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Part IV – Representations and Instructions

Section L

Instructions, Conditions, and Notices to Offerors

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L.1 FAR 52.252-1 Solicitation Provisions Incorporated by Reference (Feb 1998)

This solicitation incorporates one (1) or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer (CO) will make their full text available. The Offeror is cautioned that the listed provisions may include blocks that must be completed by the Offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the Offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at these addresses:

<https://www.acquisition.gov/far/>
<http://energy.gov/management/downloads/searchable-electronic-department-energy-acquisition-regulation>

FAR/DEAR Reference	Title	Fill-In Information; See FAR 52.104(d)
FAR 52.204-16	Commercial and Government Entity Code Reporting (Aug 2020)	
FAR 52.214-34	Submission of Offers in the English Language (Apr 1991)	
FAR 52.214-35	Submission of Offers in U.S. Currency (Apr 1991)	
FAR 52.215-1	Instructions to Offerors – Competitive Acquisition (Nov 2021)	
FAR 52.215-16	Facilities Capital Cost of Money (Jun 2003)	
FAR 52.215-20	Requirements for Certified Cost or Pricing Data and Data Other Than Certified Cost of Pricing Data (Nov 2021) – Alt III (Oct 1997) and Alt IV (Oct 2010)	Alt III, (c) As specified in Section L Alt IV, (b) As specified in Section L
FAR 52.215-22	Limitations on Pass-Through Charges Identification of Subcontract Effort (Oct 2009)	
FAR 52.222-24	Pre-Award On-Site Equal Opportunity Compliance Evaluation (Feb 1999)	
FAR 52.222-46	Evaluation of Compensation for Professional Employees (Feb 1993)	
FAR 52.237-1	Site Visit (Apr 1984)	
FAR 52.250-2	SAFETY Act Coverage Not Applicable (Feb 2009)	
DEAR 952.227-84	Notice of Right to Request Patent Waiver (Feb 1998)	
DEAR 952.233-4	Notice of Protest File Availability (Aug 2009)	
DEAR 952.233-5	Agency Protest Review (Sep 1996)	

L.2 FAR 52.204-7 System for Award Management (AUG 2023) (DEVIATION) (Issued by DOE Policy Flash 2023-41)

(a) Definitions. As used in this provision—

"Electronic Funds Transfer (EFT) indicator means a four-character suffix to the unique entity identifier. The suffix is assigned at the discretion of the commercial, nonprofit, or Government entity to establish additional System for Award Management records for identifying alternative EF accounts (see [subpart 32.11](#)) for the same entity.

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Registered in the System for Award Management (SAM) means that–

(1) The Offeror has entered all mandatory information, including the unique entity identifier and the EFT indicator, if applicable, the Commercial and Government Entity (CAGE) code, as well as data required by the Federal Funding Accountability and Transparency Act of 2006 (see [subpart 4.14](#)) into SAM

(2) The offeror has completed the Core, Assertions, and Representations and Certifications, and Points of Contact sections of the registration in SAM;

(3) The Government has validated all mandatory data fields, to include validation of the Taxpayer Identification Number (TIN) with the Internal Revenue Service (IRS).

The offeror will be required to provide consent for TIN validation to the Government as a part of the SAM registration process; and

(4) The Government has marked the record "Active".

Unique entity identifier means a number or other identifier used to identify a specific commercial, nonprofit, or Government entity. See www.sam.gov for the designated entity for establishing unique entity identifiers.

(b)

(1) An Offeror is required to be registered in SAM when submitting an offer or quotation, at the time of award, during performance, and through final payment of any contract, basic agreement, basic ordering agreement, or blanket purchasing agreement resulting from this solicitation. A failure to register in SAM or a lapse in SAMs registration may be treated by the Contracting Officer as a correctable matter of responsibility.

(2) The Offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "Unique Entity Identifier" followed by the unique entity identifier that identifies the Offeror's name and address exactly as stated in the offer.

The Offeror also shall enter its EFT indicator, if applicable. The unique entity identifier will be used by the Contracting Officer to verify that the Offeror is registered in the SAM.

(c) If the Offeror does not have a unique entity identifier, it should contact the entity designated at www.sam.gov for establishment of the unique entity identifier directly to obtain one. The Offeror should be prepared to provide the following information:

(1) Company legal business name.

(2) Trade style, doing business, or other name by which your entity is commonly recognized.

(3) Company physical street address, city, state, and Zip Code.

(4) Company mailing address, city, state, and Zip Code (if separate from physical).

(5) Company telephone number.

(6) Date the company was started.

(7) Number of employees at your location.

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- (8) Chief executive officer/key manager.
 - (9) Line of business (industry).
 - (10) Company headquarters name and address (reporting relationship within your entity).
- (d) Processing time should be taken into consideration when registering. Offerors who are not registered in SAM should consider applying for registration immediately upon receipt of this solicitation. See <https://www.sam.gov> for information on registration.

L.3 FAR 52.252-5 Authorized Deviations in Provisions (Nov 2020)

- (a) The use in this solicitation of any Federal Acquisition Regulation (48 CFR Chapter 1) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the date of the provision.
- (b) The use in this solicitation of any Department of Energy Acquisition Regulation (48 CFR Chapter 9) provision with an authorized deviation is indicated by the addition of “(DEVIATION)” after the name of the regulation.

L.4 DEAR 952.219-70 DOE Mentor-Protégé Program (May 2000) (DEVIATION) (Issued by DOE Policy Flash 2019-15)

The Department of Energy has established a Mentor-Protégé Program to encourage its prime contractors to assist small business concerns, Historically Black Colleges and Universities and Minority Institutions, and other minority institutions of higher learning in enhancing their capabilities to perform contracts and subcontracts for DOE and other Federal agencies. Mentor and Protégé firms will develop and submit “lessons learned” evaluations to DOE at the conclusion of the agreement. Any DOE contractor that is interested in becoming a Mentor should refer to the applicable regulations at 48 CFR 919.70 and should contact the Department of Energy’s Office of Small and Disadvantaged Business Utilization.

L.5 FAR 52.216-1 Type of Contract (Apr 1984)

The Government contemplates award of a primarily cost-plus-fixed-fee (CPFF) contract with a Firm-Fixed-Price (FFP) CLIN for Contract Transition.

L.6 DOE-L-2017 Expenses Related to Offeror Submissions (Oct 2015)

This solicitation does not commit the Government to pay any costs incurred in the submission of any proposal or bid, or in making necessary studies or designs for the preparation thereof or for acquiring or contracting for any services relating thereto.

L.7 DOE-L-2022 Alternate Bid/Proposal Information – None (Oct 2015)

Alternate bid/proposals are not solicited, are not desired, and will not be evaluated.

L.8 DOE-L-2024 Notice of Intent – Use of Non-Federal Evaluators and Advisors (Oct 2015)

The Government may utilize non-federal evaluators and/or advisors or other nonfederal support personnel for evaluating proposals received in response to this solicitation. Such personnel shall be required to sign nondisclosure agreements and to comply with personal and organizational conflicts of interest requirements in accordance with the FAR and DEAR 915.207-70(f)(5) and (6). Under the statutes

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governing procurement integrity, these non-federal personnel may not disclose any information learned by participating in this acquisition. See the *Procurement Integrity Act*, 41 U.S.C. § 2101-2107.

L.9 DOE-L-2025 Intention to Bid/Propose (Oct 2015) (Revised)

In order to facilitate the efficiency of the Government’s solicitation and award process through advance information on the anticipated number of Offerors, potential Offerors are requested to submit the name, Unique Entity ID (UEI), address, and telephone number of its firm or organization and any subcontractors to EM.CTSS@emcbc.doe.gov not later than 20 calendar days prior to the proposal due date. If the bid/proposal is to be submitted by a teaming arrangement, the Offeror is requested to submit the above information for all members of the proposing team. DOE may utilize this information to interface regarding necessary FedConnect and System for Award Management registrations.

L.10 Offer Acceptance Period

The Offeror’s proposal shall be valid for 365 calendar days after the required due date for proposals.

L.11 DOE-L-2001 Proposal Preparation Instructions – General (Oct 2015) Alternate I and Alternate II (Oct 2015) (Revised)

(a) Definitions.

(1) Offeror. The term “Offeror,” as used in this Section L, refers to the single entity submitting the proposal. The Offeror may be a single corporation or a “Contractor team arrangement” as defined in FAR 9.601(1), for example, a limited liability company (LLC), limited liability partnership (LLP), joint venture (JV), or similar entity or arrangement. The Offeror may be an existing or newly formed business entity. The term “newly formed entity” refers to any business entity (e.g., JV, LLP, LLC, or similar entity or arrangement) formed solely for the purpose of submitting a proposal for this procurement. Such an entity may not have a record of its own past performance due to the fact that it may have been formed recently by affiliated entities for the purpose of submitting a proposal for this procurement. If the Offeror is a newly formed entity, it must be legally established on or before the date for submission of proposals. (See Volume I instructions regarding any requirement for a performance guarantee agreement.)

(b) Availability of the solicitation, amendments, and other documents-electronic media.

(1) In order to further the Government policy of maximizing electronic commerce and making the acquisition process optimally cost-effective, electronic media will be used for distributing the solicitation, amendments thereto, and other documents to the public. These documents will be posted via the FedConnect website at <https://www.fedconnect.net>. This electronic medium will constitute the official distribution method for this solicitation. All amendments and any other official communications from DOE regarding this solicitation will be posted through this medium. Offerors and all other interested parties are responsible to maintain continual surveillance of the website to remain abreast of the latest available information (Offerors and other interested parties are encouraged to utilize the website’s “Notifications” feature). No changes to this solicitation will be effective unless the changes are incorporated into the solicitation by an amendment. No other communication, whether oral or in writing, will modify or supersede the terms of the solicitation.

(2) The solicitation, amendments, reference documents, and other communications are also available through the Environmental Management Consolidated Business Center (EMCBC) procurement

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website at https://www.emcbc.doe.gov/SEB/EM_CTSS. Sensitive information, such as Official Use Only (OUO) information, will require the Offeror to complete and return a nondisclosure agreement as instructed on the procurement website.

(c) Submission of proposals.

- (1) The Offeror must be registered in FedConnect at <https://www.fedconnect.net>. The Offeror must also be registered in the System for Award Management at <https://www.sam.gov>.

NOTE: Due to the high demand of UEI requests and SAM registrations, entity legal business name and address validations are taking longer than expected to process. Entities should start the UEI and SAM registration process as soon as possible. If entities have technical difficulties with the UEI validation or SAM registration process they should utilize the HELP feature on SAM.gov. SAM.gov will work entity service tickets in the order in which they are received and asks that entities not create multiple service tickets for the same request or technical issue. Additional entity validation resources can be found here: [GSAFSD Tier 0 Knowledge Base - Validating your Entity](#).

- (2) Offerors must submit proposals electronically through FedConnect by the date and time specified in Standard Form 33, *Solicitation, Offer and Award*, in Section A of this solicitation and other provisions of Section L. It is imperative that the Offeror read and understand how to submit its proposal using the FedConnect web portal. All proposal documents required by this solicitation must be uploaded and received in their entirety in the FedConnect Responses web portal no later than the date and time specified in Standard Form 33, *Solicitation, Offer and Award*, in Section A of this solicitation. Failure to submit a response that is received through the FedConnect Responses web portal by the stated time and date may result in the proposal not being considered. By submitting a proposal, the Offeror agrees to comply with all terms and conditions as set forth in this solicitation. DOE does not provide help desk assistance regarding FedConnect, and questions regarding FedConnect shall be addressed directly to FedConnect in accordance with instructions found on its website. Subcontractor submissions of proprietary information may provide a password protected document file to the prime and share the password with the CO. The subcontractor proposal must adhere to the proposal due date/time in the solicitation and be submitted by the prime Offeror via FedConnect.
- (3) Electronic submission of a proposal via FedConnect shall be required. The electronic submission of the proposal in FedConnect shall be considered the Offeror's official offer and will be considered binding.

(d) Solicitation instructions and proposal information.

