



Department of Energy
Washington, DC 20585

REQUEST FOR QUOTATION

RFQ No. DE-RQ01-04ME90001

To: Invited Service Providers

The Department of Energy (DOE) is conducting an A-76 Study using the standard competition process under OMB Circular No. A-76 (Revised) dated, May 29, 2003. A copy of the Circular is available for downloading at the OMB website at:

http://www.whitehouse.gov/omb/procurement/comp_sourcing_init.html

The DOE requested and received a deviation from the OMB Circular No. A-76 (Revised), dated May 29, 2003, to permit the use of FAR Part 8.4, GSA Federal Supply Schedule (FSS) under a standard competition. The OMB deviation approval is dated May 6, 2004.

The A-76 Study is for Logistics Services. The DOE will be using the procedures under FAR Part 8.4, Federal Supply Schedule (FSS). The applicable GSA Schedule is Logistics Worldwide (LOGWORLD) using **SIN 874-501 and 507**. All commercial service providers and their team (subcontractors) members must have current contracts registered under LOGWORLD SIN 874-501 or 507. The work will be performed in three locations; The Albany Research Center (ARC), located in Albany, Oregon, and the two DOE Headquarters locations in Germantown, MD and Washington, DC.

The following functional areas are included in the Performance Based Work Statement (PWS). The service provider must review Attachment 2, PWS, to obtain the full range of services to be provided.

- Facility and Buildings Maintenance and Management
- Transportation Management
- Motor Vehicle Maintenance
- Logistics Operations

June 16, 2004

The present configuration of Federal employees is 7 employees (+/- 1 person) at the ARC and 50 employees (+/- 2 people) at the Forrestal (Washington, DC) location and 44 employees (+/- 2 people) at the Germantown, MD locations. All employees are based on Full Time Equivalents (FTEs).

Commercial Service providers are hereby advised that this solicitation may result in the award of two separate task orders. Proposals are being solicited for the work at the ARC and the work for the Headquarters (Washington, DC and Germantown, MD). Commercial service providers may submit an offer for the ARC and/or a separate offer for the Forrestal/Germantown services. Commercial firms who decide to submit proposals for both the ARC and Headquarters services (Washington, DC and Germantown, MD) must provide completely separate offers with no overlap of personnel or other direct costs. The acquisition process would permit a firm who submitted an offer for the ARC and the Headquarters services to be selected for only one location. Commercial firms must not submit an offer for the ARC that is contingent upon receiving an award for the Headquarters locations and a commercial firm must not submit an offer for the Headquarters service that is contingent upon also receiving the award for the ARC work.

If the Agency Tender intends to submit an offer for the ARC and the Headquarters Services, then completely separate offers must be submitted. The Agency Tender for the ARC must not be contingent upon the award of the services for Headquarters services. The Agency Tender for the Headquarters must not be contingent upon the selection for the award of the work for the ARC. There must be no shared level of effort between an ARC and Headquarters services proposal.

1. The DOE will be utilizing the acquisition procedures under FAR Part 8.4, Federal Supply Schedules. The selection of a service provider will be made using a Best Value approach. If the selection is for a commercial service provider the DOE will award a Task Order under the LOGWORLD GSA Schedule. The Task Order would be awarded based on a Time and Materials award for all services. If the selection is for the Agency Tender the award instrument will be a Letter of Obligation (LOO). (See Attachment 14 for the LOO) There will be a single Task Order or LOO award for the ARC services and a single Task Order or LOO award made for the Headquarters (Washington, DC and Germantown, MD) services.

The objective of the Best Value process is to select the service provider whose offer provides the greatest overall benefit in response to the requirement (PWS). Best Value is represented by the most advantageous offer conforming to the solicitation and demonstrating the Best Value to the Government in terms of Technical Approach, Personnel, Quality Control Plan, Past Performance, Phase-In Plan, and Price.

The Government reserves the right under the Best Value Approach to select a service provider that is not the lowest price offer since the Government is interested in obtaining superior performance.

Conversely, the Government will not pay a price premium that it considers disproportionate to the benefits associated with the proposed margin of service superiority. The process will provide an impartial, equitable and comprehensive evaluation of each service provider's offer and related capabilities. Subjective judgment on the part of the Government evaluators is implicit throughout the source selection process.

Commercial service providers are advised that this solicitation may not result in the award of a Task Order. Commercial service providers understand that by submitting a proposal that all direct and indirect cost incurred as a result of this solicitation will be at the sole and full expense of the commercial service provider.

The service provider(s) will provide all services in accordance with Attachment 2 Performance Based Work Statement (PWS).

The PWS is organized in sections that define both the work to be performed and the relationship between the DOE and the service provider. The overall scope of work to be performed is described in Section 2.0, Scope of Work, and detailed performance requirements and objectives for this work are specified in Section 3.0, Performance Objectives and Measures. Section 4.0, Project Manager Requirements, describes the service provider Project Manager requirements. Section 5.0, General Requirements, addresses service provider management, personnel, reporting and records maintenance, quality assurance requirements, safety, security, key control and other issues which are pertinent to service provider performance. Sections 6.0 and 7.0 describe the furnished property and services that will be provided by the Government and the service provider, respectively. Section 8.0, Transition Plan, describes requirements for Phase-In and Phase-Out periods. Appendix A addresses Definitions and Acronyms, Appendix B addresses the Technical Library, and Appendix C addresses the Quality Assurance Surveillance Plan.

