



**REQUEST FOR PROPOSAL NO: 359686**

**TITLE: Conduct of Work Mentor Program Services**

July 18, 2022

Dear Prospective Offeror:

Request for Proposal No: 359686 – Conduct of Work Mentor Program Services

Central Plateau Cleanup Company (CPCCo) is interested in receiving proposals for Conduct of Work Mentor Program Services in support of the CPCCo Project, Richland, Washington, under Prime Contract 89303320DEM000030 with the U.S. Department of Energy.

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

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 6.10.

The anticipated schedule for this RFP activity is as follows:

Notice of Intent to Propose	July 21, 2022
Questions Due	July 28, 2022
eSourcing Event	August 10, 2022, 10:30 a.m. PDT
Proposals Due	August 10, 2022, 1:30 p.m. PDT

Kindest Regards,

Heidi Bucheli, Contract Specialist  
Procurement and Supply Chain



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**Acronyms**

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



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

### **1.0 INTRODUCTION**

Central Plateau Cleanup Company (CPCCo) acting under its contract with the Department of Energy, requests Offerors to submit a proposal for a Blanket Master Agreement type of contract under which Firm Fixed-Price task orders releases will be issued to provide Conduct of Work Mentor Program Services. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors. Section B contains Representations and Certifications and other documents, which Offerors may be required to complete, sign and return with their proposal, as well as a Draft 4-Part Contract which contains;

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

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

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

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

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



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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 (see 3.0 Proposal Preparations Instructions below).

#### 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 be the most advantageous technical and price proposal.

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

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

#### 2.1 Acceptance or Rejection of Proposals

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

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

#### 2.2 Responsiveness Determination

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

#### 2.3 Proposal Costs

CPCCo is under no obligation to pay proposal preparation costs.



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#### 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 which do not specifically relate to the proposal.

#### 3.1 Proposal Content

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

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

#### 3.2 Volume I – Technical Proposal

Volume I shall consist of the Offeror's discussion that addresses the qualification standards and technical evaluation criteria, the Offeror's capabilities, and what the Offeror will do to satisfy the requirements of the solicitation. The Offeror shall provide one electronic copy of this volume. The evaluation criteria identified in Section 4 will be used to determine the Offeror's understanding of the work to be performed, the Offeror's qualifications to perform this work, and the acceptability of the proposed technical and management approach.

In order for the proposal to be evaluated strictly on the merit of the technical and management material submitted, no contractual cost or pricing information shall be included in this volume of the proposal.

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- Technical Approach – The Offeror must discuss the proposed technical approach in sufficient detail to allow assessment of the Offeror’s understanding of the requirements/objectives of the work and the soundness of their approach to completing the work. The Offeror shall provide a detailed discussion and demonstrate how its approach will ensure successful accomplishment of the requirements of the RFP. Include in this discussion the management objectives and techniques that demonstrate how the management, technical, and quality requirements will be met, and the relationship of the project to the Offeror’s overall organization structure. It should also demonstrate the Offeror has sufficient resources to accomplish the requirements of the solicitation.
- Work Experience – The Offeror shall describe the experience and company record in delivering services similar to those required in this solicitation. Specific emphasis shall be placed on previous projects that involved providing support to construction projects or on-going operations at Hanford. Provide a brief explanation of your entity’s experience in working at Hanford or other DOE sites. Provide a brief overview of your organization’s or key personnel’s management experience that is relevant to the scope of work.
- Key Personnel – The offeror shall identify the names of Key Personnel including those employed by subcontractors, affiliates and all teaming or other contractor arrangements. Resumes for all key personnel shall be provided including. The resumes must clearly describe the individual’s education (level, major, and year degree received), the experience (general and relevant work experience) and any professional credentials (including professional publications and memberships).
- Organization Chart – The offeror shall provide a complete organizational chart of its proposed organization identifying the personnel and their functional assignments. In addition, the offeror shall provide a discussion of the established lines of authority, responsibility, and communication from lower levels to top level management.
- Past Performance – The Offeror shall provide references for at least three contracts that are on-going or have been completed within the recent (within the last three years) past. Note: Information gained elsewhere by Buyer may also be used as part of the evaluation. At minimum, Offerors shall provide the Client Name, a Client Point of Contract, Telephone Number, Contract Number, Contract Start/End Dates, and Contract Value.

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

Included in Volume II shall be the completed documents as listed below, to be included as separate attachments to the Cost/Price proposal:



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- Attachment 3 – Price Proposal Worksheet - Offerors shall submit a proposal to complete the identified tasks in the Statement of Work. Pricing shall include all training costs necessary to commence with work and shall be submitted on Pricing Sheet. All pricing assumptions shall be clearly stated to allow a reviewer to assess the potential cost risks associated with the proposed design.
- Firm Fixed Price – Offerors shall submit six (6) firm fixed price proposals to complete the identified tasks in the Statement of Work. Pricing shall include all training costs necessary to commence with work and shall be submitted a suitable format of the offeror's choosing. Labor pricing must be broken down utilizing CPCCo-defined labor categories and the pricing included in the Price Proposal Worksheet. In addition to the proposed labor rates, the Offeror's pricing breakdown shall include proposed task specific number of hours for the completion of the work described in the SOW of the task order by the schedule of performance. The firm-fixed-price proposal shall incorporate all anticipated costs including fully burdened labor, travel, material, equipment and other direct costs (ODCs). In addition, the firm-fixed-price shall include any indirect costs and profit associated with the travel, material, equipment and other direct costs
- Representations and Certifications (Attachment 4): Completed SP-16 Contractors Representations and Certifications with the proposal. Please ensure that sections 21 and 22, including the NAICS code and size standard are identified in Section 6.3 of this RFP is completed. To obtain the form, click on the link to SP-16 in Section B. The Offeror must submit an original, as a separate attachment, with this volume.
- Attachment 5 – Lower-Tier Subcontractor Flow down Certification
- Attachment 6 – Completed Conflict of Interest Disclosure Representations
- Attachment 7 – Completed Executive Compensation Certification
- Attachment 8 – Offeror Past Performance

### **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.



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#### 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 QUALIFICATION STANDARDS

Buyer has established the following qualification standards that must be fully met in order for an Offeror to be considered for award. It is Buyer's policy to offer the opportunity to compete for its procurements as is reasonably and economically feasible. However, in view of the distinctive characteristics of Buyer's programs, those potential Offerors who do not already possess the capability to meet the qualifications standards are encouraged not to incur proposal and other expenses involved in competitive submissions.

