

DEVELOPMENT OF WBS DICTIONARIES AND BOE SUPPORT

May 21, 2026

Dear Prospective Offeror,

Central Plateau Cleanup Company (CPCCo) is interested in receiving proposals for **Development of Work Breakdown Structure (WBS) Dictionaries and Basis of Estimate (BOE) Support** in support of the Prime Contract 89303320DEM000030 with the U.S. Department of Energy (DOE).

This effort is a Woman-Owned Small Business set aside for NAICS 541611.

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).

Important Dates

- Notice of Intent due: 5/28/26
- Questions due: 5/28/26
- Proposals due: 6/4/26

Respectfully,

Toree P. Conatore
Contract Specialist

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SECTION A – REQUEST FOR PROPOSAL

1.0 INTRODUCTION

CPCCo, acting under its prime contract with DOE, requests Offeror(s) to submit a proposal for a **Labor Hour** contract to provide **Development of Work Breakdown Structure (WBS) Dictionaries and Basis of Estimate (BOE) Support** with a period of performance through 9/30/26. This acquisition is considered a commercial procurement as defined by the Federal Acquisition Regulations (FAR) Part 12.1.

Section A describes the basis of award, proposal submittal requirements, proposal instructions and notices to Offeror(s).

Section B contains Representations and Certifications and other documents that Offeror(s) may be required to complete, sign and return with their proposal. This Section contains the Draft Contract to include the following subparts:

- 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

The basis of award will be a best value procurement with a tradeoff and an informal evaluation selection of the Offeror who is determined to be responsible, responsive, and the technically acceptable or technically advantageous offer to accomplish the objectives of the RFP. Refer to Section 4.0 for a description of the evaluation criteria.

Buyer may award two (2) contracts as a result of this Request for Proposal (RFP) to the responsible Offeror(s) whose is responsive to all of the RFP requirements. Buyer 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.

2.1 Acceptance or Rejection of Proposals

Buyer reserves the right to accept or reject any proposal with or without prior discussion with the Offeror(s). Buyer may determine that any proposal not submitted in accordance with this RFP is non-responsive and reject the proposal.

Buyer will not accept alternative proposals for this effort.

Buyer may:

- award a contract on the basis of proposals received without discussions with Offeror(s); therefore, initial proposals should be submitted with the most favorable technical and price terms;

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- 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

Buyer 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. Buyer 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

Buyer will notify all Offerors after Buyer 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.
- Do not submit generic brochures or other marketing materials that do not specifically relate to the proposal.
- Each file submitted shall include the Offeror's company name and the RFP number.

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.

3.1.1 Volume I – Technical Proposal

Volume I shall consist of the Offeror's discussion that addresses the technical evaluation criteria in Section 4.0, the Offeror's capabilities, qualifications, experience and what the Offeror will do to satisfy the requirements of the scope.

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3.1.2 Volume II – Pricing Proposal

Volume II shall consist of the Offeror’s proposed pricing as instructed in Section 4.0. If a price sheet is included in the RFP as an attachment, then the Offeror must complete the sheet as formatted.

3.1.3 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; and 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 Buyer 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

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relevant solely to the seller's determination of the prices to be offered in the catalog or marketplace.

3.2 Additional Proposal Documentation

Offeror shall reference Section B *Attachments* for additional required documents to be read or to be completed and returned. Please be aware of documents to be submitted as separate files or to be included with each volume.

3.3 Subcontracting

Offeror shall complete the *Lower-Tier Subcontractor Flowdown Certification* (reference Section B) form and return as a separate attachment. This completed form is still required if no lower-tier Subcontractors are being proposed to indicate as such.

Offeror may not subcontract any significant portion of this scope without first obtaining concurrence of Buyer to the proposed subcontract scope and subcontractor(s). Offeror is responsible to incorporate and flow down all appropriate provisions and requirements of this RFP to all lower-tier subcontractors (reference the *Draft Contract* attachment in Section B). Buyer 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; and
- require the replacement, at Offeror's expense, of any lower-tier Subcontractor who fails to adhere to all the applicable provisions and requirements of this contract award.