3. Additional information referenced in the PWS is provided in the Technical Exhibits. Technical Exhibit 2-1 contains a list of current DOE Offices included in the PWS. Historical and Projected Workload Estimates and Performance Requirements are contained in Technical Exhibits 3-1 and 3-2. Required reports are listed in Technical Exhibit 3-3, Security Clearance Requirements are listed in Technical Exhibit 3-4 and Government Furnished Equipment, Software and Systems, and Government Furnished Facilities are contained in Technical Exhibits 6-1, 6-2, and 6-3, respectively.

4. The solicitation will be processed in accordance with the procedures under FAR Subpart 8.4, Federal Supply Schedules. All prospective commercial service providers were identified from

the LOGWORLD Federal Supply Schedule **SIN 874-501 and 507**. The commercial service provider and all team members (including subcontractors) must have an active contract under LOGWORLD **SIN 874-501 and 507**.

5. The DOE will conduct a **pre-proposal conference** at the DOE Headquarters building at 19901 Germantown Road, Germantown, MD, Main Lobby at NOON Local Time on June 23, 2004. Only U.S. citizens with proper identification will be permitted to attend the pre-proposal conference.

Site Visit(s)

The DOE will be conducting three site visits for the sole purpose of seeing the facilities where the services will be conducted. The DOE will not accept questions during the site visit. Only U.S. citizens with proper identification will be permitted to attend the site visit(s). It is recommended that individuals arrive 30-40 minutes prior to the meeting time to allow time to pass through the security checkpoints.

Albany Research Center (ARC)

A site visit will be conducted at the ARC at 1450 Queen Avenue, SW, Albany, OR, Main Entrance on June 29, 2004, at 11:30 AM Local Time. It is recommended that individuals arrive 30-40 minutes prior to the meeting time to allow time to pass through the security checkpoints.

DOE Headquarters, Germantown, MD

A site visit will be conducted at the DOE Headquarters building at 19901 Germantown Road, Germantown, MD, Main Lobby on June 25, 2004 at 11:00 AM Local Time. It is recommended that individuals arrive 30-40 minutes prior to the meeting time to allow time to pass through the security checkpoints.

DOE Headquarters, Washington, DC, Forestall Building

A site visit will be conducted at the DOE Headquarters building at 1000 Independence Avenue, SW, Washington, DC, Main Lobby on July 1, 2004 at 11:00 AM Local Time. It is recommended that individuals arrive 30-40 minutes prior to the meeting time to allow time to pass through the security checkpoints.

It is recommended that commercial visitors not bring computer laptops, cell phone, picture cell phones or any other messenger or recording devices. Individuals who are not U.S. Citizens will not be granted access.

Each invited service provider including the Agency Tender will provide the names of the individuals that will be attending the site visits and proposal conference to the Contract Specialist by 4:00 PM, Local Time, June 18, 2004. To arrange attendance for the pre-proposal conference and site visits, e-mail Ms. Debbie Draper at debra.draper@hq.doe.gov. Site visits and the pre-proposal conference are limited to no more than three representatives per potential service provider. Prospective service providers are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of performance, to the extent that the information is reasonably obtainable. The purpose of the pre-proposal conference is to provide the DOE an opportunity to present the solicitation and to emphasize the Department's expectations for performance under the PWS, and respond to questions from prospective service providers. Interested service providers are requested to submit questions regarding this solicitation not later than 5:00 PM Local Time, Washington, DC, June 21, 2004. Such questions will be answered and made available to all interested service providers at the pre-proposal conference if receipt of advance questions provides the Government adequate time for response. Questions prior to the conference must be submitted to the DOE via the DOE Industry Interactive Procurement System (IIPS) web site. Remarks and explanations provided at the pre-proposal conference will not supersede or otherwise qualify any of the terms of this solicitation unless formally incorporated by written amendment to the solicitation by the Contracting Officer.

6. Services under the Task Order or LOO shall begin on the effective Date of Award. The Phase-In Period will be 9 calendar months. The Phase-In Period is included within the overall 60 month period of performance. The Task Order base period or LOO shall commence upon date of award and remain in effect for a 36-month period, unless terminated in accordance with the applicable clause. If exercised, there will be one 24-month option period.

7. The Government intends to select the Best Value service provider without conducting communications as permitted under FAR 8.4; therefore, the service provider's initial offer should contain the service provider's best Offer for all evaluation elements: Technical Approach, Personnel, Quality Control Plan, Past Performance, Phase-In Plan and Price. The Government reserves the right, however, to conduct communications as permitted under FAR 8.4 if the Contracting Officer later deems it necessary to communicate with service providers after receipt of offers. Any communications with the Agency Tender representative will be in accordance with the A-76 Circular.

8. The US Department of Energy, Office of Headquarters Procurement Services, ME-64, located in Washington, DC, uses IIPS which is a secure, web-enabled acquisition and financial assistance system. Since October 1, 1999, this system has become the primary way for the Headquarters Office to conduct competitive acquisition and financial assistance transactions. IIPS provides for the posting of solicitations, receipt of offers, conducting of communications, evaluation of offers, and award of Task Orders/Contracts/Financial Assistance Instruments in a paperless environment

via the Internet.

The Agency Tender and commercial service providers are to utilize the IIPS for communications and Offer submittal. The DOE DUNS number is 087689394. The Agency Tender will also be provided to the Contracting Officer at the following address: U.S. Department of Energy, Office of Headquarters Procurement Services, Attn: Debbie Draper, ME-641.2, 950 L'Enfant Plaza, Room 8038, Washington, DC 20025. The Agency Tender must be on a Compact Diskette and compatible with the latest version of COMPARE software. The Standard Competition Form must be signed by the Agency Tender Official and submitted via the IIPS system with the offer. The original signed Standard Competition Form must be submitted with the Compare software compact disk.

