

Date Received for Clearance Process (MM/DD/YYYY) 04/07/2026	<h2 style="margin: 0;">INFORMATION CLEARANCE FORM</h2>																																			
A. Information Category <input type="checkbox"/> Abstract <input type="checkbox"/> Journal Article <input type="checkbox"/> Summary <input type="checkbox"/> Internet <input type="checkbox"/> Visual Aid <input type="checkbox"/> Software <input type="checkbox"/> Full Paper <input type="checkbox"/> Report <input checked="" type="checkbox"/> Other Presentation	B. Document Number HNF-73311 Revision 0 C. Title Procurement - Request for Proposal Response and Proposal Development																																			
E. Required Information (MANDATORY) 1. Is document potentially Classified? <input checked="" type="radio"/> No <input type="radio"/> Yes Bennett, Max T Approved - IDMS data file att. Manager Required (Print and Sign) If Yes _____ ADC Required (Print and Sign) <input type="radio"/> No <input type="radio"/> Yes Classified 2. Official Use Only <input checked="" type="radio"/> No <input type="radio"/> Yes Exemption No. _____ 3. Export Controlled Information <input checked="" type="radio"/> No <input type="radio"/> Yes OOU Exemption No. 3 4. UCVI <input checked="" type="radio"/> No <input type="radio"/> Yes 5. Applied Technology <input checked="" type="radio"/> No <input type="radio"/> Yes OOU Exemption No. 5 6. Other (Specify) _____	7. Does Information Contain the Following: a. New or Novel (Patentable) Subject Matter? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", OOU Exemption No. 3 If "Yes", Disclosure No.: _____ b. Commercial Proprietary Information Received in Confidence, Such as Proprietary and/or Inventions? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", OOU Exemption No. 4 c. Corporate Privileged Information? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", OOU Exemption No. 4 d. Government Privileged Information? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", Exemption No. 5 e. Copyrights? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", Attach Permission. f. Trademarks? <input checked="" type="radio"/> No <input type="radio"/> Yes If "Yes", Identify in Document. 8. Is Information requiring submission to OSTI? <input checked="" type="radio"/> No <input type="radio"/> Yes 9. Release Level? <input checked="" type="radio"/> Public <input type="radio"/> Limited																																			
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H. Information Owner/Author/Requestor Ridge, Tina M Approved - IDMS data file att. (Print and Sign)	Responsible Manager Bennett, Max T Approved - IDMS data file att. (Print and Sign)																																			
Approval by Direct Report to President (Speech/Articles Only) _____ (Print and Sign)																																				
I. Reviewers <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:15%;"></th> <th style="width:10%;">Yes</th> <th style="width:35%;">Print</th> <th style="width:30%;">Signature</th> <th style="width:10%;">Public Y/N (If N, complete J)</th> </tr> </thead> <tbody> <tr> <td>General Counsel</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Conlon, Ben A</td> <td>Approved - IDMS data file att.</td> <td style="text-align: center;"><input checked="" type="checkbox"/> / N</td> </tr> <tr> <td>Office of External Affairs</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Bohrmann, Dieter G</td> <td>Approved - IDMS data file att.</td> <td style="text-align: center;"><input checked="" type="checkbox"/> / N</td> </tr> <tr> <td>DOE</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> <td>_____</td> <td style="text-align: center;">Y / N</td> </tr> <tr> <td>Other</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> <td>_____</td> <td style="text-align: center;">Y / N</td> </tr> <tr> <td>Other</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> <td>_____</td> <td style="text-align: center;">Y / N</td> </tr> <tr> <td>Other</td> <td style="text-align: center;"><input type="checkbox"/></td> <td>_____</td> <td>_____</td> <td style="text-align: center;">Y / N</td> </tr> </tbody> </table>		Yes	Print	Signature	Public Y/N (If N, complete J)	General Counsel	<input checked="" type="checkbox"/>	Conlon, Ben A	Approved - IDMS data file att.	<input checked="" type="checkbox"/> / N	Office of External Affairs	<input checked="" type="checkbox"/>	Bohrmann, Dieter G	Approved - IDMS data file att.	<input checked="" type="checkbox"/> / N	DOE	<input type="checkbox"/>	_____	_____	Y / N	Other	<input type="checkbox"/>	_____	_____	Y / N	Other	<input type="checkbox"/>	_____	_____	Y / N	Other	<input type="checkbox"/>	_____	_____	Y / N	
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J. Comments Presentation will be posted to the external website.	<div style="border: 1px solid green; padding: 5px; display: inline-block;"> <b style="color: green;">APPROVED <i>By Heather Moyer at 3:37 pm, Apr 15, 2026</i> </div> <div style="border: 1px solid blue; padding: 5px; display: inline-block; margin-top: 5px;"> Approved for Public Release; Further Dissemination Unlimited </div>																																			

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Request for Proposal Response & Proposal Development

