

One-on-One Meetings with Offerors

NNSA Pantex/Y-12 National Security Complex and DOE Oak Ridge Office Consolidated Protective Force Services

The Protective Force Source Evaluation Board (SEB) will hold one-on-one meetings with potential Offerors. The intent of the one-on-one meetings with the SEB is to allow Offerors an opportunity to provide the SEB with comments on the draft Request for Proposal (RFP), with particular emphasis on the areas identified in the cover letter to the draft RFP, which would not normally be given in an open forum such as a pre-solicitation conference. One-on-one meetings will not be used to allow potential Offerors an opportunity to submit a proposal. Within the ground rules stated below, participants will be allowed to comment on the draft RFP as well as to provide suggestions that would help clarify the intent of the draft RFP. In order to ensure all potential Offerors are given the same information, questions regarding the draft RFP must be provided to the SEB and Contracting Officer, Ms. Catherine L. Waters, in writing prior to the start of the one-on-one meetings. Potential Offerors are requested to bring eight copies of their questions to the one-on-one meetings. Only written questions submitted by potential Offerors prior to the meeting will be addressed by the SEB. Unless written questions are identified as proprietary information, the Contracting Officer will post questions and responses to the acquisition webpage. The one-on-one meetings will be held in Oak Ridge, Tennessee, on May 17, 2012. Each prescheduled meeting shall not exceed 30 minutes in duration. Please register in accordance with the draft RFP instructions located under provision NNS-L-1014 of the draft RFP as soon as possible but no later than 2:00 pm MT on May 4, 2012. The NNSA will contact each requester individually with the date and time of their prescheduled one-on-one meeting via email by 12:00 pm MT on May 8, 2012. The potential Offeror's request and participation in a one-on-one meeting constitutes agreement with the ground rules provided below:

1. One-on-one meetings are not mandatory.
2. Attendance at one-on-one meetings is limited to two members per potential Offeror.
3. A one-on-one meeting shall not exceed 30 minutes.
4. Contractor proprietary information may be disclosed during the meeting. Any proprietary information disclosed to the SEB by a potential Offeror shall be identified as such and will not be disclosed by the SEB if doing so would reveal the potential Offeror's confidential business strategy, per FAR 3.104 "Procurement Integrity." Thus, potential Offerors must identify confidential business strategy information prior to the start of their meeting.
5. Information disclosed to the Government (excluding any confidential business strategy information) during the meeting may be released to all potential Offerors if, at the Government's sole discretion, such information either is necessary for the preparation of proposals, or in fairness, must be disclosed to all potential Offerors or to the general public in order to avoid the creation of an unfair competitive advantage.
6. To ensure all potential Offerors are given the same information, questions regarding the draft RFP must be provided in writing to the Contracting Officer, who will post questions and answers to the acquisition webpage. If there are inconsistencies with the answers provided during the meetings and those posted on the webpage, the posted answers will take precedence.
7. Documentation such as marketing materials will not be exchanged during the one-on-one meetings.
8. No audio or video recording or transcript of the meeting will be made by the SEB or potential Offerors.
9. The Government will not affirm a potential Offeror's technical approach during these meetings.

Note: The Government defines "Offeror" as any members of a joint venture or partnership, Limited Liability Company or Partnership (LLC/LLP), and any subcontractors.