EM Nationwide ID/IQ Unrestricted RFP

Preproposal Conference
Request for Proposal (RFP) Summary

November 3, 2009

Introduction

Noelle Mills, Contracting Officer

Presenting Sections A, B, E, F, G, H, I, K, L, M

Rich Schassburger, Director Oakland Project Office

Presenting Section C - Performance Work Statement (PWS)
Attachment L-4 Representative Sample Task

Toni Rutherford, Contract Specialist

Conference Agenda

2:00 – 2:05 Ground Rules

2:05 – 2:55 Preproposal Presentation

2:55 – 3:00 Closing Remarks

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Ground rules:

- No audio or video recording of Preproposal Conference is permitted.
- Questions must be submitted in accordance with the Acquisition Web Page instructions.
- The Preproposal Conference briefing slides and attendee contact information will be posted to the Acquisition Web Page.
- The terms and conditions of the RFP govern over any information presented today. Information presented here is at a summary level.

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Purpose of the Preproposal Conference:

- To provide information to potential Offerors regarding preparation of their proposals.
- Point out certain aspects of the RFP.
- Discuss Performance Work Statement (PWS) and Representative Sample Task.
- Goal at the end of the Preproposal Conference – to have a better understanding of the EM Nationwide ID/IQ Unrestricted RFP.

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Acquisition Web Page:

- http://www.emcbc.doe.gov/Nationwide_Main_Page/index.php
- Access to Unrestricted RFP Webpage
- RFP and Amendments
- Questions & Answers
- Documents Library
- Website Links (FAR, DEAR, DOE Regulations, etc.)
- Register for Automatic Email Notification
- News and Announcements

DOE Acquisition Forecast website, Opportunity ID DE030-10-0009:

- http://hqlnc.doe.gov/Forecast

Acquisition e-mail address for all questions or inquiries:

- NationwideIDIQ@emcbc.doe.gov

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Request for Proposal Format:

- Sections A – J become final contract.
- Section K is incorporated by reference.
- Sections L and M contain solicitation instructions and the basis of evaluation and award.

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Section A – Solicitation, Offer and Award:

- Standard Form (SF) 33
- Offeror needs to complete Blocks 12-18
- Notes on pages 2-3
- Acknowledgement of Amendments

NOTE: The proposal is not considered a valid offer unless the SF33 is signed by a representative of the entity making the offer [e.g. if forming a new legal entity to perform the contract such as an LLC, signature of individual representing the legal entity is required vice the signatures of the representatives of each of the individual companies].

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Section B – Supplies or Services and Prices/Costs:

- CLIN 0001
- Fee Ceilings
  - Offerors shall complete B.2 and provide in Volume I.
  - Cost Plus Fixed Fee & Cost Plus Award Fee (Base plus Award Fee)
  - Do not apply to Cost Plus Incentive Fee or Firm Fixed Price Task Orders
  - Shall not exceed statutory limitations
  - Offerors shall provide their total estimated cost, base fee, and award fee in the Cost Proposal, Volume III for the Sample Task
- Minimum Quantity - $50,000
- Maximum Quantity - $907,000,000

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Section E – Inspection and Acceptance:

- Higher Level Quality Requirements
  - Quality Assurance Program (based on American Society of Mechanical Engineers (ASME) publication NQA-1 2004, *Quality Assurance Requirements for Nuclear Facility Applications*, including 2007 addenda for Deactivation and Decommissioning (D&D)
  - EM-QA-001 EM Quality Assurance Program

Section F – Deliveries or Performance

- Place of Performance - various locations throughout the United States in support of the U.S. Department of Energy (DOE) including National Nuclear Security Administration (NNSA)
- Contract Term – 5 years from date of award; Period of Performance of Task Orders shall not exceed 5 years

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Section G – Contract Administration Data:

- Individuals Authorized to Issue Orders – DOE (including NNSA) Contracting Officers

Section H – Special Contract Requirements:

