

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 General Instructions Proposal Presentation and Format

(a) All written material and information submitted in response to this solicitation, inclusive of notes to accompany overheads (presentation software slides or transparencies), shall be typed using Ariel 11 type font which is the NRC standard. The intent of this requirement is to ensure that appropriate size and legible font is used. The Offeror may deviate from the requirement for overheads and slides as long as the original intent-legibility without undue burden on the reader-is maintained. All written material shall be printed and reproduced on letter-size paper. Each copy must be legible. Offerors are hereby notified that all information provided including all resumes, must be accurate, truthful, and complete to the best of the offeror's knowledge and belief. The Commission will rely upon all representations made by the offeror both in the evaluation process and for the performance of the work by the offeror selected for award. The Commission may require the offeror to substantiate the credentials, education, and employment history of its employees, subcontractor personnel, and consultants, through submission of copies of transcripts, diplomas, licenses, etc.

(b) The offeror must submit the following material which will constitute its offer, as defined by FAR 2.101, in four separate and distinct parts at the date and time specified in Block 8 of the SF 1449 for receipt of sealed offers, with the exception of parts three and four. Part three, Price Proposal and Part four, the written technical solution, will be requested after the NRC's evaluation of the offerors oral presentations. At that time, one or more offerors will be invited to submit a written response to the TOR.

(1) Part 1 - Solicitation Package/Offer, Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items. Offerors desiring to participate in the proposal process shall submit three (3) original SF 1449 forms, signed by a duly authorized company representative, following the walk through (site visit). The SF 1449 when completed and signed by The Offeror, constitutes acceptance of the terms and conditions of the TOR. All applicable sections must be completed by the offeror.

(2) Part II - Technical Solution (Oral Presentation). The Offeror shall provide one (1) original, twenty five (25) hard copies and two (2) electronic copies of the presentation materials (including slides, transparencies, etc.). The presentation materials shall be incorporated into and become a part of The Offeror's proposal. (See subsection L.5 Technical Solution Oral Presentation).

(3) Part III - Price Proposal - Based upon the NRC's evaluation of the offerors' SF 1449 and oral presentations, selected offerors will be invited to submit one (1) original, five (5) hard copies and an electronic copy of its Price Proposal. Therefore this submission is contingent upon the results of item L.1 (b)(1) and (2) above.

(i) The price proposal shall be submitted separately from the Technical Solution (Oral Presentation) and supporting documentation or the Technical Solution (Written Presentation). (See subsection L.5.6 Part III - Submission of Price Proposal).

(ii) Price information must include pertinent details sufficient to show the elements of price upon which the total price is predicted in accordance with subsection L.5.6 Part III - Submission of Price Proposal.

(iii) The offeror's price proposal shall be based on the NRC's estimated level of effort. The NRC's estimated level of effort for this procurement is approximately fifteen (15) professional staff-years per year for the duration of this contract. This information is advisory and is not to be considered as the sole basis for the development of the staffing plan. For the purposes of the Government estimate, 2080 hours constitute a staff year.

(iv) For any subcontract discussed under the Technical Solution (Oral Presentation) and supporting documentation or the Technical Solution (Written Presentation), provide supporting documentation on the selection process, i.e. competitive vs. noncompetitive, and the price evaluation.

(4) Part IV - Technical Solution (Written Presentation)- Based upon the NRC's evaluation of the offerors' SF 1449 and oral presentations, selected offerors will be invited to submit a written proposal to the TOR. Therefore this submission is contingent upon the results of item L.1 (b)(1) and (2) above. The Offeror shall provide one (1) original, ten (10) hard copies and two (2) electronic copies of the comprehensive written technical proposal. [See subsection L.5.7 Technical Solution (Written Proposal)].

(c) Offerors are expected to examine this entire TOR document including the Contract. Failure to do so shall be at The Offeror's own risk.

(d) Offerors shall furnish all the information required by this TOR. Offerors should pay particular attention to the names and addresses for submissions and points of contact. Failure to do so shall be at The Offeror's own risk.

(e) The NRC may award a TO based on initial offers received, without discussion of such offers. Accordingly, each initial offer should be submitted in as complete form as possible including best and final pricing and without exception to any provision. Proposals containing any exceptions or qualifications to the requirements in this TOR will not be accepted.

(f) The NRC will not pay any expenses to Offerors for preparation of TOR responses.

