



September 1, 2016

2DB00-BJB-16-007 Rev. 2

Dear Prospective Offeror:

SOLICITATION NUMBER 291622 “ON-SITE INFORMATION TECHNOLOGY (IT) SUPPORT SERVICES”

Washington River Protection Solutions, LLC (WRPS) requests proposals for On-Site Information Technology (IT) Support Services. The requested work is in support of WRPS’s Prime Contract DE-AC27-08RV14800 with the U.S. Department of Energy, Office of River Protection.

Information regarding the submission of a proposal is contained in the attached Solicitation.

The proposal is due by 2:00 p.m. on **September 15, 2016** as indicated in Section 2.1 of this solicitation.

WRPS looks forward to your response.

Very truly yours,

A handwritten signature in black ink, appearing to read "BB", is positioned above the typed name.

Brandon Black,
Procurement Specialist

Attachment

SOLICITATION 291622
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PART A – SOLICITATION

1.0 Introduction

Washington River Protection Solutions, LLC (WRPS) acting under its contract with the U.S. Department of Energy – Office of River Protection, requests Offeror to submit a proposal for a Blanket Master Agreement type of subcontract to provide On-Site Information Technology (IT) Services. Part A of this Solicitation describes the proposal submittal requirements, instructions, and applicable exhibits/certifications. Part B contains all of the solicitation exhibits. Part C is the Model Subcontract, which contains all of the terms and conditions, attachments, and references that will govern performance of the work.

1.1 Buyer Not Obligated – Irregularities and Notifications

WRPS is not obligated to pay any costs incurred in the preparation and submission of Offeror's proposal, nor required to enter into a subcontract or any other arrangement with Offeror.

1.2 Solicitation Amendments

The Procurement Specialist may issue one or more amendments to the solicitation to make changes or to resolve any problems regarding the solicitation. The Procurement Specialist will issue the amendment in time for prospective Offerors to incorporate any changes into their proposals. If this solicitation is amended, then all terms and conditions that are not amended will remain unchanged. **YOUR FAILURE TO ACKNOWLEDGE THE RECEIPT OF THE AMENDMENT AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF YOUR OFFER.**

2.0 Proposal Submittal – eSourcing Event (sealed)

This Solicitation requires all Offerors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool. The SCMC eSourcing Tool is being implemented at WRPS and is designed to efficiently collect information in a central location. It also provides the Offeror a short timeframe to revise pricing information prior to final acceptance by WRPS.

Upon receipt of Offeror's notification of intent to propose (see Section 2.4), WRPS will provide the Offeror an email notification with a link to the SCMC eSourcing event including access instructions. Offerors will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and the Offeror should review their submitted price to ensure it is compliant with requirements. Events typically last for 15 to 30 minutes. The eSourcing Tool will designate a ranking of the Offeror's price when compared against the lowest price received. During this time, the Offeror may revise (decrement) their pricing downward. If the Offeror's price is revised to the lowest received price within the last

two minutes of an event, the event will automatically extend for two minutes to allow other Offerors to consider further adjustments to their pricing. The tool will not disclose the Offeror's proposed price to other Offerors nor will it disclose the lowest proposed price. A ranking is all that is provided.

This Solicitation and resultant award is considered a negotiated procurement. Submitting the lowest priced proposal does not guarantee award. WRPS must complete a full technical evaluation prior to making an award determination.

WRPS reserves the right to conduct negotiations prior to award or to award a Subcontract based upon initial offers and without further discussions.

In the unlikely event of a discrepancy among any of the Offeror's documents or information submitted through the eSourcing website, the information received and confirmed by WRPS shall govern.

Within two hours of the completion of the event, the Offeror shall submit their electronic proposal in-full via e-mail (see Section 2.2 below for email address). Identify the name of the Procurement Specialist and the Solicitation number to which Offeror is responding on the e-mail transmittal document.

2.1 Deadline

The proposal is due by **2 p.m. on September 15, 2016.**

2.2 Identification and Delivery

Address a proposal sent via the U.S. Postal Service to:

Response to Solicitation No. 291622
Brandon Black, MSIN H1-42
Washington River Protection Solutions, LLC
P.O. Box 850
Richland, WA 99352

The address for a proposal sent via another delivery service is:

851 Smartpark
Richland, WA 99354

Procurement Specialist Contact Information:

Name: Brandon Black
Phone Number: 509-376-1927
Email Address: Brandon_J_Black@rl.gov

2.3 Withdrawal

Offeror may withdraw its proposal by written or electronic notice received at any time prior to award.

2.4 Notification of Intent to Propose

WRPS requests that each prospective Offeror notify the procurement specialist by email no later than **Monday, September 12 at 2:00 PM PST** whether the Offeror intends to submit a proposal in response to this Solicitation. The Offeror may transmit the notification to the Procurement Specialist via e-mail. Failure to submit an Intent to Propose notification at the designated location by the specified date and time may result in rejection of the Offeror's proposal.

2.5 Questions/Comments Regarding the Solicitation

The Offeror must submit any comments or questions regarding the solicitation to the Procurement Specialist no later than **Thursday, September 8 at 2:00 PM PST**. The Offeror shall transmit questions and comments via e-mail per Section 2.2 above. The Procurement Specialist will answer all questions in writing for the benefit of all prospective Offerors.