To get more information about IIPS, go to <http://e-center.doe.gov>. Instructions on how to submit your offer electronically can be found in the help document, which is located at <https://e-center.doe.gov/iips/busopor.nsf/UserGuides?OpenPage>.

The due date for submission of all service provider offers to DOE via IIPS is 2:00 PM Local Time, Washington, DC, on July 19, 2004. It is recommended that each service provider submit their offer at least 4 hours prior to the closing time to ensure timely receipt by the DOE.

9. INSTRUCTIONS FOR THE PREPARATION OF OFFERS FOR COMMERCIAL SERVICE PROVIDERS AND THE AGENCY TENDER

(a) **The Agency Tender is not required to develop a Most Efficient Organization (MEO) under Volume I Technical Approach and Personnel. However, the Agency Tender must provide all information requested by the solicitation in Volume I regarding their Quality Control Plan and Phase-in Plan and all requested documentation under Volume II Price Offer and Volume III Price Offer, Phase-in Plan.**

If the Agency Tender does not provide a submission of a MEO in Volume I Technical Approach and Personnel, then the Agency Tender must state that their offer is based on their existing organization.

Volumes IV and V relate to Enhancements and are optional for both commercial firms and the Agency Tender.

(b) The offer will be submitted under Request for Quotation form SF18 provided as Attachment 1 to the solicitation. Written offers shall be submitted in five volumes via the DOE IIPS web site. The prospective service provider shall clearly identify each volume and sub-volume number and name, (i.e., Volume I, Technical Offer and Volume II, Price Offer), RFQ

number, date of submission, and the service provider's name.

SERVICE PROVIDERS OFFER

- VOLUME I TECHNICAL OFFER
- (a) Technical Approach
 - (b) Personnel
 - (c) Quality Control Plan
 - (d) Past Performance
 - (e) Phase-In Plan
- VOLUME II PRICE OFFER – Commercial and Agency Tender must use the pricing format provided by this volume.
- Price Offer (for Vol. I (a, b, and c): Technical Approach, Personnel, Quality Control Plan) (Time and Materials)
- VOLUME III PRICE OFFER – PHASE-IN PLAN – Commercial and Agency Tender must use the pricing format provided by this volume.
- Price Offer (for Vol. 1(e): Phase-In Plan) (Time and Materials)
- VOLUME IV TECHNICAL ENHANCEMENT OFFER
- Proposed Enhancements that Exceed PWS Measurements

VOLUME V PRICE ENHANCEMENT OFFER – Commercial and Agency Tender must use the pricing format provided by this volume.

Separate Line Item Option Price for Each Proposed Enhancements from Volume IV that Exceed PWS Measurements (See Technical Exhibit 3-2 to the PWS)

(c) To aid in evaluation, offers will be accurate, specific, concise, and complete. Offers shall be neat, indexed/cross-indexed and logically assembled. All pages of each part shall be appropriately numbered and identified by the solicitation number. To facilitate ease of reference in correspondence and meetings, service providers shall use a page numbering system. Consecutive page numbering within tabs is preferred; e.g., Page A-5 identifies Tab A, Page 5. Additionally, for document control purposes, all offer amendments prior to closing and provided after the receipt of the initial offer shall be submitted as page changes with each page identified by amendment number and date as well as by page number. In addition to the specific requirements for each proposed part, the service provider shall provide whatever other narrative or supporting materials (matrix, charts, or graphics) considered necessary for the Government to fully understand the offer.

(d) Service providers (including the **Agency Tender**) are instructed to place ALL pricing data in Volume II to provide the services in the PWS excluding the prices for the Phase-In Plan, which is to be provided in Volume III. ALL Enhancement pricing data is to be provided in Volume V. Each Enhancement(s) will be separately priced as an individual option. The service providers will not include any pricing information in Volume I or IV.

10. PAGE RESTRICTIONS FOR SERVICE PROVIDER OFFERS

The service provider shall submit via the DOE IIPS web site the following volumes of material as indicated in the table below:

<u>Volume Title</u>	Maximum Number of Pages (Single-sided with #12 font pitch.) (The Contracting Officer will grant some flexibility for the quantity of pages depending on the DOE printers.)
VOLUME I: TECHNICAL OFFER	
(a) Technical Approach	40

(b) Personnel	30
(c) Quality Control Plan	8
(d) Past Performance	10
(e) Phase-In Plan	20
VOLUME II: PRICE OFFER Price Offer – Technical Approach, Personnel, and Quality Control Plan TIME AND MATERIALS	No Limit – The Agency Tender and commercial service providers <u>must</u> use the pricing format contained in this volume.
VOLUME III: PRICE OFFER Phase-in Plan Time and Materials	No Limit – The Agency Tender and commercial service providers <u>must</u> use the pricing format contained in this volume.
VOLUME IV: TECHNICAL ENHANCEMENT OFFER Proposed Enhancements that Exceed PWS Requirements	10
VOLUME V: PRICE ENHANCEMENT OFFER Separate price offer for each proposed Enhancement line item(s) Time and Materials	No Limit – The Agency Tender and commercial service providers <u>must</u> use the pricing format contained in this volume.

Note: The maximum number of pages provided is a maximum not-to-exceed amount and should not be construed as the Government’s requirement for each volume.