(g) Offerors who include restrictive data in their proposals that they do not want disclosed to the public for any purpose or used by the NRC except for evaluation purposes, shall:

(1) Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the NRC and shall not be duplicated, used or disclosed--in whole or in part--for any purpose other than to evaluate this proposal. If, however, a TO is awarded to this Offeror as a result of--or in connection with--the submission of this data, the NRC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting TO. This restriction does not limit the NRC's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in sheets (insert numbers or other identification of sheets)"; and

(2) Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

(h) The NRC assumes no liability for disclosure or use of unmarked data and may use or disclose such data for any purpose. Unless restricted, information submitted in response to this TOR may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).

(i) Proposals shall set forth full, accurate, and complete information as required by this TOR package (including Attachments).

(j) Wherever in this TOR "man", "men", or their related pronouns are used and other related pronouns (other than with reference to specific persons) as words or as parts of words, they have been used for literary purposes and are meant in their generic sense to include both males and females.

(k) Wherever in this TO that the term "Project Officer" is used, it is the NRC equivalent of the term "Contracting Officer's Representative in the GSA Master Contract.

(l) All correspondence related to the TO shall be delivered to the Contracting Officer with an electronic copy to the following locations:

Nuclear Regulatory Commission
ATTN: Contracting Officer: Don King
NRC Task Order#: CIO-01-171
GSA Contract #:
Two White Flint North
Mail Stop: T7 I 2
11545 Rockville Pike
Rockville, MD 20852-2738
e-mail: dak1@nrc.gov

Nuclear Regulatory Commission
ATTN: Project Officer: Gregory Kee
NRC Task Order#: CIO-01-171
GSA Contract #:
Two White Flint North
Mail Stop: T4F17
11545 Rockville Pike
Rockville, MD 20852-2738
e-mail: glk@nrc.gov

(m) Offerors shall provide all electronic documentation in Word Perfect, V8, Excel 2000, or Power Point 2000 format as appropriate. Electronic documentation presented in any other format shall not be considered by the NRC.

(n) The Technical Solution (Oral Presentation) and supporting documentation or the Technical Solution (Written Presentation) must be tailored to assure that all information reflects a one-to-one relationship to the evaluation criteria.

(o) Statements which paraphrase the statement of work without communicating the specific approach proposed by the offeror, or statements to the effect that the offeror's understanding can or will comply with the statement of work may be construed as an indication of the offeror's lack of understanding of the statement of work and objectives.

(p) **NOTE:** The Government will use personnel from SETA Corporation in an advisory capacity to support the Government's evaluation of proposals. These advisory personnel will have access to information contained in the Offeror's proposal and will be subject to the appropriate conflict of interest, standards of conduct, and confidentiality restrictions.

(q) The Technical Solution (Oral Presentation) and supporting documentation or the Technical Solution (Written Presentation Requirements -- Instructions. (see section L.5 and L.5.7 below)

[End of Provision]

L.2 Explanations to Prospective Offerors

Any prospective Offeror desiring an explanation or interpretation of the TOR must request it via e-mail, or other electronic media not later than seven (7) calendar days after TOR issuance. Offerors must submit the questions grouped by TOR section and make reference to the particular Section/subsection number. Requests by a Offeror for an extension to the cut-off date will not be considered. Questions submitted after the cut-off date will not be considered.

Responses to questions by the NRC concerning this TOR will be given to all Offerors as an amendment to the TOR, or via e-mail or other electronic media, seven (7) calendar days after the cutoff date for submission of requests for explanation or interpretation. If any information is given to one Offeror, and the lack of it would be

prejudicial to any other prospective Offerors, such information will be promptly shared with all prospective offerors.

[End of Provision]

L.3 Walk Through (Site Visit)

Offerors are urged and expected to inspect the site where services are to be performed and to satisfy themselves regarding all general and local conditions that may affect the cost of contract performance, to the extent that the information is reasonably obtainable. The walk through will provide the opportunity for the Offerors to visit and observe the NRC service related activities as currently provided in the Headquarters facility. In no event shall failure to inspect the site constitute grounds for a claim after contract award.

L.3.1 General Instructions

- a) Each Offeror must submit to the NRC CO (e-mail address is DAK1@NRC.GOV) a list of the employees that will attend the Walk Through via e-mail or other electronic media. Offerors shall provide the name of the individual, title, the organization code, telephone number, FAX number, and electronic mail address.
- b) The Walk Through will be given at the following location:
Nuclear Regulatory Commission
11545 Rockville Pike
Rockville, MD 20852-2738

The exact room location will be provided when the Walk Through is scheduled. Offerors shall report to the above location to sign-in and be escorted to the briefing room.
- c) Offerors will be escorted on guided tours by NRC personnel.
- d) No more than 2 people per Offeror Team may attend.
- e) All questions concerning the conduct of the Walk Through should be submitted via e-mail or other electronic media to the Contracting Officer and the Project Officer no later than 8:00 a.m. the day preceding the Walk Through.