3.0 Basis for Award

WRPS may award one or more Subcontracts as a result of this Solicitation. Award shall be made to the Offeror whose proposal contains the combination of those criteria offering the best overall value to WRPS and the Government. This will be determined by comparing differences in the value of technical and management features with differences in price to WRPS.

Subcontract award may be made on the initial offers received, without discussions. Therefore, initial proposals should contain the Offeror's best price and technical terms.

There will be no public opening of proposals. Offerors will be advised when source selection has been made.

3.1 Qualification Standards

Offerors who do not possess the minimum qualifications and resources necessary to perform the proposed work are not encouraged to incur proposal and other expenses involved in competitive submissions. The following Qualification Standards must be met in their entirety in order for an Offeror to be considered for award.

3.1.1 Work Experience

The Offeror shall have at least two years of providing on-site information technology support staff that are capable of performing information technology and information management support activities in accordance with the regulatory requirements, consensus standards and procedures common to a highly regulated technical environment. Examples of the regulatory requirements, codes and procedures are; DOE Orders 414.1D, NQA-1 20009. This qualification standard is met by the Offeror demonstrating in its proposal at least two years of continuous experience in delivering staff support similar to those described in the Statement of Work.

3.1.2 Resources

The Offeror shall have access to the necessary resources to provide a full complement of on-site information technology and information management staff support on short notice (four [4] days or less). This qualification standard is met when the Offeror's submitted staffing plan fully demonstrates that the Offeror has the ability to plan and organize resources to ensure quality on-site information technology support is provided. The information provided in the proposal must permit WRPS to verify that the Offeror's staffing function and size of its information technology support data base is substantive enough to permit short-turnaround requests.

3.1.3 Local Office

The Offeror shall have and maintain an office within the local vicinity of the Hanford site. Local vicinity is defined as Benton, Franklin and Yakima counties in the State of Washington. This qualification standard is met by providing a detailed description of the local office capabilities including available resources and the office's location relative to Hanford.

3.1.4 Certifications

The Offeror shall have access (or partial access) to certified professionals in certifications listed below:

- Project Management Institute (PMI), Project Management Professionals (PMP).
- American Society for Quality (ASQ), Software Quality Engineer Certification (CSQE)

This qualification standard is met when the submitted example candidate resumes demonstrate the applicable certifications.

3.1.5 Past Performance

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

3.2 Evaluation Criteria

WRPS will award a Subcontract to the responsible Offeror whose offer conforms to the requirements of this Solicitation and provides the most advantageous technical and cost proposal to WRPS and the Government. For this Solicitation, technical quality is more important than price.

Listed below are the factors that will be used in determining award. For evaluation purposes, the combined Technical Evaluation Criteria is weighted 70% out of a maximum 100%. The Staffing Approach evaluation criterion is assigned the highest

value followed closely by Past Performance and Work Experience. Technical Comprehension is assigned the lowest level of significance.

3.2.1 Technical Evaluation Criteria

1. *Staffing Approach* – This factor refers to the Offeror’s approach for responding to, finding, and retaining individuals to meet the varying staffing needs of WRPS.
2. *Past Performance and Work Experience* – This factor refers to the Offeror’s prior record of providing support services for projects similar in size and complexity to those at the Hanford site. Offerors who have a demonstrated work experience with Hanford and the Tank Farms will be evaluated more favorably.
3. *Technical Comprehension* – This factor refers to the Offeror’s understanding of the WRPS project work and the Offeror’s approach for managing the On-Site Information Technology Services and the related contract administration, planning and scheduling of activities.

3.2.2 Price Evaluation Criteria

The lowest proposed price to WRPS will be considered most favorable based upon a total composite rate calculation derived from the Offeror’s price proposal. The proposed price to WRPS for each Offeror will be compared to the lowest proposed price and considered less favorable by an amount proportionate to the ratio derived from that comparison.

3.3 Evaluation of Options

Except when it is determined not to be in WRPS’s best interests, WRPS will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirements. Evaluation of options will not obligate WRPS to exercise the options(s).

WRPS may reject an offer as nonresponsive if it is materially unbalanced when it is based on prices significantly less for some work and prices which are significantly overstated for other work.

4.0 Proposal Instructions

The information described in this section is required to be submitted within two hours of the completion of the eSourcing Event described in Section 2.0 above. Electronic proposal submittals are required.

4.1 General Proposal Requirements

Organize the proposal as outlined below. Prepare the proposal simply and economically and provide a straightforward and concise presentation of the information requested in the Solicitation Request. Proposals submitted electronically must consist of separate files for the Technical Proposal and the Business and Price Proposal.

4.1.1 Volume I – Technical Proposal

The evaluation criteria identified in Section 3 will be used to determine the Offeror's understanding of the work to be performed, the Offeror's qualifications to perform this work, and the acceptability of the proposed technical and management approach.

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

The Offeror's proposal shall address the experience, knowledge, and capabilities of its proposed team such that the Offeror's ability to successfully accomplish the requirements of the Solicitation is clearly demonstrated. The proposal shall describe the proposed technical and management approach in sufficient detail to ensure that the requirements of the SOW are met. Simply repeating the SOW requirements or merely offering to perform the work may result in a lower evaluation or the offer being determined technically unacceptable. The technical proposal should not exceed 15 pages, excluding resumes.

