



## Department of Energy

**Environmental Management  
Consolidated Business Center  
250 East 5<sup>th</sup> Street, Suite 500  
Cincinnati, Ohio 45202  
(513) 246-0500**

June 10, 2014

EMCBC-00566-14

To: Interested Small Business Contractors

### **PADUCAH INFRASTRUCTURE SUPPORT SERVICES – PRE-SOLICITATION NOTICE**

This letter hereby requests review and comment from interested parties of the Draft Request for Proposal (RFP) No. DE-SOL-0006383 pertaining to the Paducah Infrastructure Support Services procurement. The Draft RFP is being issued for informational purposes only to assist the Department of Energy (DOE) in developing a Final RFP for this procurement.

**PLEASE NOTE:** The Paducah Infrastructure Support Services procurement will be conducted as a set-aside for small businesses that do not exceed the small business size standard of \$35.5M (annual receipts) under NAICS code 561210, Infrastructure Support Services.

DOE is not requesting proposals at this time, and interested parties shall not submit proposals in response to the Draft RFP. DOE will not evaluate any proposals received in response to the Draft RFP. Proposals shall be submitted only in response to the Final RFP, which will be released at a later date.

DOE hereby invites all interested parties to thoroughly examine the Draft RFP and the accompanying website in their entirety and to submit comments in writing via the email address [PaducahInfrastructure@emcbc.doe.gov](mailto:PaducahInfrastructure@emcbc.doe.gov). The Draft RFP is subject to change in the development of the Final RFP as a result of DOE's consideration of the comments received from interested parties in response to the Draft RFP. In particular, DOE is seeking feedback from interested parties on the following:

1. Does the Draft RFP contain any potential restrictive barriers to competition? Do barriers exist (DOE-imposed or otherwise) that would hinder your firm from participating in this acquisition? If so, please identify.
2. What are the important discriminating factors for the Evaluation Criteria that DOE should consider in making this contractor selection?

3. Are the Section B Contract Line Item Number (CLIN) pricing structure, Section J Exhibit Line Item Number (ELIN) pricing structure, and Section L pricing instructions clear? If not, what is unclear and how can these sections be improved?
4. 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?
5. Is the Section C PWS requirement description sufficiently clear to provide the firm-fixed-price infrastructure support services? If not, identify what is unclear and how it can be improved.
6. The Table of Contents provided for Section J, Attachment J-8, provides a listing of the technical documents, exhibits, and other attachments that will be provided with the Final RFP. Is there additional information that would be necessary to be able to submit a firm-fixed-price proposal?
7. Is the Task Ordering Procedure in Section H clear for work to be ordered under IDIQ Task Orders?
8. Are the page limitations included in Section L of the Draft RFP for the Technical Proposal (Volume II) sufficient? If not, please provide input.
9. DOE is considering adding a deliverable for the successful Offeror to submit a complete Basis of Estimate within 5 days of contract award (including estimating assumptions, resource quantities, and unit rates) to support the proposed firm-fixed-price. Please provide input as to whether DOE should add this deliverable.
10. Would a more extensive site tour, including entry in various facilities, be beneficial after release of the final solicitation in order to assist in preparation of a firm-fixed-price proposal? If so, please indicate which specific facilities or areas you are interested in touring?
11. Please provide input on a base period of one versus two years.
12. Do you have any additional suggestions?

In addition to requesting that interested parties review the Draft RFP and provide feedback, DOE requests that interested parties review all of the information and/or documentation available on the Paducah Infrastructure Support Services procurement website and identify any additional reference documentation or information that would facilitate the preparation of proposals. Interested parties will have until July 3, 2014, to submit comments regarding the Draft RFP. Please provide comments in Microsoft Word in the table format provided (Enclosure 1), separated by Draft RFP section. DOE does not anticipate posting responses on the procurement website to any questions or comments pertaining to the Draft RFP; however, DOE will consider comments when preparing the Final RFP. Interested parties will be given the opportunity to submit questions and comments in writing for DOE response once the Final RFP is issued.

This letter also informs interested parties that DOE will conduct a pre-solicitation conference, a site tour, and one-on-one sessions with interested parties during the week of June 23, 2014. Instructions for requesting attendance to these events may be found on the Paducah Infrastructure Support Services website at:  
<https://www.emcbc.doe.gov/SEB/PaducahInfrastructure/>

After the Final RFP is issued and proposals are received in response to the Final RFP, DOE intends to award one contract on the basis of best value to the Government. Swift & Staley Inc. is performing many of the services listed in the Draft RFP for DOE at this time. This contract is set to expire on March 15, 2015.

The infrastructure support services to be provided under this acquisition include surveillance, maintenance and repair of facilities; janitorial services; grounds maintenance, snow removal, and pest control; roadway/parking lot maintenance; computing, telecommunication, and cyber security; fleet management; real and personal property management; records management and document control; safeguards and security; environment, safety, health and quality (ESH&Q) program; and training services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Aaron W. Deckard', with a stylized flourish at the end.

Aaron W. Deckard  
Contracting Officer

Enclosures: Comment Table Format

cc electronic w/ enclosure:  
Tamara Miles, EMCBC  
Toni Rutherford, EMCBC

**Comment Table for Draft Request for Proposal (RFP) No. DE-SOL-0006383**

**Paducah Infrastructure Support Services**

No.	Section	Page	Comment
N/A	L.35(c)	L-25	Example of annotating section and page.
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