L.3.2 Agenda

L.3.2.1 Badging Procedures

Badging will take place in the OWFN (or TWFN) Lobby.

L.3.2.2 Briefing (2 hours)

The main topics for the briefing will include at a minimum:

- a) NRC Environment
 - Desktops
 - Servers
 - Customer Support Center
 - Network Operations Center
- b) Regional Perspective
- c) Statement of Work Overview
- d) Acquisition Process
- e) Key Issues
 - Partnership
 - Development and Integration
 - Customer Service
 - Budget Issues
 - Small Business

L.3.2.3 Tour of NRC Headquarters Facilities (2 hours)

A guided tour of the facilities will be conducted for all attendees at one time by NRC personnel. The tour will include visits to the NRC:

- a) Consolidated Test Facility
- b) Data Center
- c) Representative Floor in OWFN and TWFN

L.3.2.4 Questions and Answers

There will not be a Question and Answer session during the Walk Through. Any questions following the Walk Through should be submitted via e-mail or other electronic media by 5:00 p.m. on the same business day. Responses to the questions will be provided to all Offerors via e-mail or other electronic media within five (5) business days after the Walk Through.

[End of Provision]

L.4 Submission of Offers

The proposal shall be submitted in four parts as follows:

Part I - Standard Form (SF) 1449, Solicitation/Contract/Order for Commercial Items

Part II - Technical Solution (Oral Presentation)

Part III - Price Proposal (Based upon the NRC's evaluation of the offerors' SF 1449 and oral presentations, selected offerors will be invited to submit a price proposal)

Part IV - Technical Solution (Based upon the NRC's evaluation of the offerors' SF 1449 and oral presentations, selected offerors will be invited to submit a Written Proposal)

L.4.1 Part I - SF 1449, Solicitation/Contract/Order for Commercial Items

See paragraph L.1(b)(1) above.

[End of Provision]

L.5 Part II - Instructions For Technical Solution (Oral Presentation)**L.5.1 General Information**

All Offerors that submit a completed SF 1449 shall be invited to make an oral presentation and participate in a Question and Answer (Q&A) session conducted by NRC representatives. The oral presentation and Q&A session will be held at the unclassified level. The NRC technical evaluation team and advisors will attend. The purpose of the oral presentation is to assess The Offeror's knowledge and understanding of the NRC program and program objectives, and to assess The Offeror's capability to satisfy the requirements set forth in the TOR.

Based on the NRC's evaluation of the oral presentations, one or more Offerors shall be invited to submit a written response to the TOR.

The Offeror shall provide one (1) original, twenty five (25) hard copies and two (2) electronic copies of the presentation materials (including slides, transparencies, etc.). The presentation materials shall be incorporated into and become a part of The Offeror's proposal. However, only those slides actually presented during the oral presentation will be considered in the evaluation. (See L.1 (b)(2) above.

L.5.2 Oral Presentation Constraints

Offerors shall provide their Oral Presentation in any format or style and using any equipment The Offeror deems effective. The Offeror shall be responsible for providing any equipment necessary for the presentation. The NRC will provide no equipment.

Offerors must present a comprehensive technical presentation to provide a basis for sound evaluation by the NRC. The information provided shall be factual and complete. Offerors will be evaluated on the verbal information and slides (transparencies) presented at the Oral Presentation only. No supporting materials will be considered.

The Presentation Team shall present The Offeror solution and answer NRC questions. The presentation team shall include, at a minimum, all proposed Key Personnel, the proposed Project Manager, and a corporate individual authorized to commit The Offeror. Each key person is encouraged to discuss their proposed solution to the particular technical area.

The schedule for the presentation will be the following:

30 minutes	Time to set-up
1 hour and 30 minutes	Presentation session
1 hour	Break (NRC prepares questions)

1 hour and 30 minutes

Discussion/Q&A session (if necessary, The Offeror may caucus briefly to coordinate responses to specific questions/clarifications)

The Offerors will be given 24 hours to provide to NRC via e-mail or other electronic media their answers to all questions asked during the Q&A session.

The Oral Technical Presentation shall not constitute discussions as defined in FAR 15.306. The NRC reserves the right to award without discussions.

