

QUESTIONS AND ANSWERS

#	RFP Section/ Subsection	Page Number	Question/Comment	DOE Response
1	C.4.1	C-4	Subparagraph C.4.1 states: “The Contractor must arrange for the analysis of samples (except for samples identified in C.4.1.8) ...” Please clarify if the Contractor is responsible for purchasing all laboratory services in support of C.4.1 (except for C.4.1.8).	The Contractor is responsible for purchasing all laboratory services in support of C.4.1 except for C.4.1.8.
2	L.7 and L.8(j)	L-9	Subparagraph (c) states: “The combined page limit for the Technical and Management Plan, Key Personnel and Staffing, and Organizational Capabilities, Experience and Past Performance sections is 35 pages.” Given that the previous RFP allowed 50 pages to cover each of these elements and that the current RFP requires the same elements, as well as an additional section in the Technical and Management Plan, we respectfully request that DOE increase the page count by 10 pages and exclude from the count the two (2) to five (5) research projects required by L.8 subparagraph (j).	The page limit will be increased from 35 to 50 pages. The RFP will be amended accordingly
3	L.7 and Attachment L- B	L-10	In subparagraph (3) of L.7, the RFP states that “Maps, charts, graphs, diagrams, figures, tables, spreadsheets” ... “shall have a font size of 8 point or larger.” Is the Attachment L-B worksheet considered a figure or table under this statement and therefore subject to the minimum-of-8-point font requirement?	The Attachment L-B worksheet is not considered a figure or table for purposes of paragraph L.7(c)(3) therefore the 11 point font minimum applies to the worksheet instead of the 8 point minimum. However, please note that Attachment L-B worksheets are excluded from the 50-page limit and that completion of the worksheets may cause them to exceed one page which is acceptable.
4	L.7	L-10	The RFP specifies that the Offeror shall use “Arial font type” for all text within the margins. Does the	Arial Narrow is not allowed for use in tables and other figures. Character spacing shall be

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			DOE allow use of Arial font family types, such as Arial Narrow, in tables and other figures?	“Normal” per Microsoft settings. The RFP will be amended accordingly.
5	L.8(J)	L-11	May the Offeror present the proposed research projects in the form of a table, so as to more clearly and succinctly address all the RFP requirements?	Offerors must comply with RFP requirements and determine how best to respond within the limitations of those requirements.
6	L.9 and H.4	L-11-L-12; H-2-H-3	We respectfully request that DOE include a requirement for a formal signed Letter of Commitment from each proposed candidate for Key Personnel positions that states that he/she is an exclusive member of the Offeror’s team and is willing to commit to the contract for a minimum of two years. Additionally, given that Key Personnel are essential to the work being performed under the ESER contract, we request that a monetary penalty be included in the RFP for failure to comply with this commitment.	Attachment L-A, Résumé Format, requires résumés to be signed and include the following statement: “If [name of offeror] is awarded the contract, I agree to accept full-time employment in the above stated proposed position and will perform in the proposed position for a minimum of one (1) year following the contract award date.”
7	L.10	L-12	In L.10 subparagraph (a), the RFP states that “In describing ... organizational capabilities and experience, provide at least two (2) but not more than (4) projects each team member and subcontractor has performed ...” Subparagraph (b) requires an Attachment L-B form be provided for each of these 2-4 projects. In the section of the proposal responding to subparagraph (a), may the Offeror include a brief discussion of experience on projects in addition to the four that will have a corresponding Attachment L-B worksheet?	See Answer to Question 5.
8	L-10	L-12	The RFP states in the instructions for past performance information that “Offerors must ensure that accurate contract numbers, points of contact, and phone/facsimile number information for each reference are provided”; however, the Attachment L-B worksheet does not include a line for a fax	The RFP has been amended to remove “/facsimile” from paragraph L.10(b).

