

option.

L-23. Small Business Size Standards And Set-Aside Information (Unrestricted)

This acquisition is unrestricted and contains no set-aside provisions. However, for purposes of this solicitation a small business is defined as 500 employees or less. The Standard Industrial Classification (SIC) is 8744.

L-24. Solicitation Definitions

"Government" means the United States Government.

"Solicitation" means a request for proposals (RFP).

"Energy Pathways" : An energy pathway is a representation of the steps in an energy system from supply through conversion, storage, and delivery, to end use. Primary energy resources, such as fossil, nuclear, and renewable, are linked in an energy pathway to ultimate end- use applications via a sequence of production, conversion, storage, and delivery steps. Each of these steps involves a process, which consumes energy, may have an environmental impact, and has an associated life cycle cost.

L-25. List of Solicitation Provisions Incorporated by Reference

The following Federal Acquisition Regulation provisions are incorporated by reference:

52.215-1	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (OCT 1997)
52.215-16	FACILITIES CAPITAL COST OF MONEY (OCT 1997)
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE REVIEW (APR 1984)
52.225-12	NOTICE OF BUY AMERICAN ACT REQUIREMENT- CONSTRUCTION MATERIALS (MAY 1997)
52.237-1	SITE VISIT (APR 1984)
52.222-46	EVALUATION OF COMPENSATION FOR PROFESSIONAL EMPLOYEES (FEB 1993)

L-26. List of Attachments to Section L

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**PART IV - SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

ATTACHMENT 1

RESUME FORMAT

Name:

Proposed Position with Offeror:

Duties and Responsibilities in Proposed Position:

Experience:

(Identify employers, position titles, dates of employment, specific duties and responsibilities. Address specific information on the qualifications, experience, and demonstrated performance relevant to the proposed position, including individual leadership qualities.)

Education:

(Identify institution(s), degree(s) earned, date(s))

Professional Development and Achievements:

(Identify professional memberships, special training, professional registrations, etc.)

References:

(Name, title, company/organization, address, phone number)

Commitment Statement:

The following statement should be included on each resume:

If [name of offeror] is awarded the Contract, I agree to accept full-time employment in the above stated position.

SIGNATURE OF INDIVIDUAL

**PART IV - SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

ATTACHMENT 2

PAST PERFORMANCE INFORMATION REQUEST

**OFFERORS MUST PROVIDE THE FOLLOWING ATTACHMENT TO THE APPROPRIATE
REFERENCES IN ORDER TO ASSURE INCLUSION IN DOE'S ASSESSMENT OF OFFEROR PAST
PERFORMANCE.**

PAST PERFORMANCE INFORMATION REQUEST

The successful offeror on this RFP will be responsible for all aspects of the management and operation of the National Renewable Energy Laboratory (NREL). NREL is a Government Owned Contractor Operated (GOCO) facility which currently employs about 750 scientists, engineers, and support personnel at a \$110 million physical plant. NREL's annual budget has ranged from \$50 million to \$250 million over the past decade with current annual budget of \$160 million.

NREL has the responsibility to advance the nation's strategic interests by developing and facilitating deployment of technologies, capabilities, and information to the private sector. To this end, NREL must be maintained and enhanced with a broad capability in the basic and applied sciences, technology and market analysis, policy support, business and laboratory support, and facility operations. In executing its assigned mission, a Contractor is responsible for all aspects of the management and operation of NREL including planning and work execution. The DOE assigns NREL its mission priorities and reviews and approves NREL work activities.

The Contractor manages and operates NREL to conduct a spectrum of research, development and demonstration activities and to facilitate deployment of these technologies in both US and international activities. Important disciplines in which NREL must be proficient include, but are not limited to, materials science, physics, chemistry, biology, engineering, analytical support, energy economics, technology transfer, program and business planning, education, and public outreach. This proficiency must include the ability to integrate efficiency and renewable technologies with conventional fuel supply sources. The Contractor also serves as an advisor to DOE on the energy issues for which it has cognizance.

It is DOE's intention to conduct telephone interviews, therefore, this information request is provided to familiarize you with NREL and the information DOE is will be requesting. Please review the questions contained in this document in preparation for a telephone interview. The interview is expected to take place during the week of July 13, 1998. You will be contacted by a DOE representative for the interview.