During oral presentations, NRC technical representatives will not ask the Offeror to elaborate on ideas or otherwise request information. Clarification requests will be limited to asking the Offeror to repeat statements that were not heard clearly. The definition of "Clarification" is that of FAR 15.306(a) which provides, "Clarification...means limited exchanges between the Government and offerors, that may occur when award without discussions is contemplated. Offerors may be given the opportunity to clarify certain aspects of proposals or to resolve minor clerical errors. It is achieved by explanation or substantiation, either in response to Government inquiry or as initiated by the Offerorclarification does not give the Offeror an opportunity to revise or modify its proposal, except to the extent that correction of apparent clerical mistakes results in a revision." The NRC will not inform an Offeror of their strengths, deficiencies, or weaknesses during the presentation, and the NRC will not engage in bargaining during the presentation.

The oral technical presentation shall not encompass price or cost and fee. Instructions for preparation of the written cost proposal are provided in paragraph L.5.6.

Offerors are prohibited from taping or recording their own presentations. Should the NRC tape or record the Offeror's presentation, the NRC will NOT provide the Offeror with a copy of the tape or recording.

L.5.3 Number of Slides

There is no limit to the number of slides that can be presented during the oral presentation. All slides shown must be explained by the presenter. Only those slides presented shall be considered for evaluation. Any additional slides over and above those so presented will be returned to The Offeror and will not be evaluated. The corresponding hard copy shall only contain the slides presented. No other media may be used.

Unobtrusive company logos and/or names can be inserted in the upper left corner of any or all slides. Slides should be sequentially numbered in the lower right corner.

L.5.4 Oral Presentation Scheduling

Oral presentations will be scheduled no sooner than five working days after receipt of offers. The NRC will advise the authorized negotiator or the signatory of the SF-1449 "Solicitation/Contract/Order for Commercial Items" of the date and time of the oral presentations. Offerors shall provide the name of the individual, title, the organization code, telephone number, the FAX number and electronic mail address of that individual. The Contracting Officer will schedule the presentations with the authorized negotiator or the signatory of the SF-1449. The late proposal rule (FAR 52.215-1, Instructions to Offerors--Competitive Acquisition) will not be applied to the oral presentation. Time slots will be assigned and may not be swapped or changed. The NRC Contracting Officer reserves the right to reschedule any Offeror's presentation at its sole discretion.

Presentations will be given at the following location:
Nuclear Regulatory Commission

11545 Rockville Pike
Rockville, MD 20852-2738

The exact room location, seating capacity, etc. will be provided when the presentations are scheduled. Offerors shall report to the above location to sign-in and be escorted to the presentation room.

L.5.5 Topics for Technical Solution (Oral Presentation)

Offerors must address the topics listed below (Technical Approach and Service Solution, Partnering/Management Approach, Service Assurance and Incentive/Disincentive Model, and Small Business). However, the presentation may not be limited to these topics. Offerors are encouraged to focus on information that will provide the NRC with a full understanding of The Offeror's proposed solution.

L.5.5.1 Topic 1 - Technical Approach and Service Solution

The Offeror shall identify its methodology for performing Seat Management Services that will commence under Task 3, Years 1-3 IT Infrastructure Operations and continue until the TO ends.

The Offeror shall refer to Section C.3 of this TOR in describing a Seat Management Service solution to service the Distributed Computing Environment. Topics may include Help Desk, Asset Management, Infrastructure Management, Maintenance, Development and Integration, Catalogs, and key personnel.

- The Offeror shall describe the process and tools to be used to accomplish Service Delivery of the SOW tasks described in Section C.3. If alternative approaches are proposed, that differ from the base model, The Offeror will need to highlight and fully describe the alternative approaches.
- The Offeror shall describe the core service band solution for the NRC Computer Operations Environment using appropriate service level measurements and metrics presented in this TOR. The Offeror may introduce new measurements and/or metrics different from those specified in the core service bands established in the Master Contract, but will have to justify their inclusion.
- The Offeror shall describe a product class solution for the NRC Computer Operations Environment using the information presented in Section J of this TOR. The Offeror shall identify the hardware and software features of its proposed product class(s).
- The Offeror shall discuss its approach to providing services for the Regional Offices. The following options shall be covered:
 - Phased-in approach for providing Seat management services
 - Pilot Seat Management services program
 - Full Seat Management services
- The Offeror shall discuss its approach to providing the Development and Integration services. The Offeror shall discuss these services that will be included in the Seat Management service delivery and the approach for delivering the remaining services.
- The objective of this part of the oral presentation shall be to clearly demonstrate the NRC that proposed personnel are qualified and experienced in the required areas set forth in the statement of work section of the solicitation. The offeror shall also demonstrate the adequacy and availability of the proposed personnel to perform the required tasks in a timely manner. The offeror shall describe the extent to which it plans to place subcontracts for this work and the work the subcontractor will perform under this contract as well as the extent to which it plans to obtain consultant services and the need for

such service under this contract.

