

**Oak Ridge Institute for Science and Education
Request for Proposals (RFP)
DE-RP05-00OR22750**

RFP OVERVIEW

**Judy Stroud
Member, Source Evaluation Board**

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Key Features of the Procurement

- Performance-based, cost -plus-award-fee type contract
- 3-year base period of performance; 2-year option period
- Transition period not to exceed 2 months



Schedule

- RFP released November 23, 1999
- Proposals due February 1, 2000
- Oral presentations begin mid- to late-February, 2000
- Contract award mid-April, 2000
- Contractor assumes full responsibility for the work by July 1, 2000



Qualification Criteria

- **Offerors must**
 - **Certify intent to implement the “Right of First Refusal” clause (H.22 Workforce Transition and Management)**
 - **Certify intent to provide equivalent base pay and benefits during the 3-year base period**
- **An independent actuary must certify that the benefits package is equivalent in aggregate to the incumbent contractor’s benefits package**
- **Certification forms (Attachments M-1 and M-2) must be completed and submitted**
- **Proposals not meeting the qualification criteria will not be evaluated**

Ref ORO M03



Workforce Transition Objectives

- **Orderly employee transition**
- **Fairness to current employees while maintaining a productive and flexible workforce**
- **Minimize cost of transition and impacts to DOE programs**

Ref H.22



Workforce Transition and Management

- On July 1, 2000 (or earlier if a 2-month transition is not needed), “incumbent contractor employees,” (except key personnel and other first tier direct reports to the Director) become employees of the contractor
- Transitioned employees will retain equivalent pay and equivalent benefits in aggregate for the 3-year base period
- Severance pay protection is maintained during the 3-year base period for involuntary terminations of transitioned employees
- Contractor is expected to maintain a positive employee relations environment



Evaluation and Award Considerations

- **Technical aspects of the Offer, Written Information, and Oral Presentation will be evaluated in accordance with the following criteria and respective relative weights:**
 - **Criterion 1: Program and Management Approach (55%)**
 - **Criterion 2: Organization (35%)**
 - **Criterion 3: Corporate Experience and Past Performance (10%)**

Within each of these criterion, weighted subcriteria will be used in the evaluation

- **Technical merit will be weighted against evaluated cost to determine the best value and overall best interest to the Government**
- **Technical evaluation criteria is significantly of greater importance than the cost criteria. If 2 or more competing offerors are considered essentially technically equal, evaluated cost to the Government may be the deciding factor for award**

Ref ORO M05 and ORO M15



Proposal Components

- **Volume I: Offer**
- **Volume II: Technical and Management Proposal**
 - Written information
 - Oral presentation
- **Volume III: Cost information**

Ref ORO L137



Volume I - Offer

- **Signed Offer (Standard Form 33)**
- **Estimated cost, base fee, and award fee for the base and option periods**
- **Key personnel**
- **Representations, certifications, and other statements of the offeror**
- **Responsible corporate official**
- **List of contractor-acquired (Government-furnished) property**
- **Small business subcontracting plan**
- **Proposed equivalent pay and benefits package**
- **Qualification criteria certifications**

(Partial listing; see clause ORO L152 for a complete listing)

Ref ORO L152



Volume II

Technical and Management Proposal

- No contractual cost information is to be included in Volume II
- Oral presentation and question & answer session will be evaluated against the following criteria/subcriteria. Specific information to be submitted to address these criteria are described in clause ORO L156
 - Program and management approach
 - > Understanding of work and management approach
 - > Operations support (*including additional facilities and equipment required*)
 - > Environment, safety, and health
 - > Transition plan
 - > Community involvement
 - Organization
 - > Management personnel
 - > Organization structure
 - Corporate experience and past performance

Ref ORO L156



Volume II

Technical and Management Proposal (continued)

- **Summary of the required written information:**
 - Description of offeror's planned use of SDBs, HBCUs, and MEIs
 - Resumes of key personnel and other first tier direct report management personnel (*including security clearance information*)
 - Personnel reference questionnaires (due no later than 5 days after proposal due date)
 - Corporate reference information forms
 - Past performance surveys (to be submitted by references)
 - Offeror's oral presentation slides
- **Written information will be evaluated against the following evaluation criteria/subcriteria:**
 - Program and management approach
 - > Operations support
 - Organization
 - > Management personnel
 - Corporate experience and past performance

Ref ORO L156



Oral Presentation Process

- **Primary purpose of oral presentation and question and answer session is to test and evaluate an offeror's understanding of the work required under the contract**
- **Presentation must be made by the proposed Director (or equivalent), and as appropriate, any other proposed personnel. All key personnel must attend**
- **A corporate officer must be present and discuss its corporate commitment**
- **Three-hour time limitation on oral presentation**

Ref ORO L156



Oral Presentation Process (continued)

- Question and answer session will follow oral presentation after a brief recess
- Statements made by the offeror during the oral presentation and question and answer session will not become part of any contract resulting from the RFP
- Oral presentation and question and answer session will not:
 - Constitute discussions
 - Be used to alter the proposal
- No modifications or substitutions to the slides submitted with the proposal will be accepted after the proposal due date (unless the Government decides to conduct discussions)
- Offeror shall present only those slides submitted with its proposal

Ref ORO L156



Volume III - Cost Proposal

- Will consist of 6 separate sections
 - Overview: Narrative of key points of the cost proposal
 - Operating cost: Proposed cost of performing the work set forth in the Statement of Work
 - Transition cost: All cost associated with converting to a new contract
 - Financial capability data: Fiscal ability to perform the contract
 - Other cost data: Additional data on specific items of cost, *including, but not limited to, cost of commercial facilities*
 - Other information

Ref Clause L.3