- (1) Proposals are expected to conform to all solicitation requirements and the instructions contained in this Section L. The Government will evaluate proposals on the basis of the information provided in the proposal. The Government will not assume that an Offeror possesses any capability unless set forth in the proposal. This applies even if the Offeror has existing contracts with the Federal Government, including DOE.
- (2) These instructions are not evaluation factors. Evaluation factors are set out in Section M, *Evaluation Factors for Award*, of this solicitation. However, failure to provide the requested information may make an Offeror ineligible for award or adversely affect the Government's evaluation of an Offeror's proposal. In addition, a proposal will be eliminated from further consideration before completing the Government's evaluation if the proposal is deficient as to be

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unacceptable on its face. A proposal will be deemed unacceptable if it does not represent a reasonable initial effort to address itself to the material requirements of the solicitation, or if it does not substantially and materially comply with the proposal preparation instructions of this solicitation. cursory responses or responses which merely repeat or reformulate the solicitation, including the PWS may be considered non-responsive to the requirements of the solicitation or otherwise be negatively evaluated. In the event that a proposal is rejected, a notice may be sent to the Offeror stating the reason(s) that the proposal will not be considered for further evaluation under this solicitation.

(e) Proposal volumes and page limitations.

- (1) The overall proposal shall consist of separate volumes, organized and individually entitled as stated below, with the following page limitations:
 - (i) Volume I, *Offer and Other Documents* - No page limit.
 - (ii) Volume II, *Technical and Management Proposal* - See page limitations identified in each factor.
 - (iii) Volume III, *Cost and Fee/Profit Proposal* - No page limit.
- (2) All attachments, annexes, and appendices shall be counted toward any page limitation set forth below, unless otherwise stated. The following do not count toward the page limitations: table of contents, title pages, glossary, divider tabs, and blank pages. Those pages that exceed the limits set forth in each factor below will not be considered in the evaluation; page counting will begin with the first page of each volume and continue up to the page limitation. No material may be incorporated by reference as a means to circumvent the page limitations.
- (3) Except as may be provided elsewhere in the solicitation, Offerors shall not cross reference to other volumes of the proposal and shall provide complete information within the appropriate volume. All cost and pricing information shall be submitted and addressed only in Volume III, *Cost and Fee/Profit Proposal*, unless otherwise specified.

(f) Proposal specifications.

- (1) Table of contents. Each volume shall contain a table of contents and a glossary of abbreviations and acronyms. The table of contents in each volume shall identify the section, subsection, paragraph titles, and page numbers, as well as all spreadsheets, charts, tables, figures, diagrams, design drawings, and graphs.
- (2) Page size. Page size shall be 8½ × 11 inches for text pages. When 8½ × 11-inch pages contain text on both front and back, this is considered two pages. Page size shall not exceed 11 × 17 inches for large tables, charts, graphs, diagrams, design drawings, or other schematics. Pages shall fit entirely within the volume in which it appears. Tables of contents, lists of figures, dividers, tabs, or similar inserts that do not provide any substantive information are not counted as a page.
- (3) Print type. Paragraph text shall be 12 point or larger, single spaced, using Times New Roman font, including paragraph text in the Section L attachments (including Attachment L-3, Past Performance Reference Information Form). Paragraph headings and section titles may use Arial or Times New Roman font 12 point or larger. Headers and footers, spreadsheets, charts, tables (with the exception of the Attachment L-3 table, as noted above), diagrams or design drawings,

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and graphs must be 9 point or larger using Times New Roman or Arial font. Bold and italics are acceptable, and narrow is not acceptable.

- (4) Page margins. Page margins for text pages and 11 x 17 shall be a minimum of one inch at the top, bottom, and each side. Tabloid pages (11 x 17's) may only be used for graphics, spreadsheets, and large tables. Paragraphs of text and section heading are not allowed on 11 x 17's. Each 11 x 17 page shall count as one page. Each page shall, within the one-inch top or bottom margins, set forth the solicitation number; name of the Offeror; and, as applicable, the legend in accordance with paragraph (e)(2), Restriction on disclosure and use of data, of the provision at FAR 52.215-1, *Instructions to Offerors-Competitive Acquisition*. The page margins may also include page numbers. This is the only information that can be displayed within the margins. Two columns of text per page on portrait pages and 3 columns of text per page on landscape pages are acceptable.
- (5) Page numbering. All pages shall be sequentially numbered by volume and by individual sections within each volume. The only exception is financial statements and annual reports, which shall be segregated within the Volume III submission, thereby not requiring the documents to be sequentially numbered.
- (6) File format. Files submitted shall be readable and searchable using Microsoft® Word®, Excel®, or Adobe® portable document format file (PDF) (must be in a searchable format, not scanned) except for scanned Volume I signed documents and the following specific Volume II and III files:
 - (i) Volume II:
 - (A) Signed Letters of Commitment.
 - (B) Past Performance Consent Statement.
 - (ii) Volume III:
 - (A) Electronic copies of financial statements and annual reports shall be submitted in PDF (portable document format files are required).
 - (B) Any proprietary software utilized in preparation of proposal information shall be provided along with licenses required to allow operation of the proprietary software. Any files provided in accordance with this section shall be in the native format.
 - (C) Cost and Fee/Profit Proposal tables shall be organized and submitted in native file format.

The files shall not be password protected or contain other security restraints unless access information is provided.
- (g) Classified information. The Offeror shall not provide any classified information in response to this solicitation.
- (h) Questions.
 - (1) Questions regarding this solicitation must be submitted to EM.CTSS@emcbc.doe.gov no later than 7 calendar days after the original solicitation issuance date. If DOE has not acknowledged receipt of submitted questions within three business days, the Offeror may contact the CO to confirm receipt of questions. Each question shall clearly specify the solicitation area to which it refers. Responses to questions, as appropriate, will be posted on the procurement website as soon as practicable. DOE will make every effort to have all questions answered at least two weeks before the proposal submission date. The Government will not identify prospective Offerors

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submitting questions. Offerors must check the procurement website periodically to ascertain the status of answers to questions.

- (2) This solicitation is considered complete and adequately describes the Government's requirements. If an Offeror believes that there is an error in the solicitation, or an omission, the Offeror shall submit a question to EM.CTSS@emcbc.doe.gov.
- (i) False statements. Proposals must set forth full, accurate, and complete information, as required by this solicitation (including attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.
- (j) Examination of data. By submission of a proposal, the Offeror grants to the CO, or an authorized representative of the CO, the right to examine, for purposes of verifying the data submitted, those books, records, documents, and other supporting data (regardless of form) that will permit an adequate evaluation of the proposal. This right may be exercised in connection with any reviews deemed necessary by the CO prior to award.
- (k) Commitment of public funds. The CO is the only individual who can legally award a contract and commit the Government to the expenditure of public funds in connection with the proposed acquisition. Any other commitment, either explicit or implied, is invalid.
- (l) Content of resulting contract. Any contract awarded as a result of this solicitation will contain the following sections of the solicitation: Part I - The Schedule; Part II - Contract Clauses; Part III, List of Documents, Exhibits and Other Attachments; and Part IV, Section K - Representations, Certifications, and Other Statements of Offerors. Section K will be incorporated into the contract by reference.
- (m) Allowable Salary for Key Personnel. Award of the Contract, as proposed, does not constitute a determination of allowability of key personnel salaries contained in the successful offer. As provided in Section H, entitled, *Special Provisions Applicable To Workforce Transition and Employee Compensation: Pay and Benefits*, within 20 days after the effective date of the Contract Transition, the Contractor will submit Form EM 3220.5, *Application for Contractor Compensation Approval*, to the CO for each key personnel position listed in the Contract for a determination of cost allowability for reimbursement under the Contract. To support a reasonableness determination, the Contractor shall also provide compensation market survey data to support/justify the requested salary and any other information as requested by the CO. The form EM 3220.5, *Application for Contractor Compensation Approval*, information shall not exceed the proposed key personnel compensation contained in the successful offer.

Executive incentive programs are allocable and, therefore, may be determined to be allowable, if approved by the CO. Additionally, an executive incentive program will only be considered allowable to the extent the cost of the incentive is allocable as defined in FAR 31.201-4. To support a reasonableness determination for allowability, the Contractor will be required to provide a justification and may be required to provide additional information such as a copy of the annual incentive letter provided to the individual executive for the services to be rendered.

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L.12 DOE-L-2002 Proposal Preparation Instructions, Volume I – Offer and Other Documents – Alternate II, Alternate III, Alternate IV, Alternate V, and Alternate VI (Nov 2021)

Note: References to Teaming Subcontractors in this provision are not applicable to this solicitation.

- (a) Cover letter. The Offeror may provide a brief cover letter. The cover letter will not be considered in the evaluation.
- (b) General. Volume I – Offer and Other Documents, contains the offer to enter into a contract and other documents. The signed original(s) of all documents requiring signature by Offerors shall be contained in the original Volume I. Visibly identifiable scanned and/or time-stamped digital signatures will be acceptable unless specifically stated otherwise in the RFP (i.e., the SF328). Offerors shall include the information listed in the following paragraphs in Volume I, assembled in the order listed. In cases where the Offeror is required to fill in information in a solicitation provision or contract clause, the Offeror shall submit only those pages that require input of information or a signature. Those specific areas are:
 - (1) Section B:
 - (i) Contract Cost and Fee, Table B.3-2 Contract Cost and Fee
 - (2) Section H:
 - (i) DOE-H-2017, Responsible Corporate Official and Corporate Board of Directors (Oct 2014) (Revised)
 - (ii) DOE-H-2052, Representations, Certifications, and Other Statements of the Offeror (Oct 2014) (Revised)
 - (iii) DOE-H-2070, Key Personnel – Alternate I (Oct 2014) (Revised)
 - (iv) Organizational Conflict of Interest – Affiliate(s)
 - (3) Section I:
 - (i) FAR 52.227-23, Rights to Proposal Data (Technical) (Jun 1987)
 - (4) Section K:
 - (i) FAR 52.204-8 Annual Representations and Certifications
 - (ii) FAR 52.204-24 Representation Regarding Certain Telecommunications and Video Surveillance Services or Equipment
 - (iii) FAR 52.209-7 Information Regarding Responsibility Matters
 - (iv) FAR 52.209-13 Violation of Arms Control Treaties or Agreements-Certification
 - (v) Representation of Limited Rights Data and Restricted Computer Software
 - (vi) Certification Regarding Facility Clearance - Foreign Ownership, Control, or Influence Information
 - (vii) Organizational Conflicts Of Interest Disclosure
 - (viii) Signature/Certification
- (c) Standard Form 33, *Solicitation, Offer and Award* – one signed (visibly identifiable scanned and /or time stamped digital signature) of the Standard Form (SF) 33 must be provided in addition to a copy for each set of the Volume I.

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- (1) The person signing the SF 33 must have the authority to commit the Offeror to the terms and conditions of the resulting contract, Sections A - J. By signing and submitting the SF 33, the Offeror commits to accept the resulting Contract as contained in the solicitation, unless an exception or deviation to the terms and conditions as stated in the solicitation is explicitly stated by the Offeror in accordance with the below subsection (g), *Exceptions and Deviations*.
- (2) The Offeror must acknowledge receipt of all amendments to the solicitation in block 14 of the SF 33.
- (3) The Offeror shall insert 365 calendar days in block 12 of the SF 33 in accordance with Section L provision entitled, *Offer Acceptance Period*.
- (d) Administrative information. Offerors shall provide the following information:
 - (1) Solicitation number (reference paragraph (c)(2)(i) of the Section L provision at FAR 52.215-1 entitled, *Instructions to Offerors - Competitive Acquisition*).
 - (2) Offeror name. Name, address, telephone and facsimile numbers, e-mail, and UEI of the Offeror (reference paragraph (c)(2)(ii) of the Section L provision at FAR 52.215-1, *Instructions to Offerors Competitive- Acquisition*).
 - (3) Authorized signatory. Name and title of person authorized to sign the proposal (reference paragraph (c)(2)(v) of the Section L provision at FAR 52.215-1, *Instructions to Offerors - Competitive Acquisition*).
 - (4) Negotiators. Name(s), title(s), telephone number, and email address of persons authorized to negotiate on the Offeror's behalf (reference paragraph (c)(2)(iv) of the Section L provision at FAR 52.215-1, *Instructions to Offerors - Competitive Acquisition*).
 - (5) Government agency administration. Government agency(ies) and name of its representative(s) having administrative cognizance over the Offeror or parent company within the meaning of FAR subpart 42.3, *Contract Administration Office Functions*, including financial auditing, employment opportunity oversight, etc. Include agency name, address, and telephone number.
- (e) Other entities. Offerors shall provide the following information:
 - (1) If the Offeror is a joint venture, limited liability company, limited liability partnership, or other similar entity (multi-member, shared ownership) provide:
 - (i) Name, address, and UEI of the parent or member company(ies) of the Offeror - joint venture members, limited liability company members, limited liability partnership members, etc.; and
 - (ii) Teaming agreement(s) and operating agreement (if applicable), that will remain in effect after any contract award, that describe the business arrangement between the parent or member company(ies) of the Offeror, including the identity of the one member/partner who has the majority interest in the Offeror.
- (f) Representations and certifications.
 - (1) The Offeror shall complete annual representations and certifications via the SAM website at www.SAM.gov. If the Offeror's annual representations and certifications that are completed in accordance with the provision at FAR 52.204-8, *Annual Representations and Certifications*, are current, accurate, complete, and applicable to this solicitation, the Offeror does not need to resubmit such representations and certifications in response to this solicitation. However, if any

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of these annual representations and certifications require a change at time of proposal submittal, the Offeror shall submit those changes in accordance with FAR 52.204-8. Additionally, if any of these annual representations and certifications require a change any time after proposal submittal leading up to contract award, the Offeror shall notify DOE in writing what the changes are and the rationale for the changes.