3.4 Offeror's Acceptance

The resulting contract award resulting from this RFP will be substantially the same as the *Draft Contract* (reference Section B). 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* attachment. 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 Certification of Non-Mission Support Contract Work Scope

By submission of its offer, the Offeror represents that it is not the work scope under the Mission Support Contract (MSC) awarded in 2009, a prime Contractor for the Hanford Mission Essential Services Contract (HMESC), the MSC's successor Contractor, or a Subcontractor to HMESC performing work in any of the following areas:

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- Safeguards and Security
- Emergency and First Responders
- Information Technology and Management
- Portfolio Analysis, Project Support, and Independent Assessment
- Environmental Integration and Environmental Compliance Support

The resulting contract award limitation applies to any parent companies or affiliates of the prime Contractor and Subcontractors described above.

3.6 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 *Draft 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 *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 and the attachments, then 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, Buyer may determine that the proposal is non-responsive.

3.7 Proposal Validity Period

A proposal shall remain firm for 180 calendar 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.

For the best value trade-off evaluation, the following evaluation criteria are listed in order of significance, and the Offeror shall address each one as instructed. Buyer will rate each Offeror's response to the evaluation criteria a non-price factor score of 1-5 with 1 being the lowest and 5 being the highest. Buyer will use the evaluation criteria along with cost or price in determining which Offeror will be the most advantageous to the Buyer and selected for an award.

4.1 Volume I - Technical Criterion

4.1.1 Factor 1 - Management Approach:

Buyer will evaluate the Offeror's history, years in business providing oversight to resources relative to the scope, and Offeror's ability to hire, train, and retrain qualified personnel.

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Required document(s):

- 1) Organizational structure
- 2) Description of company's qualification process for functioning in the roles relevant to this scope.

4.1.2 Factor 3 - Technical Approach:

Buyer will evaluate the Offeror's personnel qualifications to determine they are recent and relevant to the scope.

Required document(s): Personnel Resumes

- a. Minimum of a High School diploma
- b. Minimum experience of three (3) years demonstrated experience in DOE project controls, cost estimating or WBS development.
- c. Any years' experience of three (3) years' experience in baseline management systems, preferably HLANCostPlan or similar.

4.1.3 Factor 2 - Past Performance:

Buyer will evaluate the Offeror's past performance to ensure it is recent, relevant and aligns with the requirements of the statement of work and demonstrates the ability to successfully perform the work scope.

Required documents: Offeror shall use the attachment Past Project References (see Section B) to demonstrate the past three (3) years' experience similar in size, content and complexity, in particular for experience pertaining to the following.

4.2 Volume II - Price Criterion

Buyer will evaluate the Offeror's pricing and rank the price among the prices of other Offerors. As proposals become more equal in their technical merit, the evaluated price becomes more important.

Required documents:

- a. Offeror shall propose a fully burdened labor rate for each job category.
- b. The expectation is for two (2) full-time resources estimated at 600 labor hours each to perform the scope at the Fermi Building in Richland, Washington.
- c. Travel is not allowed.

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- d. Other direct costs are not allowed.
- e. Materials and/or equipment are not allowed.
- f. Offeror shall state any pricing assumptions to allow a reviewer to assess the potential cost risks associated.

4.2.1 Company Timekeeping

Buyer will evaluate Offeror's timekeeping system to ensure that it is capable of responsible timecard recording.

Required documents (provide at least one of the following):

- a. Description of timekeeping software
- b. Timekeeping procedure
- c. Timekeeping policy
- d. A copy of an audit of the company's timekeeping system stating it is acceptable

4.2.2 Accounting System

Buyer requires an accounting system review for flexibility-priced efforts from all Offerors every three (3) years to determine if Offeror's system is capable of allocating and segregating costs for various projects.