4.1.1.1 Staffing Approach

The Offeror shall provide a detailed discussion of its ability to plan and organize resources to ensure quality project support will be provided when needed. The discussion shall include:

- How the Offeror plans to coordinate, interface and provide personnel to WRPS to ensure successful performance during normal periods and periods of unexpected demands or fluctuating workload.
- The Offeror shall provide information detailing the function and size of any data bases and/or mechanisms that it uses to locate staffing.
- The Offeror shall discuss the process for screening, recruiting, training (including continuous education), and retaining individuals that possess the appropriate skills needed to accomplish the Subcontract requirements and the arrangements the Offeror would use to retain staffing individuals on the Hanford site for extended periods of time (e.g. greater than 90 days).
- The Offeror shall discuss the employee screening process for a safe and drug-free workplace as described in section 8.4 of the model subcontract (Part C of Solicitation). Offeror shall submit a copy of their policy/procedure for conducting employee screening.
- The Offeror shall discuss the employee retention rate over the past five (5) years.
- The Offeror shall discuss how it plans to manage competing priorities in the event that the same resource is required for WRPS and another company. The basis for work assignment and the management of that resource shall be addressed.

- In the event that the Offeror proposed using teaming partners, the Offeror shall address its teaming arrangement and its plan for managing any teaming partners. A discussion of the established lines of authority, responsibility, and communication from lower-tier subcontractors is required.

4.1.1.2 Local Office

The Offeror shall provide a detailed description of their local office capabilities including available resources and the office's location relative to Hanford.

4.1.1.3 Resumes

The Offeror shall provide resumes for individuals who will be proposed to perform work under the resultant contract for each labor category. The resumes must clearly describe the individual's education (level, major, and year degree received), the experience (general and relevant work experience), and professional credentials (including professional publications and memberships).

4.1.1.4 Past Performance and Work Experience

The Offeror shall discuss the Offeror's prior record of providing staff support for projects similar in size and complexity to those at the Hanford site. Specific emphasis shall be placed on previous projects that involved providing on site information technology support to a highly regulated technical environment or to Hanford. As a part of this discussion, the Offeror shall describe its current project work locations, its length of performance in providing that service, and the number of staffing positions provided. The Offeror shall discuss the current size of the workforce coordinated from the Offeror's offices and provide the Offeror's "Site Coordinator" job description and resume.

4.1.2 Volume II – Business and Price Proposal

This Volume shall contain the following documents as required in Sections 4.1.2.1, 4.1.2.2, 4.1.2.3, 4.1.2.4 and 4.1.2.5.

4.1.2.1 Compensation Schedules

The Offeror shall insert fully burdened labor rates as indicated in the Labor Rate/Compensation Schedule(s) (Exhibit 1). The Compensation Schedule is an Excel spreadsheet with dividing labor categories.

Fully Burdened Labor Rate is defined as an hourly rate inclusive of wage or salary rate, fringe, all applicable overhead(s), travel and/or per-diem, taxes including Washington State Business and Occupational (B&O) taxes and profit.

The Offeror must propose one Fully Burdened Labor Rate and one Overtime Labor Rate for each of the specified labor sub-categories listed on the Compensation Schedule. In the event that the Offeror does not submit a labor rate, WRPS may consider the Offeror non-responsive to the requirements of the Solicitation.

The *Overtime Labor Rate* is defined as the fully burdened labor rate for any hours worked in excess of 80 hours in a two-week period of time. WRPS expects that overtime

rates for exempt staff would be lower than the regular time rates since fringe benefit and other indirect rate adders would be fully recovered in the regular time rates.

WRPS anticipates an estimated expenditure of \$800,000 for FY16 support work per year for each Blanket Master Agreement award. WRPS estimates that 5% of the hours will be performed at the *Overtime Labor Rate*. The estimated distribution of hours among the labor categories is as follows:

- ♦ IT Project Manager – Project Manager will occupy ~5% of the hours;
- ♦ IT Project Manager – Senior Project Manager ~5% of the hours;
- ♦ IT Project Support/Project Specialist will occupy ~15% of the hours;
- ♦ Software Quality Assurance Specialist will occupy ~10% of the hours;
- ♦ Entry-Level Programmer will occupy ~10% of the hours;
- ♦ Programmer will occupy ~ 15% of the hours;
- ♦ Senior Programmer will occupy ~ 10% of the hours;
- ♦ Database Administrator will occupy ~ 5% of the hours;
- ♦ Business/Computer Systems Analyst will occupy ~ 2% of the hours
- ♦ Senior Business/Computer Systems Analyst will occupy ~ 3% of the hours
- ♦ Software Analyst will occupy ~ 5% of the hours
- ♦ Senior Software Analyst will occupy ~ 5% of the hours
- ♦ Web Designer will occupy ~ 5% of the hours
- ♦ Cyber Security Analyst will occupy ~ 5% of the hours

Standard payment terms are Net 30. Prompt payment discounts will be considered and should be included in the proposal.

