February 7, 2019

To: Prospective Offerors

REQUEST FOR PROPOSAL 89303318REM000012 FOR THE HANFORD 222-S LABORATORY CONTRACT (222-S) PROCUREMENT

This letter hereby serves as the official notice to prospective Offerors that the Department of Energy (DOE) is releasing the Final Request for Proposal (RFP) 89303318REM000012 for the 222-S procurement through its Environmental Management Consolidated Business Center (EMCBC). The Final RFP can be found on the 222-S Laboratory procurement website at: https://www.emcbc.doe.gov/SEB/222S_Lab/rfp.php.

Questions pertaining to the Final RFP shall be submitted in writing to 222_SLab@emcbc.doe.gov no later than 11:59 p.m. Eastern Time, February 28, 2019. Prospective Offerors shall use the enclosed "Industry Comment Template" when submitting questions in accordance with Final RFP Provision L.8(h), Questions. DOE will post amendments issued to the Final RFP, responses to questions, and other official communication from the Contracting Officer on the EMCBC Hanford 222-S Laboratory procurement and FedBizOpps/FedConnect websites. Prospective Offerors are encouraged to conduct a thorough review of the Final RFP and submit questions pertaining to the Final RFP as early as possible, but no later than the date shown above to allow for a thorough and timely DOE response to all questions submitted.

The established due date for receipt of proposal submissions is April 9, 2019 as specified on the Standard Form (SF 33), Solicitation, Offer and Award (See Section A, Block 9).

Notices

This cover letter provides a summary level description of the notable changes that have been made from the Draft RFP to the Final RFP. Additionally, for informational purposes only, a redlined copy of the Final RFP is posted to the EMCBC 222-S Laboratory procurement website at: https://www.emcbc.doe.gov/SEB/222S_Lab/rfp.php. The Final RFP specifies all of the requirements for the 222-S Laboratory procurement, and takes precedence over this cover letter and the redlined copy of the Final RFP sections. Information contained in this cover letter or the redlined copy of the Final RFP sections shall not be construed as being part of the Final RFP. Prospective Offerors shall prepare their proposals based solely on the requirements specified in the Final RFP and in accompanying amendments, if issued.

In response to industry Draft RFP feedback, DOE is posting to the EMCBC 222-S Laboratory
procurement website, for Offerors’ convenience, the MS Word versions of the following Section L Attachments for the 222-S Laboratory Contract – Final RFP Solicitation No. 89303318REM000012:

Attachment L-1  Performance Guarantee Agreement  
Attachment L-2  Key Personnel Standard Resume Format  
Attachment L-3  Past Performance Reference Information Form  
Attachment L-4  Past Performance Cover Letter and Questionnaire  
Attachment L-5  List of Contracts Terminated for Default or Convenience  
Attachment L-9  Offeror’s Proposed Accounting System Information  
Attachment L-10  List of DOE Contracts  

In the event there is a conflict between the MS Word versions of the Section L Attachments and the current version of the .pdf file for Section L provided on the EMCBC 222-S Laboratory Contract procurement and FedBizOpps/FedConnect websites, the .pdf file will control.

In order to further the Government’s policy of maximizing electronic commerce, electronic media will be the primary method of communication regarding this procurement. The Final RFP, amendments issued, responses to questions received from prospective Offerors, and other official communications from the DOE will be posted on the EMCBC 222-S Laboratory Contract procurement and FedBizOpps/FedConnect websites. Prospective Offerors shall be responsible for reviewing the procurement website regularly for information, notices, and updates regarding the Final RFP.

Notable Changes from the Draft RFP to the Final RFP

Below is a brief description of some of the notable changes from the Draft RFP to the Final RFP.

Section B:

\[ \begin{align*} 
&\text{The period of performance for Option Period for the base period was increased from 36 months to 60 months and decreased Option Periods One and Two from 24 months to 12 months.} \\
&\text{Clause B.6, Fee, was revised to clarify how fee is earned only on work performed.} 
\end{align*} \]

Section C:

\[ \begin{align*} 
&\text{Various minor updates were made throughout the Performance Work Statement (PWS) to clarify and refine the scope requirements as a result of industry feedback and further internal DOE discussions.} \\
&\text{C.1, Contract Transition, was revised to include a graded approach plan for requirements, processes, and procedures.} \\
&\text{C.1, Contract Transition, was revised to include a requirement to agree upon advanced understanding of costs.} \\
&\text{C.2.1.1, Analytical Services, was revised to include an annual analytical business case} 
\end{align*} \]
analysis for brokering samples off site.

- C.2.2, *Facility Operations*, was revised to clarify maintenance activities.
- C.3, *Core Functions*, was updated to streamline requirements.

Section E:

- Clause E.3 *FAR 52.246-11 Higher-Level Contract Quality Requirements (Dec 2014)* was revised to remove QARD requirements.