L.5.5.2 Topic 2 - Partnering/Management Approach

The Offeror shall describe its approach to partnering with NRC and managing this TO throughout its life. Information that The Offeror may address includes, but should not be limited to, the following:

- Overall orientation, approach, and commitment to partnering with NRC.
- Approach to providing business essential core services (using seat and level-of-effort services) at a determined level to the NRC.
- Approach to partnering with the corresponding NRC Managers for all areas of service delivery, e.g. Infrastructure Management, Development and Integration, Help Desk.
- The specific Seat Management roles and responsibilities for the NRC and/or The Offeror.
- The degree to which The Offeror can ensure that all aspects of the Seat Management services will be seamlessly provided across Offeror teammates.
- Approach to resolving technical, service, and personnel issues between The Offeror's key personnel and the NRC.
- Approach for identifying, executing, and reporting key milestones and events (both one-time and recurring that extend beyond service level metrics).
- Proposed offeror organization and roles (also identify the existing infrastructure in broad terms).
- Quality assurance and productivity improvement processes.
- Change Management Approach: The Offeror shall identify its methodology for managing change as the NRC moves into a Seat Management environment. The methodology shall address: (1) cultural change issues, (2) techniques for managing change, and (3) increasing awareness of Seat Management benefits to NRC staff.
- The Offeror shall describe how it shall take operational control and sustain the current DCE as it transitions the DCE to Seat Management Service operations. The Offeror shall identify how it will effectively implement the Service Transition with minimal disruption to the users, including any overlap of activities.

L.5.5.3 Topic 3 - Service Assurance and Incentive/Disincentive Model

The Offeror shall identify its methodology for demonstrating authenticated performance to the SLRs. The Offeror's methodology shall include but not be limited to:

- Monitoring and managing service level performance
- Problem escalation procedures

- Implementation of changes suggested by the trend analysis
- Performance reporting to the NRC
- Techniques to permit the NRC to validate Offeror's provided service level metrics
- NRC validation of offeror performance reporting to include offeror provided tools and associated access levels
- Proposed Incentive/Disincentive model for meeting the SLRs (See Section J, Attachment entitled Service Level Requirements)

L.5.5.4 Topic 4 - Small Business

The Offeror shall discuss its proposed small, small disadvantaged, and women-owned small business subcontracting plan and shall describe its approach to meeting the NRC-specific goals. For the execution of this Task Order the NRC has established the following minimum goals:

Total Small Business Concerns	30%
Small Disadvantaged Businesses	10%
Women-owned Small Businesses	10%
Offerors discretion	10%

These goals must be met in order to be considered for the competitive range.

[End of Provision]

L.5.6 Part III - Submission of Price Proposal

Based upon the NRC's evaluation of the offerors' SF 1449 and oral presentations, selected offerors will be invited to submit one (1) original, five (5) hard copies and an electronic copy of the Price Proposal. Include page numbers and the company name in the header or footer of each page. The electronic copy shall use the Microsoft Excel workbook incorporated in Section B. The price proposal shall represent the Offeror's response to the price evaluation model specified in Section M of this TOR and will serve as the basis for validating that all hardware components, features, software, technical support, and other special items necessary to meet the requirements of the Task Order are in fact proposed and do appear in Section B schedules exactly as required. Offerors are cautioned to propose only on the basis of all items and the total quantities of items solicited. Offers for less than the total quantities of the Task Order will not be accepted.

L.5.6.1 Section B - Services and Prices

L.5.6.1.1 Schedule A - Life Cycle Cost Pricing

Schedule A will be built from the appropriate linked cells from the individual Task spreadsheets as contained in the Microsoft Excel workbook incorporated in Section B.

The Life Cycle Cost will be determined using the prices, terms, and conditions of the CLINs/SLINs as offered

in Schedule B in conjunction with their associated quantities.

The schedules will be used by the NRC for evaluation of the price proposal in accordance with Section M3. It is mandatory that all products/services included in the Section B schedules are the same as described in other parts of the proposal.

L.5.6.1.2 Schedule B - Itemized Pricing

The Offeror shall indicate the price to be charged for each item in Section B, Schedule B, rounded to the nearest whole dollar. This price shall include the Service Fee (See Section G.9, Service Fee).

