

**Department of Energy  
Carlsbad Field Office (CBFO) Technical Assistance Contract (CTAC)  
Procurement No. 89303320REM000073  
Pre-Proposal Conference Registration Information**

The Department of Energy (DOE) Office of Environmental Management will conduct a pre-proposal conference for the Carlsbad Field Office (CBFO) Technical Assistance Contract (CTAC) procurement. These activities are for informational purposes only. The conference will be held at 3:00 PM Eastern Time on Tuesday November 10, 2020. Registration is limited to four (4) representative logins (with email addresses) per entity. No recording, copying, or transcription devices will be allowed by attendees. Only DOE may record the conference.

Due to Covid-19-related travel restrictions and health concerns, a Site Tour cannot be conducted at this time and DOE does not expect this to change prior to the deadline for proposal submissions. Offerors are encouraged to familiarize themselves with the relevant locations and work sites through other means.

**PRE-PROPOSAL CONFERENCE**

The pre-proposal conference will be held on November 10, 2020 via WebEx, with the hyperlink address and login information to be sent directly to registrants. Participants should check-in to WebEx fifteen minutes early (by 2:45 PM Eastern Time [ET]) and the conference will begin at 3:00 PM ET. The event is anticipated to conclude no later than 4:30 PM ET.

DOE will provide technical presentations regarding the CBFO site and procurement-related information specific to the Request for Proposals (RFP) that was released on October 29, 2020. During the conference, comments or questions can be submitted via the chat function on WebEx for DOE review. DOE may provide written responses later, via posting to the procurement website; however, DOE is not obligated to respond to all comments or questions.

Slides presented at the conference, written responses to questions/comments, and the list of conference attendees will be subsequently posted on the CTAC procurement website at <https://www.emcbc.doe.gov/SEB/cbfo-tac>.

DOE will not be conducting one-on-one sessions for the CTAC procurement and does not wish to receive materials from Offerors other than questions/comments about the RFP and responsive proposals.

**REGISTRATION**

Anyone interested in attending the conference shall submit the CTAC Pre-Proposal Conference Registration Form found at <https://www.emcbc.doe.gov/SEB/cbfo-tac>. Each proposed attendee must submit the completed form via email to [cbfo-tac@emcbc.doe.gov](mailto:cbfo-tac@emcbc.doe.gov) by 2:00 PM ET, Monday November 9, 2020. Pre-registration is required and no additional email addresses/registrants will be added to the WebEx the day of the conference. All requests for information regarding registration pertaining to this announcement must be directed to the procurement mailbox at [cbfo-tac@emcbc.doe.gov](mailto:cbfo-tac@emcbc.doe.gov). For time sensitive questions, you may contact Ian Rexroad, Contracting Officer at 513-262-3285 or [Ian.Rexroad@emcbc.doe.gov](mailto:Ian.Rexroad@emcbc.doe.gov).

## **GENERAL INFORMATION**

Attendance at the pre-proposal conference is voluntary. Neither attendance nor non-attendance will be a factor in DOE's evaluation of an Offeror's proposal. The Government will not reimburse any entity for expenses related to attendance at the conference.

None of the information stated or presented during the pre-proposal conference should be construed as a revision to the RFP unless and until issued in a formal RFP amendment. Information provided is at a summary level and subject to change. The written terms and conditions of the Final RFP, as amended, govern over any information presented.

DOE looks forward to continued engagement with industry and other interested parties in a transparent and collaborative manner throughout the procurement process for CTAC.