Please use the following rating definitions for question 7 below:

Unacceptable - Failed to meet the minimum requirements.

Marginal - Performance was less than expected. Performed below minimum requirements. Major resources were required to ensure achievement of requirements.

Acceptable - Performance met expected levels. Met the minimum requirements. Minor intervention was required to ensure achievement of requirements.

Exceptional - Performance substantially exceeded expected levels. Consistently performed above requirements, displayed an overall superior understanding of requirements, and used innovative approaches leading to enhanced performance.

PAST PERFORMANCE QUESTIONS

1. Did the offeror perform work similar in scope and complexity to that performed at NREL (as described above) for your organization? If so, what was the Contract number, the amount of the Contract, and was the offeror a prime or subcontractor?
2. What were the offeror's specific strengths?
3. What were the offeror's specific weaknesses?

4. What action did the offeror take to correct any weaknesses cited in 3 above?
5. Did the offeror propose and achieve adequate small, small disadvantaged and women owned business goals?
6. What was the offeror's record regarding on the job injury and illness? Are you aware of any regulatory ES&H violations (include workers' compensation)?
7. How would you rank the offeror using the above ratings?
8. Would you hire this offeror again? Please explain.

You are not encouraged to do so, however, if desired, you may provide a written answers in addition to the telephone interview. If written comments are submitted, they must be received by DOE at U. S. Department of Energy, Golden Field Office, D-140, P.O. Box 25007, Denver Federal Center, Denver, CO 80225-0007, ATTN: John W. Meeker, Solicitation No. DE-RP36-98GO10337 on or before July 10, 1998.

If written comments are provided, please provide the following information with your comments:

Your company name and address
Name/Telephone number/Title of person answering the questions

**PART IV - SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

ATTACHMENT 3

KEY PERSONNEL REFERENCE WORKSHEET

KEY PERSONNEL REFERENCE WORKSHEET

Offeror/Key person name: _____

REFERENCE		CALLER	
_____	Attempt 1	_____	_____
Name		Name	Date
_____	Attempt 2	_____	_____
Agency/Firm		Name	Date
_____	Attempt 3	_____	_____
Phone No.		Name	Date

Position			

My name is _____, with the Department of Energy. _____ has provided your name as a business related reference on his/her resume. This candidate has been proposed as a _____ in an offer to provide management and operation of the National Renewable Energy Laboratory. If you have a few moments, I would like to ask some questions about _____'s background and work experience.

1. In what capacity/position did _____ work?

2. For what period of time did you observe _____'s performance?

3. Please describe the type of work _____ performed:

- 4.. Did _____ perform supervisory work?
 Yes
 No (Caller Skip to Question 8)

6. How did _____ interact with his/her staff?

8. What do you consider _____'s major strengths to be?

9. What do you consider _____'s major weaknesses to be?
10. Would you hire _____ to work on your project/program?
11. What rating would you give _____?

Unacceptable - Failed to meet the minimum requirements.

Marginal - Performance was less than expected. Performed below minimum requirements. Major resources were required to ensure achievement of requirements.

Acceptable - Performance met expected levels. Met the minimum requirements. Minor intervention was required to ensure achievement of requirements.

Exceptional - Performance substantially exceeded expected levels. Consistently performed above requirements, displayed an overall superior understanding of requirements, and used innovative approaches leading to enhanced performance.

**PART IV - SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

ATTACHMENT 4

SITE VISIT REGISTRATION

Yes, I will be attending the site tour: (Tour Attendees must bring photo identification, i.e., driver's license, military identification, or passport.)

PLEASE TYPE OR PRINT:

Full Name: _____
(as it appears on your photo identification)

Title: _____

Company Name: _____

Address: _____

Telephone Number: _____ FAX Number: _____

Place/date of Birth: _____

Citizenship (if not a U.S. citizen, also provide social security number and country of origin):

Home Address: _____

Home Telephone Number: _____

**PART IV - SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

ATTACHMENT 5

INTENTION TO PROPOSE/NOT PROPOSE

Complete the following and mail to the address below by the date of the site visit.

RFP Number DE-RP36-98GO10337

We do intend to submit a proposal.

