

**Request for Quotation Solicitation Number DE-SOL-0011407**  
Attachment 3 – Proposal Preparation Instructions – General Information

**1. PROPOSAL PREPARATION INSTRUCTIONS – GENERAL INFORMATION**

(a) Contractors shall prepare proposal based on an anticipated award of a task order without discussions.

(b) This Solicitation requires Contractors to submit the written proposal in two separate volumes. Numbers of copies are shown below. Page limitations are provided in the specific proposal instructions for each volume:

- 1) Volume I, Price Proposal and Other Documents – Original, 2 copies and 2 CD-ROMs
- (2) Volume II, Technical Proposal – Original, 2 copies and 2 CD-ROMs

(c) Electronic media versions of proposal files are to be formatted in Adobe Acrobat 9.0 (PDF) or higher (note additional requirements in Attachment 4 for price proposal information). The electronic media versions provided shall be searchable.

(d) All pages of each volume shall be appropriately numbered and identified with the name of the Contractor. Any time a page limitation is specified, a page is defined as a single side. All pages of the proposal shall be submitted on 8 1/2" x 11" sheets – no fold-out sheets are allowed. Printing is to be double-sided. Print type used in the text portions of the proposal shall be no smaller than size 12 and font type shall be Times New Roman. Print type used in charts, graphs, figures and tables shall no be smaller than size 12, but must be clearly legible. Page margins (distance between the edge of the page and the body of the proposal) shall be 1-inch on the top, bottom, left and right sides of the page. Those pages that exceed the limits set forth in this Request for Proposal (RFQ) will not be considered in the evaluation (note: tables of Contents, List of Figures, dividers, tabs or similar inserts that do not provide any substantive information are not counted as a page).

(e) If a proposal exceeding the page limitation is received, the additional pages will not be read and evaluated by DOE. Pages exceeding the page limitation will be removed and returned to the Contractor.

(f) ) The original of the proposal shall contain signed originals of all documents requiring signatures by the Contractor.

(g) Proposals are expected to conform to all solicitation provisions and be prepared in accordance with the instructions and outline contained in this Attachment. The proposal will be reviewed to ensure compliance by the Contractor with all aspects of this RFP. To aid in evaluations, the proposal shall be clearly and concisely written, neat, indexed, (cross-indexed as appropriate), and assembled logically. Extraneous, repetitious, or wordy submissions are not desired. Neither proposals nor acknowledgments may be provided electronically, by facsimile, or by telephone.

(h) Proposals shall be submitted with a numbering system for paragraphs and subparagraphs that is consistent with this Attachment.

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(i) These instructions are provided to aid the Contractor in the preparation of its proposal. These instructions and the information contained in these instructions are not evaluation Criteria for this solicitation.

#### **2. PROPOSAL PREPARATION INSTRUCTIONS – COVER LETTER AND VOLUME I, PRICE PROPOSAL AND OTHER DOCUMENTS**

(a) **Cover Letter.** The cover letter shall include but not be limited to the following:

(1) The solicitation number;

(2) The name, address, telephone numbers, facsimile numbers, and electronic addresses of the Contractor;

(3) Names, titles, telephone numbers, facsimile numbers, and electronic addresses of persons authorized to negotiate (if required) with the Government on the Contractor's behalf in connection with this Solicitation;

(4) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority;

(5) The name, address, telephone number, facsimile number, and electronic address of the individual in the Contractor's organization to be contacted, if necessary, during evaluation of the proposal;

(6) The complete formal name and address of the Contractor's organization and/or other participants to be used in any resulting task order. Provide Dun and Bradstreet LTD DUNS number for each organization and new entity if one is being created;

(7) The name, address, telephone numbers, facsimile numbers, and electronic addresses of representatives of the Government agency having administrative cognizance over the Contractor, contractor team arrangement (as defined at FAR 9.601), or parent company, as applicable (such as contract administration within the meaning of FAR 42.3, Audit, and Equal Employment Opportunity); and RFP No. DE-SOL-0011407 Attachment 3;

(8) A statement that the Contractor grants to the Evaluation Team or its authorized representatives, the right to examine, for purposes of verifying the information submitted, those books, records, documents, and other supporting data that will permit adequate evaluation; and this right may be exercised in connection with any such reviews deemed necessary by the Government.

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#### **(b) Volume I, Price Proposal and Other Documents (No page limitation)**

- (1) Volume I, “Price Proposal and Other Documents,” consists of the fully completed Pricing Schedules (see Attachment 4), and supporting details for the Pricing Schedules. Refer to the Price Quotation Instructions below.

### **3. PRICE QUOTATION INSTRUCTIONS –PRICE PROPOSAL – Include in Volume I**

- (a) The Contractor shall submit the cost portion of the proposal in hardcopy, and also via the following electronic media (see above Proposal Preparation Instructions – General Information for quantities to be provided of each): Attachment 4, Price Schedule and any spreadsheets or mathematical computation shall be submitted using Microsoft Excel 2000 or higher. The Contractor’s Excel files shall be working versions including formulas and computations. A second electronic file shall be provided in Adobe Acrobat 9.0 (PDF) or higher. Any written text for Volume I, Price Proposal and Other Documents shall be submitted using Adobe Acrobat 9.0 (PDF) or higher. The electronic media versions provided shall be searchable.
- (b) The Contractor shall provide the Price Schedules (Attachment 4) with proposed fully loaded labor rates to perform the desired effort as set forth in the PWS for the base year for evaluation purposes.

If the Contractor has a teaming arrangement and/or is subcontracting any of the work effort, the contractor shall identify which entity (prime contractor, teaming partners and each subcontractor) will be fulfilling each job category contained in Attachment 4.