(2) As part of its Volume I proposal submission, the Offeror shall also complete any additional representations, certifications, or other statements required in this solicitation's Section K, *Representations, Certifications, and Other Statements of the Offeror*. Offerors shall include the information in Volume I, as outlined above in paragraph (b)(4).

(g) Exceptions and deviations.

(1) Exceptions and/or deviations are not sought, and the Government is under no obligation to enter into discussions related to such. The Offeror shall specifically identify and fully explain any proposed exception to or deviation from the terms and conditions of the solicitation. Any proposed exceptions or deviations must identify the applicable solicitation section, clause or provision number, paragraph number, and the proposal volumes to which the exception or deviation applies. In addition to identifying this complete information in Volume I, any deviations or exceptions shall also be identified in the other volumes to which the deviation or exception applies, Volumes II and III. Only exceptions or deviations specifically identified in this section, if accepted by the Government, will take precedence over the terms and conditions of the solicitation.

(2) Any exceptions or deviations by the Offeror to the terms and conditions stated in the solicitation for the resulting contract will make the offer unacceptable for award without discussions. If an Offeror proposes exceptions or deviations to the terms and conditions of the contract, then the Government may make an award without discussions to another Offeror that did not take exception to the terms and conditions of the contract.

(h) Facility Clearance verification. (Revised)

The following instructions supplement the Section L provision entitled, **DEAR 952.204-73, Facility Clearance (Aug 2016) (DEVIATION) (Issued by DOE Policy Flash 2021-14)**.

The Offeror shall submit the following for the Offeror and JV/LLC member(s) (if applicable) who will perform work under a contract resulting from this solicitation and require access authorizations (see Section L provision entitled, DEAR 952.204-73, Facility Clearance):

(1) DOE Facility Clearance code (if currently cleared) or your Department of Defense (DOD) assigned Commercial and Government Entity (CAGE) code. If cleared under DoD, please state such and specify which branch (e.g., DCSA);

(2) the date the Offeror's and JV/LLC member(s)' (if applicable) completed Standard Form 328 was submitted to DOE or another Government Agency, and

(3) the date of the Cognizant Security Office's affirmative Foreign Ownership, Control, or Influence (FOCI) determination. If the Offeror has a copy of the letter, include it with Volume I.

If the Offeror and JV/LLC member(s) including Parent Companies, or any of its Teaming Subcontractors (if applicable) have not submitted a new or updated package in the DOE FOCI Electronic Submission System (ESS) located at <https://foci.anl.gov/> within **one** year of the proposal

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due date, the Offeror, JV/LLC member(s) including Parent Companies, and Teaming Subcontractors (if applicable) shall complete such. Additional FOCI guidance to aid offerors can be found at <https://www.emcbc.doe.gov/SEB/FOCI> and <https://foci.anl.gov/>. Unless currently cleared by another Government Agency, all Offerors and JV/LLC member(s) including Parent Companies, and Teaming Subcontractors (if applicable) shall complete the required entries into the DOE FOCI ESS by way of submitting a new or updated package. Unless currently cleared by another Government Agency, use of the DOE FOCI ESS is mandatory for all Offerors, JV/LLC member(s) including Parent Companies, and Teaming Subcontractors (if applicable). **Teaming Subcontractor(s) that will not require access authorizations consistent with DEAR 952.204-73 (DEVIATION) are not required to and should not submit the information contained within this provision; however, the Offeror’s proposal shall clearly identify the Teaming Subcontractor(s) by company name and state that the Teaming Subcontractor(s) will not require access authorizations for the work proposed to be performed.** Be sure to designate all the required Key Management Personnel (KMP) (specific to FOCI only; this is not the same as Key Personnel as defined in Section H) in e-FOCI and ensure the KMPs hold the appropriate (highest) security clearance level as required by the scope of work. The required KMP are the entity owners, officers, and executives, Facility Security Officer (FSO), Insider Threat Program Senior Official (ITPSO), and Senior Management Official (SMO). If any member of the Offeror (including Team Subcontractors as applicable) or Tier Parents of the Offeror are under FOCI, upon DOE request, the Offeror shall submit the appropriate draft FOCI Mitigation Plan for review by the appropriate Cognizant Security Office (CSO). The following link provides definitions and common mitigation instrument templates that may be needed: <https://www.emcbc.doe.gov/seb/FOCI>. Any mitigation instrument submitted in response to DOE request is subject to approval by the CSO.

If the CSO has questions regarding any of the FOCI Verification, Facility Clearance Information, and/or the draft FOCI Mitigation Plan, it may reach out to the Offeror during the evaluation process for clarifications. Note: This will not constitute “negotiations” (or “discussions”) as defined in paragraph (d) of FAR 15.306, Exchanges with Offerors After Receipt of Proposals or obligate the Government to conduct discussions; nor constitute a “proposal revision” as defined in FAR 15.001. Responses to the CSO must be submitted in a timely manner and there shall be no exceptions or deviations requested to any of the forms including the necessary FOCI mitigation documents (if applicable).

Offerors and JV/LLC member(s) including Parent Companies, and Teaming Subcontractors (if applicable) are encouraged to transmit FOCI information before the deadline for proposal submission. When filling out the New User Registration information in the DOE FOCI ESS, select “**Environmental Management Consolidated Business Center**” as the FOCI Office that will review your submission for this solicitation when it is completed. Include the solicitation name and number in the “Reason for Request” field.

For the SF-328’s, the Offerors are required to print, sign, stamp with corporate seal (if applicable) and scan/upload to e-FOCI. Contrary to the instructions from **Section L, DEAR 952.204-73 Facility Clearance (Aug 2016) (DEVIATION) (Issued by DOE Policy Flash 2021-14)**, paragraph (a)(1), the entity does not need to send the original SF-328 to the Contracting Officer or the EMCBC FOCI Liaison. Entities shall retain the original SF-328 for record/audit purposes.

Upon review of the e-FOCI submission, if the Department identifies missing information, the Offeror shall submit any information requested by the Department (FOCI Manager or CO) as soon

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as possible. Delays from any entity (JV/LLC Member(s) and/or Teaming Subcontractors) in providing the necessary information may make an Offeror ineligible for award.

(i) Performance guarantee agreement.

If the Offeror is a joint venture, limited liability company, or other similar entity, the Offeror shall provide the Performance Guarantee Agreement in accordance with the clause DOE-H-2016, *Performance Guarantee Agreement*. See Section L, Attachment L-1 entitled, *Performance Guarantee Agreement*, for form and text of the required Performance Guarantee Agreement.

(j) Responsible Corporate Official and Corporate Board of Directors.

The Offeror shall provide the name of the responsible corporate official and other information related to the corporate board of directors in accordance with the clause DOE-H-2017 entitled, *Responsible Corporate Official and Corporate Board of Directors (Revised)*.

(k) Organizational Conflicts of Interest (OCI).

The Offeror, including each entity participating in a joint venture, limited liability company (LLC), or teaming agreement thereof as defined in FAR 9.601(1), shall provide a fully executed Section K.8, *Organizational Conflicts of Interest Certification*, and any necessary statements required by the provision. If the Offeror believes there is an existing or potential OCI, the Offeror shall submit an appropriate draft OCI mitigation plan with its proposal. If the Department identifies an existing or potential OCI, the Offeror shall submit any information requested by the Department, including a draft OCI mitigation plan. If the Department requires additional explanation or interpretation regarding the proposed mitigation plan for evaluation purposes, this would be handled as clarifications or communications with Offerors, in accordance with subsections (a) and (b) of FAR 15.306, *Exchanges with Offerors After Receipt of Proposals*. Note: This proposal requirement is separate and distinct from the Contract requirement stated at *DOE-H-2035, Organizational Conflict of Interest Management Plan*, which applies throughout the full period of performance.

Pursuant to FAR 9.504, *Contracting officer responsibilities*, DOE has evaluated the EM CTSS acquisition for potential OCIs and has determined that no actual or impaired objectivity OCI between the contractors/subcontractors performing the EM CTSS PWS and other current and future EMCBC contractors/subcontractors exists. However, it will be the responsibility of the Offeror, including subcontractors, to adequately demonstrate compliance within the proposal submission to the OCI requirements and certifications. If the Offeror, including subcontractors, have any potential conflicts at the time of proposal submission, the Offeror shall submit an OCI mitigation plan per the instructions of this paragraph (k) demonstrating how the Offeror, including subcontractors, will achieve compliance by the initial Contract NTP.

(l) Equal opportunity compliance.

The Offeror shall provide all of the information required to perform a pre-award onsite equal opportunity compliance evaluation in accordance with FAR 52.222-24. This information shall include the company name, address, phone number, and point of contact for the Equal Employment Opportunity Commission. This information shall be provided for the Offeror, including each entity participating in a joint venture, LLC, or teaming agreement thereof as defined in FAR 9.601(1), as well as any known subcontractors with anticipated subcontracts of at least \$10 million.

(m) Instructions Regarding Non-Public Government Information/Source Selection Information.

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- (1) The Offeror shall not utilize non-public government information (as defined at 5 CFR § 2635.703(b)) or source selection information (as defined in FAR 2.101) in the preparation of the Offeror's proposal submission that results in an unfair competitive advantage in the procurement. An Offeror's utilization of any individual(s) who possesses non-public government information or source selection information (obtained through their employment or by other means) may result in a perceived or actual unfair competitive advantage. Utilization of non-public government information or source selection information to prepare its proposal in response to the subject solicitation may disqualify the Offeror's proposal from award. Utilization of information obtained by a contractor over the normal course of business is not subject to the Organizational Conflict of Interest provisions of this solicitation.
- (2) The Offeror shall identify former DOE employees subject to post-employment restriction(s) involved in the Offeror's written and proposal development during the time in which the individual was still subject to post-employment restriction(s). For any former DOE employees identified, the Offeror shall provide:
 - (i) The time period, nature, and extent of the former DOE employee's involvement in the Offeror's written and proposal development.
 - (ii) A description of whether or not such individuals shared any non-public government information (as defined by the United States Office of Government Ethics) or source selection information (as defined in FAR 2.101) with the Offeror during the development of its proposal, and if so, specific details regarding what information was shared.
 - (iii) If no such individual participated in the Offeror's written and proposal development, the Offeror shall respond stating such.
- (n) Certification Regarding Responsibility Matters.

In support of the required representations and certifications, if the Offeror and any of its JV/LLC member(s) (if applicable) have affirmatively responded to any of the items in FAR 52.209-5 Certification Regarding Responsibility Matters paragraphs (a)(1)(i)(A) through (a)(1)(i)(D), or paragraph (a)(1)(ii), the Offeror's proposal shall provide sufficient detail regarding the specific matter(s) that resulted in the affirmative response, for the Department's consideration.

