Hanford Occupational Medical Services Contract (OccMed)
Draft Request For Proposal
Pre-Solicitation Conference
89303318REM000011

Office of Environmental Management (EM)
EM Consolidated Business Center and Office of Hanford Acquisitions

January 17, 2018
Background of Hanford Site, Acquisition History, and OccMed Purpose

Janis Ward
Office of Hanford Acquisitions
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<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
<td>1300</td>
<td>Opening Remarks – Janis Ward, OHA/Andrew Wirkkala, EM-5.22</td>
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<td>1305</td>
<td>Background of Hanford Site, Acquisition History, OccMed Purpose – Janis Ward, OHA</td>
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<td>1310</td>
<td>Pre-Solicitation Activities Logistics/Ground Rules, Overview of Acquisition Process, &amp; Draft RFP Sections – Bill Hensley, EMCBC</td>
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<td>1355</td>
<td>Section C, Performance Work Statement (PWS) – Jill Conrad, DEP</td>
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<td>1440</td>
<td>Contractor Human Resources Management Requirements – Joyce Gilbert/Larry Tripp, Richland Operations</td>
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<td>1510</td>
<td><strong>Break</strong></td>
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<td>1525</td>
<td>Overview of Remaining Draft RFP Sections – Bill Hensley, EMCBC</td>
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<tr>
<td>1600</td>
<td>Questions and Answers (Time Permitting)</td>
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</table>

*Please note that times are approximate; schedule will be adjusted as needed*
Hanford played a pivotal role in the nation’s defense for more than 40 years, beginning in the 1940s with the Manhattan Project.

- Approximately 580 square miles.
- Located along the Columbia River in Southeastern Washington State.
- A plutonium production complex with nine nuclear reactors and associated processing facilities.
- Today, under the direction of the Department of Energy, Hanford is engaged in the world’s largest environmental cleanup project, with a number of overlapping technical, political, regulatory, financial, and cultural issues.
Current Occupational Medical Services Contract

- HPM Corporation is current OccMed Contractor.
- Hybrid contract that contains FFP (with award fee), CR (with no fee), and IDIQ.
- Current value is approximately $99.9 million including all options and task orders from IDIQ CLIN.
- Expires September 30, 2018, including options.
- A link to the Occupational Medical Services Contract is posted on the procurement website under the “Documents Library” tab, or may be found at www.Hanford.gov.
OccMed Purpose

To provide an Occupational Medical Services Program of superior quality in support of ongoing activities at the Hanford Site.

The Contractor has the responsibility for total performance under this requirement, including determining the specific methods for accomplishing the work effort, performing quality control, and assuming accountability for accomplishing the work under the Contract.
Purpose of Pre-Solicitation Conference, Logistics/Ground Rules, One-on-One Sessions, Overview of Acquisition Process, and Draft RFP Sections

Bill Hensley
Contracting Officer
EM Consolidated Business Center
Purpose of Pre-Solicitation Conference

• Early engagement with interested parties to highlight information regarding the Draft RFP.
• Identify and resolve concerns regarding the contents of the Draft RFP, including:
  ▪ Feasibility of the requirement definition.
  ▪ Suitability of the proposal instructions and evaluation criteria.
  ▪ Availability of reference documents.
  ▪ Other industry concerns or questions.
Logistics/Ground Rules

- No audio or video recording is permitted.
- Questions should be submitted via the notecards provided.
- DOE may attempt to answer questions based on the caveat of time permitting.
- Comments may also be submitted to the procurement email address at OCCMED@emcbc.doe.gov for DOE’s consideration in preparing the Final RFP.
Today’s briefing slides and the attendee list will be posted on the procurement website.

Information provided today is at a summary level and subject to change.

Nothing stated or presented during this conference should be construed as a revision to the Draft RFP.

The written terms and conditions of the Final RFP, once released, will govern over information presented today.
One-on-One Sessions

• The Focus of the one-on-one sessions is to discuss the recently issued OccMed Draft RFP, 89303318REM000011.

• Other procurements still being finalized within DOE will not be discussed during these one-on-one sessions.

• Meetings will not be more than 35 minutes.

• Opportunity for interested parties to present their thoughts and suggestions on the procurement.

• There will be no negative ramifications for a firm choosing not to participate or cancelling their scheduled time.