- Applicable at the Task Order Level
  - Contractor Human Resource Management
  - Earned Value Management System
  - Security
- Ordering Procedures (H.14 EMCBC-H-1005)
- Major or Critical Subcontractor (H.15 EMCBC-H-1006)
  - The term "major or critical subcontractor" as used in this solicitation is defined as subcontractors proposed to perform the following services with a dollar value of $5M or more under this contract in the performance of Task Orders: Environmental Remediation (including Groundwater); DD&R; Waste Management; Regulatory Services; Radiological Controls; Safety; and regardless of dollar value, any subcontractor proposed to perform activities associated with the DD&R of a Hazard Category 3, 2, 1 facility(ies) or portion of the facility(ies).
- Task Order Administrative Information (H.20 EMCBC-H-1011)

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Section I – Contract Clauses:

- Incorporation of FAR and DEAR clauses by reference and in full text
  - Order Limitations (I.28 FAR 52.216-19)
  - Please review clauses carefully

Section K – Representations, Certifications, and Other Statements of the Offeror

- Offerors must complete Online Representations and Certifications (ORCA) before submitting proposal. In addition, offerors shall complete and submit all of the fill-in information provided in Section K.
  - Contact the ORCA Help Desk if you are having difficulty entering information into ORCA https://orca.bpn.gov/miscl/feedback.aspx
  - Ensure that the ORCA information is available for the DUNS number associated with the offeror

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Section L – Instructions to Offerors:

- Instructions to Offerors – Competitive Acquisitions (L.1 FAR 52.215-1)
- Offer Acceptance Period (L.17 DOE-L-1003) – 365 days
- Number of Awards (L.18 DOE-L-1004) – 4 to 6 awards anticipated. However, the Government reserves the right to make any number of awards, or no award, if considered to be in the Government's best interest to do so.
- Notice of Intent – Use of Non-Federal Evaluators and Advisors (L.24 DOE-L-1015)
- General Instructions – Questions Concerning the Solicitation (L.28 EMCBC-L-1001)
  - NationwideIDIQ@emcbc.doe.gov
  - Must be submitted within 30 calendar days after the release of the RFP, November 15, 2009.

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Section L – Instructions to Offerors (Continued):

- Proposal shall consist of three physically separated volumes
  - Volume I – Offer and Other Documents
  - Volume II – Technical Proposal
  - Volume III – Cost and Fee Proposal
- Number of Copies
  - Volume I - Offer and Other Documents: 1 original, 5 copies and 5 CD-ROM
  - Volume II - Technical Proposal: 1 original, 10 copies and 5 CD-ROM
  - Volume III – Cost and Fee Proposal: 1 original, 10 copies and 5 CD-ROM
- Deliver to Chiquita Center - 250 East 5th Street, Suite 500, Cincinnati, OH 45202
  - Note that proposals should be delivered to the above address and not the DOE Springdale location
  - Eastern Standard Time, 3:00 PM, December 15, 2009

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Section L – Instructions to Offerors (Continued):

- Page Description
  - Page size shall be 8.5 x 11 inches, not including foldouts.
  - Minimum of one inch margin at the top, bottom and each side
  - Single sided
  - Two columns of text per page and use of bold-faced type are acceptable
  - Graphs, tables and spreadsheets where necessary must be 10 point or larger Arial or Times New Roman font type. All other text must be typed using 12 point (or larger), single-spaced, and using Arial or Times New Roman font type.
  - The solicitation number, page number, date, name of offeror, and the legend at FAR 52.215-1(e), "Restriction on Disclosure and Use of Data," as appropriate, shall be provided on each page and can be displayed within margins.
  - Foldouts shall not exceed 11 x 17 inches. Foldouts may only be used in the Technical Volume for schedules and may be used in the Cost Volume for schedules, large tables, charts, graphs, diagrams and other schematics.
  - Proposals will only be read and evaluated up to the page limitations. Page counting will begin with the first page of each item subject to a page limitation. Pages exceeding the page count will not be read or evaluated.

