

The purpose of this amendment is to amend Solicitation No. 89303319REM000034 as described below, and incorporate the changes in the conformed copy of the solicitation. All other sections of the Final RFP remain unchanged.

**Amendment 0002 to Solicitation No. 89303319REM000034**

RFP Section Reference	Final RFP Posting	Amendment 2 Posting
<p>G.6 DOE-G-2005 Billing Instructions – Alternate I (Mar 2019) (Revised) (For Cost-Reimbursement Task Orders);</p> <p>paragraph (d)(1)(G)</p>	<p>(d) The voucher must include a statement of cost and supporting documentation for services rendered. This statement should include, as a minimum, a breakout by cost or price element and Task Order (if applicable) of all services actually provided by the Contractor, for the current billing period, current fiscal month, current fiscal year year-to-date, and cumulatively contract-to-date.</p> <p>(1) Statement of Cost. The Contractor shall prepare and submit a Statement of Cost with each voucher in accordance with the following:</p> <p>(A) Statement of Cost must be completed and consistent with data in the Contractor’s cost accounting system.</p> <p>(B) Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract.</p> <p>(C) Indirect costs claimed must reflect the rates approved for billing purposes by the Contracting Officer.</p> <p>(D) The Direct Productive Labor Hours (DPLH) incurred during the current billing period must be shown, and the DPLH summary completed, if applicable.</p> <p>(E) The total fee billed, retainage amount, and available fee must be shown.</p> <p>(F) If a given Task Order includes task areas/subtasks, the Statement of Cost must include a breakdown of costs for all respective task areas/subtasks.</p> <p>(G) <i>Reserved</i></p>	<p>(d) The voucher must include a statement of cost and supporting documentation for services rendered. This statement should include, as a minimum, a breakout by cost or price element and Task Order (if applicable) of all services actually provided by the Contractor, for the current billing period, current fiscal month, current fiscal year year-to-date, and cumulatively contract-to-date.</p> <p>(1) Statement of Cost. The Contractor shall prepare and submit a Statement of Cost with each voucher in accordance with the following:</p> <p>(A) Statement of Cost must be completed and consistent with data in the Contractor’s cost accounting system.</p> <p>(B) Costs claimed must be only those recorded costs authorized for billing by the payment provisions of the contract.</p> <p>(C) Indirect costs claimed must reflect the rates approved for billing purposes by the Contracting Officer.</p> <p>(D) The Direct Productive Labor Hours (DPLH) incurred during the current billing period must be shown, and the DPLH summary completed, if applicable.</p> <p>(E) The total fee billed, retainage amount, and available fee must be shown.</p> <p>(F) If a given Task Order includes task areas/subtasks, the Statement of Cost must include a breakdown of costs for all respective task areas/subtasks.</p> <p>(G) <u>Costs claimed must be summarized and broken out by cost element (e.g., Labor, Subcontracts, Other Direct Costs, etc.).</u> <i>Reserved</i></p>
<p>L.11 DOE-L-2002 Proposal Preparation Instructions, Volume I – Offer and Other Documents – Alternate II, Alternate III, Alternate IV, Alternate V, and Alternate VI (Oct. 2015);</p> <p>paragraph (d)(6)</p>		<p><u>(6) Offeror’s Authorized Participants - Virtual Oral Problem Scenarios and Oral Interview. Offerors shall provide the name, employer/company, and e-mails of the Offeror’s authorized key personnel participants for the Oral Problem Scenarios and Oral Interview. The Offeror shall also provide the name, employer/company, and e-mails of the Offeror’s authorized non-key personnel participant to provide IT technical support with virtual platform connection and equipment or persons required to assist any of the key personnel with disabilities.</u></p>