We do not intend to submit a proposal for the following reasons:

Name and Address of Firm or Organization (Include Zip Code):

Authorized Signature: _____

Typed or Printed Name and Title: _____

Date: _____

NOTE: No other solicitation material should be returned if firms do not intend to submit a proposal.

Mail To: U.S. Department of Energy
Golden Field Office
Denver Federal Center
D-140, P.O. Box 25007
Denver, CO 80225-0007
ATTN: John W. Meeker

Fax To: (303) 236-4125

SECTION M
EVALUATION CRITERIA FOR AWARD

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SECTION M - EVALUATION CRITERIA FOR AWARD

M-1. Evaluation of Proposals

- (a) This is a competitive source selection and will be conducted in accordance with the Federal Acquisition Regulation (FAR) and applicable supplements. DOE has established a Source Evaluation Board (SEB) to evaluate proposals submitted in response to this Request for Proposals (RFP). Proposals will be evaluated by the SEB using the qualification and evaluation criteria identified in this Section M. The selection resulting from this solicitation will be based on that qualified proposal determined to be the most advantageous to the Government, considering the Qualification and Evaluation Criteria.
- (b) The proposal preparation instructions in Section L are designed to provide guidance to the offeror concerning the type and depth of the information the SEB considers necessary to conduct an informed evaluation of each proposal.
- (c) DOE may solicit from available source, including references and clients identified by the offeror, experience and past performance data of an offeror or members of the offeror's management team, and will consider such information in its evaluation.
- (d) Prior to evaluation of a proposal against the Evaluation Criteria set forth in Section M-3 below, the SEB will conduct an evaluation of responses to the Qualification Criteria set forth in Section M-2 below. All proposals determined to have met the qualification criteria will be evaluated against the Evaluation Criteria. Proposals which do not meet the Qualification Criteria will be determined to be unacceptable and will be eliminated from further consideration.

M-2. Qualification Criteria

Offers must meet all of the following Qualification Criteria in order to be evaluated in accordance with the Evaluation Criteria presented in Section M-3:

- 1. The offeror must accept all Federal Acquisition Regulation and Department of Energy Acquisition Regulation Terms and Conditions set forth in the model Contract (Sections A through J of the RFP).
- 2. The offeror must accept, as of the date of Contract award, the transfer or assignment, and assume future responsibility and accountability, of all existing commercial and regulatory obligations of the predecessor Contractor, including permits and licenses, subcontracts, purchase orders, and other agreements.
- 3. The offeror must agree to fully cooperate with other Contractors in order to achieve an orderly transition, be fair to incumbent employees while maintaining a productive and flexible work force, and minimize the cost of transition and impacts to DOE programs. Agreement with this requirement includes complete acceptance of the provision found in Section H of the RFP entitled " WORK FORCE TRANSITION AND MANAGEMENT."

M-3. Evaluation Criteria

An offeror's proposal will be evaluated to determine the extent that it demonstrates a thorough understanding of and capability to successfully perform the requirements of the Statement of Work. The following criteria will be used to evaluate the probability of offerors meeting the requirements and predict the quality of the offeror's performance in managing and operating NREL:

Criterion (1) - Management Approach

The proposal will be evaluated on the degree to which the offeror demonstrates a broad understanding of and approach to accomplishing all work requirements including: 1. Science and Technology; 2. Leadership; 3. Environment, Safety and Health; 4. Deployment, Outreach, and Communication; 5. Laboratory Viability; 6. Mission Support and; the offeror's long-term approach as outlined in the proposed 5-Year Plan (Statement of Work Section V).

Criterion (2) - Environment, Safety, and Health

The proposal will be evaluated on the offeror's approach to implementing the principles of Integrated Safety Management (ISM) as they apply to NREL. These principles are: Line management responsibility for safety; clear roles and responsibilities; competence commensurate with responsibilities; balanced priorities; identification of safety standards and requirements; hazard controls tailored to work being performed; and operations authorization. The five core safety management functions are: define the scope of work; identify and analyze hazards associated with the work; develop and implement hazard controls; perform work with controls; and provide feedback on adequacy of controls and continuous improvement in defining and planning work.

