STAFFING MATRIX

Complete the matrix for Firm Fixed Price work assuming a twelve (12) month period of performance (full performance vs. transition).
Refer to the sample below (i.e. AIR 1.0/PMA 205) and detailed instructions under Factor 4, Subfactor1 "Staffing" for specific information on how to populate the matrix.

Table L.3-1

FTE's and Hours distribution in F-H should equal the # of total FTEs and hours for each labor category (per annum) indicated in E

	(Column A) Organizational Code & Specific Offices from TA-1	(Column B) Building # for Specific Offices from TA-1.	(Column C) Functional Areas (e.g. C-5.1, etc.)	(Column D) Specific Labor Category (ies) Planned to Perform Each Functional Area Within Each Office	(Column E) 1) # of FTEs (per annum per Functional Area per office per labor classification) & 2) correlating # of assumed productive hours from each FTE.	(Column F) Full-Time (or Part Time >36 hrs/week or with full benefits)	(Column G) Part Time (< 36 hrs/week or without full benefits)	(Column H) Derived from Overtime	(Column I) # of full-time individuals dedicated solely to the office	(Column J) Cross reference to productivity adjustments	(Column K) Cross reference to shared resources
	THIS IS A SAMPLE. (No inference is to be taken from it.) AIR 1.0 PMA 205	2272	C.5.1	Word processor I Secretary II Travel Clerk I	1.0/1860 .50/930 (SR) .3/615 1.8 FTEs/3,405	1.0/1860 .25(SR)/465	.25/465	.3/615			
			C.5.2	Etc., as above.							
			C.5.3	Etc., as above.							
			C.5.4	Etc. as above.							
			C.5.5	Etc. as above.							
1	AIR 1.0 PMA 205	2272									
2	AIR 1.0 PMA 207	419									
3	AIR 1.3.1	441									
4	AIR 1.4.3	2272									
5	AIR 2.0SPS	509									
6	AIR 2.2.1	2272									
7	AIR 2.2.3	2272									
8	AIR 2.3.1	2272									

	(Column A) Organizational Code & Specific Offices from TA-1	(Column B) Building # for Specific Offices from TA-1.	(Column C) Functional Areas (e.g. C-5.1, etc.)	(Column D) Specific Labor Category (ies) Planned to Perform Each Functional Area Within Each Office	(Column E) 1) # of FTEs (per annum per Functional Area per office per labor classification) & 2) correlating # of assumed productive hours from each FTE.	(Column F) Full-Time (or Part Time >36 hrs/week or with full benefits)	(Column G) Part Time (< 36 hrs/week or without full benefits)	(Column H) Derived from Overtime	(Column I) # of full-time individuals dedicated solely to the office	(Column J) Cross reference to productivity adjustments	(Column K) Cross reference to shared resources
9	AIR 2.4.2	2272									
10	AIR 2.4.3	441									
11	AIR 3.1.8	446									
12	AIR 3.2.1	416									
13	AIR 3.6.1	447									
14	AIR 3.6.2	447									
15	AIR 4.1.1.1	2109									
16	AIR 4.1.1.6	2185									
17	AIR 4.1.3	2272									
18	AIR 4.1.7	2272									
19	AIR 4.1.8	2185									
20	AIR 4.2.7	2187									
21	AIR 4.T	2187									
22	AIR 6.1.2	448									
23	AIR 6.1.3	448									
24	AIR 6.3.1	448									
25	AIR 6.3.4	448									
26	AIR 6.4	449									
27	AIR 7.1.2	2272									
28	AIR 7.2.3	1490									
29	AIR 7.3.1	1489									
30	AIR 7.3.3	1489									
31	AIR 7.6.1.3	449									
32	AIR 7.6.2	2272									

	(Column A) Organizational Code & Specific Offices from TA-1	(Column B) Building # for Specific Offices from TA-1.	(Column C) Functional Areas (e.g. C-5.1, etc.)	(Column D) Specific Labor Category (ies) Planned to Perform Each Functional Area Within Each Office	(Column E) 1) # of FTEs (per annum per Functional Area per office per labor classification) & 2) correlating # of assumed productive hours from each FTE.	(Column F) Full-Time (or Part Time >36 hrs/week or with full benefits)	(Column G) Part Time (< 36 hrs/week or without full benefits)	(Column H) Derived from Overtime	(Column I) # of full-time individuals dedicated solely to the office	(Column J) Cross reference to productivity adjustments	(Column K) Cross reference to shared resources
33	AIR 7.6.3	2272									
34	NAWCAD 1.1.5	2187									
35	NAWCAD 4.1.1	2187									
36	NAWCAD 4.1.1.3	2185									
37	NAWCAD 4.1.2	2187									
38	NAWCAD 4.1.6.1	2185									
39	NAWCAD 4.1.6.2	2102									
40	NAWCAD 4.1.11.1	2185									
41	NAWCAD 4.1.11.2	2185									
42	NAWCAD 4.2.1	3197									
43	NAWCAD 4.2.5	2185									
44	NAWCAD 4.3.1	2187									
45	NAWCAD 4.3.1.1	1591									
46	NAWCAD 4.3.2	2187									
47	NAWCAD 4.3.2.6	2035									
48	NAWCAD 4.3.3	2187									
49	NAWCAD 4.3.4	2188									
50	NAWCAD 4.3.5	2187									