Any conditions, which would trigger a change in price, shall be identified as a Special Pricing Provision. Examples of Special Pricing Provisions are multipliers for satellite offices or home service, a discount for users with multiple machines, e.g. the user has a desktop, a laptop, and home workstation. Either a multiplier or a discrete dollar amount must be proposed for services to be provided in a user's home.

The NRC user community profile is provided in Section C.2.1.2.

L.5.6.1.2.1 Instructions for Submission of Schedule B

The structure of Schedule B shall be based upon each Offeror's solution. See Section J: Attachment 28 *Baseline* for a list of the assumptions and equipment baseline that were used for the development of the Government Cost Estimate.

Each Schedule B spreadsheet shall be linked to the appropriate Fiscal Year Task spreadsheet that will, in turn, be linked to Schedule A.

- Description: Enter the item description
- Unit: Enter a value of one for the unit
- FY01-FY09: Enter the unit monthly price for the Product Class and Core Service Band for each Fiscal Year. A separate entry must be made for each Fiscal Year even if there is no change in price. Entries from these cells will automatically update the appropriate cells in the individual Task spreadsheets and Section B, Schedule A.

Special Pricing Provisions: Provide any additional information deemed necessary to clarify the unit monthly or hourly price given for each Fiscal Year. For example, for each price element that varies, state the type of variation (e.g., discount, escalation, surcharge, etc). For each variation proposed, specifically state the item(s) to which it applies, how it is applied, and in the case of multiple variations, the order in which they are applied. Premium services, peripherals and other services requested through the catalogs should not be included in the determined cost. Keep special provisions to a minimum to make this schedule as simple and straightforward as possible.

L.5.6.1.2.2 Travel

For bid and proposal purposes only, the Offeror shall use the following government estimate for planning projected travel:

A008	TRAVEL	Qty.	Unit
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A	Four (4) -Five (5) day trips to Region 1 -King of Prussia, PA	20	days
B	Four (4) -Five (5) day trips to Region 2 -Atlanta, GA	20	days
C	Four (4) -Five (5) day trips to Region 3 -Lisle, IL	20	days
D	Four (4) -Five (5) day trips to Region 4 -Arlington, TX	20	days

L.5.6.1.2.3 IT Development/Integration Labor Hour Level of Effort

The NRC's estimate of the total of professional effort for the duration of this task order is shown below. This information is advisory and is not to be considered as the sole basis for the development of the staffing plan. For purposes of the Government estimate, 2080 hours constitute a staff year.

The table below lists the estimated level of effort for IT Development/Integration. The contractor shall use the below table for pricing purposes.

<u>DESCRIPTION</u>	Est. Qty. (Base Period)	Est. Annual Qty (Years 4-9)	Unit
Sr. Systems Architect (Function: Systems Architecture and Engineering) - One	6,240	2,080	hours
Sr. Systems Engineer (Function: Infrastructure Development) One	6,240	2,080	hours
LAN Systems Analyst (NT) (Function: Infrastructure) -One	6,240	2,080	hours
LAN Systems Analyst (Novell) (Function: Infrastructure) - One	6,240	2,080	hours
Network Analyst (Function: Infrastructure) - One	6,240	2,080	hours
UNIX System Analyst (Function: Infrastructure) - One	6,240	2,080	hours
LAN Systems Analyst (NT/Novell) (Function: Server) - One	6,240	2,080	hours
UNIX Systems Analyst (Function: Server) - One	6,240	2,080	hours
LAN Systems Analyst (NT) (Function: Workstation) - Three	18,720	6,240	hours
Security Analyst (Function: Security) - One	6,240	2,080	hours
Sr. Systems Engineer (Function: Application Integration) - One	6,240	2,080	hours
Sr. Systems Engineer (Function: Consolidated Test Facility) -One	6,240	2,080	hours

DESCRIPTION	Est. Qty. (Base Period)	Est. Annual Qty (Years 4-9)	Unit
LAN Administrator (Function: Consolidated Test Facility) - One	6,240	2,080	hours
LAN Administrator (Function: Regional) - Five	31,200	10,400	hours
ADAMS LAN Administrator (Function: ADAMS) - Six	37,440	12,480	hours

[End of Provision]

L.5.6.1.3 Schedule C - Asset Transfer Pricing

The NRC plans to immediately transition all core infrastructure DCE (routers, switches, hubs, etc), except for Desktops, to The Offeror. The NRC plans to retain ownership of all existing Desktops until the current equipment is refreshed. The NRC plans to utilize existing processes to redistribute or dispose of the Desktops at the first refresh. For individual IT components that are turned over to The Offeror, NRC anticipates a reduced Seat price (or credit) until the current equipment is refreshed.