4.1.2.2 Representations and Certifications

WRPS requires the electronic submission of the Representations and Certifications through its [vendor registration web site](#). To start the submission, the offeror will need to be registered with WRPS and have obtained a vendor identification number and form number (password). If assistance is required, please contact WRPS Contract Support at WRPS_Procurement@rl.gov

For this solicitation, an offeror is required to have an electronic Representations and Certifications on file with WRPS for the North American Standard Coding System (NAICS) code identified in the paragraph entitled “North American Industry Classification System (NAICS) Code and Size” below. The certification of a specific NAICS code will be valid for twelve (12) months from its submission. If the offeror’s business conditions change within the twelve (12) month validity period, the offeror shall submit an updated Representations and Certification prior to submittal of the proposal.

4.1.2.3 Small Business Subcontracting Plan

Include a Small Business Subcontracting Plan with the proposal if the proposed amount is more than \$700,000 and Offeror is not considered a small business per the size standard shown in the Representations and Certifications. The Plan should contain the

information specified and be in the format described in the Federal Acquisition Regulation (FAR Clause 52.219-9, Small Business Subcontracting Plan).

4.1.2.4 Timekeeping System

The Offeror shall provide documentation to substantiate that it has an adequate timekeeping system. Specifically, the documentation must establish that the Offeror's timekeeping is sufficient to track hours by individual, by project, and/or cost objective.

4.1.2.5 Additional Information

In order for WRPS to adequately evaluate the proposal, some additional information is required. Please complete and return all forms and documents listed below:

- Labor Rate Proposal Form (Compensation Schedule) (Exhibit 1)
- Organizational Conflict of Interest Disclosure (Exhibit 2)
- Past Performance Data Form (Exhibit 3)
- Proposed Lower-Tier Subcontractors (Exhibit 4)
- Agreement Exceptions (Exhibit 5)
- Vendor ESH&Q Requirements Questionnaire (Exhibit 6)

4.2 Acceptance of Terms and Conditions

The subcontract resulting from this Solicitation will be substantially the same as the Model Subcontract that is contained in Part C of the Solicitation. Unless otherwise noted in the proposal, Offeror's submission of a proposal signifies unqualified acceptance of all of the technical requirements and other terms and conditions of the subcontract that are contained in or referenced in this Solicitation. *[add the following if appropriate: Any Offeror who currently holds a Blanket Master Agreement (BMA) with WRPS) may submit its proposal in accordance with the BMA. When choosing this option, the Offeror must specifically identify its BMA number in the proposal.]* Interpretations established by Offeror to any part of this Solicitation may be considered an exception.

4.2.1 Exceptions to Technical Requirements and Other Terms and Conditions

Offeror must describe any exceptions (on the Agreement Exceptions form in Part B of this Solicitation) to the technical requirements and other terms and conditions of the Model Subcontract in Part C on which the proposal is based. WRPS considers compliance with the technical requirements and terms and conditions of the Subcontract to be essential. In case of doubt, Offeror should request clarification from the Procurement Specialist. If any exceptions are taken to the requirements of the Solicitation, the pricing shall be based on the requirements of the Solicitation and the exception(s) priced as alternates. If the proposal is based only on the proposed exceptions, WRPS may determine the proposal to be non-responsive.

4.3 Proposal Validity Period

Offeror's proposal shall remain firm for 60 days after the proposal due date.

5.0 Notices**5.1 Identification of Proprietary Data**

If the Offeror submits any data which it considers proprietary data as part of its proposal, the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included is considered to be proprietary.

5.2 Financial Capability Determination Information

WRPS reserves the right, prior to award, to require Offeror to submit information which WRPS will use to make a determination whether Offeror has the financial capability to perform the contemplated subcontract. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; and any other information that may be required to make the appropriate determination.

5.3 Availability of Funds

Funds are not presently available for this Subcontract. WRPS's obligation under this Subcontract is contingent upon the availability of funds from which payment for contract purposes can be made. No legal liability on the part of WRPS for any payment may arise until funds are made available to WRPS for this Subcontract and until WRPS receives notice of such availability, to be confirmed in writing by WRPS.

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

The Buyer has determined that North American Industry Classification System (NAICS) Code 541511 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is \$27.5 Million.

5.5 Employment Eligibility Verification (E-Verify)

WRPS anticipates that this award will be subject to the Employment Eligibility Verification requirements established in Federal Acquisition Regulations (FAR) clause 52.222-54, which requires the successful Offeror to enroll and utilize the E-Verify program. Enrollment is done via the Internet at the Department of Homeland Security Web site at <http://www.dhs.gov/E-Verify>. This requirement is applicable to all awards that are more than \$3,000 and not considered a commercial item as defined in FAR Part 2.101.

WRPS reserves the right, prior to award, to require Offeror to submit information which WRPS will use to make a determination whether Offeror has successfully enrolled in the E-Verify program. Such information may include a copy of the last three (3) pages of the enrollment form (i.e. pages 11, 12, and 13) and any other information that may be required to make the appropriate determination.

5.6 Cost or Pricing Data

This is not a request for cost or pricing data, but notification to all Offerors that this information may be required prior to award unless the Subcontract is determined by the Buyer to be exempt from the requirements of Public Law 87-653 (10 USC Sec.2306(a)).