Amendment 0002 to Solicitation No. 89303319REM000034

RFP Section Reference	Final RFP Posting	Amendment 2 Posting
<p>L.14 Proposal Preparation Instructions, Volume II – Key Personnel;                      paragraph (e) (1) and (2)</p>	<p>(e) Oral problem scenarios – key personnel, and oral interview – Program Manager.</p> <hr/> <p>(1) Oral problem scenarios – key personnel.</p> <p>DOE will conduct oral problem scenarios with each Offeror’s proposed key personnel team. DOE may utilize virtual procedures to conduct the oral problem scenarios with each Offeror’s proposed key personnel team. All of the Offeror’s proposed key personnel shall actively participate in the oral problem scenarios and be physically present. No substitutions will be allowed to participate in lieu of the named, proposed key personnel. No other personnel representing the Offeror will be allowed to attend. However, persons and/or service animals required to assist any of the key personnel with disabilities may attend when accompanying that attendee.</p> <p>The problem-solving scenarios will include a technical and/or managerial problem or challenge, representative of the activities to be performed under the contract. The scenarios will allow the Offeror to demonstrate its key personnel’s leadership, teamwork, communications, knowledge of the Master IDIQ PWS, quality of the technical and managerial solution(s) to the problems, and problem-solving capabilities both individually and as a team. The key personnel team will be allowed time to analyze the problem, prepare a response, and present its response; however, the team will not be allowed to ask DOE questions. The scenarios will not be provided to Offerors in advance of the oral problem scenarios. Offerors may not present any formal presentation prepared in advance.</p> <p>(2) Oral interview – Program Manager</p> <p>DOE will conduct an oral interview with each Offeror’s proposed Program Manager for the purpose of determining this individual’s qualifications and suitability, including leadership capability for the proposed position. DOE may utilize virtual procedures to conduct the oral interview with each Offeror’s proposed Program Manager.</p> <p>A question and answer, oral interview format will be used. A set of questions will be asked of each Offeror’s Program Manager. Questions will not be provided to Offerors in advance. Offerors may not present any formal presentation prepared in advance. The interview will be conducted during a period of up to 60 minutes.</p>	<p>(e) <del>Virtual</del> Oral problem scenarios – key personnel, and oral interview – Program Manager.</p> <hr/> <p>(1) Oral problem scenarios – key personnel.</p> <p>DOE will conduct oral problem scenarios with each Offeror’s proposed key personnel team. DOE <del>may</del> <u>will</u> utilize virtual procedures to conduct the oral problem scenarios with each Offeror’s proposed key personnel team. All of the Offeror’s proposed key personnel shall actively participate in the oral problem scenarios and be physically present <u>on the screen</u>. <u>Whether the key personnel team is collocated will be at the discretion of the Offeror.</u> No substitutions will be allowed to participate in lieu of the named, proposed key personnel. No other personnel representing the Offeror will be allowed to attend. However, persons and/or service animals required to assist any of the key personnel with disabilities may attend when accompanying that attendee, <u>and- the Offeror may also authorize one non-key personnel participant to provide Information Technology (IT) technical support with virtual platform connection and equipment.</u></p> <p>The problem-solving scenarios will include a technical and/or managerial problem or challenge, representative of the activities to be performed under the contract. The scenarios will allow the Offeror to demonstrate its key personnel’s leadership, teamwork, communications, knowledge of the Master IDIQ PWS, quality of the technical and managerial solution(s) to the problems, and problem-solving capabilities both individually and as a team. The key personnel team will be allowed time to analyze the problem, prepare a response, and present its response; however, the team will not be allowed to ask DOE questions. The scenarios will not be provided to Offerors in advance of the oral problem scenarios. Offerors may not present any formal presentation prepared in advance.</p> <p>(2) Oral interview – Program Manager</p> <p>DOE will conduct an oral interview with each Offeror’s proposed Program Manager for the purpose of determining this individual’s qualifications and suitability, including leadership capability for the proposed position. DOE <del>may</del> <u>will</u> utilize virtual procedures to conduct the oral interview with each Offeror’s proposed Program Manager. <u>The Offeror’s proposed Program Manager shall be physically present on the screen.</u></p> <p>A question and answer, oral interview format will be used. A set of questions will be asked of each Offeror’s Program Manager. Questions will not be provided to Offerors in advance. Offerors may not present any formal presentation prepared in advance. The interview will be conducted during a period of up to 60 minutes.</p>