Required documents: Recent DCAA accounting system audit within past three (3) years. If Offeror does not have a recent audit, then CPCCo will perform an internal pre-award survey via DCAA checklist prior to award.

5.0 PROPOSAL SUBMITTAL DIRECTIONS

5.1 Notification of Intent to Propose

Offerors shall notify Intent to Propose to the Contract Specialist via email by **4:00 PM PST on 5/28/26**.

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 no later than **4:00 PM PST on 5/28/26**.

The Contract Specialist 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, the Contract Specialist will issue an amendment to those Offerors

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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

Electronic proposals are due by **4:00 PM PST on 6/4/26** to the Contract Specialist via email. 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 recommended that the Offeror turn on 'read receipt' in Outlook.

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 **541611 *Administrative Management and General Management Consulting Services*** applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$24.5M.

6.2 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns for the socio-economic concerns of Disadvantaged, Women-Owned, Veteran-Owned, Service-Disabled Veteran-Owned and HUBZone. Proposals received from socio-economic concerns that are not small businesses shall not be considered for this solicitation.

- Small Business and Veteran-Owned Small Business socio-economic concerns may self-certify.
- Disadvantaged, Women-Owned, Service-Disabled Veteran-Owned and HUBZone must be certified by the Small Business Administration (SBA).

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6.3 Former Buyer Employees

Offeror 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 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).

6.5 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.

6.6 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.

6.7 Identification of Proprietary Data

If the Offeror submits any data as part of their Proposal that is considered by the Offeror to be “proprietary data” either by the document transmitting the data or the document that contains the data, the Offeror shall boldly mark all items 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.

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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 142.3B Chg 1 (LtdChg March 2022) *Unclassified Foreign Visits & Assignment Program and Procedure*. 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, Subcontractor shall notify the Contract Specialist and Hanford Security of the change. Subcontractor shall adhere to the requirements for processing and approval as identified above for any changes in Foreign National use.

6.9 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.

6.10 SAM pre-requisite before submitting a proposal and before award

Per FAR 52.204-7, Offeror is required to be registered in the System for Award Management (SAM), obtain a Unique Entity ID, and not have any exclusions when submitting an offer and at the time of award. Their SAM registration must be maintained during performance and through final payment.

6.11 Insurance Certification for On-Site

The awarded Subcontractor shall provide an insurance certificate according to the requirements (reference *Draft Contract* Part III Special Provisions 5, Section 11).

6.12 Workplace Substance Abuse Program

The awarded Subcontractor shall provide their company's Workplace Substance Abuse Program within 10 days of award (reference *Draft Contract* Part III General Provisions, Section 9.6)

6.13 Pre-requisite for becoming a Buyer Subcontractor

The awarded Subcontractor must register in the Hanford Vendor Registration via <https://vendreg.hanford.gov> in order to be issued an award.

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7.0 SECTION B – RFP ATTACHMENTS

Offeror shall review the RFP attachments and take note of each attachment if it is only for review or if it must be completed and returned with the proposal. Please be aware of documents to be submitted as separate files or to be included with each volume.

1. Attachment 1 – STATEMENT OF WORK *(for review only)*
2. Attachment 2 – DRAFT CONTRACT *(for review only)*
3. Attachment 3 – PAST PROJECT REFERENCES *(return in Volume I)*
4. Attachment 4 – REPRESENTATIONS & CERTIFICATIONS *(return as a separate attachment)*
5. Attachment 5 – EXECUTIVE COMPENSATION CERTIFICATION *(return as a separate attachment)*
6. Attachment 6 – LOWER-TIER SUBCONTRACTORS form *(return as a separate attachment)*
7. Attachment 7 – CONFLICT OF INTEREST DISCLOSURE & CERTIFICATION *(return as a separate attachment)*