PART B – SOLICITATION EXHIBITS

Exhibit	Description
1	Labor Rate Proposal Form (Compensation Schedule)
2	Organizational Conflict of Interest Disclosure
3	Past Performance Data Form
4	Proposed Lower-Tier Subcontractors
5	Agreement Exceptions
6	Vendor ESH&Q Requirements Questionnaire

EXHIBIT 1. LABOR RATE PROPOSAL

Please see attached Excel file.

**EXHIBIT 2. ORGANIZATIONAL CONFLICT OF INTEREST
CERTIFICATION AND DISCLOSURE**

Rev. 2

4/14/06

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government or WRPS, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

It is WRPS's policy to avoid situations, which place an Offeror in a position wherein it may not be able to compete on an equal basis for WRPS-controlled work with other qualified Offerors. This representation, and the information disclosed thereby, will serve to advise WRPS whether or not an Offeror's judgment may be biased because of any past, present, or currently planned interest, financial or otherwise, the Offeror may have which relates to the work to be performed under a subcontract which may result from this solicitation, thus providing the Offeror an unfair competitive advantage over others. The term "Offeror" herein means the proposing entity or any of its affiliates or proposed consultants or subcontractors of any tier. Therefore:

Offeror shall provide WRPS a statement which describes in a concise manner, all relevant facts concerning any past, present, or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work described in the statement of work of this solicitation. Offeror may also provide relevant facts that show how its organizational structure and/or management systems limit its knowledge of affiliates or other divisions or sections of the proposing entity and how that structure or system would avoid or mitigate an organizational conflict of interest. [See section 401, Pub. L. 95-39 (42 U.S.C. 5918(a)) and section 10, Pub. L. 95-70 (15 U.S.C. 789(a)) for specific requirements.]

Offeror shall assure that any consultants and/or subcontractors identified in its proposal which will perform part or all of any resulting subcontract submit the same information as required above, either as part of the Offeror's proposal or directly to WRPS, prior to the time and date set forth for the receipt of proposals, including identification of the solicitation number and the (Offeror's) proposal to which it relates.

Offeror shall assure that each of its chief officers or directors, if any, who will be directly involved in the actual performance of the subcontract, submit such information.

Offeror shall promptly provide to WRPS information concerning any changes, including additions, in its relevant facts reported, that occur between the time of submission of its proposal and the award of a subcontract or the time the Offeror is notified that it is no longer being considered for an award.

WRPS will review the information submitted and may require additional relevant information or certifications from the Offeror. All such information, and any other relevant information known to WRPS, will be used to determine whether an award to the Offeror may create an organizational conflict of interest with respect to the Offeror's (1) being able to render impartial, technically sound, and objective assistance or advice, or (2) being given an unfair competitive advantage. If

WRPS determines a conflict exists which would require some action to mitigate an actual or potential conflict of interest that would otherwise represent an unacceptable risk to WRPS, it may, at its sole discretion: (1) impose appropriate terms or conditions necessary to avoid or mitigate the conflict, (2) disqualify the offer, or (3) proceed with an award despite the conflict.

Offeror refusal to submit the representation and/or to provide the disclosure or any additional information requested by WRPS may result in disqualification of the Offeror for an award. Misrepresentation of material facts or other reported information may also result in disqualification. If any such misrepresentation is discovered following award, WRPS may terminate the contract for default or seek other remedies including actions pursuant to 18 U.S.C. 1001.

Depending on the nature of the subcontract activities, Offeror may, because of the existence of possible organizational conflicts of interest, propose to exclude specific kinds of work from the statement of work contained in the original solicitation, unless the solicitation specifically prohibits such exclusion. Any proposed exclusion may be considered by WRPS in the evaluation of proposals, but may ultimately determine the proposal to be unacceptable.

No work shall be performed, and WRPS will not authorize work to begin, until representations and disclosure information has been evaluated. WRPS may also, at its option, permit missing representations or disclosure information to be provided by an Offeror at any time during the pre-award process.

In lieu of or in addition to the above and/or when requested by WRPS, Offeror shall provide a certification similar to the following, altered only to reflect the relevant facts:

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I hereby certify that, to the best of my knowledge and belief, no facts exist relevant to any past, present, or currently planned interest or activity (financial, contractual, personal, organizational, or otherwise) that relate to the proposed work; and bear on whether I and the Offeror have a possible conflict of interest with respect to being able to render impartial, technically sound, and objective assistance or advice, or being given unfair competitive advantage.

Authorized Offeror Representative

Date

EXHIBIT 3. PAST PERFORMANCE

Rev. 0

1/1/03

Please type or print at least two (2) and as many as five (5) references to recently completed or substantially complete contracts with requirements similar to those described within this solicitation.

CLIENT NAME CONTACT NAME TELEPHONE NO.	CONTRACT NO. CONTRACT DATE	START DATE END DATE CONTRACT VALUE	CONTRACT TERMINATED? <i>(Y/N) Explain in attachment</i>

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER
	TITLE OF SIGNER
OFFEROR <i>(Signature of person authorized to sign)</i>	DATE

EXHIBIT 4. PROPOSED LOWER-TIER SUBCONTRACTORS

Rev. 1

7/12/06

Please type or print the names and contact information for all of the lower-tier subcontractors. Use additional sheets if necessary.

