



**REQUEST FOR PROPOSAL NO: 360659**  
**CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance**

September 19, 2022

Dear Prospective Offeror:

Request for Proposal No: 360659

Central Plateau Cleanup Company (CPCC) is interested in receiving proposals for ***CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance*** in support of CPCCo/Buyer work, 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).

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).

This solicitation is a small business set aside (reference section 5.7).

The anticipated schedule for this RFP activity is as follows:

- ✓ Notification of Intent to Propose: September 28, 2022
- ✓ Questions Due: September 28, 2022
- ✓ eSourcing Event/Proposals Due: October 5, 2022

Sincerely,

Rayna R Uptmor, Contract Specialist  
Procurement & Supply Chain



**TABLE OF CONTENTS**

SECTION A – REQUEST FOR PROPOSAL.....	4
1.0 INTRODUCTION .....	4
1.1 eSourcing Event Process .....	4
2.0 BASIS OF AWARD .....	5
2.1 Evaluation of Options .....	5
2.2 Acceptance or Rejection of Proposals .....	5
2.3 Responsiveness Determination .....	6
2.4 Proposal Costs.....	6
2.5 Award Notification .....	6
3.0 PROPOSAL PREPARATION INSTRUCTIONS.....	6
3.1 Proposal Content.....	6
3.2 Volume I – Technical Proposal.....	7
3.3 Volume II – Cost/Price and Contractual Proposal .....	7
3.4 Offeror’s Acceptance .....	8
3.5 Exceptions to Technical Requirements and Other Terms and Conditions .....	8
3.6 Proposal Validity Period .....	8
4.0 PROPOSAL SUBMITTAL DIRECTIONS .....	9
4.1 Notification of Intent to Propose.....	9
4.2 Questions and Comments Regarding the RFP.....	9
4.3 RFP Amendments .....	9
4.4 eSourcing Event .....	9
4.5 Deadline .....	9
4.6 Submittal Instructions .....	9
4.7 Withdrawal.....	10
5.0 NOTICES TO OFFERORS .....	10
5.1 Precedence of Requirements.....	10
5.2 North American Industry Classification System (NAICS) Code and Size Standard .....	10
5.3 Identification of Proprietary Data .....	10
5.4 Certified Cost or Pricing Data.....	10
5.5 Financial Capability Determination Information.....	10
5.6 Subcontracting .....	11
5.7 Small Business Set Aside.....	11
5.8 Required Price Support Information.....	11
5.9 Buy American Act .....	12
SECTION B – RFP ATTACHMENTS .....	13
1.0 Attachment 1 – Statement of Work .....	13
2.0 Attachment 2 – Draft 4-part Contract .....	13
3.0 Attachment 3 – Pricing Schedule.....	13



**REQUEST FOR PROPOSAL NO: 360659**

**CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance**

4.0 Attachment 4 – Special Provisions - Representations and Certifications..... 13  
5.0 Attachment 5 – Executive Compensation Certificate ..... 13  
6.0 Attachment 6 – Lower-Tier Subcontractor Flowdown Certification..... 13



**REQUEST FOR PROPOSAL NO: 360659**  
**CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance**

**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



## 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 (FFP)** type of contract to provide Deltek Cobra Software & Maintenance. 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.

### 1.1 eSourcing Event Process

This Solicitation requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of Offeror's notification of intent to propose CPCCo will provide the Offeror an email notification with a link to the SCMC eSourcing event including access instructions. Offeror 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 Offeror's submittal of their initial price and after commencement of the event, the Offeror 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. An Offeror may revise and submit lower pricing until the event expires. Pricing cannot be increased.



## REQUEST FOR PROPOSAL NO: 360659

### CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance

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

This solicitation and resultant award are considered a negotiated procurement which means that, submitting the lowest priced proposal does not guarantee award. CPCCo must complete a full evaluation of the submitted proposals prior to making an award determination. CPCCo reserves the right to conduct negotiations prior to award or to award a contract based upon initial proposals received; without further discussions. In the unlikely event of a discrepancy among any of the Offeror's documents or information submitted through the eSourcing website, the information received and confirmed by CPCCo shall govern. However, Offerors are required to submit proposals consistent with the price proposed during the eSourcing event and may not intentionally submit a revised proposal after completion of the event.

