

**L003 PROPOSAL PREPARATION INSTRUCTIONS: VOLUME II--TECHNICAL AND MANAGEMENT INFORMATION (MAR 2008)**

(a) General. Volume II shall contain all information and material submitted in accordance with the following instructions, which will be evaluated under the Criteria listed in Section M, "Evaluation Factors for Award." This volume shall address four evaluation criteria at TABS 1 through 4. In order for the proposal to be evaluated strictly on the merit of the material submitted, no contractual cost or pricing information shall be included in this volume of your proposal. If estimated labor hours will provide clarity, they shall be quoted in labor hours only, with no indication as to the cost of these labor hours in this volume.

(b) Content.

(1) TAB - 1: Criterion 1, Approach (Page Limit: 30 pages)

Technical Approach: The Offeror shall describe its proposed technical approach for accomplishing the following selected requirements of the Performance Based Work Statement (PBWS). As a part of the proposed approach, address any technical risks associated with these requirements and the proposed approach to avoid or minimize those technical risks. Simply repeating the PBWS requirements or merely offering to perform the work may result in a lower evaluation or the offer being determined technically unacceptable.

(A) Adjudication: Complete end-to-end adjudication of a case to include the review and analysis of investigative reports in order to correctly identify and evaluate derogatory and mitigating information and make a recommendation regarding an individual's eligibility or continued eligibility for a DOE access authorization in accordance with the Intelligence Reform and Terrorist Prevention Act of 2004, 10 CFR 710, and DOE Manual 470.4-5.

(B) Clearance Management and Processing: Process a request for a clearance from receipt of the request from the requesting organization/agency to requesting investigation either in hard copy or via e-QIP in accordance with DOE Manual 470.4-5.

(C) Facility Clearance (FCL) and Foreign Ownership, Control, or Influence (FOCI) Programs: Recommend a FOCI determination and facility approval and registration based on the requirements described in DOE Manual 470.4-1.

(2) TAB - 2: Criterion 2, Staffing Plan and Program Manager Qualifications  
(Page Limits: 5 pages for the Staffing Plan in paragraph A; 3 pages for the resume in paragraph B)

A. Staffing Plan: The Offeror shall describe the labor categories and job duties of all proposed labor categories to perform the work required by the PBWS. The plan shall also identify the estimated quantity of proposed full-time equivalent (FTE) and associated Direct Labor Production Hours (DPLH) allocated to each labor category for the basic period and for each option period. Additionally, the Offeror shall describe its proposed approach for ensuring sufficiency of staffing pool resources to respond promptly to problems or program changes.

B. Program Manager Qualifications: The Offeror shall provide a written resume for the Program Manager. The proposed resume shall address the elements described in Attachment L-# entitled "Resume Elements." A letter of intent, attached to the resume, shall be submitted if the proposed Program Manager is not currently employed by the Offeror. The letter of intent must include the following (The letter of intent may not exceed (1) page in length):

(i) Indicate the individual's commitment to work under the resultant contract with an agreed upon salary and benefits package;

(ii) Include the date of availability

(iii) be signed by the individual proposed as a key person or critical/skilled staff.

Offerors are advised that NNSA may contact any or all references in the resumes, as well as third parties.

(3) TAB - 3: Criterion 3 - Experience (Page Limit: No page limit)

The Offeror shall submit completed Corporate Experience & Performance Self-Assessment Forms at Attachment L-# for past or current contracts that are relevant (similar in nature, size in dollars, and complexity) to the scope of work that is to be performed by each team member under the PBWS. Submit no more than three contracts for each proposed team member for the work experience cited. (For example, a prime contractor with two subcontractors shall submit no more than 9 Forms. Two teaming partners and two subcontractors shall submit no more than 12 Forms.) Contracts listed may include federal, state, and local Government and commercial customers. The experience cited must be within the last three (3) years and in place for at least three months. In addition, the Offeror shall complete the Corporate Experience Matrix at Attachment L-# as it relates to each team member's proposed role in performing the PBWS.

(4) TAB - 4: Criterion 4 - Past Performance (Page Limit: No page limit)

For each contract identified in Criterion 3, the Offeror shall provide the Past Performance Questionnaire at Attachment L-# to each of the technical and contracting points of contact listed in Blocks 10a and 10b of each completed Corporate Experience and Performance Self-Assessment Form. Include a completed "copy" of the respective Corporate Experience & Performance Self-Assessment Form to these points of contact. These points of contact shall return the completed Past Performance Questionnaires directly to the NNSA Contract Specialist listed in Block 7 of this solicitation's SF 33 or by facsimile at (505) 284-7593. This information should be submitted prior to the date for receipt of proposals. Receipt of the questionnaires by NNSA is not subject to the provisions of FAR clause 52.215-1, "Instructions to Offerors-Competitive Acquisition," related to late proposals. The Offeror shall be responsible for assuring, to the extent possible, that the completed Past Performance Questionnaires are returned to the Contract Specialist. Offerors are advised that past performance information received more than 5 days after the closing date of this solicitation may not be considered in the evaluation process. At TAB - 4 provide a list identifying the contracts and the names, titles, and phone numbers of the respective points of contact that the questionnaires were provided to.