UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

June 26, 2001

Impact Innovations Group, LLC
Attn: Jim Long
8850 Stanford Boulevard, Suite 4000
Columbia, MD 21045

SUBJECT: REQUEST FOR QUOTE FOR DELIVERY ORDER NO. 1 UNDER THE CISSCO-II BLANKET PURCHASE AGREEMENTS FOR DOCUMENT PROCESSING FUNCTIONAL AREA SUPPORT (RFPA NO. CIO-01-179-002)

Dear Mr. Long:

The NRC is soliciting offers under the CISSCO-II blanket purchase agreements for the subject delivery order. The full scope of work anticipated is as set forth in the enclosed statement of work (Enclosure 1). Enclosure 1 also contains special requirements unique to the order. A draft copy of the Document Processing Center (DPC) Standard Operating Procedures and a time and motion study on the DPC input process are provided as reference documents (Enclosure 2 and 3). To respond to this request, your organization will be required to provide (1) an oral presentation, (2) documentation in support of the oral presentation, (3) a cost proposal, and (4) a subcontracting plan. Your cost proposal and written documentation must be submitted in one original and three copies, no later than **3:00 p.m.** on **July 6, 2001**, to the US Nuclear Regulatory Commission, Attn: Sally Adams, IT Acquisition Management Branch - T7-I2, Division of Contracts and Property Management, Washington, DC 20555. Proposals delivered by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the responses in person to the NRC, should be addressed in accordance with the foregoing and delivered to 11545 Rockville Pike, Rockville, MD 20852.

The offer must conform to the format requested in the following sections and shall contain a statement indicating the period of time the offer is in effect (not less than 60 days). Your offer must also communicate your unconditional assent to any special requirements unique to the order. Offers will only be accepted on an all or none basis for this order.

Oral Presentation

We have scheduled your organization to perform an oral presentation from **1:30 - 3:30 p.m.** on **July 10, 2001**. The location for the presentation is the NRC One White Flint North building located at 11555 Rockville Pike, Rockville, Maryland. The time and date established for this presentation are firm and not subject to change. The purpose of the presentation is to permit the NRC to evaluate your organization's capabilities with regard to its requirement for document processing support.

We prefer that the presentation be made by the planned project manager responsible for the effort, and that members of the proposed team be available to answer questions. Three NRC

B/3

technical staff members and the Contract Specialist will be in attendance at the oral presentation in addition to your staff.

Your organization's presentation shall be performed in accordance with the instructions outlined below and shall not exceed 2 hours in duration. Your organization should anticipate NRC staff interaction in the form of questions and open dialog throughout the presentation. We plan for a 1-hour presentation interspersed with up to 1-hour of interactive dialog.

Your presentation should not be elaborate or structured for a large audience. Handouts shall be limited to copies of visuals being used in the presentation. Any other material will not be accepted or considered for the purpose of evaluation.

You are prohibited from taping or recording your oral presentation. The NRC will not tape or record the presentations.

The oral presentation may not contain any reference to cost/price.

Your oral presentation shall address, at a minimum, the following topics:

1. PERSONNEL/TEAM CAPABILITY

The objective of this part of the oral presentation shall be to clearly discuss the extent to which the proposed team has the capability to perform the effort as described in the statement of work for this solicitation. You should address the overall mix of labor and availability of personnel with knowledge and experience in document processing systems and procedures.

Supporting documentation: proposed staffing plan

2. TECHNICAL/MANAGEMENT APPROACH

The objective of this part of the oral presentation shall be to clearly discuss the proposed transition plan, and management plan as they relate to performance of the effort described in the statement of work. Innovations in teaming and subcontracting to accomplish the effort and support small business goals should also be discussed. Proposed customer satisfaction metrics should also be presented.

Supporting Documentation: transition plan, management plan, and subcontracting/teaming plan.

3. QUALITY ASSURANCE

The objective of this part of the oral presentation shall be to clearly discuss the quality assurance program proposed for this effort.

Supporting documentation: QA Program Plan

Evaluation

The Government will award an order to the responsible contractor whose proposal will offer the best value to the Government, price and other factors considered. Technical merit is more important than cost.

The following factors will be used to evaluate offers:

1. PERSONNEL/TEAM CAPABILITY (40)

Extent to which the offeror demonstrates that the proposed team/personnel possess the capabilities to perform the work described in the statement of work for this solicitation.