Training Curriculum

Your Roadmap to Winning Proposals

CPCCo Mentor/Protégé Program



CPCCo
Central Plateau
Cleanup Company

Definitions & Acronyms

Contract & Pricing Terms

FFP	Firm Fixed Price — fixed price regardless of actual costs
FFU	Firm Fixed Unit Price — fixed price per measurable unit of work
LH	Labor Hour — fixed hourly rates; quantity of hours varies
T&M	Time & Material — fixed labor rates plus reimbursable materials
NTE	Not-To-Exceed — maximum ceiling amount on LH and T&M contracts
BOE	Basis of Estimate — written documentation of all pricing assumptions
ODC	Other Direct Costs — travel, per diem, permits, reproduction
G&A	General & Administrative — business overhead applied to contracts
DCAA	Defense Contract Audit Agency — audits contractor rate proposals
HSSA	Hanford Site Stabilization Agreement — governs craft labor rates
D-B	Design-Build — single contract covering design and construction

Proposal Process Terms

RFP	Request for Proposal — solicitation document issued by CPCCo
SOW	Statement of Work — defines the scope and tasks to perform
WBS	Work Breakdown Structure — scope broken into priced/scheduled tasks
CLIN	Contract Line Item Number — individual priced line in the proposal
LPTA	Lowest Price Technically Acceptable — award to lowest compliant price
BVTO	Best Value Trade-Off — technical merit weighed against price
Q&A	Question & Answer — formal period to submit clarifying questions
NTP	Notice to Proceed — official direction to begin contract work
REA	Request for Equitable Adjustment — request for fair compensation
ITP	Inspection & Test Plan — quality checklist tied to SOW requirements
DSC	Differing Site Conditions — unforeseen physical conditions at site

Definitions & Acronyms (continued)

Contract Vehicles & Ordering Mechanisms

IDIQ	Indefinite Delivery/Indefinite Quantity — vehicle with min/max order qty
MATOC	Multiple Award Task Order Contract — multiple awardees compete per TO
BOA	Basic Ordering Agreement — pre-negotiated terms; not a contract until ordered
TO	Task Order — individual work order issued under an IDIQ or BOA
NAICS	North American Industry Classification System — industry code on every RFP
FAR	Federal Acquisition Regulation — rulebook governing all federal procurements
IFC	Issued for Construction — final design drawings approved for building
A-E	Architecture & Engineering — licensed design professional services
IBC	International Building Code — building design and construction standard
MEP	Mechanical, Electrical, Plumbing — engineering disciplines in building design
PE	Professional Engineer — state-licensed engineering credential (required A-E)

People, Organizations & Post-Award Terms

CS	Contracting Specialist — CPCCo's contract authority; signs modifications
BTR	Buyer Technical Representative — CPCCo's technical oversight point of contact
CPARS	Contractor Performance Assessment Reporting System — performance ratings
DOE	Department of Energy — federal agency overseeing the Hanford cleanup
OSHA	Occupational Safety & Health Administration — workplace safety regulator
FICA	Federal Insurance Contributions Act — payroll tax (Social Security/Medicare)
RA	Registered Architect — state-licensed architecture credential (A-E projects)

Understanding CPCCo's Mentor/Protégé Program and participant roles

CPCCo Mentor/Protégé Program

- Central Plateau Cleanup Company manages the Hanford Site cleanup mission for DOE
- Mentor/Protégé program pairs established primes with emerging small businesses
- Goal: build protégé capacity to improve their abilities to perform contracts for DOE and federal agencies
- This training directly supports developing competitive proposal capabilities

Training Objectives

- Understand federal contract types and their proposal implications
- Read and analyze RFPs to identify requirements and evaluation factors
- Develop compelling and compliant proposals
- Price services, design, fabrication and construction work competitively
- Apply best practices for proposal reviews and submission
- Manage awarded contracts and incorporate lessons learned

Training Curriculum Overview

Ten modules— from RFP basics through award and post-award

01 Understanding Contract Types

02 Decoding the RFP Instructions

03 Proposal Structure & Strategy

04 Technical Volume

05 Price/Cost Volume

06 Rate Build-Up & Price Worksheet

07 Management & Compliance

08 The Compliance Matrix

09 Proposal Review & Submission

10 Post-Award Contract Management

Module 1: Understanding Subcontract Types

FFP, FFU, Labor Hour, and Time & Material — know the differences before you price

FFP & FFU

Firm Fixed Price & Firm Fixed Unit Price

- CPCCo pays fixed price regardless of actual costs
- Contractor bears ALL cost and performance risk
- Best when requirements are well-defined
- Used heavily for construction and defined services
- Maximizes profit potential — and loss risk
- FFU – Payment based on actual quantity delivered at a preset unit rate

LH

Labor Hour

- Fixed hourly rates; quantity of hours varies
- Labor only — no materials included
- Risk shared — hours are estimated, not guaranteed
- CPCCo can direct more or fewer hours
- Common in professional/technical services

T&M

Time & Material

- Fixed hourly rates and reimbursable materials and equipment
- Hours, material and equipment quantities are estimated
- Least contractor cost risk but requires a ceiling amount
- Requires government surveillance (FAR Part 12.3/16.6)
- Often used in design and construction

← Highest Contractor Risk

Lowest Contractor Risk →

Standalone Contract | IDIQ, Master Agreement & BOA Vehicle/Framework Agreements | Task Order Ordering Mechanisms, and— how work gets awarded

