



REQUEST FOR PROPOSAL NO. 369709
ESTIMATOR SUPPORT

October 31, 2023

Dear Prospective Offeror,

Central Plateau Cleanup Company (CPCCo) is interested in receiving proposals for **Estimator Support** for the Central Plateau Cleanup Company Project, Richland, Washington, under Prime Contract No. 89303320DEM000030 with the U.S. Department of Energy.

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

The anticipated schedule for this RFP activity is as follows:

- ✓ Notice of Intent to Propose: 11/7/23
- ✓ Questions Due: 11/7/23
- ✓ Proposals Due: 11/16/23

Best regards,

Toree P. Conatore, Contract Specialist
Procurement

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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

Central Plateau Cleanup Company (CPCCo) acting under its prime contract with the Department of Energy, requests Offerors to submit a proposal for a **Labor-Hour** contract to provide the resource(s) to provide **Estimator Support** on a staff augmentation basis.

This Section A describes the basis of award, proposal submittal requirements, evaluation criteria, and notices to Offerors.

Section B contains Representations and Certifications and other documents that Offerors may be required to complete, sign and return with their proposal. There is a Draft Contract that contains the following sections:

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

2.0 BASIS OF AWARD

This is a trade-off solicitation. A source selection of an Offeror who is determined to be responsible, responsive, and the best value source to accomplish the objectives of the RFP.

While it is CPCCo's preference to award a single contract for all services required, CPCCo reserves the right to make award, in whole or in part, whichever may be most advantageous to CPCCo. CPCCo may elect to award a single contract or multiple contracts to two or more Offerors under this solicitation.

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

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 with which to negotiate;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

2.2 Responsiveness and Responsibility Determination

CPCCo will determine if the Offeror is responsive to the requirements of this RFP and eligible for award. CPCCo will determine if Offeror is responsible. 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. These determinations 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. 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 that 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 that 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

The following Sections outline the expectations of the how proposals shall be organized, and the information required to be included. Each volume of the proposal shall be separate and complete.

Reference Section B Attachments for additional documents to include with the proposal.

3.1.1 Volume I – Management & Technical Proposal

- a. **Company Capabilities** – Offeror shall provide a brief description of their history, years in business, and ability to provide oversight to resources.
- b. **Company Experience** – Offeror shall use the attachment *Past Project References* to demonstrate experience relevant to the scope in providing services similar in size, content, and complexity.
- c. **Company Timekeeping** – Provide at least one of the following:
 - Description of timekeeping software
 - Timekeeping procedure
 - Timekeeping policy
 - A copy of an audit of the company’s timekeeping system stating it is acceptable
- d. **Resume(s)** – Individual(s) proposed to perform the scope shall have qualifications that demonstrate evidence performing the scope.

3.1.2 Volume II – Business and Price Proposal

- a. Offerors shall use the Pricing Template (see Section B *Attachments*) to enter the job classification, labor hourly rate, and all applicable adders.
- b. No subcontracting is allowed.
- c. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated.

3.2 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.

3.3 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.

3.4 Proposal Validity Period

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

4.0 EVALUATION CRITERIA

Information such as experience, proposed work plans, past performance, key personnel, available resources, and any other information available may be used by Buyer in evaluating the Offeror's capabilities, responsibility, and responsiveness to the solicitation.

Buyer will use the evaluation criteria to determine the Offeror's understanding of the work, the Offeror's qualifications to perform the work, and the acceptability of the Offeror's proposed technical and management approach.

The Offeror shall address each of the evaluation criteria and state how the Offeror specifically meets each one. The following evaluation criteria are the technical and business standards that will be used along with cost or price in determining which Offeror will be selected for an award.

4.1 Management Approach

- a. Buyer will determine if the Offeror's timekeeping system will be acceptable for performance of a Labor Hour contract.
- b. Buyer will evaluate the Offeror's approach to managing resources.

4.2 Technical Approach

Buyer will evaluate the proposed resource's qualifications.