• DOE is not requesting and will not accept company marketing material.
• Draft RFP was released to industry on December 20, 2017.
  ▪ Industry is encouraged to comment on the Draft RFP by January 31, 2018.
  ▪ Interested parties should submit questions/comments for DOE consideration to the following email address: OCCMED@emcbe.doe.gov.
  ▪ Comments shall be submitted in the Microsoft Word® format provided on the procurement website (please do not edit the format with the exception of adding rows as needed).
  ▪ DOE will carefully consider comments received in response to the Draft RFP in preparing the Final RFP.
OccMed Draft RFP incorporates identified process improvements from the EM Acquisition Initiatives following the 2016 Acquisition Workshop:

1. Streamlining Cost/Price Proposals,
2. Improving Past Performance Evaluations, and
3. Increasing Small Business Involvement.

EM is attempting to gain consistency across procurement actions in these identified areas, including streamlining initiatives where possible.

EM is continuing to be as transparent and collaborative as possible with industry regarding these initiatives.

Primary takeaway for industry is to understand these initiatives, look to identify these items in the Draft RFP, and provide feedback to the procurement teams.

At the September 2017 EM Acquisition Workshop, an update to these initiatives was presented. A copy of the 2017 workshop presentation will be posted to the OccMed website (Pre-Sol. Tab) for reference.
The Final RFP is anticipated to be issued in Spring 2018.

- Once the Final RFP is issued, interested parties should submit questions/comments to email address: OCCMED@emcbc.doe.gov.

- DOE will post questions and answers to the procurement website at: https://www.emcbc.doe.gov/SEB/OccMed/.
Procurement Website

https://www.emcbc.doe.gov/SEB/OccMed/

Hanford Occupational Medical Services (OccMed) Contract

WELCOME TO THE HOME PAGE
FOR THE
HANFORD OCCUPATIONAL MEDICAL SERVICES (OccMed) CONTRACT

The U.S. Department of Energy (DOE) is seeking a contractor for the Hanford Occupational Medical Services (OccMed) Contract. This follow-on contract will provide occupational medical services to more than 6,000 personnel currently working on or near the Hanford Site. These personnel are employed by a diverse group of site prime contractors, numerous site major subcontractors, small business prime contractors to DOE and two DOE site offices. Services range from "first aid" to examinations to evaluate an employee's injuries or illnesses to determine the applicability of medical restrictions. This acquisition is a follow-on to the current contract awarded to HPM Corporation in 2012. This contract is a continuation of those services and the need for Hanford Occupational Medical Services (OccMed) exists well into the future.

The North American Industry Classification System (NAICS) code for this requirement is 621111, Office of Physicians, and the small business size standard is $11M in average annual receipts. Further information concerning size standards can be found at the following website: http://www.sba.gov/category/navigation-structure/contracting/contracting-officials/eligibility-size-standards

The OccMed procurement is one of the five procurements that resulted from the Hanford Post Fiscal Year 2018 Environmental Management Mission Work Acquisition Planning.

The "Documents Library" page of this website will be periodically updated to include various types of relevant information concerning this acquisition.
Acquisition Process

• Industry will have 60 calendar days from the date the Final RFP is released to prepare and submit a proposal to DOE.

• The proposal shall consist of three separate volumes:
  - Volume I – Offer and Other Documents
  - Volume II – Technical and Management Proposal
  - Volume III – Price/Cost Proposal

• Minimum Proposal Acceptance Period will be 550 days after due date for receipt of proposals.

• Government intends to award a contract without discussions, as stated in Sections L and M of the RFP.

• Full and Open Competition under NAICS Code 621111 – Offices of Physicians (except Mental Health Specialists), Size Standard of $11 million.
• **Sections A – J** of the Final RFP will become the resultant Contract.

• **Section K** will be incorporated by reference into the Contract.

• **Section L** contains the proposal preparation instructions.

• **Section M** sets forth the basis for evaluation and method for award.
Section B
Supplies or Services and Prices/Costs

Bill Hensley
Contracting Officer
EM Consolidated Business Center
### B.2 Firm-Fixed-Price, Cost Reimbursement, and Indefinite Delivery/Indefinite Quantity Type Contract Line Item Numbers