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<p>L.14 Proposal Preparation Instructions, Volume II – Key Personnel; paragraph (e) (3)</p>	<p>(3) Logistics.</p> <ul style="list-style-type: none"> <li>(i) The Offeror shall not bring into the presentation room any presentation or reference material including the written proposal or electronic equipment, e.g., computers/laptops, cell phones, cameras, and video or audio recording equipment. The key personnel shall not reach back, by phone/conference bridge, e-mail or any other means, to any other personnel or persons for assistance during the oral problem scenarios and oral interview.</li> <li>(ii) DOE may make a recording of the oral problem scenarios and oral interview, including the Offeror’s preparations for the oral problem scenarios. After award, a copy of the video recording may be provided to the Offeror upon request. Video or audio recording of the oral problem scenarios and oral interview by Offerors is strictly prohibited.</li> <li>(iii) By participating in the oral problem scenarios and oral interview, the Offeror acknowledges that it is in full compliance with all solicitation terms and conditions, in accordance with applicable laws and statutes.</li> <li>(iv) Unless conducted virtually, DOE will provide flip-charts, sketch or legal pads, and markers for the Offeror’s key personnel to use during the oral problem scenarios and oral interview. All presentation materials used will be retained by DOE.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>(v) If conducted virtually, Offerors may elect to utilize white boards or flip charts and markers during the oral problem scenarios and the Offeror also may utilize 8 ½ x 11 sketch pad or legal pad and markers during the oral problem scenarios and oral interview. Any presentation materials used virtually shall be the responsibility of the Offeror.</li> <li>(vi) If conducted virtually, the Offeror shall not utilize any computers (other than the ones required to host the web-based conference platform being utilized for the oral problem scenarios and oral interview), tablets, smart phones, or separate conference lines/phones, while conducting the oral presentation, and shall not bring or distribute any written or electronic materials during the oral presentation. The Offeror participant may need a separate phone/conference bridge to connect to the oral problem scenarios and oral interview, however that phone shall only be used for that purpose and no other.</li> </ul>	<p>(3) Logistics.</p> <ul style="list-style-type: none"> <li>(i) The Offeror shall not bring into the presentation room any presentation or reference material including the written proposal or electronic equipment; (e.g., computers/laptops, cell phones, cameras, and video or audio recording equipment), <u>other than the computer required to host the web-based conference platform being utilized for the oral problem scenarios and oral interview. The key personnel team may utilize the viewable chat function within the virtual platform during the oral problem scenarios. Furthermore,</u> <del>the</del> key personnel shall not reach back, by phone/conference bridge, e-mail or any other means, to any other personnel or persons for assistance during the oral problem scenarios and oral interview.</li> <li>(ii) DOE may make a recording of the oral problem scenarios and oral interview, including the Offeror’s preparations for the oral problem scenarios. After award, a copy of the <del>video</del> recording may be provided to the Offeror upon request. <del>Video or audio</del> <u>Any type of</u> recording of the oral problem scenarios and oral interview by Offerors is strictly prohibited.</li> <li>(iii) By participating in the oral problem scenarios and oral interview, the Offeror acknowledges that it is in full compliance with all solicitation terms and conditions, in accordance with applicable laws and statutes.</li> <li>(iv) <u>Reserved.</u> <del>Unless conducted virtually, DOE will provide flip charts, sketch or legal pads, and markers for the Offeror’s key personnel to use during the oral problem scenarios and oral interview. All presentation materials used will be retained by DOE.</del></li> <li>(v) <del>If conducted virtually,</del> Offerors may elect to utilize white boards or flip charts and markers during the oral problem scenarios and the Offeror also may utilize 8 ½ x 11 sketch pad or legal pad and markers during the oral problem scenarios and oral interview. Any presentation materials used virtually shall be the responsibility of the Offeror.</li> <li>(vi) <del>If conducted virtually, the</del> <u>The</u> Offeror shall not utilize any computers (other than the ones required to host the web-based conference platform being utilized for the oral problem scenarios and oral interview), tablets, smart phones, or separate conference lines/phones, while conducting the oral presentation, and shall not bring or distribute any written or electronic materials during the oral presentation. The Offeror participant may need a separate phone/conference bridge to connect to the oral problem scenarios and oral interview, however that phone shall only be used for that purpose and no other.</li> </ul>