- a. Required:
 - i. Bachelor degree in Business Administration or related field. Buyer accepts equivalency of two (2) years' experience for one (1) year of education.
 - ii. Minimum of three (3) years' estimating experience.
- b. Desired:

- i. Experience working with Sage® software
- ii. Experience in estimating for the Hanford Site
- iii. Experience with Federal Acquisition Regulations (FAR) compliant proposals

4.3 Past Performance

Buyer will determine if the Offeror's past performance is current, relevant to the scope, and provides Buyer confidence that the Offeror is able to perform the requirements.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

CPCCo requests that a prospective Offeror notify CPCCo in writing via email to toree_p_conatore@rl.gov by **4:00 P.M. PST on 11/7/23**, indicating that the Offeror intends to submit a proposal in response to this RFP.

5.2 Questions and Comments Regarding the RFP

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist via email to toree_p_conatore@rl.gov no later than **4:00 P.M. PST on 11/7/23**.

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.

5.3 Proposal Deadline

Proposals are due by **4:00 P.M. PST on 11/16/23**. CPCCo reserves the right to reject any proposal received after the deadline.

5.4 Submittal Instructions

All proposals must be submitted via e-mail to toree_p_conatore@rl.gov. The Contract Specialist will confirm receipt of the Offeror's proposal. It is suggested to activate the 'read receipt' email feature.

5.5 Withdrawal

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

5.6 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.

6.0 NOTICES TO OFFERORS

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

CPCCo has determined that North American Industry Classification System (NAICS) Code **561320** applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$34M.

6.2 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). HUBZone businesses must be certified by the Small Business Administration.

6.3 Former Buyer Employees

Contractor is to notify Buyer immediately of an individual currently employed by Buyer or who has been employed by Buyer within the preceding 12 months who is expected to perform services for Buyer in any capacity. Buyer reserves the right to exclude such individuals from performance of the contract if there is any perceived or actual conflict of interest between the individual and Buyer. This shall apply to all lower-tier subcontractor at any level.

6.4 Subcontracting

Contractor may not subcontract any portion of this scope.

6.5 Required Price Support Information

The Offeror may be 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,

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 Offeror 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.

6.6 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).

6.7 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.

6.8 Foreign Nationals

Offerors intending to propose use of any Foreign National (non-US citizens) shall indicate their intent as part of the Offeror's proposal submission. After being selected for Contract award, but prior to start of performance, Foreign National requests will be processed in accordance with Hanford Site Security procedures, DOE Order 142.3A Chg 1 (MinChg) entitled Unclassified Foreign Visits & Assignment Program and Procedure HMIS-PRO-SEC392 entitled Unclassified Visits & Assignment by Foreign Nationals. Information for processing requests shall be submitted regardless if the Foreign National works on the Hanford site or elsewhere. Processing of any request are required to be completed/approved prior to commencement of any work. The lead time for processing Foreign National requests can take up to several months depending upon the country of origin and the subject matter involved. If Foreign Nationals are considered for use at any time under a contract, Contractor shall notify the Contract Specialist and Hanford Security of the change. Contractor shall adhere to the requirements for processing and approval as identified above for any changes in Foreign National use.

6.9 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.

6.10 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.

6.11 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.

6.12 Pre-requisites for becoming a Buyer contractor

Prospective Contractors must acquire a DUNS number, register as a contractor with the federal government, verify employee eligibility using E-verify, and complete the Buyer Vendor Registration process at <https://Buyer.hanford.gov/page.cfm/DoingBusinesswithBuyer>

SECTION B – RFP ATTACHMENTS

- Attachment 1 – STATEMENT OF WORK
- Attachment 2 – DRAFT CONTRACT
- Attachment 3 – PRICING TEMPLATE (*return with Volume II*)
- Attachment 4 – PAST PROJECT REFERENCES (*return with Volume I*)
- Attachment 5 – REPRESENTATIONS & CERTIFICATIONS (*return as a separate attachment*)
- Attachment 6 – EXECUTIVE COMPENSATION CERTIFICATION (*return as a separate attachment*)