Criterion (3) - Management and Organization

The proposal will be evaluated on the offeror's approach to Management and Organization based upon the following subcriteria:

Subcriterion (3a) - Management Team

The proposal will be evaluated on the offeror's management team, including key personnel, the team's composition and the team's understanding of and capability to provide the management and leadership to ensure the successful long term (consistent with the five year plan) operation of NREL. This will include consideration of the team's experience and how that experience translates to successful operation of NREL. In addition the offeror's plan for development, retention and replacement of the management team will be evaluated.

Subcriterion (3b) - Organization

The proposal will be evaluated on the extent to which the offeror's organizational elements and staff are organized to effectively and efficiently meet the requirements of the Statement of Work.

Criterion (4) - Corporate Experience and Past Performance

The offeror's corporate experience will be evaluated on the relevance and quantity of such experience to accomplishing the Statement of Work. The offeror's experience and past performance will also be evaluated by proposing the following questions to offeror references (See Section L, Attachment 2):

1. Did the offeror perform work similar in scope and complexity to that performed at NREL for your organization?
2. What were the offeror's specific strengths?
3. What were the offeror's specific weaknesses?
4. What action did the offeror take to correct any weaknesses cited in 3 above?
5. Did the offeror propose and achieve adequate small, small disadvantaged and women owned business goals?
6. What was the offeror's record regarding on the job injury and illness? Are you aware of any regulatory ES&H violations (include workers' compensation)?

7. How would you rank the offeror using the above ratings?
8. Would you hire this offeror again? Please explain.

If the offeror has past performance information that is not for similar services, the offeror will be evaluated slightly lower than if the past performance information were for similar services.

If an offeror has no record of past performance or information on past performance is not available, the offeror will not be evaluated favorably or unfavorably on past performance.

If DOE's attempts at gathering past performance information fails, and the offeror has been notified and not been able to correct this problem, the offeror will not be evaluated favorably or unfavorably on past performance.

Evaluation of past performance will be based on consideration of all relevant facts and circumstances. It will include a determination of the offeror's commitment to customer satisfaction and will include conclusions of informed judgement.

Previous work with and/or at DOE or NREL is not a prerequisite to a favorable evaluation. DOE may consider sources and/or references other than those submitted by the offeror.

Criterion (5) - Transition Plan

The offeror's transition plan will be evaluated on the offeror's ability to identify appropriate areas for transition and to provide for a logical and efficient transition.

M-4. Cost

The cost proposal will be evaluated with respect to: (1) the reasonableness and realism of the proposed costs, including the proposed cost for the Transition Period; (2) the adequacy of the offeror's financial systems; and (3) the magnitude of the proposed fee discount factor. The cost proposal will not be point scored, but will be considered consistent with Provision M-6, "Basis for Contract Award."

M-5. Relative Importance of Evaluation Criteria

- (a) The technical and management proposal will be point scored, and the cost proposal will not be point scored. The Technical and Management proposal is of significantly greater importance than the cost proposal.
- (b) The relative importance of each evaluation criterion is based on the percentage set forth below:

Evaluation Criteria and Percentage Weight:

(1)	Management Approach	50%
(2)	Environment, Safety, and Health	5%
(3)	Management and Organization	
3a.	Management Team	25%
3b.	Organization	10%
(4)	Corporate Experience and Past Performance	5%

M-6. Basis for Contract Award

- (a) In addition to the provisions of the clause entitled "Contract Award" in Section L, the Government anticipates the award of a Contract to the offeror whose proposal is determined to be the best value to the Government. Selection of the best value to the Government will be achieved through a process of evaluating and comparing the relative strengths and weaknesses of offerors' complete proposals, in accordance with evaluation criteria and cost factors. A best value decision reflects the Government's willingness to accept other than the lowest cost and fee if the perceived benefits of the offer with the higher cost and fee merit the additional cost and fee. The cost and fee discount factor could be a determining factor if two or more proposals are determined to be otherwise substantially equal.
- (b) Prior to any award, a finding shall be made by the Source Selection Official of whether Organizational Conflicts of Interest (OCI) exist with respect to particular offerors, or whether there is little or no likelihood that such conflicts exist. This determination will be made utilizing the representation required by Section K, Provision K-20, Organizational Conflicts of Interest Disclosure. An award will be made if there is no OCI, or if OCI does exist, that the OCI is appropriately mitigated.