If the Contractor proposes discounted GSA labor rates, the Contractor shall provide sufficient information, including a written explanation as to the composition of the proposed burdened direct labor rates (base labor rates, indirect rates, FCCOM rates and fee). This information is also required for any teaming partners and subcontractors, if any.

- (c) For proposal preparation purposes, the Contractor shall assume an award date of **December 29<sup>th</sup> 2017**.
- (d) For proposal preparation purposes, the Contractor shall provide a cross-walk from the DOE provided labor categories to labor categories that are contained within the Contractor’s pricing schedule. Additionally, the Contractor shall provide written confirmation that the proposed labor categories will meet or exceed the qualification requirements set forth in Attachment 1 – Performance Work Statement.
- (e) For proposal preparation purposes, the Contractor shall assume the hours for direct labor costs provided in Attachment 4. ODCs include, but are not limited to, travel and

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relocation costs and other incidentals.

(f) Since the Price Proposal will be evaluated to determine such matters as the reasonableness and completeness of the Price, and understanding of the magnitude of effort, it should be accurate, complete and well documented. Price information shall not be included in Volume II of the Quotation.

(g) All pages, including forms, must be page numbered and all forms, tables, or exhibits must be identified in the table of contents or index.

(h) Financial Capability

The Contractor shall provide a current balance sheet and a statement of operations (profit/loss) statement covering all quarters completed in the current fiscal year and projected data for the remainder of the fiscal year. Additionally, the Contractor shall provide a certified financial statement for the last accounting period. The certified financial statement must include, at a minimum, a balance sheet and a statement of operations (profit and loss). Indirect rate agreements and provisional or forward rate pricing agreements from the cognizant administrative contracting officer must be submitted along with the latest DCAA audit.

(i) In order to determine the Contractor's compliance with the Limitations on Subcontracting (FAR 52.219-14), the Contractor must provide the following:

(1) If the Contractor has major subcontractors, the Contractor must provide a copy of any agreement with the subcontractor (if no written agreement, provide a breakout of each element of work to be performed as stated in paragraph (b)). Indicate the percent of work performance for personnel as defined in subparagraph (2) below.

(2) The Contractor shall provide a chart breaking out the labor categories and associated labor hours and rates to be performed by each entity (prime and each subcontractor).

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#### **4. PROPOSAL PREPARATION INSTRUCTIONS – VOLUME II,**

**TECHNICAL 25 page limitation, except as otherwise specified below**

##### **A: Management and Technical Approach**

###### **A1 –Transition Plan**

To ensure responsiveness in meeting PWS requirements, the Contractor shall describe its transition plan and describe the process, planned activities, and schedule for conducting a safe, orderly transition, minimizing impacts on continuity of operations, identifying key issues and their resolution, and the approach to overcoming barriers. The contractor shall describe planned interactions with DOE, the incumbent contractor, incumbent employees, and other contractors.

###### **A2 -Management Approach**

To ensure responsiveness in meeting PWS requirements, the Contractor shall describe its organizational structure and rationale for the organizational structure, any Contractor Teaming Agreement/and or subcontracts proposed to support the requirements. The Contractor shall provide pertinent information on all team members and subcontractors including business size, division of scope among team members/subcontractors, lines of management authority, roles and responsibilities of each entity, and relationships among all team members and subcontractors; the expertise of the team as a whole, and what each team member brings to the team (to include security cleared personnel and facilities that will be available to support this acquisition). The Contractor shall also describe its management plan to respond rapidly and effectively to the government's changing priorities, budget fluctuations, and new programmatic initiatives over the life of the contract/task order.

###### **A3 – Technical Approach**

Contractors shall describe their technical understanding and approach to perform the work identified in Attachment 1 – Performance Work Statement. The Contractor's technical approach should demonstrate its ability to meet the requirements of the work required, including proposed staffing (labor categories).

##### **B: Approach to Staffing**

The Contractor shall provide an overall staffing approach which consists of its method for obtaining, retaining and maintaining the depth and breadth of qualified staff necessary to perform the required services. The Contractor shall describe in detail its proposed approach to providing the services in an expedient manner throughout all periods of the task order, including initial ramp-up. This shall include a description of how the Contractor intends to provide the required Labor Categories

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with the requisite expertise, including subject matter experts (SME), and timely replacement of personnel with qualified personnel.

**C: Key Personnel (Resumes and letters of commitment are excluded from the page limitation above.)**

The Contractor shall provide resumes for key personnel for the following positions:

- **Senior Safeguards and Security Consultant**
- **PTSO / TSCMO Coordinator**
- **Contractor Telecommunications Security Site Manager**

It is anticipated that the above key personnel will work from the Savannah River Site location the majority of the time. The resume for each key position shall contain sufficient information to demonstrate the qualifications, education and relevancy of experience for each of the proposed Key Personnel that demonstrates his/her capability to perform in the position. The resume shall be submitted using the format provided in *Key Personnel Standard Resume Format*. The resume shall not exceed two pages and shall include three references of people who worked with the Key Personnel on contracts/projects and positions considered most similar in contract/task order/project type, size, scope, complexity, duration and relevant to the proposed Key Personnel's activities in the SOW. Additionally, the Contractor shall submit a signed letter of commitment from the proposed Key Personnel, which certifies to the following statement: **“I hereby certify that the resume submitted as part of the proposal is true and correct, and that I will accept the proposed position, if \_\_\_\_\_ receives the award.”**

Complete the blank with the Contractor's name.

### **D: Past Performance**

Past performance reports from the Government's Past Performance Information Retrieval System (PPIRS) will be used to evaluate the contractor's past performance history.