Section H:

- Made numerous clause additions and deletions, as well as some editorial changes. Offerors are encouraged to review the redlined file for the specific updates.

Section I:

- Made a number of clause additions and deletions, as well as some editorial changes.
- Redline revisions in Table I-1 may not accurately reflect deletions and additions. Please refer to the PDF file on the Final RFP page.

Section J:

- Revised Attachment J-2 to remove specific List A references. Revised List B to clarify applicable directives, policies, regulations, standards and implementing documents. Offerors are encouraged to review the redlined file for the specific updates.
- Revised Attachment J-3.b to include revisions throughout to clarify service descriptions, direct funded services, and user base services.
- Attachment J-9, *Wage Determinations – Service Contract Labor Standards (formerly known as the Service Contract Act) and Construction Wage Rate Requirements (formerly known as the Davis-Bacon Act)* have been updated to the most current versions issued by the Department of Labor.
- Attachment J-10, *Contract Deliverables*, has been revised to match revisions made to Section C as well as other updates throughout the RFP.
- Attachment J-17, *Contract PWS and WBS Crosswalk Tables*, additional tables added for clarification and identification of Proposal WBS structure and evaluation package levels.
- Added Attachment J-18, *Exemptions and Equivalencies*.

Section K:

- Incorporated provision K.4 *DEAR 952.204-73 Facility Clearance (Aug 2016)*.

Section L:
• Provision L.8 **DOE-L-2001 Proposal Preparation Instructions – General** has been updated for the proposal submission requirements, including the number of copies and exceptions.
  o Updates to paragraph (m) for the requirements regarding the allowable salary key personnel.

• Provision L.9 **DOE-L-2002 Proposal Preparation Instructions, Volume I – Offer and Other Documents** has been updated as follows:
  o Removed the proposal requirement for a Community Commitment Plan.

• Provision L.12 **DOE-L-2004 Proposal Preparation Instructions, Volume II – Technical Approach** has been updated as follows:
  o Updated to require the Offeror’s technical approach on the specified PWS elements identified.
  o Updated to require the Offeror’s technical understanding of PWS elements not specified in this provision.

• Provision L.13 **DOE-L-2005 Proposal Preparation Instructions, Volume II – Key Personnel** has been updated as follows:
  o Edits to emphasize that three Key Personnel are required and two are optional.
  o Removed requirements for Oral Presentations and Oral Interviews.

• Provision L.14 **DOE-L-2010 Proposal Preparation Instructions, Volume II – Past Performance** has been updated as follows:
  o Paragraph (c) Newly formed entity and predecessor companies was updated for specific instructions related to past performance of parent organization(s), member organizations in a joint venture, LLC, or other similar or affiliated companies.
  o Clarified that the Past Performance Questionnaire is only required for contracts that do not have performance data in the Past Performance Information Retrieval System (PPIRS).
  o Removed detail about use of “close at hand” past performance information.

• Provision L.15 **Proposal Preparation Instructions, Volume III – Cost and Fee Proposal:**
  o Made numerous additions and deletions, as well as some editorial changes. Offerors are encouraged to review the redlined file for the specific updates.
  o The cost instructions were updated to clarify specific instructions as they apply to the Offeror and Critical Subcontractors. The Offeror shall complete all cost proposal worksheets within the updated Attachment L-6, Cost Detail Worksheets, and the updated Attachment L-7, Cost Summary Worksheets, to the level of detail indicated in the attachments and Section L instructions. The same applies to Critical Subcontractors; however, Critical Subcontractors shall complete the cost proposal worksheets utilizing the Attachment L-6a, Critical Subcontractor Cost Detail Worksheets and Attachment L-7a, Critical Subcontractor Cost Summary Worksheets. Significant updates to these cost proposal worksheets were incorporated to reduce the amount of required input data, and instead include a new “Estimating Flat File” worksheet in L-6 and L-6a.
  o The accounting system to be used by the Offeror is part of the Business
Management System (BMS). Refer to Section C regarding the BMS. As a result, the requirement to submit the Section L Attachment entitled Offeror’s Proposed Accounting System Information has been removed from the solicitation.

- Removed requirements for Cost Accounting Standards disclosure statements.
- Adjusted L.6 cost detail worksheets to include the Proposed Labor Rates Buildup Worksheet.

Section M:

- Provision M.2 DOE-M-2011 Relative Importance of Evaluation Factors has been updated to reflect the relative importance of evaluation factors.
- Made revisions to align with Section L, including:
  - M.4 Evaluation Factor – Key Personnel and Organization
  - M.5 DOE-M-2008, Evaluation Factor – Past Performance

DOE intends to answer all questions pertaining to the Final RFP as thoroughly and efficiently as possible, and looks forward to receiving proposals in response to the Final RFP.

Sincerely,

Bill Hensley
Contracting Officer

Enclosure:
(1) Industry Comment Template