After the first refresh show the asset transfer amount at the end of one year for 12 month placements, at the end of one year and two years for 24 month placements, at the end of one year, two years and three years for 36 month placements, at the end of one year, two years, three years, and four years for 48 month placements, and at the end of the contract for each asset proposed in Schedule B. The asset transfer amount at the end of the task Order is the Product Class portion of the Seat price that has not yet been expensed and will be paid by the NRC or a succeeding contractor for Contractor Owned assets upon expiration or termination of this TO, if NRC wishes to retain the assets in place.

L.5.6.2 Price Supporting Documentation (Tab B)

The Offeror shall provide full back-up documentation for each CLIN. The back-up documentation shall detail Master Contract references and prices for the corresponding items proposed. For items that do not have an exact correspondence in the Master Contract, map the item most nearly corresponding to the offered item. Instances where the master contract ceiling rate is exceeded shall be annotated.

The Offeror shall provide a list of the pricing components in order of their relative sensitivity to changes.

L.5.6.3 Pricing Options

In addition to the price proposal for The Offeror suggested solution, NRC requests that the listed below options be priced:

L.5.6.3.1 Regional Offices Approach

The Offeror shall submit price proposals for the following options: 1) Regional Offices are fully included in the seat management; 2) provide for the Regional Offices to select full seat management at a later date; 3) Pilot Seat

Management services program is provided to the Regional Offices; 4) Technical Training Center is fully included in the seat management; 5) provide for the Technical Training Center to select full seat management at a later date; and 6) Pilot Seat Management services program is provided to the Technical Training Center, as described in Section C. Cost proposals should be provided for each one of the Regional Offices if the pricing for each Regional Office varies.

L.5.6.3.2 Development and Integration (Section C.3.5)

The Offeror shall provide three different cost proposals for the provision of full development and integration services: 1) as a Level of Effort under this Task Order, 2) as part of the basic Seat solution and as defined in Section C.3.5 of this TOR, or 3) a combination of the above two.

L.5.6.3.3 Moves, Adds, and Changes

The NRC has experienced a relatively stable number of moves, adds, and changes, and does not anticipate any major increases or decreases to the core NRC staff that would need to be considered. In addition to the MAC catalog, The Offeror shall include a total of 5,000 MACs a year as part of the base Seat Services. Once the 5,000 MACs are completed in a year, additional MAC requests shall be provided through the MAC Catalog. The purpose of this service is to eliminate or reduce the monthly cost spikes resulting from the MACs. The NRC reserves the right to change this number of MACs on a yearly basis at option renewal.

In addition to the MAC catalog The Offeror shall include in the total seat price the cost for:

2,000.. hardware MACs and 3,000. software MACs

The NRC anticipates a reduced MAC price in the regions for MACs accomplished by regional staff.

The costing proposal should provide a method for calculating and transferring the unused MACs credit to the next TO year.

L.5.6.3.4 Help Desk Tracking System

If necessary, the Offeror shall provide separate price proposals for the following Help Desk Tracking System options: 1) a replacement system to include use by other NRC areas and 2) a replacement system that will interface with the current NRC system to include use by other NRC areas.

L.5.6.4 Assumptions, Conditions, or Exceptions (Tab C).

Offerors shall submit, under a separate tab, all (if any) assumptions, conditions, or exceptions upon which the Price Proposal is based. Include an annotation explaining how credits will be paid back to the NRC upon termination of the TO or at end of the TO. In the event that tasks overlap (or are concurrent) under CLINs 0001 and 0002, clearly annotate the applicable CLIN where the task is priced. If an assumption correlates to the Technical Proposal, annotate the applicable paragraph number.

L.5.6.5 Clarifications

During evaluation it may be necessary for the NRC Evaluation Team to contact offerors directly to resolve price proposal clarification issues.

[End of Provision]

L.5.7 Part IV - Instructions For Technical Solution (Written Proposal)

The Technical Solution shall provide a solid foundation for a technical solution that the winning Offeror shall provide under Task 1, Project Implementation Plan.

L.5.7.1 Proposal Format

The listed below general instructions apply to Part IV of the proposal. Failure to follow these instructions will make the proposal unresponsive to the TOR.

