

EXECUTIVE SUMMARY
REQUEST FOR PROPOSALS
INFORMATION TECHNOLOGY SERVICES
DE-RP05-05OR23027
October 22, 2004

The [Department of Energy \(DOE\), Oak Ridge Operations](#) (ORO), intends to award a performance-based contract for information technology services in support of the Department's [Office of Science](#) and [Environmental Management](#) (EM) programs, and the [National Nuclear Security Administration](#) (NNSA). These services are currently subcontracted by DOE/ORO's M&I contractor [Bechtel Jacobs Company LLC](#) (EM) and M&O contractors [BWXT Y-12 LLC](#) (NNSA) and [UT-Battelle](#), LLC (Office of Science/ORNL). Currently, of the 287 employees (part-time and full-time), 90 are located on-site.

This summary letter addresses the salient elements of the acquisition; however, it is not a part of the Request for Proposal (RFP). In the event of any inconsistency between this letter and the RFP, the RFP shall govern.

The competition is a small-business set-aside to be conducted in accordance with FAR 15 of the Federal Acquisition Regulations (FAR). The NAICS code for this procurement is 541513 with a size standard of \$21,000,000. The RFP includes a qualification requirement for which Offerors shall comply. *Proposals failing to meet the following qualification requirement will not be evaluated:*

Offerors must demonstrate \$3 million total annually, generated by no more than three (3) awards, performed within the last three (3) years for a period of at least one year per award.

Offerors shall submit this information in accordance with the instructions provided in the RFP.

The definition of "Contract" found at FAR 2.101 DEFINITIONS, will be used to define "an award" for this qualification requirement.

A "modified" Time and Material (T&M) contract will result from this solicitation. This T&M aspect of this contract is modified from the usual definition by providing for the base fee (i.e. profit) to be included as a separate item and not included as part of the labor rate. In addition to the base fee, the RFP requests Offerors to propose a performance-based fee in accordance with the instructions located in [Section L](#). [Sections A through J](#) of the attached RFP represent the contract and will be the basis for the contractual relationship between the DOE and selected Offeror. There will be a transition period of 60 days after contract award. The term of the contract will be a basic three-year period with two one-year options. The successful Offeror shall establish a local office accessible to DOE and DOE authorized representatives within a maximum of one (1) hour travel time.

"Offeror" means the single legal entity submitting the offer. The entity may be a corporation, a joint venture, a limited liability corporation, a limited liability partnership, or any other legal entity, and may be preexisting or newly formed for the purpose of competing for this contract. But the work performed by the Offeror shall be conducted by an entity that is (a) separate from any parent entities, and (b) totally responsible for all contract activities. For purposes of this RFP, the word "Contractor" means the same as the word "Offeror."

Potential Offerors are advised that the Government used non-federal advisors to develop the solicitation and the Government also intends to utilize non-federal advisors for evaluating proposals received in response to this RFP. Such evaluators and/or advisors shall be required to sign a Nondisclosure Agreement in accordance with DEAR 915.207-7-(f)(6).

Under the statutes governing Procurement Integrity, non-federal advisors may not disclose any information learned by participating in this acquisition. Any company that employs such an individual, after his or her service as an advisor, cannot lawfully seek procurement-sensitive information from the former advisor. Offerors are reminded that obtaining procurement-sensitive information, or attempts to do so, violates the Procurement Integrity Act, 41 U.S.C. § 423

The Government intends to evaluate proposals and award a contract without discussions with offerors. Therefore, the initial proposal should contain the Offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Government later determines them to be necessary.

Notices regarding the RFP and its amendments will be posted on the Internet via the Industry Interactive Procurement System (IIPS) located at <http://e-center.doe.gov/>. The actual RFP and any amendments will be posted on the DOE website established for this procurement at <http://www.oro.doe.gov/procurement/ITRFP/ITservices.pdf>.

Therefore, there will be no printed copies of the RFP prepared or available for distribution. The DOE does not maintain a listing of parties who download documentation from IIPS or the DOE website. Accordingly, no bidder/mailling list is available for this RFP. Interested parties must periodically access the URL address in order to obtain any amendments, which may be issued. Instructions for submitting questions pertaining to the RFP may be accessed via the website's email address. Questions must be received by November 10, 2004. Responses to questions will be posted via our website at

<http://www.oro.doe.gov/procurement/ITRFP/ITservices.pdf>. Oral questions will not be entertained.

Proposals must be submitted in accordance with the instructions included in Section L of the RFP. Proposals must be received by DOE by 2:00 PM local prevailing time on December 3, 2004 and have an acceptance period of not less than 180 days.

To enable us to anticipate the number of proposals to be evaluated, potential offerors are requested to complete the information in the clause entitled "Intention to Propose" located in Section L of the RFP and fax the completed form to 865-241-1410 by the earliest practical date.