11. VOLUME I (a): TECHNICAL APPROACH

The service provider will demonstrate their technical approach to providing services under each functional area at each site under the PWS. The technical approach will also include a complete management approach to accomplish each functional work area under the PWS by each of the sites. If the service provider is proposing to submit an offer for both ARC and Headquarters sites then a technical and management approach must be provided for each of the three sites. If the service provider is providing an offer for only the ARC site then only one technical and management approach is required. If the service provider is providing an offer only for the Washington, DC and Germantown, MD sites then only two technical and management approaches are required.

The ARC and Headquarters (Washington, DC and Germantown, MD) technical and management approaches must not be contingent on each other.

The management approach must, as a minimum, include levels of supervision, overall project management, management of team members, work assignment between team members, and proposed coordination with the DOE COR.

12. VOLUME I (b): PERSONNEL

The service provider will provide a proposed staffing plan, labor hours, skill mix, and supervision for each functional area of the PWS allocated by the individual work site. If proposing only the ARC, then submission for this criterion will be only for the ARC site. If proposing only the Headquarters, sites then the submission for this criterion will be only for the Washington, DC and Germantown, MD sites. If proposing both the ARC and Headquarters sites, ensure that the personnel plans are not contingent upon one another.

The commercial service provider will submit a resume for the Project Manager(s) and all supervisors. The Agency Tender is not required to submit any resumes. The service provider will describe the proposed management authority and the coordination proposed with the COR in the delivery of service under the PWS.

The commercial service provider and Agency Tender will provide a complete description as to how each will provide staffing to meet the PWS requirements. This will, at a minimum, include the commercial service provider's need for team (subcontractor) members, the Agency Tender's discussion of hiring new Federal employees and/or teaming with commercial firms and the commercial service provider's plan, if any to offer remaining vacancies to Federal employees under the Right of First Refusal.

The Agency Tender and commercial service provider will provide three staffing matrices, one for each location, demonstrating for each functional area the labor categories, origin of labor (team member name or Federal employees) and DPLH to be applied per period for each of the five

periods.

Note: The commercial service provider is required to provide a crosswalk from the functional titles used in their offer to their corresponding labor categories from their GSA Schedule. Where there is a corresponding Service Contract Act or Davis-Bacon Act category, those categories must be included in the crosswalk.

13. VOLUME I (c): QUALITY CONTROL PLAN

The service provider shall submit a Quality Control Proposal which, upon Task Order or LOO award, will become the basis of the Quality Control Plan (QCP) and will be attached to the Task Order or LOO. The service provider shall prepare a QCP that contains the items listed below. The QCP shall:

- Establish an inspection system covering all services required by the PWS specifying areas to be inspected on both a scheduled or unscheduled basis, and the title of the individual who will perform the inspection
- Describe a method acceptable to the Government for identifying and preventing deficiencies in the quality of service performed under the PWS before the level of performance becomes unacceptable and that addresses processes for corrective actions without dependence upon Government direction
- Include a customer complaint feedback system for correction of validated complaints and to inform the customer of corrections and describe how users or other interested parties may identify problem areas or situations to the service provider
- Describe methods of direct and indirect communications with the Government regarding performance of the Task Order or LOO; the communications shall include regular and formal meetings with the Government
- The inspection records shall be kept by the service provider and made available to the Government throughout the Task Order or LOO performance period. All inspection records and associated documentation will be returned to the Government upon Task Order or LOO completion
- The QCP from the Agency Tender will also recognize the requirement to provide the following cost elements:
 - A. The actual number of FTEs in the MEO performing the work during each performance/annual period.
 - B. How many of the actual number of filled positions are encumbered by save pay (this cost is not attributable to the cost of the competition, however, once the employee is gone the MEO budget will change).
 - C. Validate the Performance Period Profile
 - a. Run the actual MEO performance/annual cost in COMPARE to ensure the MEO is performing within the Tender Profile.

- D. Indicate whether performance changed from the service provider indicated in the previous performance/annual period.
 - a. Reason for change to new service provider.
 - b. A reason is to be applied whenever there is a change in service.
- E. The actual cost for any/all MEO subcontracts for each performance/annual period, in thousands of dollars, rounded to the nearest whole number.
- F. Function(s) Terminated
 - a. When the scope of the function(s) performed is reduced in a performance/annual period, this report indicates the nature of the reduction.

14. VOLUME I (d): PAST PERFORMANCE (*Not Required for Agency Tender*)

Past performance will be evaluated on a pass (satisfactory)/fail (unsatisfactory) basis to determine that the commercial service provider (and any GSA Logistics Worldwide Schedule team member including subcontractors) has (have) been successful in providing management services within the last three years, from U.S. Government clients or other clients from commercial sources. A copy of the questionnaire that will be used to contact the references provided is attached (Attachment 3). The commercial service provider will advise their references that DOE may be contacting them for a past performance interview. The DOE may or may not contact all of the references provided.

The commercial service provider will provide the information below relative to the largest four customers that work was provided for that is related to management services, preferably on the customer's work site for calendar years 2001 to 2003. The following information must be provided:

- Customer Name and Address
- Description of Services
- Contract Value and period of performance
- Contact Name, Title, and Telephone Number
- Type of Contract and total value including all options.

The commercial service provider will insure that the contact name and telephone number is current and the contact individual was advised that DOE may be conducting a reference check.