<table>
<thead>
<tr>
<th>CLIN</th>
<th>CLIN Title</th>
<th>Contract Type</th>
<th>PWS Section(s)</th>
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<tbody>
<tr>
<td></td>
<td><strong>Base Period of Performance (36 months)</strong></td>
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<tr>
<td>0001</td>
<td>Contract Transition&lt;br&gt;(90 days included in the 36 month Base Period of Performance)</td>
<td>FFP</td>
<td>Section C.3.1</td>
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<tr>
<td>0002</td>
<td>Occupational Medical Services – FFP Scope</td>
<td>FFP</td>
<td></td>
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<tr>
<td>0003</td>
<td>CR Scope (with No Fee)</td>
<td>CR (No Fee)</td>
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<tr>
<td>0004</td>
<td>IDIQ Scope</td>
<td>IDIQ</td>
<td></td>
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<tr>
<td></td>
<td><strong>Option 1 Period of Performance (24 months)</strong></td>
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<tr>
<td>1002</td>
<td>Occupational Medical Services – FFP Scope</td>
<td>FFP</td>
<td>Section C.3.2</td>
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<td>1003</td>
<td>Cost Reimbursement Scope (with No Fee)</td>
<td>CR (No Fee)</td>
<td>Section C.3.3</td>
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<tr>
<td>1004</td>
<td>IDIQ Scope</td>
<td>IDIQ</td>
<td>Section C.3.4</td>
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<td><strong>Option 2 Period of Performance (24 months)</strong></td>
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<td>2002</td>
<td>Occupational Medical Services – FFP Scope</td>
<td>FFP</td>
<td>Section C.3.2</td>
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<td>2003</td>
<td>CR Scope (with No Fee)</td>
<td>CR (No Fee)</td>
<td>Section C.3.3</td>
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<tr>
<td>2004</td>
<td>IDIQ Scope</td>
<td>IDIQ</td>
<td>Section C.3.4</td>
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</table>

CLIN = Contract Line Item Number  
CR = Cost Reimbursement  
FFP = Firm-Fixed-Price  
IDIQ = Indefinite Delivery/Indefinite Quantity
Firm-Fixed-Price Scope (FFP CLINs 0001, 0002, 1002, 2002 series):

- Transition will be FFP within its own CLIN.
- Occupational Medical Services will be FFP within its own CLIN.
- No Fee under this Contract.

Cost Reimbursement Scope (CR CLINs 0003, 1003, 2003 series)

Indefinite Delivery/Indefinite Quantity (IDIQ CLINs 0004, 1004, 2004 Series):

- Task orders may be issued as FFP, Time and Materials, or other contract types as appropriate under the IDIQ CLIN(s).
  - $20 million is the IDIQ maximum ceiling for the entire period of performance.
Section B Overview

B.12 Small Business Subcontracting

The percentage goals established in the Section J, Attachment J-11, Small Business Subcontracting Plan, will remain in effect for the duration of the Contract.

Below are the goals from Section L.9(k)(3):

<table>
<thead>
<tr>
<th>Small Business Category</th>
<th>Small Business Goals</th>
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<tbody>
<tr>
<td>Small Businesses</td>
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<tr>
<td>Small Disadvantaged Business</td>
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<tr>
<td>Women-Owned Small Business</td>
<td>5%</td>
</tr>
<tr>
<td>HUBZONE (includes HUBZONE-certified Indian Tribal Government-Owned businesses)</td>
<td>3%</td>
</tr>
<tr>
<td>Veteran-Owned Small Business</td>
<td>3%</td>
</tr>
<tr>
<td>Service-Disabled Veteran-Owned Small Business</td>
<td>3%</td>
</tr>
</tbody>
</table>
B.6 Execution of CLINs

- Upon the NTP, the Transition CLIN (0001) will be executed.
- Upon completion of Transition, the base period CLINs (0002, 0003) will be executed.
- For the IDIQ CLIN 0004, task orders may be issued during the base period of performance in accordance with the ordering procedures at FAR 52.216-18, Ordering; FAR 52.216-19, Order Limitations; and FAR 52.216-22, Indefinite Quantity.
- The execution of the Option CLINs will be in accordance with Clause B.16, DOE-B-2014, Option to Extend the Term of the Contract: Estimated Cost, Fee and Period of Performance.
Section C
Performance Work Statement

Jill Conrad
Senior Advisor
Office of the Deputy Manager
Section C Overview

• Provide an Occupational Medical Program of superior quality in support of ongoing activities at the Hanford Site;
• Provide timely, appropriate, and cost-effective tests and examinations, as required, in support of the Hanford Site missions (including outsourced/subcontracted ancillary testing and laboratory work);
• Provide timely Occupational Health related evaluation and provide first aid service and emergency stabilization;
• Provide a medical monitoring program for prior exposures and current potential exposures from chemical substances and/or physical agents, with a commensurate action/response program that will be protective of human health and the future well-being of Hanford Site workers;
section c overview