	(Column A) Organizational Code & Specific Offices from TA-1	(Column B) Building # for Specific Offices from TA-1.	(Column C) Functional Areas (e.g. C-5.1, etc.)	(Column D) Specific Labor Category (ies) Planned to Perform Each Functional Area Within Each Office	(Column E) 1) # of FTEs (per annum per Functional Area per office per labor classification) & 2) correlating # of assumed productive hours from each FTE.	(Column F) Full-Time (or Part Time >36 hrs/week or with full benefits)	(Column G) Part Time (< 36 hrs/week or without full benefits)	(Column H) Derived from Overtime	(Column I) # of full-time individuals dedicated solely to the office	(Column J) Cross reference to productivity adjustments	(Column K) Cross reference to shared resources
51	NAWCAD 4.4.1	3197									
52	NAWCAD 4.4.3	106									
53	NAWCAD 4.4.7	106									
54	NAWCAD 4.5.1	2187									
55	NAWCAD 4.5.4	2187									
56	NAWCAD 4.5.5 Building 2187 Floor One	2187									
57	NAWCAD 4.5.5 Building 2187 Floor Two	2187									
58	NAWCAD 4.5.6	2185									
59	NAWCAD 4.5.7	2187									
60	NAWCAD 4.5.8	8111									
61	NAWCAD 4.5.9	8164									
62	NAWCAD 4.5.10	8083									
63	NAWCAD 4.5.11	8185									
64	NAWCAD 4.5.12	8225									
65	NAWCAD 4.5.14	2185									
66	NAWCAD 4.6.2	2187									
67	NAWCAD 4.6.3	2187									
68	NAWCAD 4.6.3.3	2187									
69	NAWCAD 4.6.4	2187									
70	NAWCAD 4.8.12.2	1405									
71	NAWCAD 4.10.2	2187									
72	NAWCAD 4.11.3	201									
73	NAWCAD 4.11.3.2	1641									

	(Column A) **Organizational Code & Specific Offices from TA-1**	(Column B) **Building # for Specific Offices from TA-1.**	(Column C) **Functional Areas (e.g. C-5.1, etc.)**	(Column D) **Specific Labor Category (ies) Planned to Perform Each Functional Area Within Each Office**	(Column E) **1) # of FTEs (per annum per Functional Area per office per labor classification) & 2) correlating # of assumed productive hours from each FTE.**	(Column F) Full-Time (or Part Time >36 hrs/week or with full benefits)	(Column G) Part Time (< 36 hrs/week or without full benefits)	(Column H) Derived from Overtime	(Column I) # of full-time individuals dedicated solely to the office	(Column J) Cross reference to productivity adjustments	(Column K) Cross reference to shared resources
74	NAWCAD 4.11.4	2113									
75	NAWCAD 4.11.8.2	1729									
76	NAWCAD 4.11.9	2109									
77	NAWCAD 4.11.10	110									
78	NAWCAD 5.4.6	1492									
79	NAWCAD 5.5.5.2 Building 109	109									
80	NAWCAD 5.5.5.2 Building 111	111									
81	NAWCAD 8.2.3.2	588									
82	NAWCAD 8.2.8	301									
83	NAWCAD 8.3.1.1 ROICC	504									
84	NAWCAD 8.3.1.1 Utilities	504									
85	NAWCAD 8.3.1.1 Transportation	534									
86	NAWCAD 8.5.2	103									
87	NAWCAD 8.7.1	310									

Table L.3-2

Grand Totals						
Each Planned Labor Category (identified above).	(Total 1) Total # of FTEs/Prod Hrs Per Annum Per Labor Category	(Total 2) Total # FTEs/Prod Hrs Worked by Full-Time or Part-Time (> 36 hrs/week & fulltime benefits)	(Total 3) Total # FTEs/Prod Hrs Worked by Part Time (> 36 hrs/week and without fulltime benefits)	(Total 4) Total FTEs/Prod Hrs Derived from employee overtime	(Total 5) Total # FTEs/Prod Hrs in "4" equating to uncompensated employee overtime	(Total 6) Total # of FTEs/Prod Hrs for Firm Fixed Price Effort

DETAILED INSTRUCTIONS FOR COMPLETING FORMS L.3-1 AND L.3-2 "STAFFING MATRIX" REQUIRED UNDER FACTOR 3 "STAFFING"

L.3-1: In populating the matrix, follow the detailed instructions below for each column and assume a twelve (12) month period of performance (full performance vs. transition period):

Column A. "Organization Codes" and the overall customer/Command, as derived from TA-1 of the PWS, are provided to indicate the specific offices requiring services.

Column B. The building #s where the specific offices are located are provided, as derived from TA-1 of the PWS. **Caution:** Some buildings are at other sites and some offices within a "code" may not be co-located. Refer to TA-1 for additional specific information in developing the staffing plan.

