes. The cover letter and table of contents will not count towards the proposal page limits.

Q: What is the relationship of AEOP's goals outlined in the RFP to the new 2021-2025 DoD strategic plan?

A: AEOPs mission, vision, and core objectives are aligned with the 2021-2025 DoD strategic plan.

Q: We are planning to provide a table with the following columns: labor category, hours, rationale/methodology for how the hours were determined, labor category required skills, and labor category education/training. Will this meet the requirement? If not, can you provide a template for the BOE that we can use?

A: As long as all of the required information is included, there is no specific format requirement for the BOE.