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			number. Can DOE please strike the word facsimile from the RFP?	
9	Attachments L-A and L-B	L	Given that a list of publications included with the résumé is outside of the page count, the five provided resumes may span several pages in addition to the 16 countable pages. Would DOE prefer that the Attachment L-A resumes be included in the middle of Criterion 2 or in an appendix to Volume II, which would be included within the same PDF document? Alternatively, may we include the list of publications in an Appendix?	Lists of publications should be included in the respective résumé of the proposed key personnel who authored the publications. It is up to individual Offerors to determine how to present information in compliance with RFP requirements.
10	Attachment L-B	N/A	Can the cell sizes in the table provided in Attachment L-B be modified by the Offeror to more easily accommodate additional text, so long as the font size/type and information in the left column is reproduced exactly as in the RFP Attachment?	Column widths cannot be modified. Row heights may expand as individual cells are filled, causing an L-B worksheet to expand to two or more pages, which is acceptable. See Questions 3 and 4.
11	Attachment L-B	N/A	The page following the Past Performance Reference Information Worksheet is blank. It appears that this page was intended to contain the instructions for completing the worksheet. Can DOE please provide these instructions?	There should not be a blank page following the Past Performance Reference Information Worksheet and Attachment L-B has been modified to remove the blank page. The RFP has been amended accordingly. No instructions will be provided beyond what is already in the RFP.
12	L.5(i) and L.5(k)	L-7	L.5 (i) states that "Volume I must contain a crosswalk matching the specific proposal pages that correlate to the Section M criteria." L.5(k) states "Cross Reference Matrix: The offer shall provide a completed Cross Reference Matrix which correlates the proposal by page and section or sub-section number to Sections C, L and Section M. This cross reference matrix shall be placed in Volume II immediately after the table of contents section." Are the crosswalk and cross reference	The requirement for a Volume I crosswalk in L.5(i) has been deleted. The RFP will be amended accordingly. The Volume II Cross Reference Matrix is still required as per L.5(k).

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			matrix the same thing? If so, should it be placed in both volumes?	
13	L.11 (d)	L-13	L.11 states: For proposal preparation purposes, Offerors shall assume a 30-day transition period beginning one day after contract award. However there is no place in Section B to price Transition. Is it DOE's intent for the Offeror to price transition costs, and where should these costs be placed?	There is no requirement to propose a Section B transition price as part of an Offeror's proposal. After selection is announced, DOE will provide a transition scope to the selected Offeror and a mutually agreed upon price would be incorporated into the contract if needed.
14	L.11 (e)	L-13	<p>This section states, "In addition to offering an estimated cost and fee and firm-fixed-price for the contract base and option years, a separate cost and fee must be proposed for each optional research project proposed under L.6(j)."</p> <p>There is no L.6 (j). Optional research projects appear to be addressed under L.8(j). Please clarify.</p>	L.11(e) should reference L.8(j). The RFP has been amended accordingly.
15		L-14	<p>Section L – "Instructions, Conditions, and Notices to Offerors," page L-14, referencing letter (j) "Equipment," states that, "Any motor vehicles must be provided by the Contractor and must be included in overhead, not as a direct charge to the contract."</p> <p>In reference to this statement, are motor vehicle maintenance or repair costs allowed to be charged directly to the contract?</p>	Maintenance and repair costs are chargeable to the contract consistent both with the Offeror's accounting system and generally accepted accounting principles.
16			The scope of work involved on this contract is primarily education, surveillance, monitoring, and reporting. Would DOE consider revising the NAICS Code from 541712 to 541620, which is a more relevant code based on the scope of the work and the size of the contract?	NAICS Code 541712 is appropriate for the scope performed and will continue to be used.

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17		L-10	<p>Section L – “Instructions, Conditions, and Notices to Offerors,” page L-10, referencing letter (c) (1), states that, “Offerors may not incorporate material by reference to circumvent the page limits.”</p> <p>In reference to this statement, are maps, charts, graphs, diagrams, figures, tables, spreadsheets, or other schematics considered, “material by reference?”</p>	<p>Material may not be incorporated by reference (including any information in Volume I or III) as a means to circumvent the page limitations identified in Section L or for any other reason, except for reference(s) to another part or section within the <i>same</i> Volume of the proposal in order to avoid duplication of detailed information. The RFP will be amended accordingly.</p>