LOWER-TIER SUBCONTRACTOR/SUPPLIER CONTACT NAME TELEPHONE NO.	DESCRIPTION OF SERVICES TO BE PROVIDED	APPROXIMATE AWARD AMOUNT

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER
	TITLE OF SIGNER
OFFEROR <i>(Signature of person authorized to sign)</i>	DATE

EXHIBIT 5. AGREEMENT EXCEPTIONS

NOTICE: Any exceptions to the proposed subcontract terms and conditions must be indicated below. Washington River Protection Solutions, however, reserves the right to disqualify offers which deviate from the Solicitation, If the offeror has no exceptions, please write "None" below.

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER
	TITLE OF SIGNER
OFFEROR <i>(Signature of person authorized to sign)</i>	DATE

EXHIBIT 6. VENDOR ESH&Q QUESTIONNAIRE

Subcontractor Name:

Subcontractor Address:

City: State: Zip:

Subcontractor Point of Contact:

Email:

All contractors working on the Hanford Site are expected to safely perform in a quality manner while protecting worker health and the environment. Please answer the following questions about how your company implements ESH&Q.

#	Question
1.	Does your company have a documented environmental, occupational safety, healthy and quality program that complies with applicable local, state, federal, and DOE regulatory requirements? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
2.	Are your employees trained and equipped to perform their assigned work? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
3.	Do you have an established orientation program for new hires that includes ESH&Q? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
4.	Does your company have policies and procedures in place to eliminate accidents, injuries/illness, and damage to property and equipment? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
5.	Are company ESH&Q records adequately and properly maintained? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
6.	Are accidents/incidents investigated promptly and reports generated? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
7.	If the investigation discovers inadequacies in either the work process or the policies and procedures, are the appropriate processes in place to avert the accident/incident in the future and are personnel provided proper training? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
8.	Are hazards identified and appropriate measures taken to ensure that personnel and equipment are adequately protected as a result of identified hazards. Yes: <input type="checkbox"/> No: <input type="checkbox"/>
9.	Do your employees have the right to report unsafe conditions and to interrupt or stop work without fear of reprisal? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
10.	Is the frequency of ESH&Q meetings with employees scheduled to discuss the work to be performed hazards associated with the work based on the scope of work and commensurate with the work hazards? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
11.	Are ESH&Q inspections/audits conducted to evaluate the effectiveness of your program?

	Yes: <input type="checkbox"/> No: <input type="checkbox"/>
12.	Does your company have an average Experience Modification Rate (EMR) of 1.0 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your EMR?
13.	Does your company have an average Occupational Safety and Health Administration (OSHA) Recordable Case Rate of 3.2 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your Recordable Case rate?
14.	Does your company have an average OSHA Lost Workday case rate of 0.64 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your OSHA Lost Workday case rate?
15.	Does your construction company have an average OSHA Lost Workday case rate of 3.0 or less for the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/> What is your OSHA Lost Workday case rate?
16.	Does your company have an established, written Hazard Communication Program? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
17.	Does your company have a system within the Hazard Communication Program to maintain Material Safety Data Sheets (MSDS)? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
18.	Has your company been cited for a(n) willful violation(s) from any regulatory agency during the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/>
19.	Has your company been fined for Nuclear Regulatory Commission or agreement state non-compliance during the previous three years? Yes: <input type="checkbox"/> No: <input type="checkbox"/>

PART C – MODEL SUBCONTRACT

Subcontract No. TBD	Effective Date: TBD
Issued By: Washington River Protection Solutions, LLC P.O. Box 850 Richland, WA 99352	Subcontractor: TBD

This Subcontract is effective as of **TBD**, between Washington River Protection Solutions (WRPS) and **TBD** (“SUBCONTRACTOR”) who hereby agree that all Work specified below, which is a portion of the goods and services to be provided by WRPS for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract.

1. **Work to be Performed:** Except as specified elsewhere in the Subcontract, SUBCONTRACTOR shall furnish all labor and materials necessary and required to satisfactorily perform: On-Site Information Technology (IT) Services
2. **Period of Performance:** The Subcontract period of performance is specified as: October 1, 2016 through September 30, 2016
3. **Contract Type:** Blanket Master Agreement (BMA)
4. **Compensation:** As full consideration for the satisfactory performance by SUBCONTRACTOR of this Subcontract, WRPS shall pay to SUBCONTRACTOR compensation in accordance with the prices set forth in the attached Compensation Schedule consistent with the payment provisions of this Subcontract.
5. **Payment Terms:** As stated in *Article 3.0, Terms of Payment, of General Supplemental Payment Provisions*, payment will be made within 30 calendar days after receipt of a properly prepared invoice unless otherwise agreed to between SUBCONTRACTOR and WRPS.
6. **Authorized Personnel:** Only the following named WRPS individuals are authorized to make changes to this document:
 B. J. Black, Procurement Specialist
 M. J. DePeel, Manager, Subcontracts
 J. M. Legarreta, Manager, Procurement
7. **Designation of Technical Representative:** WRPS hereby designates the following as the Buyer's Technical Representative (BTR), for this Subcontract:
 Name: TBD
 Phone: TBD

Mail Stop: TBD

8. Special Provisions

8.1 Negotiated Exceptions to General Provisions

The following exceptions/changes to the General Provisions or Supplemental Provisions are agreed to and incorporated into the Subcontract:

TBD

8.2 Subcontract Release Procedure

WRPS may request work to be performed by the SUBCONTRACTOR under the Blanket Master Agreement (BMA) as separate Subcontract Releases using the following process:

- The Procurement Specialist will notify SUBCONTRACTOR of the dates and location of where the service is to be performed, the level of effort required, the assigned contract release number and the not-to-exceed ceiling amount.
- A formal Subcontract Release document will be issued in accordance with the terms of the BMA.

