

Department of Energy
Environmental Management (EM) Headquarters (HQ) Information Technology (IT) Services
Procurement

Telephone One-on-One Sessions
August 24 – 25, 2015

DOE will conduct telephone one-on-one sessions for the EM HQ IT Services procurement. DOE has scheduled these activities to be held August 24 – 25, 2015.

REGISTRATION:

To facilitate the government's planning; please provide the name, organizational affiliation, telephone number, e-mail address and citizenship of each proposed participant to the following email address: leann.brock@emcbc.doe.gov and jodi.gordon@emcbc.doe.gov no later than 3:00 P.M. EST, August 17th, 2015. Participation in the one-on-one sessions is not mandatory.

ONE-ON-ONE SESSIONS:

The one-on-one sessions will be held via teleconference, and will be scheduled from 9am – 5pm, August 24th and 25th (additional days will be added, as necessary, depending on interest). Ms. Brock or Ms. Gordon will contact you via email with the date, time, and phone number for your session. Participants should plan to call at their scheduled time, and will be limited to a 45 minute timeframe for questions/discussions.

Participants will have the opportunity to lead the discussions, and provide information to DOE they deem appropriate for this procurement. To facilitate the one-on-one sessions, DOE has identified a number of questions for industry to consider providing feedback to regarding the Draft Request for Proposal (DRFP).

1. Does the Performance Work Statement (PWS) in the DRFP provide adequate detail to enable industry to propose a Firm Fixed Price (FFP) for the specified tasks? Please identify and describe any areas in the PWS believed to be missing or in need of clarification.
2. Do the Draft RFP and the procurement website contain all of the information needed to reasonably prepare a proposal for the firm-fixed-price work detailed in Section C of the Draft RFP? If not, what additional information is needed to be able to submit a proposal?
3. Highlight any factors that would make competing for this contract desirable or undesirable for your firm.

Participants may provide additional questions and comments regarding the DRFP, as deemed necessary. DOE requests industry to provide a copy of the questions prepared in response to the DRFP to Ms. Brock and Ms. Gordon by 3:00 P.M. EST, August 19th.

DISCLAIMER:

The one-on-one sessions are for informational purposes only. A list of participants will be posted to the solicitation website at https://www.emcbc.doe.gov/SEB/EM_HQ_IT_Services/One_on_One_Sessions.php. Any statements and/or representations made during the sessions are not binding in any way on DOE or in any respect to the EM HQ IT Services solicitation. Participants are cautioned that the **ONLY** controlling documents/information is the solicitation and any amendments thereto.