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Section L – Instructions to Offerors (Continued):

- Page Count
  - Page Limitations
    - Volume I – No page limitation
    - Volume II – Sixty (60) pages for Criterion 1 and Criterion 3 combined; Each Experience and Past Performance Reference Information Form, Attachment L-3, submitted in accordance with Criterion 2 and Criterion 4, Part A of the form is limited to three (3) pages; Part B of the form has no page limitation.
    - Volume III – No page limitation
  - Page Count Exceptions. Every page of each volume shall be counted towards the page limitation for the respective volume, including attachments, appendices and annexes *except* for the Table of Contents, Title Pages, Glossary, Dividers/Tabs, Blank Pages, Representations and Certifications (which are to be submitted with the volume entitled "Offer and Other Documents"), Cross Reference Matrix, Schedules provided with the Sample Task.
- Cross Reference Matrix
  - Correlates the proposal by page and paragraph number to the PWS, Section L and Section M
  - Insert after the Table of Contents for Volume II

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Section L – Instructions to Offerors (Continued):

- Proposal Preparation Instructions – Offer and Other Documents – Volume I (L.30 EMCBC-I-1003)
  - SF 33 Solicitation, Offer and Award – Use as cover sheet of each copy of Volume I
  - Representations and Certifications – Fully executed by an authorized representative of the Offeror
  - Exceptions and Deviations taken in any volume
  - Fee Ceiling – Complete section B.2
  - Major or Critical Subcontractors – Signed letter of commitment from each major or critical subcontractor in conformance with L.30 EMCBC-L1003 (b)(5) for the five year period of performance
  - Performance Guarantee (if applicable)
  - Authorized Negotiators – Complete Attachment L-1
  - Recognition of Performing Entity – Designate all entities proposed to perform
  - Corporate Governance – Corporate Board of Directors
  - Equal Employment Opportunity – All information required by L.6 FAR 222.24
  - Small Business Subcontracting Plan (not applicable to small businesses)
  - Small Disadvantaged Business Participation Program Targets
  - Additional Information
- Signed original of all documents requiring signature by the Offeror shall be contained in the original volume.

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Section L – Instructions to Offerors (Continued):

- Proposal Preparation Instructions – Technical Proposal – Volume II (L.31 EMCBC-I-1004)
- Criteria
  - Technical and Management Approach (Sample Task)
    - Describe the approach to meeting the requirements stated in the sample task
    - Summarize contents of deliverables/reports identified
  - Relevant Experience
    - Experience and Past Performance Reference Information Form (Attachment L-3, Part A)
    - Failure to submit the required letter of commitment from a major or critical subcontractor will result in a lower evaluation
  - Organization & Staffing
    - If the offeror proposes to utilize a major or critical subcontractor in its organizational and staffing approach and/or the management personnel and/or the technical personnel identified, failure to submit the required letter of commitment as described in Section L.30(b)(5)from a major or critical subcontractor will result in a lower evaluation.
  - Past Performance
    - Experience and Past Performance Reference Information Form (Attachment L-3, Part B)
    - Past Performance Questionnaire (Attachment L-5)

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Section L – Instructions to Offerors (Continued):

- Proposal Preparation Instructions – Technical Proposal – Volume II (L.31 EMCBC-I-1004) (Continued)
  - No cost data
  - Pages exceeding limitation will not be considered in the evaluation

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Section L – Instructions to Offerors (Continued):

- Instructions for Preparing Cost Proposals – Volume III (L.32 EMCBC-I-1005)
  - Cost proposal for completion of the Sample Task (Attachment L-4)
  - All cost and fee information to be included in the cost volume unless otherwise specifically requested by the RFP.
  - Use of Attachments L-6 and L-7 to summarize cost proposal information is mandatory
  - Use of the government provided WBS structure presented in Schedule 4 of the Cost Templates is mandatory
  - Fee
    - Base Fee proposed shall be 2%
    - Award Fee for the completion of all Sample Task requirements by the completion date
    - Base plus award fee equals the fee ceiling proposed in Section B.2 EMCBC-B-1002 Fee Ceiling
  - No page limitation on cost proposal

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Section L – Instructions to Offerors (Continued):