2. TECHNICAL/MANAGEMENT APPROACH (40)

Extent to which the offeror demonstrates a thorough understanding of the required tasks and deliverables described in the statement of work and the extent to which the offeror demonstrates a coherent and innovative plan to accomplish the order requirements, resolve problems, accomplish transition without interruption of services, support NRC small business goals, assure quality deliverables, meet schedules, and ensure the availability of qualified personnel and project teams to successfully perform the effort.

3. QUALITY ASSURANCE (20)

Extent to which the offeror demonstrates it possesses current adequate plans and policies for quality assurance (QA) and the extent to which the offeror provides qualified staff to implement the plans.

Supporting Documentation

The following documentation in support of your presentation must be submitted no later than **3:00 p.m. on July 6, 2001**. Documentation, excluding the subcontracting plan (Enclosure 2), shall not exceed 100 double-spaced, one-sided, 8.5"x11" pages in total length. Any information in excess of this limit will not be considered for the purpose of the evaluation.

**Transition Plan.** You shall describe your approach to effectively transition performance and management of the effort from the expiring contract(or) without interruption of services.

**Program Management Plan.** You shall describe, at a minimum, your organization's planned approach to performance of the effort described in the SOW. The plan shall also describe management and administrative controls your organization will employ to meet the cost, performance, and schedule requirements of the effort. The plan should provide your organization's proposed customer service satisfaction metrics. NRC proposed metrics are included in an attachment to the SOW.

**Staffing Plan.** You shall identify the proposed organizational resources to be dedicated to the effort, including staffing projections at the task level. The plan shall address the availability of personnel with knowledge and experience in document processing and the software associated with the effort described in the SOW. The plan shall also indicate all proposed subcontract personnel or teaming arrangements in relation to the effort/task that they are proposed to perform. You are also required to identify any current/former NRC employees who have been or will be involved, directly or indirectly, in developing the proposal, or in negotiating on behalf of your firm, or in managing, administering or performing any orders, consultant agreement or subcontract resulting from this proposal (list name, title, and date individual left NRC and provide a brief description of the individual's role under this proposal). If there are no current/former NRC employees involved, a negative statement is required.

**Quality Assurance Program Plan.** You shall describe your organization's proposed approach for assuring the quality of all services and deliverables required in the SOW.

**Subcontracting Plan** in accordance with Enclosure 2, if applicable.

Cost Proposal

Your labor hour (ceiling) price quote must provide a breakdown by task of labor hours, by labor category, hours, and fixed rates; and must provide a total (ceiling) for each task. As this order is expected to exceed the maximum ordering threshold, a price reduction is hereby requested in accordance with GSA's special ordering procedures. (You must indicate the discount from the prices contained in your GSA Federal Supply Schedule contract if offered.) You must also provide a separate consolidated summary of the total ceiling price of the order inclusive of all task ceilings and any anticipated travel.

Any estimated levels of effort provided in the SOW are advisory and not to be considered as the sole basis for development of a staffing plan.

For the purpose of uniformity in quotes, offerors shall assume travel expenses in the amount of $4,000.00 for the entire 2-year period of performance.

Questions and Documentation Review

It shall be the obligation of the offeror to exercise due diligence to discover and to bring to the attention of the Contracting Officer at the earliest possible time, but prior to **3:00 p.m. EST on July 2, 2001**, any ambiguities, discrepancies, inconsistencies, or conflicts between the Statement of Work and other documents attached hereto or incorporated by reference herein. All questions shall be provided in writing by e-mail or fax and received by 3:00 p.m. EST on July 2, 2001. The closing date will not be extended for the purpose of responding to questions received after that date.

Th NRC will endeavor to answer questions regarding this order before the documentation due date.

The NRC may award an order without discussions. Should discussions be required, they will be held by conference call.

Should you have any questions regarding this request, contact Sally Adams at (301) 415-6588 or by e-mail to saa2@nrc.gov.

Sincerely,

Mark J. Flynn, Contracting Officer
Information Technology Acquisition
Management Branch
Division of Contracts and Property Management
Office of Administration

Enclosures:

1. SOW
2. DPC SOP
3. Time and Motion Study
4. Subcontracting plan
5. Security Form (NRC 187)