- a) The Written Proposal shall not exceed 75 pages. The submission of the product classes and service level tables will not be counted in the page limit. The Key Personnel resumes will not be counted in the page limit. No other materials will be considered.
- b) Written Proposals shall be submitted in one (1) original, ten (10) hard copies, and two (2) electronic copies.
- c) The Technical Solution will be evaluated strictly on the technical merit of the material submitted. No contractual, cost, or extraneous information shall be included in or with the Written Proposal.
- d) The relevance, clarity, and conciseness of the proposal is more important than the length. The Offeror shall maintain careful organization throughout the proposal.
- e) The Written Proposal shall be submitted in loose-leaf, three-ring notebooks. At a minimum, the spine of each notebook shall contain the Part Number and Title. The front cover of each Part shall indicate the Part number, tab letter(s), and title(s).
- f) Page numbers and the company name in the header or footer of each page shall be used. All pages of the Written Proposal shall be sequentially numbered with no gaps, breaks, or sub-page numbers/letters. Detailed tables of contents shall be used. The Offeror may attach finger tabs for proposal evaluators to use to reference the proposal.
- g) The Offeror is encouraged to use graphic presentations where this will contribute to the compactness and clarity of the proposal.
- h) The use of foldout pages for the main body of the Written Proposal is not acceptable;
- i) The volume and section introductions should be made brief, where applicable. Where format is not specified, clear and consistent section and sub-section numbering and titling should be used;
- j) The Offeror shall address all aspects of the requirements as specified.
- k) Key Personnel resumes shall be limited to two (2) pages. The Offeror may propose the same individual as a

Key Person in more than one area, i.e. Management, Technology and Transition, and Service Delivery. If a Key Person is proposed in more than one area, highlight the specific experience affecting that specific area.

l) The resumes for all Key Personnel shall be in the format provided below.

1. Name of Individual
2. Proposed Position
3. Current Employer
4. Total Years Experience
5. Education
6. Qualifications Relevant to Proposed Position
7. Assigned Labor Category
8. Work Experience Relevant to this Task Order
 - a) Experience on Project 1
 1. The name and address of the client
 2. A brief summary of the project
 3. Relevance to the NRC requirements
 4. Time period involved
 5. Position and Employer
 - b) Experience on Project n
 1. The name and address of the client
 2. A brief summary of the project
 3. Relevance to the NRC requirements
 4. Time period involved
 5. Position and Employer

k) Offeror Past Performance

(a) The objective of this part of the Technical Solution (Written Proposal) shall be to clearly demonstrate to the NRC that the Offeror has successfully performed on other task orders currently or in the past of similar size and scope and related to providing SEAT Management Services support. It is incumbent upon offerors to provide information which is accurate and current as the NRC will contact each reference to verify the information provided. Offerors shall provide the information requested using the format specified below. Each reference shall be one page in length only.

(a) Contract No./Task Order No.:

(b) Name and Address of Government Agency or Commercial Entity:

(c) Point of Contact:

(d) Contracting Officer:

(e) Current Telephone Number
and Facsimile Number:

(f) Technical Representative:

(g) Current Telephone Number:

(h) Date Contract awarded:

(i) Period of Performance of the Contract/Task Order (including extensions):

(j) Initial and Final Contract Value (if the two are substantially different, an explanation of this fact shall be given:

(k) If applicable, the dollar value of the amendments to the Contract:

(l) Type of Contract:

(m) Outline how the contracted effort is similar or identical in nature to the NRC's requirement, with a brief technical description sufficient to permit ready assessment of the described project's relevancy to the NRC's requirement. It is not sufficient to just note that it is similar in magnitude and scope. Briefly outline The Offeror's performance history under the contract. Briefly outline the Offeror's ability to meet schedules and control costs under this contract.

L.5.7.2 Topics for Written Presentation

The Offeror must submit a comprehensive technical proposal to provide a basis for sound evaluation by the NRC. The information provided shall be concise, factual, and complete. The topics shall include, but not be limited to the following topics, and shall be organized as specified below.

L.5.7.2.1 Topic 1 - Service Solution and Delivery

- Approach
- Key Personnel (Resumes)
- Schedule and Milestones
- Management

L.5.7.2.2 Topic 2 - Seat Management Service Transition

- Approach
- Schedule and Milestones
- Management

L.5.7.2.3 Topic 3 - Past Performance

- On other Task Orders of the same or similar size and scope, under the SMS Master Contract
- Updates to the information supplied during the master solicitation if no SMS Task Orders have been awarded

L.5.7.2.4 Topic 4 - Discovery Approach

- Approach
- Schedule and Milestones

L.5.7.3 Clarifications

During evaluation it may be necessary for the NRC Evaluation Team to contact offerors directly to resolve technical proposal clarification issues.