- Enhance worker health and wellness;
- Provide occupational medical service staff, processes and systems that are consistent with an efficient and effective operation;
- Provide appropriate medical support for emergency preparedness planning, drills, and response to actual emergencies;
- Conduct epidemiological data gathering and health analyses in support of a long-range role of the Contractor in ensuring the protection of employee health and a reduction of agency liability;
- Conduct efforts to reduce the incidence of work-related illnesses and injuries; and
- Develop and implement innovative approaches and adopt practices that foster continuous improvement in rendering of occupational medical services at the Hanford Site.
### Performance Work Statement Summary

#### CLIN 0001
**Contract Transition**
- Contract Transition -- Firm-Fixed Price

#### CLIN 0002
**Occupational Medical Services-- Firm-Fixed Price Scope**
- See Below

#### CLIN 0003
**Cost Reimbursement Scope (with no fee)**
- See Below

#### CLIN 0004
**Indefinite Delivery/Indefinite Quantity Scope**
- Assignments in Accordance with Individual Performance Work Statement

### Occupational Medical Services-- Firm-Fixed Price Scope
- Medical Services Program
- Occupational Safety and Health Programs
- Case Management
- Support of DOE’s Third Party Administrator for Workers’ Compensation
- Program Administration
- Personal Property and Materials Management Program
- Disposition of Excess Personal Property
- Inventory Management
- OccMed Requirements and Regulations
- Information Management
- Occupation Medical Interface Management
- Quality Assurance
- Risk Communicator
- Field/Facility Worksites Visits

### Cost Reimbursement Scope (with no fee)
- Laboratory Services
- Vaccine Services
- Travel Medicine
- X-Ray
- Equipment Procurement and Upgrades
- Equipment Repair, Maintenance, and Calibration
- Facility Costs
- Government Vehicles
- EEOICPA Requirements
CLIN 0001 – Contract Transition

- 90 calendar days (after Notice to Proceed [NTP] is issued).
- Brief Executive Summary of Contractor’s Proposal within 24 hours of NTP.
- Transition plan:
  - Due within 15 days of NTP;
  - Approach to transition of services and work identified in the Contract;
  - Activities necessary for the Contractor to assume full responsibility for the Contract no later than 90 days after NTP; and
  - Addresses other activities and deliverables specified in the Contract that require DOE approval prior to completion of transition.
• **Occupational Medical Services:**
  
  - The Contractor has the responsibility for total performance under this requirement, including determining the specific methods for accomplishing the work effort, performing quality control, and assuming accountability for accomplishing the work under the Contract.
  
  - The Contractor shall maintain a “readiness to serve” capability sufficient to support the following activities for a workforce greater than 9,000.
  
  - The Contractor shall provide services at the clinic located at 1979 Snyder Street, Richland, WA and at the onsite facility in the Hanford 200 West Area.
This requirement includes things such as:

- **3.2.1** Occupational Medical Services
- **3.2.2** Medical Services Program
- **3.2.3** Case Management
- **3.2.4** Support of DOE’s Third Party Administrator for Workers’ Compensation
- **3.2.5** Program Administration
- **3.2.6** Personal Property and Materials Management Program
- **3.2.7** Disposition of Excess Personal Property
- **3.2.8** Inventory Management
- **3.2.9** OccMed Requirements and Regulations
- **3.2.10** Information Management
- **3.2.11** Occupation Medical Interface Management
- **3.2.12** Quality Assurance
In addition to the Fixed Price scope discussed in CLIN 0002, the Contractor will be responsible for the fulfillment of additional cost reimbursement scope that includes the following:

3.3.1 Additional OccMed Site Services

- Laboratory Services – Medical analysis services requiring the use of outside laboratories shall be reimbursable.
- Vaccine Services – The Contractor shall provide vaccine services (serum with inoculation service) beyond a base service level of 5,000 influenza shots annually.
- Travel Services – The Contractor shall provide support services to Hanford and DOE workforce for official travel.
- X-Ray Services – The Contractor shall ensure that all x-rays are read by an American Board Certified Radiologist and asbestos-related chest x-rays are read by “B” readers in compliance with OSHA standards and 10 CFR 850.
3.3.2 OccMed Equipment

• Equipment Procurement and Upgrades – The Contractor shall supply medical and IT equipment and upgrades, as necessary for Contract performance.