NOTE: Following the eSource event, Offerors are required to submit their proposals (see 3.0 Proposal Preparations Instructions below) in electronic form (pdf) electronically within three hours of the completion of the eSource Event.

## 2.0 BASIS OF AWARD

CPCCo intends to award a contract as a result of this RFP to the responsible Offeror whose offer conforms to the requirements of this solicitation and is determined to provide the most advantageous price proposal.

The basis of award is the lowest evaluated price of an Offeror who is determined to be responsible and responsive to the RFP.

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

## 2.1 Evaluation of Options

Except when it is determined not to be in CPCCo's best interests, CPCCo will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate CPCCo to exercise the option(s).

CPCCo may reject an offer as nonresponsive if it is materially unbalanced as to prices for the basic requirement and the option quantities. An offer is unbalanced when it is based on prices significantly less for some work and prices which are significantly overstated for other work

## 2.2 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:



## REQUEST FOR PROPOSAL NO: 360659

### CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance

- 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.

#### **2.3 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.

#### **2.4 Proposal Costs**

CPCCo is under no obligation to pay proposal preparation costs.

#### **2.5 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.

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



## REQUEST FOR PROPOSAL NO: 360659

### CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance

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 3.2-3.4 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.

### **3.2 Volume I – Technical Proposal**

Volume I shall consist of the Offeror's discussion that addresses the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation and Scope of Work. Volume I shall also consist of the Offeror providing software licensing, annual maintenance, version upgrades, and on-demand technical support for the Buyer's organization.

### **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. All pricing assumptions shall be clearly stated to allow a review to assess the potential cost risks associated with the Offeror's approach to the Statement of Work. Included in Volume II shall be:

- Provide the complete pricing template incorporated in Section B - Attachment 3 – Proposal Pricing Template
- Provide price support documentation to corroborate the price reasonableness of your proposal in accordance with the Section 5.8 of the RFP.
- Provide a current Dun & Bradstreet (D&B) report or past three (3) years financial statements.
- Completed Representations and Certifications – Attachment 4. Take note to fill out item 21 on form completely and fill in the NAICS code and size standard identified in section 5.2 of the RFP. To obtain the form, click on the link to SP-16 in Section B.
- Completed Executive Compensation Certification (Attachment 5)
- Completed Subcontracting List (Attachment 6)





## REQUEST FOR PROPOSAL NO: 360659

### CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance

- Pre-requisites for becoming a CPCCo Offeror. Prospective Offerors must acquire a DUNS number, register as a Offeror with the federal government, verify employee eligibility using E- verify, and complete the CPCCo Vendor Registration process Doing Business with CPCCo
- Milestone Payments: Offerors may propose a milestone payment schedule and include it as part of this section. Unless proposed and agreed in advance, this contract will be Firm Fixed Price type with a lump sum payment at completion of this contract.
- If the Offeror is a current GSA Schedule holder and the services/products being proposed are available via that schedule, please provide a copy of Offeror's GSA Price Schedule.

#### **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 90 days after the proposal due date.



#### **4.0 PROPOSAL SUBMITTAL DIRECTIONS**

##### **4.1 Notification of Intent to Propose**

CPCCo requests that a prospective Offeror notify CPCCo in writing by September 28, 2022, indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror shall transmit the notification to the Contract Specialist via e-mail.

##### **4.2 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 September 28, 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.

##### **4.3 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.

##### **4.4 eSourcing Event**

The eSource event will take place at 10:00 a.m. (PST) on October 5, 2022. This event is a Reverse Auction.

##### **4.5 Deadline**

Proposals are due by COB on October 5, 2022. CPCCo reserves the right to reject any proposal received after the deadline.

##### **4.6 Submittal Instructions**

Offeror shall submit proposals to CPCCo Contract Specialist Rayna Uptmor via email.

