

# Procurement Process RFP 746072

## Automated Soil Analysis Platform

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Pre-Proposal Conference –May 25, 2023

- ▶ Primary Point of Contact – until final award of contract
  - Laurie Martin – Senior Contract Specialist
    - (509) 430-1656
    - [Laurie.martin@pnnl.gov](mailto:Laurie.martin@pnnl.gov)
  
- ▶ Important Dates:
  - May 26, 2023– Questions due – any received after this date may be considered but no guarantee answers will be provided
  - June 9, 2023 – Proposals due electronically to [laurie.martin@pnnl.gov](mailto:laurie.martin@pnnl.gov)
  - TBD/mid to end of August 2023 – Contract award

# Required Submittals

## ► Technical Proposal

### ■ Mandatory Elements

- Past Performance
- Description of how the work scope will be carried out

## ► Financial/Business Proposal

### ■ Price proposal

### ■ Completed Representations and Certifications

- NAICS code – 334516/Small Business Size Standard 1,000 Employees

### ■ Financial Data and/or Annual Report

### ■ Statement of acceptance of RFP General Provisions (FP/QA)

### ■ Organization Structure

- Within the company
- Structure and role(s) of teaming entities/sub-contractors
  - ◆ Must provide evidence of proposed teaming entities/subcontractors performing mandatory element function(s)

# Technical Evaluation Criteria – Mandatory Requirements

- ▶ Mandatory Elements - Included in RFP
  - Proposals must address each element to be considered for award
  - Award to be made to offeror with the lowest total price who demonstrates they meet mandatory requirements at the time proposal is submitted.
    - Must provide evidence of proposed teaming entities/subcontractors performing mandatory element function(s)

# Evidence Proving Mandatory Elements

- ▶ Up to 3 examples of past performance on projects related to scope
  - For each include:
    - Timelines from contract award to commissioning
    - Contracting Entity
    - Current references
- ▶ Certification documents
- ▶ Documentation
  - Current or completed contracts
    - Client name may be blacked out
    - Must show amount, scope and period of performance

# Evidence Proving Mandatory Elements

## ► Financial/Business Proposal

### ■ Price proposal form

- Amounts for each deliverable must be commensurate with the activities identified therein.
- Amounts proposed will be used to establish milestone payments, payable 30days from completion of milestone activities or receipt of invoice, whichever is later.
- Partial milestone payments are not anticipated to be an option.

# Questions?

- ▶ SAM.gov
- ▶ <https://sam.gov/opp/cb651de0fa364862b2da7d2e3956a0f9/view>
- ▶ For more information, please contact Laurie Martin:  
[Laurie.martin@pnnl.gov](mailto:Laurie.martin@pnnl.gov)  
(509) 430-1656