L.13 DEAR 952.204-73 Facility Clearance (Aug 2016) (DEVIATION) (Issued by DOE Policy Flash 2021-14)

Notices to Offerors and the Contract Requirements of the Successful Offeror (Contractor)

Section 2536 of title 10, United States Code, prohibits the award of a contract under a national security program to an entity controlled by a foreign government if it is necessary for that entity to be given access to information in a proscribed category of information in order to perform the contract unless a waiver is granted by the Secretary of Energy. In addition, a Facility Clearance and foreign ownership, control and influence information are required when the contract or subcontract to be awarded is expected to require employees to have access authorizations.

An offeror who has either a Department of Defense or a Department of Energy Facility Clearance generally need not resubmit the following foreign ownership, control and influence information unless specifically requested to do so. Instead, provide your DOE Facility Clearance code or your DOD assigned

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commercial and government entity (CAGE) code. If uncertain, consult the office that issued this solicitation.

(a) *Use of Certificate Pertaining to Foreign Interests, Standard Form 328.*

- (1) The contract work to be performed by the successful offeror anticipated by this solicitation will require access to classified information or special nuclear material. Such access will require a Facility Clearance for the Contractor's (that is, the successful offeror's) organization and access authorizations (security clearances) for Contractor personnel working with the classified information or special nuclear material. To obtain a Facility Clearance the Contractor must submit the Standard Form 328, Certificate Pertaining to Foreign Interests, and all required supporting documents to form a complete Foreign Ownership, Control, or Influence (FOCI) Package. The Contractor must submit the FOCI Package in the format directed by DOE. After the FOCI Package is completed, the Contractor must print and sign one copy of the SF 328 and submit it to the Contracting Officer.
- (2) Information submitted by the offeror in the Standard Form 328 will be used solely for the purposes of evaluating foreign ownership, control or influence and will be treated by DOE, to the extent permitted by law, as business or financial information submitted in confidence.
- (3) Following submission of a Standard Form 328 and prior to contract award, the successful offeror/Contractor shall immediately submit to the Contracting Officer written notification of any changes in the extent and nature of FOCI information it submitted that could affect its answers to the questions in Standard Form 328. Following award of a contract, the Contractor must immediately submit to the cognizant security office written notification of any changes in the extent and nature of FOCI information it submitted that could affect its answers to the questions in Standard Form 328. Notice of changes in FOCI information that are required to be reported to the Securities and Exchange Commission, the Federal Trade Commission, or the Department of Justice must also be reported concurrently to the cognizant security office.

(b) *Definitions.*

- (1) *Foreign Interest* means any of the following—
 - (i) A foreign government, foreign government agency, or representative of a foreign government;
 - (ii) Any form of business enterprise or legal entity organized, chartered, or incorporated under the laws of any country other than the United States or its possessions and trust territories; and
 - (iii) Any person who is not a citizen or national of the United States.
 - (2) *Foreign Ownership, Control, or Influence (FOCI)* means the situation where the degree of ownership, control, or influence over a Contractor by a foreign interest is such that a reasonable basis exists for concluding that compromise of classified information or special nuclear material may result.
- (c) *Facility Clearance* means an administrative determination that a facility is eligible to access, produce, use or store classified information, or special nuclear material. A Facility Clearance is based upon a

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determination that satisfactory safeguards and security measures are carried out for the activities being performed at the facility. It is DOE policy that all Contractors or Subcontractors requiring access authorizations be processed for a Facility Clearance at the level appropriate to the activities being performed under the contract. Approval for a Facility Clearance shall be based upon—

- (1) A favorable foreign ownership, control, or influence (FOCI) determination based upon the Contractor's response to the ten questions in Standard Form 328 and any required, supporting data provided by the Contractor;
 - (2) A contract or proposed contract containing the appropriate security clauses;
 - (3) Approved safeguards and security plans which describe protective measures appropriate to the activities being performed at the facility;
 - (4) An established Reporting Identification Symbol code for the Nuclear Materials Management and Safeguards Reporting System if access to nuclear materials is involved;
 - (5) A survey conducted no more than 6 months before the Facility Clearance date, with a composite facility rating of satisfactory, if the facility is to possess classified matter or special nuclear material at its location;
 - (6) Appointment of a Facility Security Officer, who must possess or be in the process of obtaining an access authorization equivalent to the Facility Clearance; and, if applicable, appointment of a Materials Control and Accountability Representative; and
 - (7) Access authorizations for key management personnel who will be determined on a case-by-case basis, and who possess or are in the process of obtaining access authorizations equivalent to the level of the Facility Clearance.
- (d) *Facility Clearance and Employees Requiring Access Authorizations Prior to DOE's Granting Facility Clearance.*
- (1) A Facility Clearance is required for this contract, although not necessarily prior to contract award. A favorable FOCI determination for this contract is required prior to contract award. It must be rendered by the responsible cognizant security office. The Contracting Officer may require the offeror to submit additional information as deemed pertinent to this determination.
 - (i) The DOE must determine that awarding this contract to the offeror will not pose an undue risk to the common defense and security as a result of its access to classified information or special nuclear material in the performance of the contract. The Contracting Officer may require the offeror to submit such additional information as deemed pertinent to this determination.
 - (ii) Before contract award, after obtaining a favorable FOCI determination the successful offeror/Contractor may be eligible to obtain a Facility Clearance.
 - (iii) If the successful offeror/Contractor does not obtain a Facility Clearance before contract award, after contract award the Contractor shall submit the necessary information to obtain a Facility Clearance and to obtain personnel Interim Access Authorizations in accordance with Departmental policies and procedures.

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- (2) The DOE may grant certain members of the Contractor's Key Management Personnel and the Contractor's Facility Security Officer Interim Access Authorization. If granted Interim Access Authorization, the Contractor's Key Management Personnel and the Contractor's Facility Security Officer will have access to classified information or special nuclear material.
- (e) A Facility Clearance is required even for contracts that do not require the Contractor's corporate offices to receive, process, reproduce, store, transmit, or handle classified information or special nuclear material, but that require DOE access authorizations for the Contractor's employees to perform work at a DOE location. This type facility is identified as a non-possessing facility.
- (f) Except as otherwise authorized in writing by the Contracting Officer, any resulting contract must require that the Contractor insert provisions similar to the foregoing in all subcontracts and purchase orders. Any Subcontractors (or vendors for purchase orders) requiring access authorizations for access to classified information or special nuclear material shall be directed to provide responses to the questions in Standard Form 328, Certificate Pertaining to Foreign Interests, directly to the prime Contractor or the Contracting Officer for the prime contract.

Notice to Offerors—Contents Review (Please Review Before Submitting)

Prior to submitting the Standard Form 328, required by paragraph (a)(1) of this clause, the offeror should review the FOCI submission to ensure that:

- (1) The Standard Form 328 has been signed and dated by an authorized official of the offeror;
- (2) If publicly owned, the Contractor's most recent annual report, and its most recent proxy statement for its annual meeting of stockholders; or, if privately owned, the audited, consolidated financial information for the most recently closed accounting year has been attached;
- (3) A copy of the company's articles of incorporation and an attested copy of the company's by-laws, or similar documents filed for the company's existence and management, and all amendments to those documents;
- (4) A list identifying the organization's owners, officers, directors, and executive personnel, including their names, social security numbers, citizenship, titles of all positions they hold within the organization, and what clearances, if any, they possess or are in the process of obtaining, and identification of the government agency(ies) that granted or will be granting those clearances; and
- (5) A summary FOCI data sheet.

Note: A FOCI submission must be attached for each tier parent organization (i.e., ultimate parent and any intervening levels of ownership). If any of these documents are missing, award of the contract cannot be completed.

L.14 DOE-L-2003 Proposal Preparation Instructions, Volume II – Technical and Management Proposal – General (Nov 2016) (Revised)

- (a) The Technical and Management Proposal (Volume II), consists of written information to allow Offerors to demonstrate their approach and capabilities to perform the prospective contract. The instructions contained in this and other provisions of the solicitation are provided to assist Offerors in preparing their proposals and are not evaluation factors, however failure to comply with these instructions may result in a deficient proposal. The Technical and Management Proposal will be

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evaluated in accordance with the evaluation factors stated in Section M entitled, *Evaluation Factors for Award*.

- (b) Offerors shall address, in the Technical and Management Proposal, those areas contained in the respective Section L provisions below. Each of these areas corresponds to the evaluation factors contained in Section M of the solicitation.
- (c) The Technical and Management Proposal shall comply with the requirements contained in the provision at DOE-L-2001 entitled, *Proposal Preparation Instructions General* and other applicable provisions of the solicitation, including any required format and page limitations. Offerors shall be specific and complete in addressing the information required to be included in the Technical and Management Proposal. Moreover, the Offeror shall not merely restate the work scope and/or other solicitation requirements in its Technical and Management Proposal.
- (e) No cost or price information shall be included in Volume II, Technical and Management Proposal.

L.15 Proposal Preparation Instructions, Volume II – Staffing and Contract Transition Approach

Factor 1: Staffing and Contract Transition Approach (*The Staffing and Contract Transition Approach section shall not exceed 8 pages total.*)

Offerors shall include the following information in the Volume II - Technical and Management Proposal, related to the Offeror's proposed Staffing and Contract Transition Approach:

- (a) Staffing. The Offeror's proposed Staffing approach shall contain the following:
 - (1) Staffing. Describe the Offeror's management capabilities and proposed approach to providing an appropriately skilled and qualified workforce to effectively accomplish the EM CTSS PWS. The Offeror shall describe its approach to recruit, train, and retain the workforce required to effectively accomplish the EM CTSS PWS. The Offeror shall describe the proposed source(s) of personnel, including the depth and breadth of personnel expertise.
- (b) Contract Transition Approach. The Offeror shall describe its approach to achieve the Contract Transition requirements in Section C.3.1 for the secure, effective, and efficient transfer of responsibility for execution of the Contract with little or no disruption to ongoing operations.

L.16 Proposal Preparation Instructions, Volume II – Key Personnel

Factor 2: Key Personnel (*The Key Personnel section shall be limited to resumes and letters of commitment. The key personnel resumes are limited to five pages for each resume.*)

Offerors shall include the following information in the Volume II - Technical and Management Proposal, related to the proposed key personnel:

- (a) Key personnel. The Offeror shall propose key personnel for the required positions of Program Manager and Business Manager which will be incorporated into the Contract through the clause at DOE-H-2070, *Key Personnel*. No other key personnel positions shall be proposed. Only one individual may be proposed for each key personnel position. It is recognized that the functions of key personnel will be dependent on the organizational structure of the individual Offeror and the manner in which the Offeror proposes to perform the work. In the Key Personnel proposal section, the Offeror shall not provide the names or qualifications of any non-key personnel.

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- (1) The Offeror shall identify the organization that will employ each of the key personnel during performance of the Contract, e.g., Offeror, Offeror affiliates, or teaming partners.
- (2) The Offeror shall confirm the availability of the key personnel as being fulltime assigned to the Contract.

Failure of the Offeror to propose the required key personnel position(s), or to confirm the availability of the key personnel as being full-time assigned to the contract will adversely affect the Government's evaluation of the proposal and may make the proposal ineligible for award.

(b) Resume.

- (1) The Offeror shall provide written resumes for all proposed key personnel in the format shown in Attachment L-2. The resume shall describe the key person's education, experience, accomplishments, and other information supporting the individual's qualifications and suitability for the proposed position. The resume shall address the following:

- (i) DOE, commercial, and/or other Government experience in performing work similar to the work to be performed in their proposed position, including leadership and other accomplishments, and significant contract performance difficulties and any corrective actions;
- (ii) Education, specialized training, active certifications, and licenses that support the suitability for the proposed position; and
- (iii) Three professional references having direct knowledge of the qualifications and recent experience of the proposed key person.

- (2) By submission of each resume, the key person and Offeror authorize DOE to contact any references, current or previous employers, or clients to verify the accuracy of information provided in the resume and to further assess each individual's suitability for the proposed position. DOE may contact any or all of the references, current or previous employers, clients, and other sources of information not provided by the Offeror, as a part of its evaluation of the key personnel. Current DOE employees shall not be identified as key personnel references.