• Equipment Repair, Maintenance, and Calibration

3.3.3 Facility Costs

• The Contractor shall maintain and operate two clinics: the 200 West Area Health Care Center and a clinic in Richland, Washington (1979 Snyder Street). Charges necessary for clinic operations, including electricity, water, sewer, and waste disposal (solid, clinical, and hazardous wastes) are CR. Services not available offsite in alignment with Section J, Attachment J-3.b, Hanford Site Services and Interface Requirements Matrix, shall be acquired through the landlord or other sources. The Contractor is responsible for the coordination of facility upgrades, as necessary, for contract performance not otherwise included in the Contractor FFP.
3.3.4 Government Vehicles

- The Contractor may request to obtain leased Government vehicles(s), typically GSA or DOE owned, to perform work scope under this Contract.

3.3.5 EEOICPA Requirements

- The Contractor shall provide support for execution of the EEOICPA in accordance with the Section H clause entitled, *Energy Employees Occupational Illness Compensation Program Act*, and other health initiatives pertaining to current and previous Hanford Site employees.

3.3.6 Legacy Pension and Benefit Plan Management

The Department is currently reviewing the possibility that the OccMed Contractor may have the responsibilities regarding sponsorship of legacy pension and retiree medical benefit plans. Prior to issuance of the final RFP, DOE will determine if the role of the plan sponsor will be included in this contract for the following plans:

- HPM Occupational Health Services Retirement Plan; and
Work that is of a recurring nature, but that cannot be sufficiently identified or quantified in advance to be included in the FFP scope of the Contract, is identified as IDIQ work. Such work may include the following:

- The Contractor shall provide support in the event of natural disasters or catastrophic situations involving DOE or other federal agencies, as directed by the Contracting Officer (CO). Work required by Section C entitled, *Emergency and Disaster Preparedness*, is not included.

- The Contractor shall provide special consultative services and additional Occupational Health services not required by the FFP scope of the Contract and not capable of being performed within the Essential Staffing Levels, as defined in Section J (Attachment J-8 entitled, *Annual Essential Staffing Levels*).
15 Minute Break

Please turn in questions on notecards
Hanford Occupational Medical Services Contract
Contractor Human Resource Management (CHRM) Requirements
Pre-Solicitation Conference
89303318REM000011

Joyce Gilbert/Larry Tripp
RL Contractor Industrial Relations
January 17, 2018
C.XX Legacy Pension and Benefit Plan Contributions

• The Contractor shall fund the Legacy Benefit Plans as set forth in Section H. Clause entitled Legacy Benefits: Pension and Post Retirement Benefits.

• There is no fee associated with pension/benefit contributions.

The Contractor will have responsibilities regarding sponsorship, management, and administration of Legacy Pension and Post Retirement Benefit plans for certain retired Contractor employees associated with work under a previous DOE occupational health services contract.

• Legacy Pension and Benefit Plan Management costs are part of the FFP scope noted in Section 3.2.XX.
CHRM Clauses in the Draft RFP:

• H.2 No Third Party Beneficiaries
• H.3 Definitions
• H.4 Workforce Transition and Employee Hiring Preferences Including through Period of Performance
• H.5 Labor Relations
• H.6 Workforce Restructuring
• H.7 Labor Standards

New CHRM Clauses in the Final RFP:

• H.X Legacy Benefits: Pension and Post Retirement Benefits (PRB) - New
• H.X Legacy Benefits Transition: Plan and Timeframes - New
• H.X Post Contract Responsibilities for Legacy Benefits: Pension and PRB - New
H.4 Workforce Transition and Employee Hiring Preferences Including Through Period of Performance

• The Department has always had an extensive list of hiring preferences for individuals employed by a predecessor site contractor.

• During Transition:
  ▪ Right of first refusal for service employees (FAR 52.222-17).
  ▪ Right of first refusal for qualified non-managerial Incumbent Employees for positions *substantially equivalent* to positions for which they are currently employed.
  ▪ Preference in Hiring for Incumbent Employees who meet the qualification requirements for a vacancy in non-managerial positions and who have been identified by their employer as being at risk of being laid-off due to transition to a new Contractor.