15. VOLUME I (e): PHASE-IN PLAN

The Phase-In Plan will be for a period of 9-calendar months which includes on-site observation and will be proposed as Time and Materials by all service providers. (See Price Matrix – Attachment 4)

The purpose of the Phase-In Plan is for the service provider to set forth the actions to Phase-In from current government performance to the successful operation under the PWS by the service provider upon conclusion of the Phase-In period. The Phase-In Plan shall include:

(A) Assumptions and constraints

(1) Service provider-identified:

- (i) All assumptions made by the service provider regarding the Phase-In.
- (ii) All actions the service provider requires the Government to perform; i.e., government actions that constrain the service provider's Phase-In tasks.

(2) Government-imposed constraints:

- (i) In accordance with FAR 52.207-3(b), Right of First Refusal of Employment, the Contracting Officer will provide the list of adversely affected or separated personnel on the Phase-In start date.
- (ii) At the start of the Phase-In period the Government will provide office space, and equipment (including telephone and LAN access) requirements. Office space and equipment provided during the Phase-In period might not be the permanent office space and equipment assigned to the service provider for performance.
- (iii) The service provider shall provide an organizational chart that includes the number of personnel, with their labor classifications, that will comprise the workforce that the service provider will have in place at the end of the Phase-In period and will continue to maintain (at that level of effort or greater) until the required Acceptable Performance Levels (APL) have been met for two consecutive months. (NOTE: This does not relieve the service provider from its responsibility to meet the required APLs when base period performance begins.)
- (iv) Service provider actions to minimize disruption of the Government's workforce and continued performance under the PWS during the Phase-In period.
- (v) Recruitment and hiring of personnel to fill vacancies. Service providers shall further address:
 - (a) Compliance with FAR 52.207-3, Right of First Refusal of Employment. (*Not applicable to the Agency Tender offer.*) This clause will apply where the commercial service provider has vacancies to fill. The commercial service provider need not provide the

following items (b), (c), (d) (e) and (f), where the commercial service provider states in writing in Volume I, Personnel, that the offeror has no vacancies to be filled.

(b) Assessment of the local labor market and of the service provider's ability to hire qualified personnel.

(c) Assumptions made by the service provider in planning for the number of vacancies to be filled through current DOE workforce versus the area labor market and contingency plans if those assumptions turn out to be overstated.

(d) The process that shall be used in interviewing and making offers to government and non-government personnel to include timing of offers, length offer remains open, any contingencies, and start dates.

(e) Critical skill positions and transactional systems knowledge needed to start and maintain performance and contingency for immediately replacing the loss of skill(s)/knowledge.

(f) Contingency(ies) for immediately replacing personnel that are lost to the Government's priority placement program, especially during the final days of the Phase-In period and during the first six months of performance.

16. VOLUME II: PRICE OFFER (for Vol. I: Technical Approach, Personnel, Quality Control Plan)(See Price Matrix – Attachment 5)

This volume will be used for service providers to provide the pricing needed to provide the services under the PWS based on the technical approach, personnel and quality control plan.

The service provider will provide optional pricing for proposed enhancements to the standards and measurements Technical Exhibit 3-2 under Volume V. (A separate price offer will be provided for each proposed Enhancement line item(s).) Commercial and Agency Tender offers must be in the format found in Attachments 4, 5, and 6.

(a) The service provider's offer shall represent the service provider's best effort in response to the solicitation as selection may be made without discussions as permitted under FAR Part 8.4.

(b) The commercial service provider and their team members (including subcontractors) must each have a current GSA Logistics Worldwide Schedule contract under **SINS 874-501 or 507**. The commercial service provider and **Agency Tender** must complete the pricing charts in Attachments 4, 5, and 6. The Phase-In Plan and all services will be based on a Time and Materials basis. The Agency Tender must additionally provide all data elements in accordance with the Compare Software. The **Agency Tender** submission must also include a CD of their

price submission and be compatible with the latest version of Compare. The Agency Tender must submit a separate Compare Software diskette for the Albany Research Center and the Headquarters (Washington, DC and Germantown, MD) PWS. The Compare Software may be downloaded from the following website: <http://compare.mevatec.com/>

The DOE will calculate the total price by adding the total from the Phase-In Price, base period, option period and any DOE selected enhancements. The service provider(s) price will be adjusted based on any adjustments identified by the Compare software. The total adjusted price will be evaluated in conjunction with the technical proposal (Technical Approach, Personnel, Quality Control Plan and DOE Selected Enhancements) and a Best Value determination will be made by the DOE.

The Agency Tender's CD must be delivered to the following address: U.S. Department of Energy, Office of Headquarters Procurement Services, Attn: Debbie Draper, ME-641.2, 950 L'Enfant Plaza, Room 8038, Washington, DC 20025, prior to the closing of this Request for Quotations. All other **Agency Tender** documentation must be provided electronically in accordance with Paragraph 8.

(c) Use of Compare Software in the Best Value Selection Process

The DOE will only utilize the Compare Software as a tool for the purpose of determining adjustments to the commercial offeror's pricing and the price submitted by the **Agency Tender**. The Compare Software solution will not in itself result in the selection of a service provider.

The DOE will be using a Best Value approach for the selection of a service provider under the solicitation. The adjusted pricing derived from the Compare Software will be evaluated in conjunction with the technical proposals submitted by the service providers. The objective of the Best Value selection process is to select the service provider whose Offer provides the greatest overall benefit in response to the requirement (PWS). Best Value is the most advantageous offer conforming to the solicitation and demonstrating the Best Value to the DOE in terms of Technical Approach, Personnel, Quality Control Plan, Past Performance, Phase-In Plan and Price. Accordingly, the DOE reserves the right to select other than the lowest proposed overall price since the Government is interested in obtaining superior performance. Conversely, the Government will not pay a price premium that it considers disproportionate to the benefits associated with the proposed margin of service superiority.