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<p>L.14 Proposal Preparation Instructions, Volume II – Key Personnel;                      paragraph (e) (4) and (5)</p>	<p>(4) Schedule.</p> <p>Each Offeror will be notified within 5 working days after the proposal submission deadline of the date, time, location, agenda, and other instructions related to its oral problem scenarios and oral interview. The oral problem scenarios and oral interview will commence within approximately 15 working days after the proposal submission deadline. DOE reserves the right to conduct the oral problem scenarios and oral interview outside of this approximate timeline or to reschedule an Offeror’s oral problem scenarios and oral interview. DOE will not consider a request from an Offeror to reschedule its oral problem scenarios and oral interview, except under extenuating circumstances (e.g., personal illness or emergency). DOE will randomly select the order of the oral presentations.</p> <p>(5) Oral problem scenarios and oral interview agenda.</p> <p>The following tentative agenda is anticipated to be used for the oral problem scenarios and oral interview. The agenda shows the various segments of the oral problem scenarios and oral interview, a brief description for each segment, and the time that will be allowed for each segment. DOE will strictly enforce the time limits. DOE will provide to each Offeror the final agenda when DOE notifies the Offeror of the scheduled date, time, and location for its oral problem scenarios and oral interview.</p>	<p>(4) Schedule <u>and Rules of Engagement</u>.</p> <p>Each Offeror will be notified within <u>15</u> working days after the proposal submission deadline of the date, time, <del>location</del><u>virtual platform</u>, agenda, and other instructions related to its <u>virtual</u> oral problem scenarios and oral interview. The oral problem scenarios and oral interview will commence within approximately <del>15 working days</del><u>eight weeks</u> after the proposal submission deadline. <u>The Government and each Offeror may agree to test the virtual platform connection at a convenient time prior to the oral problem scenarios and oral interview. Web links to the virtual platform shall be treated as source selection sensitive and shall not be shared with anyone other than the authorized Government participants and the Offeror’s authorized key personnel participants. The Offeror may authorize one non-key person to provide IT technical support with virtual platform connection and equipment. Additionally, persons and/or service animals required to assist any of the key personnel with disabilities may attend when accompanying that attendee as stated in paragraph (e)(1) above.</u></p> <p><u>Offerors shall provide the Contracting Officer with the name, employer/company, and e-mails of the Offeror’s authorized participants for the oral problem scenarios and oral interview as part of its Volume I submission. In the event the selected technology platform or tool cannot be made functional at the time of the scheduled oral problem scenarios and oral interview, the oral problem scenarios and oral interview may proceed as a voice-only telephone call or be rescheduled, at the Government’s sole discretion.</u> DOE reserves the right to conduct the oral problem scenarios and oral interview outside of this approximate timeline or to reschedule an Offeror’s oral problem scenarios and oral interview. DOE will not consider a request from an Offeror to reschedule its oral problem scenarios and oral interview, except under extenuating circumstances (e.g., personal illness or emergency). DOE will randomly select the order of the oral presentations.</p> <p>(5) Oral problem scenarios and oral interview agenda.</p> <p>The following tentative agenda is anticipated to be used for the oral problem scenarios and oral interview. The agenda shows the various segments of the oral problem scenarios and oral interview, a brief description for each segment, and the time that will be allowed for each segment. DOE will strictly enforce the time limits. DOE will provide to each Offeror the final agenda when DOE notifies the Offeror of the scheduled date, time, and <del>location</del><u>virtual platform</u> for its oral problem scenarios and oral interview.</p>
<p>Attachment L-6                      Cost and Fee/Profit Elements                      Workbook</p>		<p>Offerors shall refer to the conformed Attachment L-6 MS Excel workbook copy of the solicitation.</p>