• Through Period of Performance – Preference in Hiring:
  ▪ Former employees of HPMC and HPMC’s preselected teaming subcontractor.
  ▪ Former employees of other DOE nuclear contractors.
H.5 Labor Relations

- HPMC currently does not have a represented workforce.
- Even where there is no collective bargaining agreement, Contractor must respect employees' right to organize and understand requirements of the National Labor Relations Act.
H.6  Workforce Restructuring

If workforce reductions are more than 49 employees, Contractor must provide notification to the CO 30 days prior to employees being laid off.
NEW REQUIREMENT

H.X Legacy Benefits: Pension and Post Retirement Benefits

• Currently, HPMC sponsors a closed legacy Defined Benefit Pension Plan and a Retiree Medical Plan (Post Retirement Benefit).

• Contractor shall become a sponsor of the closed legacy Defined Benefit Plan and Retiree Medical Plan.

• Contractor will need expertise in the Employee Retirement Income Security Act (ERISA) (e.g., legal and actuarial counsel).
NEW REQUIREMENT

H.X Legacy Benefits Transition: Plan and Timeframes

• Benefit Transition Plan describing the Contractor’s plans and procedures to comply with Clause H.X, Legacy Benefits: Pension and Post Retirement Benefits.

• Provide list of Contractor personnel responsible for development of Transition Plan and contact information.

• Evidence that transition is completed.
Section F Overview

Section F
Deliveries or Performance

Bill Hensley
Contracting Officer
EM Consolidated Business Center
DOE-F-2003, Period of Performance

A NTP will be issued for the 90-day Transition Period (included in the Base Period).

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<tbody>
<tr>
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<td>Transition Period CLIN (90 days)</td>
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<tr>
<td>Base Period CLINs (2 Years 9 months)</td>
</tr>
<tr>
<td>Option Period 1 CLINs (24 months)</td>
</tr>
<tr>
<td>Option Period 2 CLINs (24 months)</td>
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<tr>
<td>CLIN = Contract Line Item Number</td>
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</tbody>
</table>

Note: DOE may delay issuing NTP after contract award for up to 6 months.
Section G

Contract Administration Data

Bill Hensley
Contracting Officer
EM Consolidated Business Center
• G.1. The CO is the only individual who has the authority to assign additional work, issue changes, accept non-conforming work, and waive any requirements of the Contract.

• G.2. Contracting Officer’s Representative (COR) will be appointed in accordance with DEAR 952.242-70, *Technical Direction*.

• G.3. DOE-G-2003, Contractor’s Program Manager. The Contractor shall designate a Project Manager who will be the Contractor’s authorized supervisor for technical and administrative work and receive and execute all technical directions from the COR.
Section H

Special Contract Requirements

Bill Hensley
Contracting Officer
EM Consolidated Business Center
H.52 DOE-H-2045 Contractor Community Commitment

• DEAR 970.5226-3, Community Commitment, requires an annual plan for community commitment activities and report on program progress semiannually.

• Per L.9(l), the Offeror shall provide a Community Commitment Plan that demonstrates meaningful partnership with the community and support of sustainable economic use of the site.

• The Contractor’s Plan may include regional educational outreach programs, regional purchasing programs, and community support activities.

• The Community Commitment Plan shall be submitted as part of the Volume I submission and will become part of the Contract as a Section J Attachment.
H.43 DOE-H-2070 Key Personnel

• The Offeror shall propose 4 required key personnel. Only one individual may be proposed for each key personnel position.

• The required key personnel positions include: Program Manager, Site Occupational Medical Director (SOMD), Nursing Director, and Business and Contracts Manager. In addition, the Offeror may propose up to one other key personnel position that is critical to the overall performance of the Contract.
H.53 Subcontracted Work

• Contractor shall **subcontract** at least 20% of **Total Contract Value** at time of Contract award (exclusive of the maximum value under the IDIQ CLINs).

• At least 10% of **Total Contract Value** (not 10% of 20%) at time of Contract award (exclusive of the maximum value under the IDIQ CLINs) shall be **subcontracted to small businesses**.

• Unless otherwise approved in advance by the CO, work to be performed by subcontractors selected after contract award shall be acquired through competitive procurements to the extent required, with an emphasis on fixed-price subcontracts to the extent practicable. The use of cost-type, time-and-materials, and labor-hour subcontracts shall be minimized.

• The Contractor’s subcontracted work shall be in compliance with the Contractor’s approved Small Business Subcontracting Plan.
H.75 Partnering

• The Government proposes to form a cohesive partnership with the Contractor -- trust, dedication to common goals, and an understanding and respect of each other's expectations and values.

• Teambuilding environment which fosters better communication and problem solving and a mutual trust between the participants.