8.3 Subcontract Release Ceiling Price

A ceiling price shall be specified in each individual Subcontract Release. WRPS shall not be obligated to pay the SUBCONTRACTOR any amount in excess of the individual Subcontract Release ceiling price, and SUBCONTRACTOR shall not be obligated to continue performance if to do so would exceed the Subcontract Release ceiling price, unless and until WRPS has issued a Subcontract Release amendment increasing the ceiling price.

8.4 Safe and Drug-Free Workplace Policy

The award of this subcontract is contingent upon the offeror having a Safe and Drug-Free Workplace Policy that includes mandatory pre-employment testing substantially similar to the guidelines provided in this section. It is WRPS's expectations that all candidates submitted for consideration under the resultant subcontract have completed a pre-employment drug/alcohol testing with negative results.

8.4.1 PRE-EMPLOYMENT TESTING

- All candidates who receive an offer of employment must meet pre-employment suitability requirements by successfully completing drug/alcohol screening requirements.
- Drug screening will be conducted through a urine drug screen on a controlled and monitored basis to prevent the use and presence of controlled substances in the work place.
- A certified testing laboratory will test for the presence of amphetamines, barbiturates, benzodiazepines, cocaine metabolites, marijuana metabolites, methadone, methaqualone, opiates, phencyclidine, propoxyphene, and additional drugs, as requested.

- Alcohol testing shall be administered by a certified Breath Alcohol Technician for the presence of alcohol.
- Commercial driver positions must follow U.S. Department of Transportation (DOT) regulations.

8.4.2 Pre-Employment Background Screen

- The award of this subcontract is contingent upon the offeror having a background screening policy substantially similar to the Pre-Employment Suitability Investigation guidelines provided in this section. It is WRPS's expectations that prior to submitting a candidate for consideration under the resultant subcontract, the candidate has successfully passed a background screening in accordance with the subcontractor's established background screening policy. It is the subcontractor's responsibility for determining whether a prospective candidate's background and qualifications are suitable to submit to WRPS for consideration.

8.4.3 Pre-Employment Suitability Investigations

- Pre-employment investigations are conducted to check a prospective employee's background and qualifications to help determine suitability for employment. The pre-employment investigation is conducted after an offer of employment is tendered but before the prospective employee begins employment.
- The decision to hire or not to hire an applicant is the responsibility of the Subcontractor.
- Pre-employment investigations include:
 - Education. Verify all secondary and post-secondary education completed.
 - Employment. Contact listed employers for the past three years (excluding employment of less than 60 days duration or part-time employment).
 - Criminal convictions. Research law enforcement or court records concerning convictions (when such checks are not prohibited by state or local law, statute or regulation) in any locality (excluding areas outside of the United States of America) where the applicant has resided for more than 60 days over the past four years.
 - References. Contact at least two listed personal references and at least one developed reference.
 - Unemployment. Verify any period of unemployment greater than six months duration occurring in the past three years with an individual other than the applicant.
 - Applicant's driving record. Research applicant's driving record and traffic convictions for past three years.
 - Credit. Check credit covering all locations where applicant resided for the past five years, as applicable based on position.

Personnel Suitability Investigation files contain sensitive information and must be protected in accordance with State and Federal laws and Department of Energy directives. Access to pre-employment investigation files shall be limited to persons with an official need to view the information.

8.5 Option to Extend the Term of the Subcontract

This Subcontract includes the option(s) to extend the term identified herein. The total period of performance of the Subcontract includes the base period plus the optional period(s) exercised by WRPS. WRPS will exercise the option(s) by providing written notice to the SUBCONTRACTOR prior to expiration of the current effective period.

Option 1 – October 1, 2017 through September 30, 2018

Option 2 – October 1, 2018 through September 30, 2019

8.6 Options

WRPS may exercise its option to acquire the optional services prior to the expiration of this Subcontract. WRPS shall issue a written notice of its intent to exercise the option thirty (30) days prior to the option's effective date. The actual exercise of the option shall be formalized via a Subcontract modification.

8.7 Key Personnel

Subcontractor agrees those individuals, assigned to each Release, will not be reassigned without the written agreement of WRPS. Whenever, for any reason, one or more of these individuals are unavailable for assignment for work under this Subcontract, the Subcontractor, with the approval of WRPS, shall replace such individual with a fully qualified individual. In the event that Subcontractor individuals are reassigned prior to completion of a Release, through no fault of WRPS, the cost of any WRPS administered training and Subcontractor labor charges for replacement of Subcontractor individuals shall be the sole responsibility of the Subcontractor.