Column C. The offeror shall fill in each of the "Functional Areas" of services, as identified in C-5 of the PWS (e.g. C-5.1 Correspondence and Reports, etc.), to be provided to each office for each indicated "office".

Column D. The offeror shall fill in the "Specific Labor Category(ies)" it plans to perform each "Functional Area" of services with for that office. If the category name is not from the DOL Wage Determination, also indicate which DOL Wage Determination classification (and level) the offeror will apply to it (e.g., Admin Assistant/Secretary II). In the example, "Admin Assistant" is the offeror's planned labor category and "Secretary II" is the DOL wage classification viewed to apply.

Column E. The offeror shall fill in the "# of Full Time Equivalents (FTEs)" it plans to staff each office with and shall also indicate its assumption for productive hours per FTE per annum for each Functional Area for: 1) each of its planned labor categories and 2) in total.

The allocations required in "F-I", as discussed below, should equal to the total # of FTEs & productive hours per labor category indicated in Column E.

Column F. The offeror shall indicate how many of the planned FTEs (and correlating productive hours) per labor category, as identified in Column E, are planned as full-time or part-time personnel working >/= to 36 hours per week or with full-time benefits.

Column G. The offeror shall indicate how many of the planned FTEs (and correlating productive hours) per labor category, as identified in Column E, are planned as part-time personnel working <36 hours per week or without full-time benefits.

Column H. The offeror shall indicate how many of the planned FTEs (and correlating productive hours) per labor category, as indicated in Column E, are derived from planned overtime. (This should not to be confused with when, and if, the Government determines it has an IDIQ

requirement for the Service Provider to provide "after-hours" support and compensates the SP for doing so. This refers to how much of the Firm fixed Price (FFP) effort the offeror anticipates staffing by relying on it's staff working overtime, if any, without reimbursement by the Government beyond the Firm Fixed Price amount.)

Column I. Ensuring it doesn't contradict data in "Column E", the offeror shall indicate the number of full-time individuals (i.e. working 40 hours per week with full-time benefits) planned to provide services solely to that specific office (versus multiple offices).

Example: The planned staffing provided on L.3 for the AIR 1.0/ PMA 205 example includes, among other labor categories, 1 FTE of a Word Processor working at least >36 hours per week with full-time benefits. IF the SP plans a full-time employee (versus one working <40 hours per week with full-time benefits), it would count towards the # in Column I because it appears also to support solely that office.

The staffing also includes .50 FTE of a Secretary II comprised of, at least, some part-time employee effort (as supported by it's inclusion in Column G) and possibly some full-time. Regardless of whether the employee providing .25 FTE in Column G supports only AIR-1.0/PMA 205 or not, the .25 wouldn't be counted towards the # in Column I because it's not a full-time employee.

Only .25 FTE of what may be a full-time Secretary II appears dedicated to the office. Therefore, whether full-time or not, it appears the specific resource will support another office (versus another function in the office). If so, none of this Secretary II's effort would be counted towards the # in Column I. If that specific resource wasn't full-time, there'd be two reasons not to count it towards the # in Column I.

Column J. Using numbers inserted into Column J, cross reference to explanations on separate pages that explain assumptions and any productivity adjustments (i.e. for "on the job" inefficiencies such as breaks, training, travel time to and from work sites, if applicable, fatigue, etc.) made by the offeror in coming up with its assumptions for "productive hours". Use a maximum of seven separate pages. Discuss part-time personnel, full-time personnel, and effort planned to be obtained through employee overtime, if any, if different assumptions were made. Differentiate assumptions and adjustments made for planned labor categories, if they varied, by inserting additional numbered notes. Repeat the note number, if not.

Column K. Using numbers inserted into Column K, cross reference to detailed rationale on separate pages explaining the use of any shared resources (i.e. resources supporting more than one office versus more than one function within the same office) and ability to perform the work effectively without inconvenience for the customer. Use no more than seven separate pages.

L.3-2: ***The offeror shall insert additional rows, as necessary, and list each planned labor category, as identified in Column D, above, once. Then, the offerors shall provide the total # of FTEs and productive hours for each category "1-6", described below.***

Total 1. The offeror shall provide the total # of FTEs and productive hours for each labor category.

Total 2. The offeror shall provide the total # of FTEs and productive hours for each labor category worked by full-time employees or part-time employees (working >36 hours per week and with full-time benefits).

Total 3. The offeror shall indicate the total # of FTEs and productive hours for part-time employees working < than 36 hrs/week and without full-time benefits.

Total 4. The offeror shall indicate the total # of FTEs and productive hours derived from planned employee overtime (i.e. effort the offeror anticipates staffing by relying on it's staff working overtime, if any, without reimbursement by the Government beyond the Firm Fixed Price amount).

Total 5. The offeror shall indicate the total # of FTEs and productive hours listed in "Total 4" that are derived from uncompensated employee overtime (i.e. effort the offeror anticipates staffing by relying on it's staff working overtime, if any, without reimbursement by the offeror).

Total 6. The offeror shall provide the total # of FTEs and productive hours for the firm-fixed price effort.

(End of Matrix Instructions)