Universal Service Administrative Co. (USAC)
IT-22-136 – Oracle Licenses Compliance Services
Questions & Answers

Q#	Question	Answer
1	On page 8, we note the requirement that the Project Manager 'will be nearly full-time.' Are there any historical hours/staffing information that can be provided? Given the presented tasks, will the PM be expected to perform any other duties?	No need for full-time Project Manager duties. It would be on demand/need basis.
2	Is this a new requirement? Does the current PM provide all services listed?	No need for full-time Project Manager duties. It would be on demand/need basis.
3	Is the PM working with USAC staff to monitor project status and schedules? In other words, would the awarded contractor be responsible for monitoring the status of USAC staff with regards to this project?	USAC staff will reach out to the Vendor Project Manager as and when need arises.
4	Who is performing the work that the awarded contractor will be reporting on?	Vendor/awarded contractor will be performing all the work. If work involves setting up scripts, etc. that would be performed in collaboration with USAC IT team.
5	Regarding 8. Meetings, is this a daily interaction? What are the frequency of meetings?	Monthly meetings would be sufficient. If need arises for an ad hoc meeting, an on demand meeting can be scheduled.
6	On page 7, B. Periodic License Usage Review, please define 'periodic.'	Weekly License review would be required.
7	Regarding the first bullet point under B. Periodic License Usage Review, Work Description, is this work performed (install and config of the USAC database) done by a contractor or USAC personnel?	Requirement is to set up automated tools/scripts, which will gather database feature (Oracle options and packs) usage statistics on USAC designated databases and send out data to the awarded contractor for weekly review.
8	What is the frequency of database deployments?	At USAC, we follow Sprint cycles, so anywhere from 2 weeks to 4 weeks deployment cycle is followed.

9	Please confirm that, per page 41, Proposal Cover Page is a cover letter and not the first page of the document.	The first page of the RFP document is required to be submitted with the Offeror's proposal. This does not count toward the page count and is not considered the Proposal Cover Page.
10	On page 43, 2. Page Limitation, please confirm page count for Volume II. Is it two (2) or three (3) pages?	The page count limit for Volume II is three (3) pages.
11	Please confirm resume requirements. Is only the PM's resume required? Are there any preferred educational/certificate/skill requirements?	The Project Manager's resume is required along with all other additional key personnel such as engineers, consultants and/or IT leads who will be key to providing the services/deliverables described in section B.6. of the RFP. Technical certifications are not required.
12	Is the very first page of the RFP document to be completed and submitted with the offeror's proposal? Is this considered a part of the page count? To confirm, this is not the Proposal Cover Page?	Yes, the first page of the RFP document is required to be submitted with the Offeror's proposal. This does not count toward the page count and is not considered the Proposal Cover Page.
13	Has the government determined which acquisition vehicle will be used for award? i.e. MAS, IDIQ, BPA, Sole Source?	This is not a government procurement and USAC is not a Government agency. This is a full and open competition procurement.
14	Offeror has the accounting systems and internal controls, quality assurance processes and organizational structure and experience necessary to assure that contract work will be properly performed and accurately invoiced. Can you clarify "acceptable"? • Accounting System – i.e. DCAA • Internal controls – i.e. ISO • QA processes – i.e. CMMI, NIST 800 series, CMMC	USAC is ensuring that the Offeror has a system in place for quality control, invoicing, etc to ensure contract work can be completed successfully. The Offeror may provide details on the systems employed in their proposal.
15	If the government approves the work to be performed virtually, is there still a requirement for Key Personnel to be on-site two days a week?	USAC is not a Government agency. USAC currently has a hybrid work approach requiring contractors that work in USAC's office to be in the USAC office at least 2 days per

		week. USAC may approve other arrangements at its sole discretion.