Individuals determined to be key personnel assigned to the performance of work will be named in each Release.

8.8 Service Contract Act Wage Determination

Service Contract Act Wage Determination

This Contract is subject to the McNamara-O'Hara Service Contract Act of 1965 (SCA). In accordance with the SCA, the SUBCONTRACTOR shall pay service employees, employed in the performance of this Subcontract, no less than the minimum wage and furnish fringe benefits in accordance with the incorporated Wage Determination.

During the term of this Subcontract, WRPS may unilaterally modify this Subcontract to incorporate revised Wage Determinations. If a Wage Determination (or revision) is incorporated after award and the contractor has to adjust rates payable to employees covered by the SCA in order to comply with the specified minimum wages and fringe benefits, the

contractor may request an equitable adjustment in accordance with the provisions of this Subcontract.

For reference, a copy of the most recent Hanford Area Blanket Wage Determination is posted on the U.S. Department of Labor web site at <http://www.wdol.gov/sca.aspx>

8.9 Contracted Labor Time Recording (CLTR) Automatic Invoice & Payment

Notwithstanding Article 3.0 “Terms of Payment” included in the Supplemental Provisions, contained herein, until further notice WRPS shall make monthly automatic payments to the Subcontractor based on hours worked by SUBCONTRACTOR personnel authorized by the Subcontract and entered/approved in the WRPS Contract Labor Time Reporting (CLTR) system. The automatic payment process shall consist of:

- An electronically mailed monthly report (invoice) to the SUBCONTRACTOR on approximately the 3rd Wednesday of each month noting the prior month (3rd Monday of prior month through 3rd Sunday of current month) entered/approved personnel hours
- Payment will occur per the Subcontract terms and conditions (e.g.: Net 30 days after issuance of CLTR invoice to the SUBCONTRACTOR)
- Nothing in this process relieves the SUBCONTRACTOR of responsibility for the accuracy and completeness of the time reported by its employee(s)
- WRPS reserves the right to recover any monies paid the SUBCONTRACTOR on account of defective time reporting

The SUBCONTRACTOR shall submit a separate invoice monthly for Other Direct Costs (ODCs – e.g.: materials, travel expenses, etc.), if applicable.

The SUBCONTRACTOR is no longer required to submit weekly timesheets; the CLTR entry/approval process replaces timesheet submittal.

The SUBCONTRACTOR is not required to provide monthly accrual data as specified in the Supplemental Provisions.

8.10 Contracted Labor Time Recording (CLTR) System

In lieu of the time sheets, SUBCONTRACTOR employee(s) performing Work under this Subcontract/Subcontract release shall record their actual hours worked into the Contracted Labor Time Recording (CLTR) system. Time entry by SUBCONTRACTOR employee(s) for the week worked shall be made no later than Monday of the following week. The CLTR system will be the exclusive method to approve SUBCONTRACTOR hours worked.

8.11 Overtime Hours Worked

All hours worked beyond eighty (80) hours in a two-week period (overtime) must be pre-approved by the Buyer’s Technical Representative (BTR) or their designee. For every overtime hour worked, the SUBCONTRACTOR shall be compensated at the overtime rate established in the Subcontract.

8.12 Conference Management and Attendance

SUBCONTRACTOR conference management and attendance shall be approved by the BUYER's authorized procurement representative prior to arranging and/or attending, and upon approval, conducted pursuant to the requirements contained in DOE Order 110.3A, Conference Management, or any subsequent version of the order in effect at the time of Subcontract award.

8.13 Prior Written Permission Required For Travel

SUBCONTRACTOR travel shall be approved by the BUYER's authorized procurement representative prior to arranging, conducting, and/or incurring travel expenses by SUBCONTRACTOR or the SUBCONTRACTOR's employees.

9. List of Subcontract Attachments

The following attachments are hereby incorporated into and made a part of this Subcontract. They shall have the same force and effect as if written into the body of the Subcontract. SUBCONTRACTOR is responsible for downloading and complying with the applicable revision as identified below.

A hyperlink is provided for downloading the referenced General Provisions, Supplemental Provisions, On-Site Work Provisions and Preliminary Hazard Analysis:

<http://www.hanford.gov/tocpmm/page.cfm?page=11>

Attachment No.	Title	Revision	Date
1	Statement of Work	0	7/19/2016
2	Preliminary Hazard Analysis 32		12/29/2010
3	Compensation Schedule	TBD	TBD
4	General Provisions	4	2/1/2016
5	Supplemental Provisions Time and Material/Labor Hour Contract Type	3	1/26/2016
6	On-Site Work Provisions	3	8/9/2016
7	Service Contract Act Wage Determination	19	12/29/2015

The SUBCONTRACTOR shall acknowledge this document, as provided herein, regardless of dollar value, by signing below and returning a signed copy of this Subcontract. This signature represents certification that all submissions (including electronic) associated with this Subcontract award are accurate, current, and complete.

Authorizing Signatures:

Subcontractor

Washington River Protection Solutions, LLC

Name _____ Date _____
Title _____
Phone: () -

Name _____ Date _____
Title _____
Phone: () -