• The partnership strives to draw on the strengths of each organization in an effort to achieve a quality project done right the first time, within budget, and on schedule.

• Participation in the partnership will be totally voluntary by the parties.
Section J
List of Documents, Exhibits, and Other Attachments

Bill Hensley
Contracting Officer
EM Consolidated Business Center
<table>
<thead>
<tr>
<th>Attachment Number</th>
<th>Title Of Attachment</th>
<th>Revision Number</th>
<th>Number Of Pages</th>
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<tbody>
<tr>
<td>J-1</td>
<td>Acronym List</td>
<td></td>
<td>X</td>
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<tr>
<td>J-2</td>
<td>Requirements Sources and Implementing Documents</td>
<td></td>
<td>X</td>
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<tr>
<td>J-3.b</td>
<td>Hanford Site Services and Interface Requirements Matrix – Applicable to Other Hanford Contractors After Transition</td>
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<td>J-4</td>
<td>Wage Determinations – Service Contract Act (SCA)</td>
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<td>J-5</td>
<td>Government Furnished Property Inventory</td>
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<td>Government Furnished Services/Information</td>
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<tr>
<td>J-7</td>
<td>Performance Guarantee Agreement</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>J-8</td>
<td>Annual Essential Staffing Levels</td>
<td></td>
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<tr>
<td>J-9</td>
<td>Reserved</td>
<td></td>
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</tr>
<tr>
<td>J-10</td>
<td>Performance Agreement with Assistant Secretary</td>
<td></td>
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</tr>
<tr>
<td>J-11</td>
<td>Small Business Subcontracting Plan</td>
<td></td>
<td>X</td>
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<tr>
<td>J-12</td>
<td>Contract Deliverables</td>
<td></td>
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<tr>
<td>J-13</td>
<td>Advance Understanding on Costs</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>J-14</td>
<td>Task Orders Under Indefinite Delivery Indefinite Quantity (IDIQ)</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Section K Overview

Section K
Representations, Certifications, and Other Statements of Offerors

Bill Hensley
Contracting Officer
EM Consolidated Business Center
Section K: Representations, Certifications, and Other Statements of Offerors

• Offerors shall complete and submit all of the fill-in information provided in Section K.

• K.5, Certification Regarding Facility Clearance – Foreign Ownership, Control, or Influence (FOCI) information is applicable to all Offerors in terms of either new FOCI registrations or documentation of the existing facility clearance. Specific FOCI instructions are included in Section L.
Section L Overview

Section L
Instructions, Conditions, and Notices to Offerors

Bill Hensley
Contracting Officer
EM Consolidated Business Center
L.8. DOE-L-2001 Proposal Preparation Instructions – General

(a) Definitions

(1) Offeror. The term “Offeror,” as used in this Section L, refers to the single entity submitting the proposal. The Offeror shall be a legal entity separate from its parent organization(s), whose sole purpose is to perform the contract, in accordance with the clause entitled DOE-H-2015 entitled, Separate Corporate Entity. The Offeror may be a single corporation or a "contractor team arrangement" as defined in FAR 9.601, for example, a limited liability company, limited liability partnership, joint venture, or similar entity or arrangement. If the Offeror is a newly formed entity, it must be legally established on or before the date for submission of proposals. (See Volume I instructions regarding any requirement for a performance guarantee agreement).

(2) Critical subcontractor. A “critical subcontractor” is any subcontractor that will perform work that is incorporated into the Offeror's Technical Approach and that the prime offeror considers critical to enhance its team’s technical approach, experience, or ability to meet delivery requirements.
Volume II – Technical and Management Proposal

Technical Approach (25 page limit):

• Includes the technical approach to accomplish the PWS objectives
• Approach to Contract Transition
• Approach to Occupational Medical Services
• Approach to communication and interface
• Approach to performing Beryllium Services
• Subcontracting Approach and Commitment to Small Business Utilization
Volume II – Technical and Management Proposal

Key Personnel and Organization (10 page limit):

• The Offeror shall propose four required key personnel and may propose up to one additional key personnel. Four required key personnel include:

  1. Program Manager,
  2. Site Occupational Medical Director (SOMD),
  3. Nursing Director, and

• Completed Attachment L-2 Key Personnel Standard Resume Format (4 page limit) and signed Commitment Letters not included in 10 page limitation.
Volume II – Technical and Management Proposal

Experience:

• Completed Attachment L-3, Past Performance and Experience Reference Information For (7 page limit).
• Completed Attachment L-7, Work Performance Matrix.
• Written content for the Experience evaluation factor is limited to Attachment L-3 and Attachment L-7.