- Proposals are due by 3:00 PM Eastern Standard Time December 15, 2009 (L.29 EMCBC-L-1002 Proposal Preparation Instructions – General)
- Questions may be submitted within 30 calendar days (November 15) of the RFP release via e-mail to: NationwideIDIQ@emcbc.doe.gov
- Responses will be posted to the Acquisition Web Page
- REMINDER: Deliver to Chiquita Center - 250 East 5th Street, Suite 500, Cincinnati, OH 45202
  - Note that proposals should be delivered to the above address and not the DOE Springdale location

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Section M – Evaluation Factors for Award:

- The Government intends to award contracts to multiple responsible offerors whose proposals are responsive to the solicitation and are determined to be the best value to the Government.
- The Government anticipates awarding 4 to 6 contracts. <u>However</u>, the Government reserves the right to make any number of awards, or no award, if considered to be in the Government's best interest to do so.
- Relative importance of evaluation criteria is provided in M.6 EMCBC-M-1004 Basis for Award.
  - Criterion 1 – Technical and Management Approach (Sample Task)
  - Criterion 2 – Relevant Experience
  - Criterion 3 – Organization and Staffing
  - Criterion 4 – Relevant Past Performance

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Section C – Description/Specifications:

- "…environmental remediation; deactivation, decommissioning, demolition and removal of facilities (contaminated); regulatory services; waste management and transportation; and all associated activities."
- Meet a goal of zero accidents and injuries at DOE work sites by implementing DOE programs including:
  - Integrated Safety Management
  - Safety Basis Documentation (Hazard Category 3 and above)
  - Unreviewed Safety Question Program
  - Decommissioning Plan
  - Radiation Protection
  - Worker Safety and Health
  - Conduct of Operations (Hazard Category 3 and above)
  - Corporate Operating Experience
  - Environmental Protection
  - Waste Management
  - Quality Assurance (NQA-1)
  - Contractor Assurance

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Section C – Description/Specifications continued:

- All work performed under contract/Task Orders will also meet site-specific regulatory agreements and their milestones
- Different locations may require different approaches under Task Orders
- Locations of the performance of work are throughout the U.S.

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- Sample Task

  A fictitious task requiring removal of a facility that contains a contaminated Hazard Category 2 nuclear facility, removal of associated radioactive and hazardous chemical contaminated soil, and development of a treatment strategy for contaminated groundwater. The objective of the task is the characterization, deactivation, demolition and removal (DD&R) of a building containing the Nuclear Hazard Category 2 fuel specimen and a hotcell, removal of contaminated soils, and development of a groundwater treatment strategy for associated known and suspected plumes.

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- Sample Task:
  - Propose based on the information contained within the sample task and following all statutory and regulatory requirements, including Comprehensive Environmental Recovery Compensation and Liability Act (CERCLA) and required CERCLA documentation
  - Offerors should make and document assumptions where necessary

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- Sample Task (continued)
  - Facility operations is limited to surveillance and maintenance
  - Portion of the facility to be removed is a Hazard Category 2 Nuclear Facility, another portion is radiologically contaminated (less than Haz Cat 3), and the another portion is uncontaminated

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- Sample Task (continued)
  - Facility has contributed to soil and groundwater contamination with radionuclides (strontium-90) and hazardous chemicals (carbon tetrachloride, TCE, and PERC)
  - Relationship with stakeholders are tense
  - Offerors have the ability to propose unique ways of disposing of contaminated building components, e.g., gloveboxes, within accepted regulatory boundaries

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- Performance requirements (within 58 months)
  1. Restore lands to presumed residential standards
  2. Protect and/or reduce impacts to the environment and human health
  3. Safely remove mission surplus facilities
  4. Treat, store and dispose of all waste material within Federal and state regulatory requirements

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- Reminders:
  - Technical proposal limited to 60 pages (response to Criteria 1 and 3)
  - Explain approach, list documents to be submitted, and summarize document content, where appropriate
  - Assume no labor agreements will be required
  - Assume Service Contract Act
  - Assume no rail available for shipment of waste
  - Work being performed at a site where there are ongoing laboratory operations

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Thank you for attending.