



Department of Energy

**Environmental Management
Consolidated Business Center
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June 6, 2024

EMCBC-00468-24

To: Interested Parties

ENVIRONMENTAL MANAGEMENT CONSOLIDATED TECHNICAL SUPPORT SERVICES (EM CTSS)- FINAL REQUEST FOR PROPOSAL

This letter hereby serves as the official notice to interested parties and prospective offerors that the Department of Energy (DOE) is releasing the Final Request for Proposal (RFP), Solicitation No. 89303322REM000114, for the Environmental Management Consolidated Technical Support Services (EM CTSS) procurement. The Final RFP can be found on the Environmental Management Consolidated Business Center (EMCBC) EM CTSS procurement website at https://www.emcbc.doe.gov/SEB/em_ctss, as well as the SAM.gov and FedConnect websites. Questions pertaining to the Final RFP shall be submitted in writing using the enclosed "Industry Comment Template" to the EM CTSS email address at em.ctss@emcbc.doe.gov no later than 7 calendar days after the original solicitation issuance date (COB June 13, 2024), in accordance with the Final RFP Provision L.11(h), Questions. In order for a thorough and timely response to all questions, Prospective Offerors are encouraged to submit questions pertaining to the Final RFP as early as possible. DOE will post amendments issued to the Final RFP, responses to questions, and other official communication from the Contracting Officer on the EMCBC EM CTSS procurement and SAM.gov/FedConnect websites. The established due date and time for receipt of proposal submission is August 1, 2024, by 3:00pm (1500) EDT, as specified on the Standard Form (SF 33), Solicitation, Offer and Award (See Section A, Block 9).

Background

The EM CTSS Final RFP reflects a Cost Plus Fixed Fee Award contract, with a Firm Fixed Price Contract Line Item Number (CLIN) for contract transition only. The acquisition will be conducted as an 8(a) Small Business Set-Aside competition under North America Industry Classification System (NAICS) code 562910, "Environmental Remediation Services", and the small-business size standard is 1000 employees. The period of performance is anticipated to be five years. In accordance with Section M.7, the Government intends to award one contract to the responsible Offeror whose proposal is determined to represent the best value to the Government.

On March 7, 2024, DOE released the Draft RFP. The purpose of the Draft RFP was to facilitate understanding of the Government's requirements with interested parties and to provide an opportunity to submit comments and feedback pertaining to the Draft RFP. Further, Special Notices to Industry were released on March 20, 2024 to provide updated procurement schedule information regarding near-term Final RFPS; on April 19, 2024 to address Draft RFP comments related to subcontractors to specify the term "Offeror" only refers to the single corporation or contractor team arrangements (not to include "Subcontractors"); and on May 2, 2024 to supersede the Special Notice issued on April 19, 2024 to state that the Final RFP would be revised to include a definition for the term "Teaming Subcontractor" to allow offerors to incorporate Teaming Subcontractors as part of their proposal where applicable.

All comments and feedback in response to the Draft RFP were carefully considered by DOE when developing the Final RFP. The Final RFP is the result of these considerations, and other changes made since the Draft RFP issuance.

Notices

This cover letter provides a summary-level description of notable changes made from the Draft RFP to the Final RFP. The Final RFP specifies all of the requirements for the EM CTSS procurement and takes precedence over this cover letter. Information contained in this cover letter shall not be construed as being part of the Final RFP. Prospective Offers shall prepare their proposals based solely on the requirements specified in the Final RFP and in accompanying amendments, if issued.

For convenience, DOE is also posting the Microsoft (MS) Word versions of the following Final RFP Section L Attachments to the EMCBC EM CTSS procurement website:

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|----------------|--|
| 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 Questionnaire |
| Attachment L-5 | List of Contracts Terminated |
| Attachment L-8 | Offeror's Proposed Accounting System Information |
| Attachment L-9 | List of DOE Contracts |

In the event there is a conflict between the MS Word versions of the Section L Attachments and the current version of the .pdf file for Section L provided on the EMCBC EM CTSS procurement and SAM.gov/FedConnect websites, the .pdf file will control. In order to further the Government's policy of maximizing electronic commerce, electronic media will be the primary method of communication regarding this procurement. Interested Parties/Prospective Offerors shall be responsible for reviewing the procurement website regularly for information, notices, and updates regarding the Final RFP.

Notable Changes from the Draft RFP to the Final RFP

Section B:

- B.4 – Inserted Table number and title “Table B.3-2 Contract Indirect Ceiling Rates”
- B.8 – Removed clause “Limitation of Government’s Obligation (Applies to FFP CLIN 00001 only)”
- B.8 (new) – Inserted clause “Fee Adjustments”

Section C:

- C.1 - Revised Background and General Requirements
- C.3.1 - Added a requirement to describe subcontracting activities in the Transition plan and submit subcontract consent packages no later than 30 days after NTP.
- C.3.17 - Added several requirements to the Work Description.
- C.3.19 – Deleted this PWS element and consolidated scope into C.3.18.
- C.3.42 – Added clarification about outgoing Contract Transition and Closeout Work Activities.

Section F:

- F.2 – Added clarifying language regarding the place of performance

Section H:

- Inserted H.11 DOE-H-2022 Contractor Business Systems (Oct 2014) REVISED
- Inserted H.12 DOE-H-2025 Accounting System Administration (Oct 2014) REVISED
- Inserted H.13 DOE-H-2026 Contractor Purchasing System Administration (Oct 2014) REVISED
- H.41 “Laws, Regulations, and DOE Directives” - Deleted
- H.43 - Inserted statement regarding allowability of parent organization expenses.
- H.47 - Revised clause to provide clarity regarding property management requirements.
- H.48 - Added new Executive Orders, OMB memoranda, and DHS/CISA directives.

Section I:

- General updates to FAR clause versions
- I.118 – Deleted

Section J:

- Attachment J-1 – Inserted deliverables for Subcontract Consent Packages and business system documentation. Deleted deliverables for the performance guarantee agreement and diversity plan. Also revised DOE actions.
- Attachment J-2 – Revised List B to reflect updated DOE directives. Deleted 12 inapplicable DOE directives.

- Attachment J-5 – Updated the Notice of Non-Disclosure Form

Section L:

- Inserted references to “Teaming Subcontractors” throughout, including a definition in L.11.
- Revised references to Section B tables and clarified past performance instructions.
- Revised order of Evaluation Factor provisions.
- L.16 – Revised “Evaluation Factor – Staffing and Contract Transition Approach”
- Section L Attachments – revisions to cost worksheets.

Section M:

- Inserted references to “Teaming Subcontractors” throughout.
- Revised order of Evaluation Factor provisions.
- Inserted a sentence in M.2 “Evaluation Factor – Key Personnel” emphasizing the overall importance of the Program Manager in the evaluation.
- M.6 – Revised the relative importance of evaluation factors such that Key Personnel is most important, followed by Staffing and Contract Transition Approach, followed by Past Performance.

DOE intends to answer all questions pertaining to the Final RFP as thoroughly and efficiently as possible and looks forward to receiving proposals in response to the Final RFP.

Sincerely,

Courtney R. Stallworth
Contracting Officer

Enclosures:

- (1) Industry Comment Template
- (2) Final RFP