NOTE: DOE is strongly considering removing the Experience evaluation factor in the Final RFP. Industry has been requested to provide input during one-on-one sessions and written comments to DOE by January 31, 2018.
Volume II – Technical and Management Proposal

Past Performance:

- Completed Attachment L-3, Past Performance and Experience Reference Information Form (7 page limit)
- Completed Attachment L-5, List of Contracts Terminated for Default or Convenience
- Completed Attachment L-6, List of DOE Contracts
- Completed Attachment L-7, Work Performance Matrix
- Past Performance Consent Statement(s)
Section L Overview

List of Section L Attachments

Attachment L-1  Performance Guarantee Agreement
Attachment L-2  Key Personnel Standard Resume Format
Attachment L-3  Past Performance and Experience Information Form
Attachment L-4  Past Performance Cover Letter and Questionnaire
Attachment L-5  List of Contracts Terminated for Default or Convenience
Attachment L-6  Price Proposal Worksheets
Attachment L-7  Work Performance Matrix
Attachment L-8  Cost Assumptions
Attachment L-9  Offeror’s Proposed Accounting System Information
Attachment L-10 Price Proposal Worksheets (Excel® spreadsheet named Attachment L-6)
Attachment L-11 Small Business Subcontracting Tables
Section L

Volume III DRFP Price Proposal

Augustine Achianga

Office of Hanford Acquisitions

• Offerors submit a completed Table B-2, Price Schedule (Section B), and a completed Price Proposal Summary Worksheet.

• Proposed Price shall be based upon Fiscal Year 2019 dollars.

• L.16 (h): Offerors shall assume Government furnished amounts (already escalated) per year for PWS C.3.3.

• Offerors shall provide fully-burdened labor rates for all labor positions and all periods by completing the pricing schedules in PWS C.3.4 Consolidated Rate Schedule, and in the following Section B Tables: B-6, B-9, and B-12.
Attachment L-8 – Cost Assumptions

• Offerors shall utilize the binding assumptions

Attachment L-10 – Cost Proposal Workbook
(Excel® file named Attachment L-6, Price Proposal Worksheets) including:

• Price Proposal Summary Worksheet
• PWS C.3.3 Cost Detail Worksheet
• PWS C.3.4 Consolidated Rate Schedule

Historical Reference (HREF) Data

• HREF consists of historical information for use by Offerors
Section M Overview

Section M
Evaluation Factors for Award

Bill Hensley
Contracting Officer
EM Consolidated Business Center
M.7 DOE-M-2011 Relative Importance of Evaluation Factors

The relative importance of the evaluation factors for the Technical and Management Proposal are listed in descending order of importance below.

1. Technical Approach
2. Key Personnel and Organization
3. Past Performance
4. Relevant Experience

Technical approach is slightly more important than key personnel and organization; both are significantly more important than experience and past performance. Experience and past performance are equal in importance.

The evaluation factors for the Technical and Management Proposal (Volume II), when combined, are significantly more important than the total evaluated price (Volume III).
M.9 DOE-M-2012 Basis for Award

The Government intends to award one contract to the responsible Offeror whose proposal is determined to be the best value to the Government. Selection of the best value to the Government will be achieved through a process of evaluating each Offeror’s proposal against the evaluation factors described above. The evaluation factors for the Technical and Management Proposal will be adjectivally rated. The Cost/Price evaluation factor will not be rated; however, the evaluated price will be used in determining the “best value” to the Government. The Government is more concerned with obtaining a superior Technical and Management proposal than making an award at the lowest evaluated price. However, the Government will not make an award at a price premium it considers disproportionate to the benefits associated with the evaluated superiority of one Offeror’s Technical and Management Proposal over another. Thus, to the extent that Offerors’ Technical and Management Proposals are evaluated as close or similar in merit, the evaluated price is more likely to be a determining factor in selection for award.
Acquisition Schedule

Details for this procurement can be found at the below website links:

DOE Acquisition Forecast
https://energy.gov/osdbu/acquisition-forecast

http://www.energy.gov/osdbu/downloads/acquisition-forecast-download

List of DOE EM Major Procurements currently being competed
https://www.energy.gov/em/downloads/em-major-procurements
Questions?
(Time Permitting)

Thank you for attending!