##### A. Standard No. 1 – Company/Personnel Experience

The Offeror shall provide qualified and fully trained personnel to provide the services required.

Have experience of working in, or oversight of, work control products, procedure development and reviews, and field work activities as they relate to Conduct of Work principles.

Must have experience working in, or oversight of, work activities of high-risk environments such as High Radiation Areas/High Contamination Areas/Airborne Radioactivity Areas, and Hazard Category 2 and 3 nuclear facility experience as they relate to Conduct of Work principles.

Mentor positions require medical qualification/surveillance for Respirator Use, Noise, Radiological Worker II, Heat Stress, HAZWOPER, and Beryllium.

This standard is met when the key personnel's resume and Buyer-confirmed work experience demonstrate that that the individual(s) proposed as has/have previous Hanford site or U.S.



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Department of Energy experience that as described above and that the work of the individual(s) met to the satisfaction of the customer at the time the work was performed.

**B. Standard No. 2 – Company Experience**

The Offeror shall have at least five (5) years of experience in mentoring, facility management/planning/operations, or construction management work. This qualification standard is met by the Offeror demonstrating in its proposal at least five years of experience in delivering services similar to those described in the Statement of Work

**C. Standard No. 3 – Past Performance**

The Offeror must have an acceptable Past Performance. Buyer will not award a contract to an Offeror who receives a past performance rating of “poor” or lower. Performance ratings will be established based on survey results received for work performed for Buyer and/or other Offeror customers.

**D. Standard No. 4 – Small Business Concern**

Proposals made under this acquisition are solicited from Small Business Concerns only, including Small Disadvantaged, Women-Owned, Veteran-Owned, Service-Disabled Veteran-Owned, and HUBZone small businesses. Any resulting Subcontract shall be performed solely by Small Businesses.

**5.0 PROPOSAL SUBMITTAL DIRECTIONS**

**5.1 Notification of Intent to Propose**

CPCCo requests that a prospective Offeror notify CPCCo in writing by 1:00 p.m. PDT on July 21, 2022, indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror may transmit the notification to the Contract Specialist via e-mail or fax.

**5.2 eSourcing Event**

The eSource event will take place at 10:30 am PDT on August 10, 2022. This event is a Reverse Auction.

**5.3 Deadline**

Proposals are due by 1:30 p.m. on August 10, 2022. CPCCo reserves the right to reject any proposal received after the deadline.



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**5.4 Submittal Address**

The preferred submission method is via e-mail. Identify the e-mail containing the proposal as "Proposal in Response to RFP 359686."

The Contract Specialist's telephone number is 509.376.0511 and the e-mail address is [heidrun\\_f\\_bucheli@rl.gov](mailto:heidrun_f_bucheli@rl.gov). The Offeror may contact the Contract Specialist to verify that the proposal has been received.

**5.5 Withdrawal**

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

**5.6 Questions and Comments Regarding the RFP**

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than July 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.

**5.7 RFP Amendments**

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

**6.0 NOTICES TO OFFERORS**

**6.1 Anticipated Award Date**

The anticipated award date for this RFP is TBD.

**6.2 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.

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

CPCCo has determined that North American Industry Classification System (NAICS) Code 541690 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$16.5 Million.

**6.4 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.

**6.5 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).

**6.6 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.

**6.7 Subcontracting**

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

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

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



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CPCCo reserves the right to:

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

**6.8 Prohibition on Concurrent Work - Representation**

For the purposes of avoiding Organizational Conflicts of Interest between Hanford site contractors, the U.S. Department of Energy places limitations on work performed concurrently by contractors for Buyer and the prime contractor for the Hanford Mission Essential Services Contract (Hanford Mission Integration Solutions – HMIS). This limitation also applies to any parent companies or affiliates of any Offeror.

Representation: By submission of its offer, the offeror represents that it is not currently performing work for HMIS, or current work with HMIS will end prior to the start of any contract with Buyer. This representation applies to offeror's work in the following areas:

1. Safeguards and Security
2. Emergency and First Responders
3. Information Technology and Management
4. Portfolio Analysis, Project Support, and Independent Assessment
5. Environmental Integration and Environmental Compliance Support

**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 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



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shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned and service Disabled 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.



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**SECTION B – RFP ATTACHMENTS**

**1.0 ATTACHMENT 1 – STATEMENT OF WORK**

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

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

**3.0 ATTACHMENT 3 – PRICE PROPOSAL WORKSHEET**

**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 04, 2022

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

**5.0 ATTACHMENT 5 – LOWER TIER SUBCONTRACTOR FLOWDOWN CERTIFICATION**

**6.0 ATTACHMENT 6 – CONFLICT OF INTEREST DISCLOSURE AND REPRESENTATION**

**7.0 ATTACHMENT 7 – EXECUTIVE COMPENSATION CERTIFICATION**

**8.0 ATTACHMENT 8 – OFFEROR'S PAST PERFORMANCE**