- (c) Letter of commitment. A letter of commitment shall be submitted for each individual proposed as a key person. Each key person shall sign the letter stating that the information contained in the resume, submitted as part of the proposal, is true and correct; and the individual will unconditionally accept employment in the key position identified in the proposal beginning on the date the Notice to Proceed (NTP) is issued for a period of at least three years. The Letter of Commitment shall state as follows:

“I hereby certify that the resume submitted as part of the proposal is true and correct, and _____ (insert name of individual proposed) will accept the proposed position of _____ (insert name of proposed position) if _____ (insert name of Offeror) receives the award and will perform in the proposed position for minimum of three years (consistent with DOE-H-2070) beginning on the date the Notice to Proceed (NTP) is issued for the Contract Transition. I also hereby certify that I will be assigned full-time to the contract (consistent with DOE-H-2070).”

Failure to submit a signed letter of commitment for each proposed key person will adversely affect the Government's evaluation of the proposal.

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L.17 DOE-L-2010 Proposal Preparation Instructions, Volume II – Past Performance (Oct 2015) (Revised)

Factor 3: Past Performance *(The Past Performance section shall be limited to the Attachment L-3, Past Performance Reference Information Forms, which are limited to up to seven pages per contract; the Attachment L-5, List of Contracts Terminated for Default, Cure Notices, and Conditional Payment of Fee/Profit/Other Incentive Actions, the Attachment L-9, List of DOE Contracts, and Past Performance Consent Statement(s), which have no page limits.)*

Offerors shall include the following information in the Volume II - Technical and Management Proposal, (Attachment L-3, Past Performance Reference Information Form, Attachment L-5, List of Contracts Terminated for Default, Cure Notices, and Conditional Payment of Fee/Profit/Other Incentive Actions, Attachment L-9, List of DOE Contracts, and Past Performance Consent Statement(s), identified above) related to the Offeror's past performance:

- (a) Contracts information. The Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), shall provide past performance information on up to three contracts per member, either currently being performed or completed by the Offeror/members. The Offeror shall only provide past performance information for contracts that are currently being performed or have a period of performance end date within the last five years from the original solicitation issuance date. Contracts may be, but are not limited to, contracts, task orders, delivery orders, or other legal agreements with federal, state, local, and foreign Governments and/or with commercial customers.
- (b) Offeror past performance. The Offeror, to include all members of a teaming arrangement, as defined by FAR 9.601(1), shall provide information on contracts that are most similar in terms of scope, size, and complexity to the portion of the PWS that each entity is proposed to perform. Similar scope, size, and complexity are defined as follows based on the portion of work that each entity is proposed to perform:
 - (1) Scope – type of work (e.g., work as identified in the PWS, including similar non-DOE work);
 - (2) Size – dollar value (approximate average annual value in relation to proposed work; annual contract value of approximately \$10M for evaluation purposes); and
 - (3) Complexity – performance challenges (e.g., interfacing with multiple contractors and federal entities; oversight of reviewing, developing, and/or implementing environmental, safety, health, quality assurance, and security plans and programs in compliance with environmental and regulatory guidelines; providing capable and qualified subject matter experts in a compliant and efficient manner; overcoming obstacles to provide quality deliverables in a timely manner). Note: Only address the complexities that each entity is proposed to encounter in relation to portion of work the entity is proposed to perform.
- (c) Newly formed entity and predecessor companies. If the Offeror is a newly formed entity with no record of past performance, the Offeror shall provide past performance information for all of its teaming arrangement members, as defined in FAR 9.601(1). The Offeror, whether or not they are a newly formed entity, may provide past performance information for its parent organization(s), member organizations in a joint venture, LLC, or other similar or affiliated companies, provided the Offeror's proposal demonstrates that the resources of the parent, member, or affiliated company will be provided or relied upon in contract performance such that the parent, member, or affiliate will have meaningful involvement in contract performance. Meaningful involvement means the parent, member, or affiliate will provide material supplies, equipment, personnel, or other tangible assets to

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contract performance; or how the common parent will utilize the expertise, best practices, lessons learned, or similar resources from the affiliate to affect the performance of the Offeror. If a common parent company is used to establish the nexus between the Offeror and an affiliated company, the Offeror's proposal must demonstrate how the affiliate and Offeror rely on, for example, similar assets, resources, policies, and procedures of the common parent company.

The Offeror may also provide past performance information on predecessor companies that existed prior to any mergers or acquisitions, where the Offeror's proposal demonstrates such performance reasonably can be predictive of the Offeror's performance.

- (d) Work to be performed. The past performance information provided for the Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), shall describe its relevancy to the PWS and to the work that is proposed to be performed by that individual entity. Specific cross references shall be made between the applicable sections of the PWS, the work to be performed by each entity, and the past performance of that entity. Each discrete reference contract provided must be attributed to a specific entity, or members of a teaming arrangement as defined in FAR 9.601(1). All information provided by the Offeror shall be described in sufficient detail to enable the Government to clearly identify and define the portion of work to be performed by each entity (Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), under the Offeror's proposed approach.
- (e) Performance information. For the reference contract, the Offeror shall identify Occupational Safety and Health Administration (OSHA) safety statistics (e.g., Days Away, Restricted, or Transferred (DART) cases and Total Recordable Cases (TRC)), as well as any DOE enforcement actions and/or worker safety and health, nuclear safety, and/or classified information security incidents or notifications posted to the DOE Office of Enterprise Assessments website (<https://energy.gov/ea/information-center/enforcement-infocenter>) and any corrective actions taken to resolve those problems. The Offeror shall include this information within the Past Performance Reference Information Form.
- (f) Terminated contracts, cure notices, and conditional payment of fee/profit/other incentive actions. The Offeror shall provide a listing in Attachment L-5, List of Contracts Terminated for Default, Cure Notices, and Conditional Payment of Fee/Profit/Other Incentive Actions, of any contracts of the Offeror, to include all members of a teaming arrangement, as defined by FAR 9.601(1), that: (1) were terminated for default; (2) included a cure notice(s), in accordance with FAR 49 Termination of Contracts; and/or (3) included a conditional payment of fee/profit/other incentive action(s) as described in the DEAR within the past five years from the original solicitation issuance date. This listing of terminated contracts, cure notices, or conditional payment of fee/profit/other incentive actions shall include the reasoning for the aforementioned actions, and is not limited to only those contracts contained in the Attachment L-3, Past Performance Reference Information Forms. If there are no terminated contracts for default, cure notices, and conditional payment of fee/profit/other incentive actions to report, Attachment L-5, List of Contracts Terminated for Default, Cure Notices, and Conditional Payment of Fee/Profit/Other Incentive Actions, shall be submitted with a blank table(s), as applicable, along with a note indicating that there are no aforementioned actions within the time period specified in the solicitation.
- (g) Past Performance Questionnaire. The Offeror shall provide the Past Performance Questionnaire contained in Attachment L-4, Past Performance Cover Letter and Questionnaire, to the appropriate contract client reference within the Program Office/Project Office and/or the Contracting Office for completion for those contracts described in paragraph (a) for which no contractor performance data is

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available in the Contractor Performance Assessment Reporting System (CPARS). The Offeror shall request that clients return the Past Performance Questionnaire directly to DOE by electronic means to the email address identified below no later than the due date for receipt of proposals.

- (1) DOE address and contact information.

U S. Department of Energy
Attention: **Courtney Stallworth**, Contracting Officer
E-mail: EM.CTSS@emcbc.doe.gov

- (2) Subject shall include the solicitation number:

RFP No. **89303322REM000114**

- (3) The Offeror shall be responsible for following up with the client point of contact to ensure that the questionnaire has been completed and returned to the DOE Contracting Officer on time. However, receipt of the questionnaires is not subject to the Section L Provision, “52.215-1, Instructions to Offerors – Competitive Acquisition” related to late proposals. Questionnaires not received by the proposal due date may not be considered if consideration will unduly delay evaluations. The Offeror may contact the Contracting Officer at the e-mail provided in this solicitation to confirm the receipt of any questionnaires.

- (h) List of DOE contracts. The Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), shall provide a listing on Attachment L-9, List of DOE Contracts, of all DOE prime contracts (including National Nuclear Security Administration) currently being performed and/or for contracts with a period of performance end date within the last five (5) years from the original solicitation issuance date. This includes contracts for which the Offeror was a member organization in a joint venture, LLC, or other similar entity as a prime contractor to DOE. This list shall only include DOE prime contracts performed by the proposing entity and any affiliate companies for which an L-3 form is submitted (including within LLC arrangements) and shall not include any contracts performed by other affiliates not otherwise performing any of the submitted L-3 reference contracts (if applicable). If the Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), provided past performance information on predecessor companies that existed prior to any mergers or acquisitions, the Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), shall also provide a list of DOE contracts for the predecessor companies.
- (i) Past Performance Consent Statement. As past performance information is proprietary source selection information, by default, the Government can only discuss past performance information directly with the prospective prime contractor, or team member that is being reviewed. If there is a problem with a proposed team member’s past performance, the prospective prime contractor can be notified of a problem, but no details will be discussed without the team member’s permission. Therefore, the Government is requesting the following consent statement be completed, as applicable, by all proposed members of a teaming arrangement as defined in FAR 9.601(1), by checking the appropriate “provide consent” or “do not provide consent” box, as well as providing all other requested information.

Dear (Contracting Officer),

We are currently participating as a teaming member with [name of Offeror providing proposal] in responding to the Department of Energy, RFP **89303322REM000114** for EM Consolidated Technical Support Services.

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In order to facilitate the performance confidence assessment process we hereby [] provide consent [] do not provide consent to allow you to discuss our past and present performance information with the [name of Offeror providing proposal] during the source selection process.

(Signature and Title of individual who has the authority to sign for and legally bind the company)

Company Name:

Address:

Email:

Phone:

L.18 Proposal Preparation Instructions, Volume III –Cost and Fee Proposal

The Offeror shall provide proposed cost and fee by submitting a completed Section B. The Offeror shall submit a complete Section B by completing the fill-ins located in Section B.3 *Contract Cost and Fee*, Table B.3-2. list

The Offeror shall prepare its cost proposal in accordance with the following instructions:

- (a) Cost and Fee Information. All cost and fee information shall be included in Volume III of the proposal. None of the pricing information contained in Volume III should be included in any other proposal volumes unless specifically requested in the solicitation.
- (b) Information in Volume III shall, where applicable, be submitted in both PDF and Microsoft Excel-compatible formats.
- (c) All pages in Volume III Cost and Fee Proposal, including forms, tables, and exhibits shall be numbered and identified in a volume table of contents. The cost and fee proposal shall be sufficiently complete so cross-referencing to other proposal volumes is not necessary. There are no page limitations on the cost proposal.
- (d) For proposal preparation purposes, the Offeror shall assume a 90-day Contract Transition Period beginning July 1, 2025. The Offeror shall assume full responsibility for the performance of all other contract requirements on September 29, 2025. The period of performance extends through June 30, 2030.
- (e) For proposal preparation purposes, the anticipated funding is provided at Section B.5 of this solicitation. Offerors should stay within the anticipated total funding.
- (f) CLIN Structure:

CLIN 00001-Firm-Fixed Price: The Offeror shall propose transition (90 days) as a firm-fixed price lump-sum amount within Attachment L-6.

CLINs 00002 through 00042-Cost Plus Fixed Fee (CPFF): The Offeror shall propose costs in accordance with these instructions for all work activities.

Proposed Fee (CLINs 00002 through 00042): The Offeror shall propose a fixed fee for all work activities. The maximum proposed fixed fee shall not exceed five percent expressed as a percentage

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of all proposed costs. The Offeror is allowed to propose a fee less than the maximum fixed fee percentage, as well as, apply the proposed fixed fee to less than proposed costs.

- (g) **Cost Worksheets.** The Offeror shall provide proposed cost and fee by submitting a complete Section L, Attachment L-6 *Cost and Fee Proposal Workbook*, and Section L, Attachment L-7, *Consolidated Direct Cost Schedules*.

As part of the proposal submittal, the Offeror shall provide its cost worksheets and estimating flat file supporting its proposed costs submitted in Section L, Attachment L-6 and L-7. The Offeror shall use the format prescribed in Attachment L-6. The submission of the Estimating Flat File will allow expedited cost information reviews and informational cross cutting of data between CLINs, cost elements, contract periods, etc.

The Offer **shall not** complete the fill-ins located in Section B.3(c) *Contract and Cost and Fee-Total Estimated Cost for All CLINs*, Table B.3-1 within its Volume III submission. The fill-ins provided in Table B.3-1 will be completed after contract award.