(d) In accordance with the PWS, DOE will provide all on-DOE site facilities, materials, equipment and general supplies. DOE will be responsible for providing maintenance and tracking of DOE-owned equipment.

This acquisition does not encompass any long term or on-going commercial contracts or

purchase orders. The following commercial services currently under DOE contract(s) ARE NOT included in the PWS:

1. Moving services
2. Conferencing services
3. Building alteration construction acquired by the DOE Contracting Officer
4. Custodial services Forrestal and Germantown
5. Elevator and escalator maintenance and repair
6. Copier services under contract to Didlake, Inc.
7. Messenger services under contract to Logistics Applications, Inc.
8. HVAC repair, maintenance and installation services under contract to MARTEC, Inc.
9. Generator maintenance and repair
10. Energy management and control system under contract to Siemens Building Technology, Inc.
11. Germantown grounds maintenance under contract to Melwood
12. Painting services under contract to OMF
13. Warehouse services

The DOE has acquired commercial services for Watch (Duty) Engineers on a temporary basis. This work is included in the technical exhibits labor projections.

(e) In preparing the commercial price offer, the following guidelines are to be utilized:

1. The prime commercial service provider and each commercial service provider team member (subcontractors) must have their own in-force GSA Logistics Worldwide Federal Supply Schedule contract.
2. The prime commercial service provider and commercial service provider team member (subcontractors) will not average or weight labor rates. Commercial service providers will submit the labor categories and rates identified in their own GSA Logistics Worldwide Federal Supply Schedule contract.
3. Where the GSA Logistics Worldwide Federal Supply Schedule contract period does not coincide with the solicitation, then two sets of labor rates for the DOE period will be submitted.
4. A discount on each labor rate is expected. Commercial service providers will not provide a bottom line discount for all labor rates. Where no discount is offered, then a "0%" will be placed in the applicable cell in the matrix.
5. Commercial service provider team members (subcontractors) will utilize their own GSA

Logistics Worldwide Federal Supply Schedule contract labor rates. If a Task Order is awarded from this solicitation it will contain separate labor rates for the prime commercial service provider and all commercial service provider team members (subcontractors). Commercial service provider team members will not share or “ride” another commercial service provider’s GSA schedule labor rates. **This acquisition is subject to the Service Contract Act and Davis Bacon Act.** Commercial service providers are on notice that they will have to comply with the wage determinations attached to this solicitation. The commercial service providers will provide a cross walk between their labor category and any “applicable” labor categories in the wage determinations. The commercial service providers will provide a statement with their price proposal that their labor rates meet or exceed the applicable wage determination rates.

6. Where the commercial service provider’s GSA Logistics Worldwide Federal Supply Schedule contract will expire during the full term of the DOE’s requirements, then the commercial service provider may propose discount(s) to be applied to their future new or extended GSA Logistics Worldwide Federal Supply Schedule contract labor rates. The proposed discount(s) would be used equally for discounting present and future labor categories under the Task Order. Commercial service providers will therefore provide labor rates and discount percentages (%) for all periods of the proposed Task Order including where there are no current GSA Logistics Worldwide Federal Supply Schedule contract labor rates.
7. If a Task Order is awarded, the Task Order will be modified to accept the new GSA Logistics Worldwide Federal Supply Schedule contract labor rates in accordance with the following; When GSA modifies the GSA Logistics Worldwide Federal Supply Schedule contract for the previously unpriced periods, the DOE will modify the Task Order to accept the labor rates, which represents the lowest of the two labor rates. In no case can the labor rate incorporated into the contract after award exceed the original proposed labor rate due to subsequent price revisions under the GSA Federal Supply Schedule contract. The only exception is where the rate is revised under direction of federal law. For example, the commercial service provider proposed an escalated “Travel Administrator” DOE discounted labor rate in the 5th year of the Task Order at \$25.00 per hour, and the commercial service provider also proposed a 20 percent discount against their new GSA Logistics Worldwide Federal Supply Schedule contract or extended GSA Logistics Worldwide Federal Supply Schedule contract. The “Travel Administrator” position in the new GSA Logistics Worldwide Federal Supply Schedule or extended GSA Logistics Worldwide Federal Supply Schedule is \$30.00 per hour. The 20% DOE discount would provide a GSA hourly rate of \$24.00 per hour. DOE would take the discounted labor rate of \$24.00 as opposed to the \$25.00 labor initially proposed for the 5th year of the Task Order and accept it.

8. The DOE will furnish, maintain and inventory control all office space, equipment and materials provided for service provider personnel on the DOE -site only. The DOE assumes the risk of physical loss or damage to any office space, equipment, and materials, and other property when owned by the DOE except to the extent that such loss or damage is caused by the negligence, fault, error, act or omission of the commercial service provider, its team members/subcontractors, agents, or employees. The DOE will not pay directly under the Task Order or Letter of Obligation (LOO) for the service provider's cost associated with office space, equipment of any kind, furniture, or any other materials in the conduct of the PWS. However, the DOE will not object if the office spaces, equipment of any kind, furniture, or any other materials are contained in the service provider's indirect rate, such as overhead or G&A, and already included in the fully burdened labor rates.

17. VOLUME III: PRICE OFFER (for Vol. I: Phase-In Plan) (See Price Matrix – Attachment 4)

This volume will be used for the service provider to provide the price for services proposed under Volume I, Phase-In Plan. The Phase-In plan will be awarded based on a time and materials basis. The commercial and Agency Tender must be provided in the format provided in Attachment 4.

The Agency Tender must submit a separate pricing section within the Compare software for the Phase-In Period. Separate Compare compact diskettes will be provided for the Albany Research Center and the Headquarters (Washington, DC, Germantown, MD) PWS.

18. VOLUME IV: TECHNICAL OFFER (PROPOSED OPTIONAL ENHANCEMENTS THAT EXCEED PWS MEASUREMENTS)

The service providers will also be evaluated for any proposed optional enhancements that exceed the PWS standards and measurements. The only areas that may be considered for enhancements are found in the Technical Exhibit 3-2 to the PWS. If the proposed service provider elects to exceed one or more of the service measurements in PWS Technical Exhibit 3-2, it must be demonstrated in this volume. Based on the Technical Exhibit 3-2 of the PWS, the service provider will identify every instance of higher performance output or performance quality relative to the individual measurement and the associated cost in Volume V for each instance. The government will carefully consider whether proposed optional enhancement(s) offer a desired and cost efficient benefit to the government.

All optional enhancements must clearly exceed the measurements in Technical Exhibit 3-2 to the PWS. The Government will consider carefully the impact of the proposed enhancement(s) and will determine if the enhancement(s) is/are worth the additional cost. The Government reserves the right to accept none, one, or more than one of the enhancements. Enhancements will be proposed as stand-alone options. One enhancement will not be contingent upon acceptance of another enhancement.

19. VOLUME V: PRICE OFFER (SEPARATE LINE ITEM OPTION PRICE(S) FOR EACH PROPOSED STAND-ALONE ENHANCEMENT) (See Price Matrix – Attachment 6)

DOE selected service provider enhancements, if any, will be incorporated into the PWS under the award instrument. A revised PWS will then contain the higher-level measurements.

The service provider must price each enhancement as an option that is priced as a stand-alone enhancement. Enhancements will be priced on a time and materials basis. The DOE may accept none, one or more than one of the optional enhancements and add the priced value of the option to the service provider minimum offer for the services.

The commercial and Agency Tender must be provided in the format provided in Attachment 6.

The Agency Tender must submit a separate pricing section within the Compare software for each enhancement. Separate Compare compact diskettes will be provided for the Albany Research Center and the Headquarters (Washington, DC, Germantown, MD) PWS.

20. SOLICITATION PROVISIONS

The service provider is cautioned that the listed provisions may include blocks that must be completed by the service provider and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the service provider may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the solicitation provisions are provided in full text as Attachment 7.

FEDERAL ACQUISITION REGULATIONS AND DEPARTMENT OF ENERGY PROVISIONS:

<u>FAR Ref. No.</u>	<u>Provision Title and Date</u>
FAR 52.207-3	Right of First Refusal (ROFR) of Employment (NOV 1991)
FAR 52.207-2	Notice of Cost Comparison (Negotiated) (FEB 1993)
FAR 52.217-5	Evaluation of Options (JUL 1990)
FAR 52.245-5	Government Property (Cost-Reimbursement, Time-and-Material, or Labor-Hour Contracts). (MAY 2004)
FAR 52.204-7	Central Contractor Registration (OCT 2003)
DEAR 904-7003	Disclosure of Foreign Ownership, Control or Influence*
DEAR 952.204-2	Security (MAY 2002)
DEAR 952.204-70	Classification/Declassification (SEP 1997)
DEAR 952.204-73	Facility Clearance (MAY 2002)
DEAR 970.5204-1	Counterintelligence (DEC 2000)

FAR 52.232-33	Payment of Electronic Funds Transfer – Central Contractor Registration (OCT 2003)
FAR 52.243-3	Changes – Time and Material or Labor Hours (SEP 2000)
FAR 52.222-41	Service Contract Act of 1965, as Amended (MAY 1989)
FAR 52.222-6	Davis-Bacon Act (FEB 1995)
FAR 52.237-3	Continuity of Services (JAN 1991)

*Note: Foreign Ownership, Control or Influence (FOCI) is applicable for this RFQ and offerors (and team members) are required to provide with their Offer, their appropriate DOE or DOD facility clearance number. If the offerors (and team members) do not possess a DOE or DOD facility clearance they are required to electronically complete and submit a FOCI certification prior to the closing date of the RFQ at the following website:
<https://foci.td.anl.gov>

21. REQUIRED PRICING

All service providers must submit pricing that provides for all services contained in the PWS, under Pricing Volume II, Attachment 5 and additionally the Agency Tender will provide their offer using the COMPARE software. All service providers must submit pricing for the Phase-in Plan, under pricing Volume III, Attachment 4 and additionally the agency tender will provide their offer using the COMPARE software. The price for the services contained in the PWS and Phase-in Plan must be clearly identified in the COMPARE software. Commercial and Agency Tender service providers must use the pricing format in Attachments 4, 5, and 6.

Failure for the commercial service provider or Agency Tender to provide the documentation noted above for Volumes II and III will result in the rejection of the offer as non-responsive.

Optional enhancement(s) regarding Technical Exhibit 3-2 to the PWS that exceed the requirements of the PWS measurements must be separately priced in Volume V and be in the format of Attachment 6, Price Matrix for Proposed Stand-Alone Optional Enhancements. If no enhancement(s) option(s) are proposed, then check the box entitled “No Enhancements Proposed” in the Price Matrix.