Standalone / Single-Award Contract (One and Done)

- One contract for one defined scope of work — the most straightforward contract
- Issued via a single RFP; one award; work begins at Notice to Proceed (NTP)/Award
- Common for construction projects, one-time services, or defined design
- All terms, scope, and price fully defined at award — no future ordering
- Treat every requirement as firm; no scope ambiguity is acceptable

Master Agreement / Basic Ordering Agreement (BOA) (Vehicle/Framework)

- Pre-negotiated terms, conditions, and rates — NOT a contract until work is ordered
- CPCCo issues individual task orders against the BOA for specific tasks
- BOA establishes labor categories, fully-burdened rates, and general terms upfront
- No guarantee of work — CPCCo is not obligated to issue any orders

IDIQ — Indefinite Delivery / Indefinite Quantity (Vehicle/Framework)

- Establishes rates and terms; actual work is issued via Task Orders (TOs)
- CPCCo commits to a minimum quantity; sets a maximum ceiling — not a guarantee
- Multiple Award Task Order Contract (MATOC) — you compete for the vehicle/framework, then per task order
- Task order proposals are often shorter but still require technical and price volumes

Task Orders — Competing Under an IDIQ or BOA (Ordering Mechanisms)

- Issued under an existing IDIQ or BOA to direct specific scopes of work
- Task order RFPs are typically shorter — but still require technical and price volumes
- Past performance on prior task orders under the same vehicle/framework is heavily weighted
- FFP task orders: provide a firm price
- LH: provide rates + estimated hours
- T&M: + materials + equipment

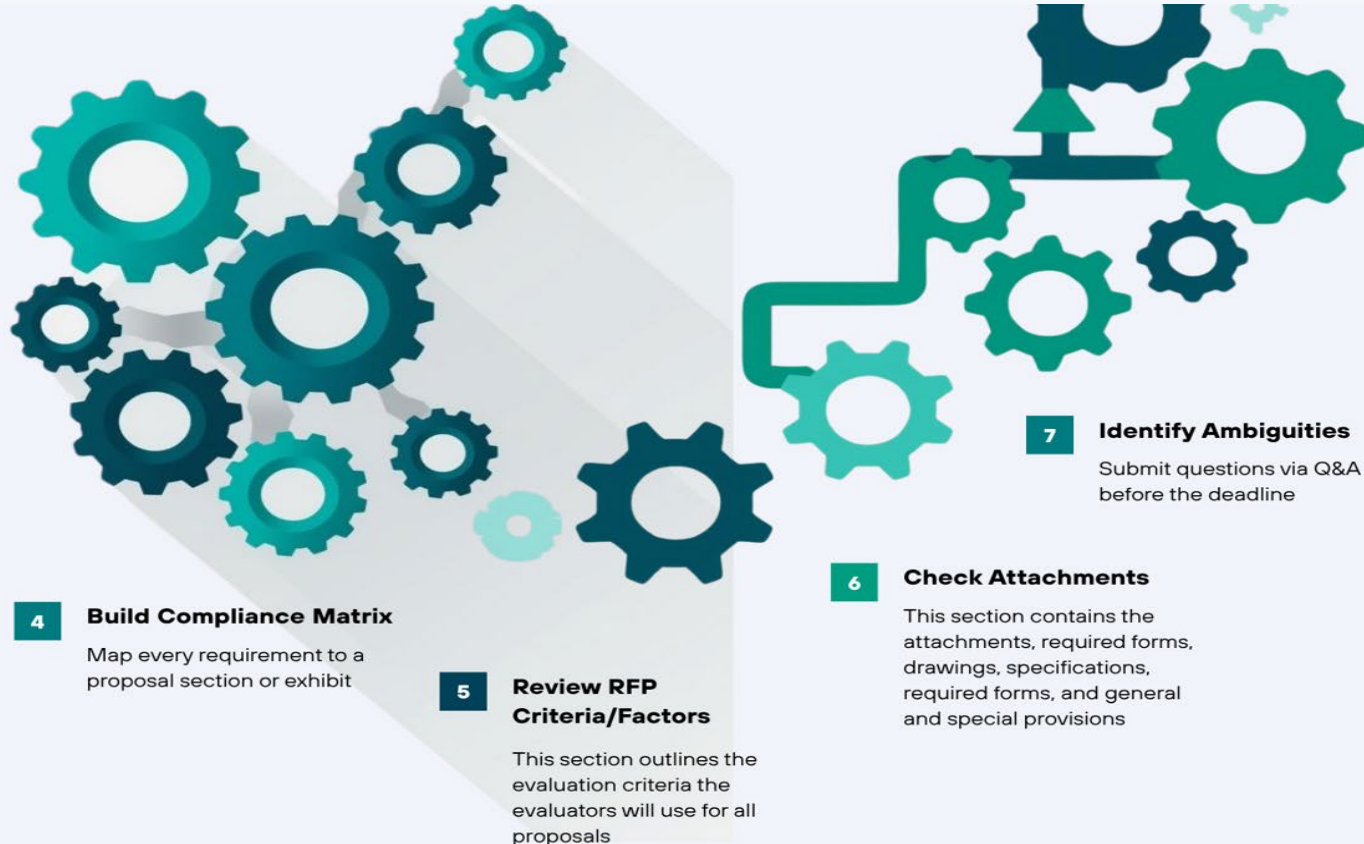
Module 2: Decoding the RFP Instructions & SOW

Anatomy of a CPCCo RFP & SOW — Uniform Contract Format section by section (SAMPLE RFP & SOW PROVIDED)

A	RFP Cover Letter <i>Provides the RFP number, project title, NAICS code, and key proposal due dates</i>	H	Statement of Work - Introduction <i>Contains the project background</i>
B	Basis of Award <i>Identifies the evaluation methodology and outlines responsiveness determination</i>	I	Description of the Work <i>Provide the basic overview of the work to be performed</i>
C	Proposal Preparation Instructions <i>Provides the volumes and other documents required in your proposal response</i>	J	Task Description <i>Identifies specific task required within the overall scope (as needed)</i>
D	Evaluation Criteria/Factors <i>Contains the exact criteria/factors needed to respond to in your proposal and the evaluator's criteria/factors they will use to evaluation all proposals</i>	K	Technical & Personnel Requirements <i>Covers all requirements in addition to the work scope and tasks</i>
E	Proposal Submittal Directions <i>Identifies the specific deadlines for questions and answers, proposal due date, how to submit, and any guidance for RFP amendments</i>	L	Meetings and Submittals <i>Discusses meeting requirements and frequency as well as providing the Master Submittal Register</i>
F	Notice to Offerors <i>Covers the anticipated award date and additional details (i.e. proprietary data, foreign nationals, and Buy American Act</i>	M	Deliverables <i>Contains anything required to be produced and provided the CPCCo</i>
G	Section B – RFP Attachments <i>Provides the SOW and its attachments, a draft contract, price proposal worksheet, required forms to complete, general provisions, special provisions, and other RFP documents.</i>	N	SOW Attachments <i>Provided with the SOW containing supplemental documents, drawings, specs., procedures, and all pertinent scope documents</i>

RFP Analysis Steps

Seven steps to systematically analyze and respond to RFPs



1 Read RFP Instructions

Understand evaluation criteria/factors before reading anything else

2 Read SOW

Read the details and identify tasks and requirements

3 Mark Every 'Shall' - 'Must' - 'Will'

Each 'shall', 'must' and 'Will' in the RFP Instructions and SOW is a requirement you must address

4 Build Compliance Matrix

Map every requirement to a proposal section or exhibit

5 Review RFP Criteria/Factors

This section outlines the evaluation criteria the evaluators will use for all proposals

6 Check Attachments

This section contains the attachments, required forms, drawings, specifications, required forms, and general and special provisions

7 Identify Ambiguities

Submit questions via Q&A before the deadline

Module 3: Proposal Structure & Strategy

Win themes, discriminators, and the five elements of a competitive proposal



Win Themes — What Makes You the Best Choice

- Proven performance on similar scope, complexity, and site conditions
- Strong safety record
- Small business / mentor-protégé commitment to program goals
- Cost certainty and schedule confidence backed by past results

Differentiators — Why You, Not a Competitor

- What unique capability or experience sets you apart?
- What gaps or risks would the CPCCo face choosing another offeror?
- Include differentiators into when possible — technical, management, price
- Substantiate every claim with specific data, names, or project examples
- Make the evaluator feel the risk of NOT choosing you

Proposal Rule #1: Write to the evaluator & the technical expert. State your approach, explain its benefit to CPCCo, and prove it with past experience.

Structuring your technical approach for services proposals

Technical Approach

- Describe what and HOW you will accomplish each SOW task
- Reference specific SOW paragraph numbers to show direct compliance
- Explain your methods, tools, and built-in quality checks
- Identify performance risks and your mitigation approach

Staffing Plan

- Provide the mix of labor categories with estimated hours for each
- Identify Key Personnel with resumes if the RFP requires it
- Show an org chart — who reports to whom and who interfaces with CPCCo
- On Labor Hour contracts: justify your hour estimates by task; government will scrutinize them

Schedule / Transition

- Provide a preliminary schedule covering the full contract period (as required)
- For transitions from an incumbent: identify risk areas and your mitigation plan
- Phase-in plans show evaluators you've thought through a smooth handoff
- On LH/T&M: show how effort is distributed across the period of performance

Past Performance

- Use completed projects of similar scope, complexity, and dollar value
- Show relevant experience from subcontractors too — it counts toward your team's record
- Quantify results: on-time delivery, on-budget performance, customer satisfaction ratings
- Address any negative past performance proactively — don't let evaluators find it first

Design and Architecture & Engineering (A-E) proposals

Design Management Plan

- Describe the design process from concept through final construction drawings
- Identify discipline leads and coordination protocols (civil, structural, MEP, etc.)
- Address design quality control review procedures (peer review, independent check)
- Reference applicable codes: IBC, OSHA, DOE Standards, state and local requirements

Staffing for A-E

- List key personnel: Principal, Project Manager, Lead Engineers per discipline
- Note Professional Engineer (PE)/Registered Architect (RA) license requirements — provide states of licensure
- Show subconsultant team for specialty disciplines
- Address workload availability and surge capacity (acceleration effort/labor)

Concept / Technical Approach

- Demonstrate you understand the project program and site constraints
- Address sustainability, energy efficiency, or green building requirements if in SOW
- For environmental design: describe your strategy for federal/state environmental reviews
- Show design progression: 30%, 60%, 90% drafts, then final Issued-for-Construction drawings

T&M Pricing for Design

- Identify who is working on the design tasks and the number of hours per task
- List materials/reimbursables: surveys, geotechnical, permit fees, reproduction
- Provide fully - burdened hourly rates for all labor categories (including overhead, G&A, fee)
- Include Not-To-Exceed (NTE) ceiling; CPCCo must approve exceeding it

Some of what evaluators look for in construction technical proposals

Construction Approach

- Describe your method for each major work element in the SOW
- Address site logistics: staging areas, equipment access, material laydown areas
- Identify any special equipment, materials, or construction techniques required
- Address hazardous material abatement (asbestos, lead, etc.) if applicable
- Explain your sequence of work to minimize impacts to ongoing site operations

Safety Plan

- Provide a site-specific safety plan or describe how you will develop one post-award
- Identify your designated safety expert by name
- Complete safety pre-qualification form and include OSHA logs
- Address DOE/Hanford-specific safety requirements and site hazards

Schedule (Critical Path)

- Provide a master project schedule showing which tasks drive the finish date
- Provide a preliminary schedule with major milestones and critical path
- Identify long-lead materials and equipment and your procurement strategy
- If Design-Build: show how design and construction phases overlap
- Include logic ties between submittals, inspections, and construction activities

Subcontracting Plan

- Identify specialty subcontractors with relevant experience for this scope
- Address small business subcontracting goals if the RFP requires them
- Show how fixed-price risk is passed to subcontractors on FFP work
- Describe how you will oversee subcontractor quality and performance

Module 5: Price/Cost Volume — FFP Pricing

Building a defensible Firm Fixed Price estimate

Define Work
Scope & CLINs

Develop
WBS

Bottom-Up (Granular)
Estimate

Add Burden
& Fee

Competitive
Analysis

Final Price
& Basis

FFP Estimating Steps

- Organize the scope tasks to match the SOW and schedule lines
- Estimate direct labor: hours × fully-burdened rate per labor category
- Estimate materials with quotes where possible; use published indices otherwise
- Add subcontract costs with backup (sub quotes or independent estimate)
- Apply overhead and G&A rates based on your accounting system
- Apply profit (typically percentage based depending on risk and competition)
- Document all assumptions in Basis of Estimate (BOE)
- Reconcile estimate total to your competitive target price

FFP Price Roll-Up (Illustrative)

Cost Element	Amount
Direct Labor	\$245,000
Materials & Equipment	\$82,500
Subcontracts	\$310,000
Other Direct Costs (ODC)	\$18,200
Direct Cost Subtotal	\$655,700
Overhead @ 1%	\$6,557
G&A @ 1%	\$6,557
Cost Subtotal	\$668,814
Profit @ 1%	\$6,688.14
TOTAL FFP PRICE	\$675,502

Module 5: Price/Cost Volume — LH & T&M Pricing

Fixed rates, fully-burdened rates, and materials pricing – The rates below are examples only. Subcontractors must use their own fully-burdened rates (See Module 6).

Labor Hour (LH) Pricing			
Labor Category	Hrs (Est.)	Fully-Burdened Rate	Ext. Cost
Project Manager	480	\$185.50	\$89,040
Sr. Engineer	960	\$145.00	\$139,200
Engineer II	1,440	\$105.00	\$151,200
Technician	720	\$72.50	\$52,200
Total Estimated Cost	3,600		\$431,640

Key LH Points:

- Fully-burdened rate = direct labor + fringe + overhead + G&A + profit
- Hours are estimates — CPCCo approves invoices against actual hours
- Rate justification often required (audit)
- Ceiling applies: DO NOT exceed without written authorization

Time & Material (T&M) Pricing		
Element	Basis	Est. Cost
Labor (LH portion)	Rates × Est. Hours	\$431,640
Materials and Equipment	Actual cost + handling	\$125,000
Subcontracts	Pass-through + profit	\$85,000
Other Direct Costs	Actual + handling	\$22,500
T&M Ceiling (NTE)		\$664,140

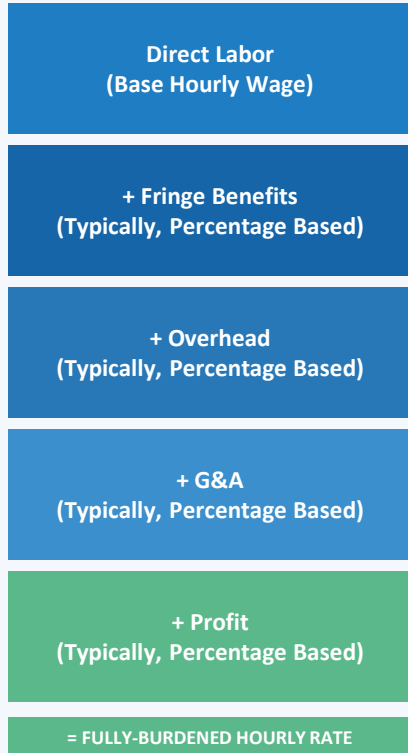
Key T&M Points:

- Includes both labor (at fixed rates) AND materials/ODC (at cost)
- Must establish NTE ceiling — contractor cannot exceed without mod
- Government must conduct surveillance (FAR 12.3/16.601)
- Materials handling/G&A markup must be defined in solicitation

Module 6: Rate Build-Up & Price Worksheet



Building fully-burdened hourly rates for LH and T&M contracts. *The percent rates below are examples only. Subcontractors must use their own rate build-up.*



Fully-Burdened Rate Formula

Fully-Burdened Rate = Base Rate × (1 + Fringe%) × (1 + Overhead%) × (1 + G&A%) × (1 + Profit%)

Example: \$45.00 (base rate) × 1.01 (fringe) × 1.01 (overhead) × 1.01 (G&A) × 1.01 (profit) = \$46.82 fully-burdened rate

[Hanford Site Stabilization Agreement \(HSSA\) – Requires specific rates for specific craft labor categories](#)

Key Point: Fully Burdened rates are unique to each subcontractor & may contain different elements of the formula

Fringe Benefits	FICA, health insurance, retirement, leave, workers' compensation
Overhead	Indirect labor, facilities, utilities, equipment allocated to contracts
G&A	Business development, executive salaries, legal, accounting
Profit	Your return on investment — must be competitive and justifiable
Audits	Government may audit rates on cost-type contracts; maintain records

Module 6: Rate Build-Up & Price Worksheet

Price Proposal Worksheet

RFP 123456 - 300 Area Cool Building		
INSTRUCTIONS: Do not enter data on this sheet. The cells autopopulate the price from the "Line Item" tabs.		
Line Item Number	Deliverables/Milestones	Price
Task A - Design		\$ 41,419.43
1	Task A(1): 50% Design Review Package	\$ 16,441.42
2	Task A(2): Final Design Review Package	\$ 24,978.01
Task B - Construction		\$ 1,260,903.94
5	Task B(1): Pre-Construction	\$ 260,334.29
6	Task B(2): Construction	\$ 1,000,569.65
TOTAL:		\$ 1,302,323.37

TASK A1 - 50% Design											
INSTRUCTIONS: Input data into the GREEN highlighted cells in accordance with the respective Task from Tab 1. The spreadsheet will autocalculate the Totals at top and on Tab 1.											
SUMMARY OF COSTS											
	DESCRIPTION	PROPOSED AMOUNT	NOTES								
LABOR	LABOR	\$ 15,830.42									
TRAVEL	TRAVEL	\$ 611.00									
MATERIAL	MATERIALS	\$ -									
SUBS	SUBCONTRACTORS	\$ -									
ODC	OTHER DIRECT COSTS	\$ -									
TOTAL PROPOSED FIXED PRICE		\$16,441.42									
LABOR											
LABOR JOB CLASSIFICATIONS	Individual Name	Grade / Level	Base Hourly Rate	Fringe Benefits	Overhead	G&A	Profit	Fully Burdened Rate	HOURS	TOTAL	
					100%	100%	100%				
Project Manager	Vinny Testaverde	Sr.	\$ 89.00	\$ 1.55	\$ 0.91	\$ 0.91	\$ 0.92	\$ 93.29	75	\$ 6,997.03	
Engineer	Curtis Martin	Jr.	\$ 75.00	\$ 1.55	\$ 0.77	\$ 0.77	\$ 0.78	\$ 78.87	112	\$ 8,833.39	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -	
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -	
TOTAL LABOR COST									187	\$ 15,830.42	
TRAVEL											
To/From	Air Fare & Baggage	Lodging	Per Diem	Rental Car	Mileage	Parking	Gas	Total			
PSC/PDX	35	130	96	240	0	60	50	\$ 611.00			
								\$ -			
								\$ -			
								\$ -			
TOTAL TRAVEL COST								\$ 611.00			

Module 6: Rate Build-Up & Price Worksheet



Price Proposal Worksheet Continued

TASK B2 - Construction

INSTRUCTIONS: Input data into the GREEN highlighted cells in accordance with the respective Task from Tab 1. The spreadsheet will autocalculate the Totals at top and on Tab 1.

SUMMARY OF COSTS			
	DESCRIPTION	PROPOSED AMOUNT	NOTES
LABOR	LABOR	\$ 579,657.65	
TRAVEL	TRAVEL	\$ -	
MATERIAL	MATERIALS	\$ 107,500.00	
SUBS	SUBCONTRACTORS	\$ 313,412.00	
ODC	OTHER DIRECT COSTS	\$ -	
TOTAL PROPOSED FIXED PRICE		\$ 1,000,569.65	

LABOR

LABOR JOB CLASSIFICATIONS	Individual Name	Grade / Level	Base Hourly Rate	Fringe Benefits	Overhead	G&A	Profit	Fully Burdened Rate	HOURS	TOTAL
					1.00%	1.00%	1.00%			
Project Manager	Vinny Testaverde	Sr.	\$ 82.00	\$ 1.23	\$ 0.83	\$ 0.84	\$ 0.85	\$ 85.75	5000	\$ 428,759.76
Engineer	Curtis Martin	Jr.	\$ 72.00	\$ 1.23	\$ 0.73	\$ 0.74	\$ 0.75	\$ 75.45	2000	\$ 150,897.88
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
TOTAL LABOR COST									7000	\$ 579,657.65

SUBCONTRACTOR COSTS

LABOR JOB CLASSIFICATION	Individual Name	Grade / Level	Base Hourly Rate	Fringe Benefits	Overhead	G&A	Fee	Fully Burdened Rate
					0.00%	0.00%	0.00%	
Pipefitter Forman	Ronnie Lott	FM	\$ 75.00	\$ 1.23	\$ -	\$ -	\$ -	\$ 76.23
Pipefitter Journeyman	Brett Farve	JM	\$ 65.00	\$ 1.23	\$ -	\$ -	\$ -	\$ 66.23
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
			\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

LABOR JOB CLASSIFICATION	Individual Name	Grade/Level	Base Rate (from FBR above)	Adders	Profit	Fully Burdened Rate	Hours	Total
				0.00%	0.00%			
Pipefitter Forman			\$ 76.23	\$ -	\$ -	\$ 76.23	2200	\$ 167,706.00
Pipefitter Journeyman			\$ 66.23	\$ -	\$ -	\$ 66.23	2200	\$ 145,706.00
0			\$ -	\$ -	\$ -	\$ -	0	\$ -
0			\$ -	\$ -	\$ -	\$ -	0	\$ -
TOTAL SUBCONTRACTOR COST								\$ 313,412.00

OTHER DIRECT COSTS

Description (including rates, volumes, etc.)	Cost
	\$ -
	\$ -
	\$ -
	\$ -
TOTAL ODC	\$ -

MATERIALS & EQUIPMENT

Part #	Part Description	Unit Price	Qty	Total
	Widgets	1234 \$ 0.50	20000	\$ 10,000.00
	Bolts	XSG211 \$ 1.50	65000	\$ 97,500.00
		\$ -	0	\$ -
		\$ -	0	\$ -
TOTAL MATERIALS COST				\$ 107,500.00

Organization, quality, risk management, and proposal compliance

Organization & Key Personnel

- Org chart showing lines of authority and communication — include CPCCo interface
- Key Personnel bios: project manager, technical leads, safety officer
- Identify the Contracting Specialist (CS) and Buyer Technical Representative (BTR) interface point and reporting relationships
- Address how subcontractors are integrated into the organizational structure

Risk Management

- Identify top risks: scope growth, schedule slips, cost overruns, safety, technical
- For FFP: price contingency into your estimate for identified risks
- Provide a mitigation plan for each risk — show you've thought it through
- Show the risk register format you will use during contract performance

Quality Control (QC) Plan

- Three-phase QC system for construction: Preparatory (plan), Initial (first execution), Follow-up (verify ongoing)
- Inspection & Test Plan (ITP) — quality checkpoints tied to SOW requirements
- Corrective action process: how you identify, document, and resolve quality problems
- QC Manager credentials — often must be CPCCo-approved before work begins

Compliance Matrix

- Map every RFP Instruction to a specific proposal section
- Map every evaluation factor to where your proposal addresses it
- Identify each RFP and SOW 'shall', 'must' and 'will' statement and where it is addressed in your proposal
- Evaluators use this — make it crystal clear and easy to follow

Module 8: The Compliance Matrix

A compliance matrix traces EVERY RFP & SOW requirement to a specific proposal section. Build it BEFORE writing begins.

Use the Compliance Matrix to verify that every RFP and SOW requirement — especially every ‘shall’, “must” and ‘will’ — is addressed before submitting your proposal.

RFP Reference	Requirement Summary	Proposal Section	Author	Status
3.1	Proposal Content	Vol 1, Sec 2	Proposal Lead	✓ COMPLETE
3.2	Vol. I – Technical Proposal	Vol 1, Sec 3	Technical Lead	✓ COMPLETE
3.3	Volume II – Cost/Price and Contractual Proposal	Vol 2	Pricing	IN PROGRESS
3.4	Volume III – Quality Assurance Plan	Vol 3	Pricing	IN PROGRESS
4.1 - A	Technical Approach	Vol.1, Sec 12	Technical Lead	NOT STARTED
4.1 - B	Management Approach	Vol 1, Sec 13	Technical Lead	✓ COMPLETE
4.1 - C	Past performance	Vol 1, Sec 14	Proposal Lead	IN PROGRESS
4.1 - D	Safety	Vol 1, Sec 15	Safety Mgr.	IN PROGRESS
4.1 - E	Quality Assurance	Vol 3	QA Mgr.	✓ COMPLETE
4.1 - F	Cost/Price	Vol. 2	Pricing	NOT STARTED

Module 9: Proposal Review & Submission



Never lose a proposal to a technicality — check everything twice — The Check Boxes listed below are examples. Each proposal may be different

CONTENT CHECKS

- Compliance matrix 100% complete
- All RFP instructions addressed
- All criteria/factors addressed in proposal
- Page limits not exceeded (per volume)
- Required fonts and margins per RFP Instructions if required
- No cost/pricing data in technical volume
- Reps & Certs completed

PAST PERFORMANCE

- Three (or required #) references with POC
- Reference contact info current and confirmed
- Dollar value within required range
- Recency within required time-period

PRICING CHECKS

- Pricing schedule matches Section B CLINs
- All CLINs priced (no blank cells)
- Unit prices extended correctly
- Totals match narrative cost discussion
- Fully-burdened rate backup provided

SUBMISSION / MECHANICS

- File names match RFP instructions exactly
- File format correct (PDF, Word, etc.)
- File size within portal limits
- Submitted before deadline (allow buffer!)
- Confirmation receipt obtained
- Hard copies sent if required

Module 10: Post-Award Contract Management

Winning is just the beginning — perform your proposal commitments

Kickoff & Mobilization

- Request and review the final contract (fully executed)
- Confirm period of performance and NTE ceiling (LH/T&M)
- Attend post-award kickoff meeting scheduled by CPCCo.
- Set up project controls, invoicing, and reporting systems

During Performance

- Track hours against budget weekly (especially on LH/T&M)
- Submit invoices per contract payment schedule
- Submit Accruals on time
- Submit Deliverables on time — late deliverables trigger cure notices
- Document all CPCCo-directed changes in writing

Modifications & Changes

- NEVER perform out-of-scope work without a modification or authorization
- On FFP: submit REA if CPCCo/DOE-caused cost impacts occur
- On T&M/LH: request ceiling increase before exceeding NTE
- All changes must be in writing and directed/authorized by the CS

Closeout & Lessons Learned

- Conduct final inspection and obtain written acceptance
- Submit final invoice and release of claims
- CPARS: Government rates your performance — perform well
- Document lessons learned for the next proposal

Request for Equitable Adjustment (REA)

When CPCCo changes your work — your right to additional compensation

What is an REA?

A Request for Equitable Adjustment (REA) is a formal request asking CPCCo to adjust the contract price, schedule, or both — based on a CPCCo/DOE-caused change that increased the contractor's cost or impacted their schedule. REAs are governed by the Changes clause (FAR 52.243).

When Can You Submit an REA?

- CPCCo issues a written or constructive change order that alters scope
- Government-furnished equipment, property, or information arrives late or is defective
- CPCCo directs you to stop work or accelerate — with measurable cost impact
- Differing Site Conditions (DSC) unforeseeable discoveries at time of offer
- CPCCo-caused delays push your schedule and drive up your costs

When You Cannot REA

- Your own estimating errors or underbid on the original FFP price
- Risks that were foreseeable and should have been priced into your proposal
- Cost growth caused by your own inefficiency, rework, or management issues
- Scope that was clearly included in the original contract, even if unpriced by you
- Changes made after unauthorized verbal direction (get all changes in writing first)

How to Build a Strong REA

- Document the change in real time — contemporaneous records are your best evidence
- Track all direct costs: labor hours, materials, subcontract costs affected by the change
- Quantify schedule impact separately from cost impact
- Tie each dollar of cost to the specific action that caused it
- Submit timely — most contracts require notice within a specific number of days from discovering the change

**Key Point: REAs work both ways.
Contract can request an equitable
adjustment from the subcontractor.**

Lessons Learned: Common Proposal Mistakes to Avoid

Learn from others' errors before submitting your first proposal

01

Not reading RFP Instructions first

If you don't know how you're evaluated, you can't write to the criteria. The RFP instructions drive all the requirements for response.

02

Generic boilerplate language

Evaluators can spot recycled content. Tailor every section to the requirement.

03

Exceeding page limits

Contracting Officers will often stop reading at the limit. Exceeding = automatic non-compliance on many solicitations.

04

Missing a 'shall', 'must' and 'will' requirement

Each unaddressed requirement is a weakness or deficiency. Use the compliance matrix to prevent missing these details.

05

Inconsistent pricing

If your technical volume says 1,000 hours but your price has 800, evaluators flag it. One version, reconciled.

06

No Review Method

Sending a proposal without a review can be a big risk. Try to have someone with fresh eyes review the proposal if you don't have a full team to do a detailed review. Build review time into your schedule.

07

Ignoring the Current/Previous Contract Holder

If there's a current or previous contract holder, use your proposal to differentiate clearly and positively. Don't assume they are preferred.

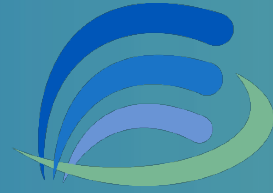
08

Submitting at the last minute

Portal outages, upload errors, wrong file names have disqualified otherwise strong proposals. Submit early.

Training Complete

Your Roadmap to Winning Proposals



CPCCo
Central Plateau
Cleanup Company

Questions & Discussion