- (h) **Offeror Proposed Cost:**

For proposal preparation purposes, the Offeror shall propose costs all costs as if it will be self-performing the entire workscope:

- (1) **Cost Elements.** The cost proposal shall be provided by major cost elements in accordance with FAR 15.408, Table 15-2: direct labor proposed key personnel and personnel related to its proposed management structure (including labor categories, direct productive labor hours (DPLH) and direct labor rates for each labor category), fringe benefits, direct labor overhead (if applicable), including joint venture partners (shall be individually proposed and provided for by the cost elements detailed within Attachment L-6), travel (DOE-provided), other direct costs (DOE-provided), and general and administrative costs (if applicable). The data provided by the Offeror shall be sufficient for the Contracting Officer to complete a thorough analysis of the proposal as required by FAR 15.404 and FAR 15.402(a).
- (2) **Direct Labor.** The Offeror shall propose the DOE-provided direct labor costs (with exception to Key Personnel and personnel related to the proposed management structure-which the Offeror shall propose), as shown in Attachment L-6. The use of the DOE-provided direct labor costs, as shown in Attachment L-6, satisfies the requirements for a Total Compensation Plan pursuant to the provision at FAR 52.222-46, *Compensation for Professional Employees*. In addition, the Offeror shall propose its management structure (including all required Key Personnel). All Key Personnel shall be proposed as 100% dedicated.

The Offeror (including joint venture partners, as applicable) shall provide a detailed basis of estimate and explanation regarding the development of each proposed base labor rate. The Offeror shall provide all related information to provide a clear understanding of the basis of estimate.

- (3) **Direct Productive Labor Hours (DPLH).** The Offeror shall complete Section L, Attachment L-7, proposing the DOE-provided Direct Productive Labor Hours for each Key Personnel labor, cumulatively in total for the entire period of performance. The information provided in the worksheet shall be fully traceable to the cost proposal. For proposal preparation purposes, a Full Time Equivalent (FTE) is defined as 1,840 hours/year. The 1,840 hours/year is based on 2,080 annual hours less 240 hours for vacation, sick, and holiday.

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(4) **Fringe Benefits.** The Offeror has the ability to propose its own fringe benefit rate(s). However, Offerors shall not propose a rate below the DOE-provided minimum fringe benefit rate of TBD% for all listed labor classifications, with the exception to Key Personnel. For Key Personnel, Offerors may propose a separate fringe rate. The provided fringe benefit rate includes projected labor related indirect costs such as medical, dental, life insurance, accident/sickness coverage, workers' compensation, Federal Insurance Contributions Act (FICA), Federal Unemployment Tax Act (FUTA), State Unemployment Tax Act (SUTA), and time off (vacation, sick, and holiday pay). If the Offeror elects to propose its own fringe benefit rates(s), a detailed estimate for each proposed fringe rate (including all joint venture partners as applicable) for each fiscal year covering the period of performance, shall be provided. The detailed estimate shall include cost for the allocation pool and the allocation base and how the fringe benefit rate within the allocation base and allocation pool was derived. The Offeror shall provide all related information to provide a clear understanding of the basis of estimate. For the purposes of this proposal, the Offeror shall compute the fringe rates on a calendar year (CY) basis. If the Offeror is proposing a blended fringe rate that is derived from the weighting of other fringe rates, the Offeror shall provide the detailed computation for each of the individual fringe rates that are used in the computation of the blended rate and the methodology of how the blended rate was derived. This data shall be provided for each joint venture partner, if applicable.

(5) **Key Personnel.** The Offeror shall propose the total annual compensation, exclusive of bonuses paid from fee, and associated fringe benefits for proposed Key Personnel for a period of one year (TBD) utilizing the Key Personnel worksheet within Attachment L-6. For the purpose of this requirement, the term "compensation" is defined by Section 39 of the Office of Federal Procurement Policy (OFPP) Act (41 U.S.C 435), as amended. The proposed cost shall only include those costs which will be requested to be reimbursable under the Contract.

Key Personnel Information. For each proposed Required Key Personnel position, the Offerors shall provide the following information: (a) Current position title and position title for this solicitation; (b) Current base salary information (from payroll documentation); (c) Proposed base salary on an annual basis for this solicitation; (d) Fringe benefit rate and costs on an annual basis (shall only include paid time off either as part of the base salary (preferred) or the fringe rate) for this solicitation; and (e) Bonuses and other compensation offered to each named key person for this solicitation. Supporting documentation and computations shall be provided for all elements shown above. For base salary support, provide current employee salary documentation as well as compensation market survey data to support and justify the proposed salary. This may include, but is not limited to, mean and median salary data by industry, geographic area, company size, and management level comparator.

(6) **Other than Direct Labor Costs.** The Offeror shall propose the DOE-provided dollar amounts for travel, and other direct cost located in the Attachment L-6 Price Proposal Worksheets.

(7) **Escalation.** The Offeror shall not apply yearly escalation rates, as the DOE-provided Direct Labor and Other than Direct Labor Costs in Attachment L-6 include yearly escalation costs.

(8) **Indirect Rates Other Than Fringe Benefits.** The Offeror shall provide a detailed estimate for each proposed indirect rate (overhead and G&A (including all joint venture partners), as applicable) for each fiscal year covering the period of performance. The detailed estimate shall include cost, by cost element, for the allocation pool and the allocation base and how each cost element within the allocation pool and allocation base was derived. The Offeror shall provide all

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related information to provide a clear understanding of the basis of estimate. For the purposes of this proposal, the Offeror shall compute the indirect rates on a calendar year (CY) basis. If the Offeror is proposing a blended indirect that is derived from the weighting of other indirect rates, the Offeror shall provide the detailed computations for each of the individual indirect rates that are used in the computation of the blended rate and the methodology of how the blended rate was derived. This data shall be provided for each joint venture partner, if applicable. Additionally, the Offeror shall include its proposed ceiling rates in the table per Section B.4 *Indirect Ceiling Rates*.

- (i) Audits. DOE or its cognizant audit entity may request additional supporting information for purposes of clarification in evaluating cost.
- (j) Audit Information. The Offeror shall provide the location (address and telephone number and point of contact) of where documentation supporting Volume III is located. The Offeror shall provide the name, address, and telephone number of the cognizant ACO and the cognizant Defense Contract Audit Agency (DCAA) office, if any. Additionally, the Offeror shall provide the name, address, and telephone number of person(s) authorized to provide any clarifying information regarding the Volume III Cost and Fee/Profit Proposal. If the Offeror is a joint venture, this data must be provided for each entity.
- (k) Offeror's Proposed Accounting System Information. The Offeror shall submit an explanation of how both direct and each proposed indirect cost (fringe benefits, overhead, and G&A, as applicable) will be recorded and tracked in the proposed accounting system. If the Offeror's proposed accounting system will allocate costs through an indirect cost rate, the indirect rate and an explanation is required to describe costs to be included in each of the indirect pools, as well as a description of each allocation base. Additionally, the Offeror shall describe its accounting system and the adequacy of that system for reporting costs against Government cost-type contracts. The Offeror shall identify the cognizant Government audit agency or any other Government agency that has formally approved the accounting system, if applicable. This data must also be provided for each member of the joint venture partners. The Government may use this information in making determinations of Offeror responsibility. The Offeror (including joint ventures) shall provide one or more of the following:
 - (1) Provide a copy of the Government approval/determination stating the proposed accounting system is adequate for the identification, accumulation and recording of cost under Government reimbursable type contracts/subcontracts if the approval/determination was issued within the last three years. Also, provide a copy of the most recent accounting system audit report on the proposed accounting system if performed within the last five years and fully describe and explain any material changes made to the proposed accounting system since the time it was reviewed, audited, or approved;
 - (2) If the accounting system was deemed inadequate, provide the corrective actions that have or will be taken to correct the cited issues, including the implementation time for each action; and
 - (3) If the proposed accounting system has not been formally approved by the Government within the last three years and/or audited within the last five years, or an audit determined the accounting system to be inadequate, then the Offeror shall state this and provide responses to the "Offeror's Proposed Accounting System Information", incorporated into this solicitation as Attachment L-8.
- (l) Tracking costs and funding for multiple CLINS and funding codes – Under this award, DOE anticipates having multiple CLINS and funding codes issued at the time of award and throughout the performance period (approximately 40 CLINS and 100 funding codes at any one given time). The

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Offeror shall provide an assurance letter stating the current approved accounting system and associated billing system will be able to handle this activity. The Offeror shall provide a detailed discussion on how the current accounting system and billing system would be able to handle such a requirement, as well as a flow diagram showing how the current accounting and billing system has the capacity to handle 40 CLINS and 100 funding codes at the same time. As part of the flow diagram, the Offeror shall provide an example of how it would set up the accounting system and billing system for an initial 10 CLINs and 10 funding codes under each CLIN at the time of award.

- (m) Responsibility Determination and Financial Capability. FAR 9.104-1(a), General Standards requires that a prospective Offeror have adequate financial resources to perform the Contract or the ability to obtain them in order to be determined responsible. It is the Offeror's responsibility to demonstrate its financial capability to complete this Contract. Information provided by the Offeror shall include, but is not limited to, the following:
- (1) Financial Statements (audited, if available) and notes to the financial statements for the last two fiscal years;
 - (2) The information in subparagraph (1) above for each member of the Offeror team arrangement if a teaming arrangement is used;
 - (3) The last annual report for the parent corporation(s). In order to consider the financial or other resources of the parent corporation entity(ies) or other guarantors, each of those entities must be legally bound, jointly and severally if more than one, to provide the necessary resources to the prospective Offeror and assume all contractual obligations of the prospective Offeror; and
 - (4) Any available lines of credit. Using the above information and other information, the Government will make a FAR Part 9, Contractor Qualifications responsibility determination of the prospective awardee. The Government may request a financial capability review of each Offeror from the DCAA or another audit entity, as part of the Government's consideration in making the responsibility determination.
- (n) Limitations on Subcontracting (FAR 52.219-14). As part of the Cost and Fee Proposal, the Offeror shall also provide written certification that it will comply with the Limitations on Subcontracting clause (FAR 52.219-14) during the course of the contract.
- (o) Government Furnished Property (GFP). The Offeror shall not propose any GFP for use during the performance of this Contract that is in addition to the list of GFP provided in the solicitation.
- (p) Facilities Capital Cost of Money (FCCOM). FCCOM is permitted, if proposed as a separate cost element in accordance with FAR 31.205-10. The Offeror must provide calculations for the cost of money for facilities capital employed by fiscal year and disclose the Treasury rate used. The Offeror shall show the application base for each FCCM rate. Pursuant to FAR 15.408-Table 15-2, Form CASB-CMF, which can be found at 48 CFR 9904.414-60, must be used to delineate the calculations of FCCOM. If the Offeror elects not to claim FCCOM, a statement shall be made to that effect.

L.19 DOE-L-2014 Date, Time, and Place Offers are Due (Oct 2015)

All Offers required by this solicitation are due at the date, time, and place identified on the SF 33, Solicitation, Offer and Award (See Section A, Block 9). Treatment of late submissions, modifications, and withdrawals are governed by the applicable provisions of the solicitation.

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L.20 DOE-L-2016 Number of Awards (Oct 2015)

It is anticipated that there will be one award resulting from this solicitation. However, the Government reserves the right to make no award, if it is considered to be in the Government's best interest to do so.

L.21 Contacts Regarding Future Employment

Offerors may contact incumbent Contractor employees about future employment except where prohibited by law. These contacts must take place outside the normal working hours of the employees.

L.22 DOE-L-2021 Guidance For Prospective Offerors - Impact of Teaming Arrangements On Small Business Status (Oct 2015)

- (a) This procurement has been set aside for small business. In order to ensure that award is made to an eligible small business, prospective Offerors, in consultation with legal counsel, are encouraged to review the Small Business Administration's (SBA's) size eligibility standards found at Title 13 of the Code of Federal Regulations, Section 121 (13 C.F.R. § 121). In particular, Offerors proposing a joint venture, subcontracting, or another form of teaming arrangement shall review 13 C.F.R. § 121.103, "How does SBA determine affiliation?" prior to submitting a proposal.
- (b) The SBA is the sole authority for making determinations of small business status for small business programs. Such determinations are binding on the Offeror and the Contracting Officer. Accordingly, a finding by the SBA of affiliation between an Offeror and its proposed team member(s) or subcontractor(s) may result in the Offeror being found to be other than a small business and therefore ineligible for contract award.