The Contract Specialist's telephone number is 509-376-0113 and the e-mail address is [rayna\\_r\\_uptmor@rl.gov](mailto:rayna_r_uptmor@rl.gov). The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.



**4.7 Withdrawal**

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

**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 **511210** applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$41.5M.

**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.



## 5.6 Subcontracting

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

Offeror is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier Offerors and Offerors.

Offeror shall furnish CPCCo a list of all proposed lower-tier Offerors who will be performing work on the Hanford site and those proposed Offerors 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 Offeror 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 Offeror's expense, of any Offeror who fails to adhere to all of the applicable provisions and requirements of this contract.

## 5.7 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns, including; Disadvantaged, Women Owned, Veteran Owned, Service Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and service Disables Veteran Owned may self-certify to these categories as defined by the Small Business Administration ([www.sba.gov](http://www.sba.gov)). HUBZone businesses must be certified by the Small Business Administration.

## 5.8 Required Price Support Information

The seller is required to submit information sufficient to determine that the prices or costs being charged are reasonable, fair and realistic. Such information may include pricing, sales, or cost information that is pertinent to establishing the pricing or costs being charged.

Certified cost or pricing data need not be submitted.

For example:



**REQUEST FOR PROPOSAL NO: 360659**

**CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance**

1. For items where pricing is controlled, by law or regulation, by periodic rulings, reviews, or similar actions of a governmental body; identify and submit the controlling document establishing the price offered.
2. For Commercial items; submit, at a minimum, information on prices at which the same item or similar items have previously been sold in the commercial market that is adequate for evaluating the reasonableness of the price of this acquisition. Such information may include:
  - a. For catalog items; a copy of or identification of the catalog and its date, or the appropriate pages for the offered items, or a statement that the catalog is on file in the buying office to which the proposal is being submitted. Provide a copy or describe current discount policies and price lists (published or unpublished), e.g., wholesale, original equipment manufacturer, or reseller;  
  
Also explain the basis of each offered price and its relationship to the established catalog price, including how the proposed price relates to the price of recent sales in quantities similar to the proposed quantities;
  - b. For market-priced items; the source and date or period of the market quotation or other basis for market price, the base amount, and applicable discounts. In addition, describe the nature of the market;
  - c. For items included on an active Federal Supply Service Multiple Award Schedule contract; a copy of the appropriate pages for the offered items, Schedule cover page, terms and conditions, unless already on file with the contracting office.
3. Additional supporting information, to the extent necessary to determine whether the price is fair and reasonable.

The seller grants CPCCo or an authorized representative the right to examine, at any time before award, books, records, documents, or other directly pertinent records to verify the reasonableness of the price. For items priced using catalog or market prices, or law or regulation, access does not extend to cost or profit information or other data relevant solely to the seller's determination of the prices to be offered in the catalog or marketplace.

## **5.9 Buy American Act**

In accordance with the Buy American Act (BAA, FAR part 25) domestic end products as defined in the BAA shall be afforded an evaluation preference in this action. Products of foreign origin may not be supplied unless evaluated and agreed to by CPCCo prior to contract award. Offeror certifies that all other products, supplied on this contract are Domestic products as defined in the BAA.



**REQUEST FOR PROPOSAL NO: 360659**

**CPCEST Sage/EOS/RSMMeans Software Licenses & Maintenance**

FAR -- Part 25 Foreign Acquisition

**SECTION B – RFP ATTACHMENTS**

- 1.0 ATTACHMENT 1 – STATEMENT OF WORK**
- 2.0 ATTACHMENT 2 – DRAFT 4-PART CONTRACT**
- 3.0 ATTACHMENT 3 – PRICING SCHEDULE**
- 4.0 ATTACHMENT 4 – 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 1, Dated May 4, 2022

[\*\*REPS & CERTS \(SP-16\)\*\*](#)

- 5.0 ATTACHMENT 5 – EXECUTIVE COMPENSATION CERTIFICATE**
- 6.0 ATTACHMENT 6 – LOWER-TIER SUBCONTRACTOR FLOWDOWN CERTIFICATION**