



**REQUEST FOR PROPOSAL NO: 355563**

**TITLE: Cobra Deltek Training**

January 6, 2022

Dear Prospective Offeror:

Request for Proposal No: 355563

Central Plateau Cleanup Company (CPCC) is interested in receiving proposals for Cobra Deltek Training in support of the End States Strategy & Integration Project, Richland, Washington, under Prime Contract 89303320DEM000030 with the U.S. Department of Energy.

Please note that this procurement action will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals. The process is further described in the attached Request for Proposal (RFP).

Proposals are due by 4:00 p.m. on January 24, 2022.

Information regarding the product or services required and instructions for the preparation and submission of proposals are contained in the attached Request for Proposal (RFP).

Sincerely,

Brandis J. Wood, Contract Specialist  
Procurement



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**Acronyms**

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
CPCC	Central Plateau Cleanup Company



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## **SECTION A – REQUEST FOR PROPOSAL**

### **1.0 INTRODUCTION**

Central Plateau Cleanup Company (CPCC) acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a Firm Fixed Price type of contract to provide Cobra Deltek Training. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors. Section B contains Representations and Certifications and other documents, which Offerors may be required to complete, sign and return with their proposal, as well as a Draft 4-Part Contract which contains;

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms and Attachments
- Part IV – Special Provisions

CPCCo may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

This Solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Contractor's notification of intent to propose CPCCo will provide the Contractor an email notification with a link to the SCMC eSourcing event including access instructions. Contractor will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement bid. Upon the Contractor's submittal of their initial price and after commencement of the event, the Contractor will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A Contractor may revise and submit lower pricing until the event expires. Pricing cannot be increased.

The tool will not disclose the Contractor's proposed price to other Contractor's nor will it disclose the lowest proposed price.



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## **2.0 BASIS OF AWARD**

CPCCo intends to award as contact, as of result of this RFP, to the responsible Offeror whose offer conforms to the requirements of this solicitation and is the lowest evaluated price.

This acquisition is considered a commercial procurement as defined by the FAR

### **2.1 Acceptance or Rejection of Proposals**

CPCCo reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. CPCCo may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);
- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

### **2.2 Responsiveness Determination**

CPCCo will determine if the offeror is responsive to CPCCo requirements and eligible for award. This evaluation may include (but is not limited to information gathered from other sources, including safety performance, financial stability and past performance for CPCCo or other customers. The determination may be made at any time by CPCCo without additional questions or revision. CPCCo may waive minor informalities and irregularities in offers received.

### **2.3 Proposal Costs**

CPCCo is under no obligation to pay proposal preparation costs.

### **2.4 Award Notification**

CPCCo will notify all of the Offerors after CPCCo selects an Offeror for award. There will be no public opening of proposals.

## **3.0 PROPOSAL PREPARATION INSTRUCTIONS**

Organize the proposal as described in the following sections.



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Proposal must clearly and convincingly demonstrate that the offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials which do not specifically relate to the proposal.

### 3.1 Proposal Content

Offeror's proposal must contain information sufficient to demonstrate an understanding of the requirements and offeror's ability to perform successfully as proposed. Offerors who submit proposals which are unclear or incomplete may be judged non-responsive and dropped from further consideration for this award. Simply repeating the statement of work requirements or merely offering to perform the work may result in a lower evaluation or the offer being judged non-responsive to the requirements and dropped from further consideration

Proposals shall be organized in the manner listed in Sections 3.2-3.3 below. Each volume of the proposal shall be separate and complete. Omit all cost or pricing details from the technical proposal. Where estimated labor hours will provide clarity, propose them as hours only with no indication of price in the technical proposal.

The following documents make up a complete proposal package:

### 3.2 Volume I – Technical Proposal

Volume I shall consist of the Contractor's discussion that addresses the Contractor's capabilities, and what the Contractor will do to satisfy the requirements of the solicitation.

**Technical Approach** – The Offeror must discuss the proposed technical approach in sufficient detail to allow assessment of the Offeror's understanding of the requirements/objectives of the work and the soundness of their approach to completing the work. The Offeror shall provide a detailed discussion and demonstrate how its approach will ensure successful accomplishment of the requirements of the RFP. Include in this discussion the techniques that demonstrate how the technical requirements will be met. It should also demonstrate the Offeror has sufficient resources to accomplish the requirements of the solicitation. Provide a current resume for all proposed individuals. Included the following as part of the technical proposal:

**Company Description** - Provide a brief description of the Contractor including history, years in business, and total sales.

**Company Experience** - Discuss the Contractor's prior record, in performing services or delivering products similar in size, content, and complexity to those required in this RFP.



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**Resumes** – Individuals proposed to perform the scope shall have qualifications that demonstrate successful performance during normal periods and periods of unexpected demands or fluctuating workload. Provide current resume(s) for each proposed individual based on the tasks required in the SOW Section 3.0 and for the qualifications in Section 5.1.

### 3.3 Volume II – Cost/Price and Contractual Proposal

Volume II shall consist of the Offeror's proposed pricing as instructed in the RFP pricing instructions. If a price sheet is included in the RFP below or as an attachment, the Offeror must complete the sheet as formatted. If a price sheet is not attached, the Offeror may submit their cost/price proposal in a format of their choosing. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design. Include a signed Representations and Certifications (SP-16) with the proposal. To obtain the form, click on the link to SP-16 in Section B.

Contractor is encouraged to propose a milestone/progress payment schedule for consideration, based upon the SOW. Milestone payments will not be accepted that request a monthly payment. Milestone/progress payments are based upon work completed.

### 3.4 Offeror's Acceptance

The contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

### 3.5 Exceptions to Technical Requirements and Other Terms and Conditions

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offerors are notified that CPCCo considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from CPCCo. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, CPCCo may determine that the proposal is non-responsive.

### 3.6 Proposal Validity Period

A proposal shall remain firm for 120 days after the proposal due date.



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#### 4.0 PROPOSAL SUBMITTAL DIRECTIONS

##### 4.1 Notification of Intent to Propose

CPCCo requests that a prospective Offeror notify CPCCo in writing by 4:00 p.m. on January 10, 2022, indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror may transmit the notification to the Contract Specialist via e-mail or fax.

##### 4.2 eSourcing Event

The eSource event will take place at 1:00 p.m. on January 24, 2022. This event is a Reverse Auction.

##### 4.3 Deadline

Proposals are due by 4:00 p.m. on January 24, 2022. CPCCo reserves the right to reject any proposal received after the deadline.

##### 4.4 Submittal Address

Identify the package containing the proposal as "Proposal in Response to RFP 355563".

The Contract Specialist prefers e-mail submission for proposals.

The Contract Specialist's telephone number is 509-376-2013, and the e-mail address is [brandis\\_j\\_wood@rl.gov](mailto:brandis_j_wood@rl.gov). The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

##### 4.5 Withdrawal

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

##### 4.6 Questions and Comments Regarding the RFP

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than January 13, 2022. The Offeror may transmit questions and comments via fax or e-mail. CPCCo will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CPCCo will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.





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**4.7 RFP Amendments**

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

**5.0 NOTICES TO OFFERORS**

**5.1 Precedence of Requirements**

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

**5.2 North American Industry Classification System (NAICS) Code and Size Standard**

CPCCo has determined that North American Industry Classification System (NAICS) Code 611420, Computer Training applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is Twelve Million Dollars.

**5.3 Identification of Proprietary Data**

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be “proprietary data”, the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary. To the extent that the restrictive marking prevents CPCCo from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

**5.4 Certified Cost or Pricing Data**

The Offeror is not required to provide certified cost or pricing data. However, CPCCo may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if CPCCo cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).

**5.5 Financial Capability Determination Information**

CPCCo reserves the right, prior to award, to require the Offeror to submit information that CPCCo will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by CPCCo.

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**5.6 Subcontracting**

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CPCCo to the proposed subcontract scope and subcontractor(s).

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Contractor shall furnish CPCCo a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located on this [webpage](#).

CPCCo reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site
- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

**5.7 Subcontracting Plan**

Unless exempted below, contractor shall utilize small business concerns to the maximum extent practical as required in Federal Acquisition Regulation (FAR) part 19.702 when subcontracting any part of this contract. Contractor shall submit and utilize a subcontracting plan in accordance with Special Provision SP-11 Subcontracting Plan Requirements, available for downloading from CPCCo's [website](#).

The subcontracting plan must be submitted and accepted by CPCCo prior to award. The subcontracting plan must separately address subcontracting opportunities with Small, Small Disadvantaged, HUB Zone, Service Disabled-Veteran and Women Owned Businesses for the base year and all option years of the contract.

- A. Semi-annual and annual summary reports must be submitted from the inception of the contract through the complete contract term in the Electronic Subcontract Reporting System (ESRS) system until the final report is submitted. Reports must be filed in the ESRS referencing, where applicable, CPCCo's prime contract number 89303320DEM000030 and DUNS number 081368804. Contact the Central Plateau Cleanup Company Small Business Advocate for assistance in reporting.



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Good-faith compliance with the approved plan is a requirement of acceptable contract performance unless CPCCo granted an exemption prior to award for one of the following circumstances:

1. Contractor is a Small Business as defined in accordance with 13 Code of Federal Regulations (CFR), part 121 and FAR Part 19, 19.001.
2. Subcontracting opportunities are not offered with respect to the proposed Contract.
3. The proposed Contract is not expected to exceed \$700,000 or \$1,500,000 (if for construction of a public facility).
4. The proposed Contract will be performed entirely outside of the U.S., its territories and possessions, the District of Columbia and the Commonwealth of Puerto Rico.

#### 5.8 Identification of Service Animals

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the services support animal has been trained to perform. Service support animals “in training” are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and “comfort animals” are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded from the workplace if the work site cannot support reasonable accommodations. For more information, see the Hanford Site Procedure [MSC-PRO-SEC-417](#), Appendix A-5, p.16.



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**SECTION B – RFP ATTACHMENTS**

**1.0 ATTACHMENT 1 – FFP PRICING TEMPLATE**

**2.0 ATTACHMENT 2 – DRAFT 4-PART CONTRACT**

- I. STATEMENT OF WORK (SOW)
- II. FINANCIAL TERMS
- III. GENERAL TERMS AND CONDITIONS
- IV. SPECIAL PROVISIONS (EXCLUDING REPS&CERTS)

**3.0 ATTACHMENT 3 – EXECUTIVE COMPENSATION FORM**

**4.0 ATTACHMENT 4 – LOWER TIER SUBCONTRACTING CERTIFICATION**

**5.0 ATTACHMENT 5 – (BY REFERENCE) SPECIAL PROVISIONS - REPRESENTATIONS AND CERTIFICATIONS –**

A fully completed and signed Representations and Certifications (SP-16) form must accompany the proposal. Section 21 NAICS code must match the NAICS code specified in this solicitation and the offeror's registered small business size standard.

SP-16 Revision 8, Dated November 05, 2019

[Reps & Certs \(SP-16\)](#)