L.23 Small Business Size Standard and Set-Aside Information

This acquisition is a set-aside for small business concerns under the U.S. Small Business Administration's 8(a) Business Development Program, or "8(a) Program". The size standard for this solicitation is 1,000 employees under North American Industry Classification System (NAICS) code 562910, Environmental Remediation Services.

L.24 DOE-L-2026 Service of Protest (Oct 2015)

- (a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the CO (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Courtney Stallworth, Contracting Officer
U.S. Department of Energy
550 Main Street, Room 7-010
Cincinnati, OH 45202

Email: EM.CTSS@emcbc.doe.gov

- (b) A copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

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- (c) Another copy of a protest filed with the GAO shall be furnished to the following address within the time periods described in paragraph (b) of this provision:

U.S. Department of Energy
Assistant General Counsel for Procurement and Financial Assistance (GC-61)
1000 Independence Avenue, S.W. Washington, DC 20585
Fax: (202) 586-4546

L.25 DOE-L-2027 Notice of Protest File Availability (Oct 2015)

- (a) If a protest of this procurement is filed with the GAO in accordance with 4 CFR part 21, any actual or prospective Offeror may request DOE to provide it with reasonable access to the protest file pursuant to 48 CFR 33.104(a)(3)(ii), implementing section 1605 of Public Law 103-355. Such request must be in writing and addressed to the CO for this procurement.
- (b) Any Offeror who submits information or documents to the Department for the purpose of competing in this procurement is hereby notified that information or documents it submits may be included in the protest file that will be available to actual or prospective Offerors in accordance with the requirements of 48 CFR 33.104(a)(3)(ii). The Department will be required to make such documents available unless they are exempt from disclosure pursuant to the *Freedom of Information Act*. Therefore, Offerors shall mark any documents as to which they would assert that an exemption applies. (See 10 CFR Part 1004.)

L.26 DOE-L-2028 Agency Protest Review (Oct 2015)

Protests to the agency will be decided either at the level of the Head of the Contracting Activity or at the Headquarters level. DOE's agency protest procedures, set forth at 48 CFR 933.103, elaborate on these options and on the availability of a suspension of a procurement that is protested to the Department. The Department encourages potential protestors to discuss their concerns with the CO prior to filing a protest.

L.27 List of Section L Attachments

Attachment L-1	Performance Guarantee Agreement
Attachment L-2	Key Personnel Standard Resume Format
Attachment L-3	Past Performance Reference Information Form
Attachment L-4	Past Performance Cover Letter and Questionnaire
Attachment L-5	List of Contracts Terminated for Default, Cure Notices, and Conditional Payment of Fee/Profit/Other Incentive Actions
Attachment L-6	Cost and Fee Proposal Workbook
Attachment L-7	Consolidated Direct Cost Schedules
Attachment L-8	Offeror's Proposed Accounting System Information
Attachment L-9	List of DOE Contracts

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Attachment L-1

Performance Guarantee Agreement

For value received, and in consideration of, and to induce the United States (the Government) to enter into Contract _____ for the **EM Consolidated Technical Support Services Contract** dated _____, by and between the Government and _____ (Contractor), the undersigned, _____ (Guarantor), a corporation incorporated in the State of _____ with its principal place of business _____ hereby unconditionally guarantees to the Government:

- (a) The full and prompt payment and performance of all obligations, accrued and executory, which Contractor presently or hereafter may have to the Government under the contract; and
- (b) The full and prompt payment and performance by Contractor of all obligations and liabilities of Contractor to the Government, fixed or contingent, due or to become due, direct or indirect, now existing or hereafter and howsoever arising or incurred under the contract, and
- (c) Guarantor further agrees to indemnify the Government against any losses the Government may sustain and expenses it may incur as a result of the enforcement or attempted enforcement by the Government of any of its rights and remedies under the contract, in the event of a default by Contractor hereunder, and/or as a result of the enforcement or attempted enforcement by the Government of any of its rights against Guarantor hereunder.

Guarantor has read and consents to the signing of the contract. Guarantor further agrees that Contractor shall have the full right, without any notice to or consent from Guarantor, to make any and all modifications or amendments to the contract without affecting, impairing, or discharging, in whole or in part, the liability of Guarantor hereunder.

Guarantor hereby expressly waives all defenses which might constitute a legal or equitable discharge of a surety or guarantor, and agrees that this Performance Guarantee Agreement shall be valid and unconditionally binding upon Guarantor regardless of: (i) the reorganization, merger, or consolidation of Contractor into or with another entity, corporate or otherwise, or the liquidation or dissolution of Contractor, or the sale or other disposition of all or substantially all of the capital stock, business or assets of Contractor to any other person or party; or (ii) the institution of any bankruptcy, reorganization, insolvency, debt agreement, or receivership proceedings by or against Contractor, or adjudication of Contractor as a bankrupt; or (iii) the assertion by the Government against the Contractor of any of the Government's rights and remedies provided for under the contract, including any modifications or amendments thereto, or under any other document(s) or instrument(s) executed by Contractor, or existing in the Government's favor in law, equity, or bankruptcy.

Guarantor further agrees that its liability under this Performance Guarantee Agreement shall be continuing, absolute, primary, and direct, and that the Government shall not be required to pursue any right or remedy it may have against Contractor or other Guarantors under the contract, or any modifications or amendments thereto, or any other document(s) or instrument(s) executed by

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Contractor, or otherwise. Guarantor affirms that the Government shall not be required to first commence any action or obtain any judgment against Contractor before enforcing this Performance Guarantee Agreement against Guarantor, and that Guarantor will, upon demand, pay the Government any amount, the payment of which is guaranteed hereunder and the payment of which by Contractor is in default under the contract or under any other document(s) or instrument(s) executed by Contractor as aforesaid, and that Guarantor will, upon demand, perform all other obligations of Contractor, the performance of which by Contractor is guaranteed hereunder.

Guarantor agrees to ensure that it shall cause this Performance Guarantee Agreement to be unconditionally binding upon any successor(s) to its interests regardless of:

- (i) The reorganization, merger, or consolidation of Guarantor into or with another entity, corporate or otherwise, or the liquidation or dissolution of Guarantor, or the sale or other disposition of all or substantially all of the capital stock, business, or assets of Guarantor to any other person or party; or
- (ii) The institution of any bankruptcy, reorganization, insolvency, debt agreement, or receivership proceedings by or against Guarantor, or adjudication of Guarantor as a bankrupt.

Guarantor further warrants and represents to the Government that the execution and delivery of this Performance Guarantee Agreement is not in contravention of Guarantor's Articles of Organization, Charter, bylaws, and applicable law; that the execution and delivery of this Performance Guarantee Agreement, and the performance thereof, has been duly authorized by the Guarantor's Board of Directors, Trustees, or any other management board which is required to participate in such decisions; and that the execution, delivery, and performance of this Performance Guarantee Agreement will not result in a breach of, or constitute a default under, any loan agreement, indenture, or contract to which Guarantor is a party or by or under which it is bound.

No express or implied provision, warranty, representation, or term of this Performance Guarantee Agreement is intended, or is to be construed, to confer upon any third person(s) any rights or remedies whatsoever, except as expressly provided in this Performance Guarantee Agreement.

In witness thereof, Guarantor has caused this Performance Guarantee Agreement to be executed by its duly authorized officer, and its corporate seal to be affixed hereto on

Date

Name of Corporation

Name and Position of Official Executing Performance Guarantee Agreement on Behalf of Guarantor

Attestation Including Application of Seal by an Official of Guarantor Authorized to Affix Corporate Seal

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Attachment L-2

Key Personnel Standard Resume Format

(Resume must not exceed five pages in length for each key personnel)

Note: The Offeror may amend the format for Attachment L-2, *Key Personnel Standard Resume Format*, as long as the exact information, font and 12-point or larger size (per DOE-L-2001) for the majority of information is utilized (other than supplemental charts, tables, and diagrams), and page limitations are followed.

Name of Key Person:

Name of Offeror:

Proposed Position with Offeror:

Availability Date and Period of Commitment: (Insert [month/date/year] for availability date; period of commitment shall be reflected from date the Notice to Proceed (NTP) is issued for the Transition Period of the contract forward).

Name of Company with whom key person will be Employed (e.g., Offeror, Offeror affiliate, or teaming partner):

Level of Security Clearance (or ability to obtain necessary clearance):

Country of Citizenship:

Duties and Responsibilities in Proposed Position:

Experience: (Starting with current position and working backwards: Identify name and address of employer, contract title, dates of employment, position titles, specified duties and responsibilities, and name, title, and phone number of supervisor. Address specific information on the DOE, commercial, and/or other Government experience in performing work similar to the work to be performed in their proposed position, including leadership and other accomplishments, and significant performance difficulties and any corrective actions. Describe how work experience relates to the solicitation and capability to function effectively in the proposed position.

Education, specialized training, active certifications, and licenses that support the individual's qualifications and suitability for the proposed position: (Provide degree(s) earned, discipline(s), year(s) degree(s) attained, and institution(s); if degree is incomplete, identify the number of hours earned towards degree).

Three Professional References: (Name, title, company/organization, address, phone number, and e-mail address)

Letter of Commitment: (A signed letter of commitment should be attached to each resume - use the letter of commitment format specified in Section L.16(c). Page limits for resumes do not include letters of commitment.)

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Attachment L-3

Past Performance Reference Information Form

(Completed Form limited to seven pages per reference contract. If the reference contract is/was a subcontract to a prime contract, the information contained within this L-3 form shall only pertain to the subcontract information. If the reference contract is for the operation and/or demolition of a commercial facility, the L-3 form may be utilized to reflect the entirety of the commercial facility operation along with a single point of contact for the contract or binding agreement with the largest single client for the referenced services performed. If the reference contract is an IDIQ, BPA, or BOA, the L-3 form may be utilized to include the entirety of performance under the subject contract vehicle along with a single point of contact responsible for administration of the IDIQ, BPA, or BOA.)

Past Performance Reference Information Form

1. <u>Name</u> and UEI of Offeror Submitting Proposal:	
2. <u>Name</u> and UEI of Company for which L-3 Form is being submitted (which shall match the Name and UEI provided in Volume I for the respective entity):	
3. <u>Name</u> of Reference Contract Client (e.g., Government Agency or Prime Contractor):	
4. <u>Name</u> and UEI of Entity Reference Contract Was Awarded To: (if the Entity was made up of member companies, provide the applicable member company's name and UEI as well)	
5. Reference Contract <u>Number</u> :	
Reference Contract <u>Title</u> :	
6. Reference Contract Available in CPARS (i.e., <u>Yes/No</u>):	
7. Reference Contract Client Point of Contact:	
*The reference point of contact must include the Contracting Officer (or equivalent) and may also include the Project Director or Contracting Officer's Representative (or equivalents).	
Name:	Address:
Title:	Email:
Telephone:	
8. Reference Contract Period of Performance:	
9. Reference Contract Period of Performance Start Date:	
10. Reference Contract Period of Performance End Date:	
11. Reference Contract Type (e.g., FP, T&M, CPFF, CPIF, CPAF, IDIQ, BPA/BOA, etc.):	

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Past Performance Reference Information Form

12. Reference Contract Total Value and Approximate Average Annual Value (<i>separately list fee if cost-type</i>):
13. Reference Contract Value Performed to Date (<i>Insert the final sum of all invoices, or the sum of all invoices to date, including agreed upon and disputed amounts, paid and awaiting payment; Date = RFP release date</i>):
14. Approximate Average Annual Value the Company (identified in #2) is proposed to perform on EM CTSS: The total estimated annual contract value is \$10M for evaluation purposes. [Note: Tailor as needed]
15. Scope Company (identified in #2) is proposed to perform on EM CTSS. List applicable PWS elements:
16. Scope Company (identified in #4) performed on Reference Contract:
17. Complexity Company (identified in #2) is proposed to perform on EM CTSS:
18. Complexity of work Company (identified in #4) performed on Reference Contract:
19. Safety statistics: provide Days Away, Restricted or Transferred (DART) and Total Recordable Case (TRC) rates and hours worked for the company (identified in #4) on the Reference Contract by Government Fiscal Year (GFY) completed within the last 5 years from the EM CTSS original solicitation issuance date:
20. For the Reference Contract, identify all items (including any DOE enforcement actions and/or worker safety and health, nuclear safety, and/or classified information security incidents or notifications) that have been posted to the DOE Office of Enterprise Assessments (EA) website (https://energy.gov/ea/information-center/enforcement-infocenter) which occurred within the last five years from the EM CTSS original solicitation issuance date, as well as any corrective actions taken to resolve those problems:
21. Was the reference contract awarded to an affiliated company (see definition of “affiliates” at FAR 2.101) of the entity for which the L-3 form is being submitted (identified in #2)? (Yes/No) If the name and/or UEI are different than the entity identified in #2, explain the relationship (e.g., self, subsidiary, parent, etc.). If “yes”, the Offeror shall describe the resources of the parent, member, or affiliated company that will be provided or relied upon in contract performance such that the parent, member, or affiliate will have meaningful involvement in contract performance. If a common parent company is being used to establish the nexus between the Offeror and an affiliated company, then the Offeror’s proposal must describe how the affiliate and Offeror rely on, for example, similar assets, resources, policies, and procedures of the common parent company. If the Offeror identifies past performance information for predecessor companies that existed prior to any mergers or acquisitions, the Offeror’s proposal shall demonstrate that such performance reasonably can be predictive of the Offeror’s performance.