22. EVALUATION FACTORS FOR AWARD

The evaluation for selection will be based on the service provider’s Technical Approach, Personnel to be utilized, pass or fail for Past Performance (*commercial only*), Phase-In Plan, Quality Control Plan, and the price proposed. When preparing the Technical Approach, Personnel, Phase-In Plan, and Quality Control Plan documentation, the service providers should

clearly delineate the uniqueness that would separate their Technical Approach, Personnel, Phase-In Plan, and Quality Control Plan from another service provider's technical offer. It is the uniqueness of the service provider's technical offer that may result in the selection of one service provider over another service provider considering price to determine the Best Value to the government.

The service provider's offer must comply with the requirements of law, regulation, and all conditions set forth in the solicitation. The evaluation factors for Offers for the PWS and any proposed enhancements are as follows:

- (1) Technical Approach
- (2) Personnel
- (3) Quality Control Plan
- (4) Past Performance (Pass/Fail) (*Commercial Only*)
- (5) Phase-In Plan
- (6) Price

NOTE: Optional Enhancements will be evaluated based on the associated Technical Approach, Personnel and Price.

(1) Technical Approach

The service provider's technical and management approach will be evaluated based on the soundness of the technical and management approach to successfully perform the work under the PWS.

(2) Personnel

The service provider's proposed overall personnel plan will be evaluated based on the demonstrated ability to accomplish the work described in the PWS.

(3) Quality Control Plan

The offer will be evaluated on the viability of their Quality Control Plan.

(4) Past Performance (*Not Required for Agency Tender*)

The commercial offer will be evaluated on a Pass (Satisfactory)/Fail (Unsatisfactory) basis. The evaluation will be based on the questionnaire/interview from the client list provided by the commercial service provider. However, the DOE reserves the right to contact other known customers of the commercial service provider and obtain an

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interview based on the questionnaire provided in Attachment 3 on the following elements: (a) Satisfaction with overall service (b) Quality of the service provided and compliance with client's requirement – accuracy of deliverables – technical excellence – resolution of problems identified by client. (c) Timeliness of Performance – met interim milestones – reliable – responsive to technical direction – completed on time. (d) Would your Agency/Firm award a follow-on contract for similar work to the same firm? (e) Cost Control within budget – current, accurate and complete billings.

(5) Phase-In Plan

The offer will be evaluated on the viability of the Phase-In Plan and the plans adherence to the Phase-In requirements identified in the PWS.

For purposes of evaluation, the Technical Approach, Personnel, Phase-In Plan, and Quality Control Plan, Past Performance, and Price are equal in importance. However, the Government will evaluate the Best Value trade off between price and technical merit.

NOTIFICATION TO COMMERCIAL AND AGENCY TENDER SERVICE PROVIDERS

Evaluation of the Technical Offer will be a subjective assessment based on the documentation provided by the service provider. The evaluation will not be based on absolute standards of what is considered acceptable.

The DOE may elect to utilize the existing contractor providing A-76 support, Jupiter Corporation of Wheaton, MD and their team members, Grant Thornton and Management Analysis, Inc. to assist government evaluators in the evaluation of Offers from the service providers. Jupiter Corporation and their team members will not be recommending nor contributing in any decision-making related to selection of a service provider.

23. At the present time, DOE has not provided funding for this work. The service providers are solely responsible for all bid and proposal costs and any other costs associated with its offer provided under the A-76 process.

24. Additionally, please provide to the undersigned via Federal Express Mail at: U.S. Department of Energy, Office of Headquarters Procurement Services, Attn: ME-643.2, 950 L'Enfant Plaza, Room 8109, Washington, DC 20025, a copy of the prime commercial service provider's and each commercial service provider team member's (subcontractors) GSA Logistics Worldwide Federal Supply (LOGWORLD) Schedule contract, inclusive of all pricing sections by 4:00 PM Local Time, Washington, DC on **June 23, 2004**.

25. Invited parties are advised that any documentation or information, verbal or written, that is

not included in this solicitation will have no status, not supersede, or have any impact of any kind on the subject solicitation (and all attachments thereto). The terms and conditions contained in this solicitation (and all attachments thereto) will remain unchanged unless a formal, written amendment is issued by the Contracting Officer. Also, the Contracting Officer is the only authorized Government representative to receive information from for this RFQ.

26. For information regarding the Departments' Competitive Sourcing Program visit the following website: <http://www.ma.mbe.doe.gov/a-76/>

Sincerely,

Craig S. Frame, Contracting Officer
Operations Branch A-2
Office of Headquarters Procurement Services

Attachments:

1. Request for Quotation (RFQ) SF18
2. Performance Work Statement – (including Technical Exhibits)
3. Past Performance Questionnaire
4. Service Provider – Pricing for Phase-In Period (for PWS Section 8.1)
5. Service Provider – Pricing Matrix (for PWS Sections 3.1 thru 3.5)
6. Service Provider – Pricing Matrix for Proposed Stand-Alone Optional Enhancements
7. Solicitation Provisions
8. SCA Wage Determination number 1994-2103, Rev. 30, 6/3/2003, Washington, DC
9. SCA Wage Determination number 1994-2439, Rev. 20, 7/18/2003, Albany, OR
10. SCA Wage Determination number 1978-1183, Rev, 36, 6/2/2003, Washington, DC
11. Davis-Bacon Wage Determination number DC030003, 01/02/2004, Washington, DC
12. Davis-Bacon Wage Determination number MD030056, 02/06/2004, Germantown, MD
13. Davis-Bacon Wage Determination number OR030001, 02/13/2004, Albany, OR
14. Sample Letter of Obligation