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Past Performance Reference Information Form

Note: The Offeror may amend the format for Attachment L-3, Past Performance Reference Information Form, as long as the exact information, font and size (per DOE-L-2001), and page limitations are followed. Also, the information contained in the Offeror's submitted L-3 forms shall be consistent with the information contained in other sections of the Volume II proposal.

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Attachment L-4

Past Performance Cover Letter and Questionnaire

Past Performance Cover Letter for _____

Dear “Client”:

We are currently responding to the Department of Energy (DOE) Request for Proposals No. **89303322REM000114** for the **ENVIRONMENTAL MANAGEMENT (EM) CONSOLIDATED TECHNICAL SUPPORT SERVICES (CTSS)** acquisition.

The solicitation places emphasis on past performance as a source selection factor. In addition to requesting the attached Questionnaire be completed, the Government is requiring that clients of entities responding to the solicitation be identified and their participation in the evaluation process be requested. In the event you are contacted for information by the Government on work we have performed, you are hereby authorized to respond to those inquiries.

We are asking for your assistance in completing the attached questionnaire and forwarding it to the DOE to aid in its evaluation of our past performance.

Please return the completed questionnaire within ten calendar days.

SCAN AND EMAIL THE QUESTIONNAIRE TO THE EMAIL ADDRESS PROVIDED BELOW:

Email Address: EM.CTSS@emcbc.doe.gov

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Past Performance Questionnaire

A. Referenced Contract and Client Information

Referenced Contract and Client Information

Name of Company Being Evaluated:	
Contract Number and Title Being Evaluated:	
Assessment Period for which PPQ covers Company's performance:	
Evaluator's Name:	
Evaluator's Address:	
Evaluator's Phone & Email:	
Evaluator's Organization:	
Evaluator's role in the management of the contract*:	
<p><i>* The reference point of contact completing and submitting the questionnaire must be the appropriate contract client reference within the Program Office/Project Office and/or the Contracting Office. Only one questionnaire should be submitted per contract reflecting a coordinated response.</i></p>	

B. Rating Scale and Definitions

Rating Scale and Definitions

Rating	Definition	Note
Exceptional	Performance meets contractual requirements and exceeds many to the Client's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with few minor problems for which corrective actions taken by the Contractor were highly effective.	To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the Client. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also, there should have been no significant problems identified.
Very Good	Performance meets contractual requirements and exceeds some to the Client's benefit. The contractual performance of the element or sub-element being evaluated was accomplished with some minor problems for which corrective actions taken by the Contractor were effective.	To justify a Very Good rating, identify a significant event and state how it was a benefit to the Client. There should have been no significant problems identified.

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Rating Scale and Definitions

Rating	Definition	Note
Satisfactory	Performance meets contractual requirements. The contractual performance of the element or sub-element contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory.	To justify a Satisfactory rating, there should have been only minor problems, or major problems the Contractor recovered from without impact to the contract/order. There should have been NO significant problems identified. Note: The Contractor should not be evaluated with a rating lower than Satisfactory solely for not performing beyond the requirements of the contract/order.
Marginal	Performance does not meet some contractual requirements. The contractual performance of the element or sub-element being evaluated reflects a serious problem for which the Contractor has not yet identified corrective actions. The Contractor’s proposed actions appear only marginally effective or were not fully implemented.	To justify Marginal performance, identify a significant event in each category that the Contractor had trouble overcoming and state how it impacted the Client. A Marginal rating should be supported by referencing the management tool that notified the Contractor of the contractual deficiency (e.g., management, quality, safety, or environmental deficiency report or letter).
Unsatisfactory	Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element or sub-element contains a serious problem(s) for which the Contractor’s corrective actions appear or were ineffective.	To justify an Unsatisfactory rating, identify multiple significant events in each category that the Contractor had trouble overcoming and state how it impacted the Client. A singular problem, however, could be of such serious magnitude that it alone constitutes an Unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the Contractor of the contractual deficiencies (e.g., management, quality, safety, or environmental deficiency reports, or letters).

C. Assessment Areas

Please provide explanatory narratives to support your ratings.

1. Quality of Product or Service

Example: How well did the Contractor provide services that met the terms of the contract? How technically accurate were the Contractor deliverables? What was the quality level of the Contractor deliverables? How well did the Contractor perform the contract services in a safe manner?

○	○	○	○	○	○	○
Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable	Do Not Know

Supporting Narrative:

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2. Schedule Compliance

Example: How well did the Contractor provide timely services in accordance with contract schedules?
 How well did the Contractor take measures to minimize delays that were within its control?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable	Do Not Know

Supporting Narrative:

3. Cost Control

Example: How well did the Contractor control its costs?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable	Do Not Know

Supporting Narrative:

4. Business Relations

Example: How well did the Contractor interface with you to address requests, complaints, and inquiries?
 If given the choice, would you select this Contractor again to perform your required services?

<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable	Do Not Know

Supporting Narrative:

5. Management of Key Personnel/Staffing

Example: How well did the Contractor allocate the appropriate personnel resources to meet customer needs? How well did the Contractor provide staff on short notice for quick turnaround of personnel?

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○	○	○	○	○	○	○
Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable	Do Not Know

Supporting Narrative:

6. Utilization of Small Business

Example: How well did the Contractor allocate subcontracting opportunities to small businesses?

○	○	○	○	○	○	○
Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable	Do Not Know

Supporting Narrative:

7. Regulatory Compliance

Example: How well did the Contractor comply with all terms and conditions in the contract relating to applicable regulations and codes considering compliance with financial, environmental, safety, and labor regulations as well as any other reporting requirements.

○	○	○	○	○	○	○
Exceptional	Very Good	Satisfactory	Marginal	Unsatisfactory	Not Applicable	Do Not Know

Supporting Narrative:

We greatly appreciate your time and assistance in completing this questionnaire.

Additional Comments:

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Attachment L-5

List of Contracts Terminated for Default, Cure Notices, and Conditional Payment of Fee/Profit/Other Incentive Actions

Table L-5.1. List of Contracts – Terminated for Default

Client Name	Contract No.	Client Point of Contact	POC Information (address, phone no., email address)	Performance Period	Reason for Termination

Note: Information shall only be provided for contracts terminated for default within the preceding 5 years from the original solicitation issuance date. Additionally, explanatory information may be provided below the table for each contract terminated for default, along with a brief description of the work. If the Offeror does not have any contracts to report, a blank form shall be submitted stating such.

Table L-5.2. List of Contracts – Cure Notice(s)

Client Name	Contract No.	Client Point of Contact	POC Information (address, phone no., email address)	Performance Period	Reason for Cure Notice

Note: Information shall only be provided for contracts that are currently being performed or have a period of performance end date within the preceding 5 from the original solicitation issuance date. Additionally, explanatory information may be provided below the table for each contract cure notice, along with a brief description of the work. If the Offeror does not have any contracts to report, a blank form shall be submitted stating such.

Table L-5.3. List of Contracts – Conditional Payment of Fee/Profit/Other Incentive Actions

Client Name	Contract No.	Client Point of Contact	POC Information (address, phone no., email address)	Performance Period	Reason for CPOF Action

Note: Information shall only be provided for contracts that are currently being performed or have a period of performance end date within the preceding 5 years from the original solicitation issuance date. Additionally, explanatory information may be provided below the table for each contract Conditional Payment of Fee/Profit/Other Incentive action, along with a brief description of the work. If the Offeror does not have any contracts to report, a blank form shall be submitted stating such.

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Attachment L-6 Cost Proposal Worksheets
See separate files

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Attachment L-7 Consolidated Direct Cost Schedules

See separate files

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Attachment L-8

Offeror's Proposed Accounting System Information

- (1) Is the accounting system in accordance with generally accepted accounting principles? Please explain.
- (2) Does the proposed accounting system provide for:
 1. Proper segregation of direct costs from indirect costs? Please explain.
 2. Identification of and accumulation of direct costs by contract? Please explain.
 3. A logical and consistent method for allocation of indirect costs to intermediate and final cost objectives? (A contract is a final cost objective.) Please explain.
 4. Accumulation of costs under general ledger control? Please explain.
 5. A timekeeping system that identifies employees' labor by intermediate or final cost objectives? Please explain.
 6. A labor distribution system that charges direct and indirect labor to the appropriate cost objectives? Please explain.
 7. Interim (at least monthly) determination of cost charged to a contract through routine posting of book of accounts? Please explain.
 8. Exclusion from costs charged to Government contracts of amounts which are not allowable in terms of FAR Part 3, Contract Cost Principles and Procedures or other contract provisions? Please explain.
 9. Identification of costs by contract line item and by units (as if unit or line items were a separate contract) if required by the proposed contract? Please explain.
 10. Segregation of preproduction costs from production costs (if applicable)? Please explain.
 11. Capability to handle CLINs with differing Contract Identification Numbers/Procurement Instrument Identifier? Please explain.
- (3) Does the proposed Accounting System provide financial information:
 - (a) Required by clauses concerning limitation of costs (FAR 52.232-20, *Limitation of Cost*) and/or limitation on payments (FAR 52.216-16, *Incentive Price Revision—Firm Target*)? Please explain.
 - (b) Required to support requests for progress payments? Please explain.
- (4) Is the proposed accounting system designed, and are the records maintained in such a manner, that adequate, reliable data are developed for use in pricing follow-on acquisitions? Please explain.
- (5) Is the accounting system currently in full operation? If not, describe which portions are:
 - (1) in operation;
 - (2) set-up, but not yet in operation;
 - (3) anticipated;
 - or (4) nonexistent.

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Attachment L-9

List of DOE Contracts

Instructions: The Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), shall provide a listing of all DOE prime contracts (including NNSA) currently being performed and/or for contracts that were completed within the last 5 years from the original solicitation issuance date. If the Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), provided past performance information on predecessor companies that existed prior to any mergers or acquisitions, the Offeror, to include all members of a teaming arrangement, as defined in FAR 9.601(1), shall also provide a list of DOE contracts for the predecessor companies. This includes contracts for which the Offeror was a member organization in a joint venture, LLC, or other similar entity as a prime Contractor to DOE. The below information should be provided for the entity to which the DOE prime contract was awarded, rather than a proposing entity under this solicitation. Also, this list shall only include DOE prime contracts performed by the proposing entity and any affiliate companies for which an L-3 form is submitted (including within LLC arrangements) and shall not include any contracts performed by other affiliates not otherwise performing any of the submitted L-3 reference contracts (if applicable).

a. Prime Contract Number:
b. Contract Title:
c. Prime Contractor Name:
d. Prime Contractor UEI:
e. LLC Member Name:
f. LLC Member UEI:
g. Period of Performance:
h. Contract Value:
i. Contract Description (brief; 1-2 sentences):
j. Contract NAICS: