



**National Renewable Energy Laboratory
Request for Proposal Number RCI-6-66430**

“Determination of Physiochemical Properties of Fuel and Oil Samples”

REQUEST FOR PROPOSALS

READ THIS DOCUMENT CAREFULLY

This solicitation is being conducted under the procedures for competitive subcontracts established by the National Renewable Energy Laboratory (NREL). NREL will award a subcontract based on the following.

- All Statement of Work (SOW) requirements being met
- The best combination of:
 - Technical factors (based on qualitative merit criteria) and
 - Evaluated price (or cost)

Issue Date: 08/24/06

Due Date: 09/26/06

Time Due: 04:30 p.m. Mountain Time

Technical Questions must be received in writing no later than 09/06/06

1. **Solicitation Type** Best Value Selection
Fixed Unit Price
Indefinite Delivery-Indefinite Quantity (IDIQ)

Submit offers to and request information from the NREL RFP Contact below

2. **NREL RFP Contact** Kathee Flanagan Roque
Senior Contract Administrator
National Renewable Energy Laboratory
1617 Cole Boulevard, MS 1632
Golden, CO 80401-3393

Email: Kathee_Roque@nrel.gov

Electronic (PDF) copies of forms, sample subcontract, and appendices can be found at:

http://www.nrel.gov/business_opportunities

3. Project description

As specified in the Statement of Work (see NREL website).

4. Proposed subcontract award and period of performance

It is the intent of NREL to award one fixed unit price/indefinite delivery- indefinite quantity (IDIQ) subcontract(s) under this solicitation. The anticipated period of performance is a base period of 12 months with two 12-month option periods, totaling 36 months, if all options are exercised. Ceiling amounts are estimated to range between \$150,000 - \$325,000 per period.

5. Competitive negotiated subcontract using Best Value Selection

This solicitation shall be conducted using Best Value Selection that results in an award that is most advantageous to NREL based on the best value combination of (a) evaluated qualitative merit and (b) evaluated price (cost) of the offers submitted.

Best Value Selection is based on the premise that, if all offers are of approximately equal qualitative merit, award will be made to the offeror with the lowest evaluated price (cost). However, NREL will consider awarding to an offeror with a higher evaluated price (cost) if the offer demonstrates the difference in price (cost) is commensurate with the higher qualitative merit. Conversely, NREL will consider awarding to an offeror with a lower evaluated qualitative merit if the price (cost) differential between it and other offers warrant doing so.

6. Qualitative merit criteria for Best Value Selection

The Statement of Work (see NREL website) in this Request for Proposals serves as NREL's baseline requirements that must be met by each offer.

The qualitative merit criteria establish what NREL considers the technical factors valuable in an offer. These qualitative merit criteria are performance-based and permit selection of a higher priced offer that provides higher qualitative merit.

The following qualitative merit criteria will be used by evaluators to determine the technical value of the offer in meeting the objectives of the solicitation.

Each qualitative merit criteria and its assigned weight are provided below.

6.1 Technical Approach (40%)

- Offeror provides a listing of ASTM, EN, and other test method capabilities of its laboratory.
- Demonstrates ability and willingness to modify test methods for applicability to advanced and alternative fuels, an example of which is the modifications for D2274 that are currently used for biodiesel.

- Strong preference will be given to work performed in-house, wherever possible, rather than out-sourced. If work will be performed by lower-tier subcontractor(s), please provide the name and scope of work to be performed by the lower-tier subcontractor(s).

6.2 Experience/Past Performance (40%)

- Proposal demonstrates active key personnel participation in standardization or technical meetings such as ASTM.
- Proposal provides substantive information on recent contracts of this size and scope that have been successfully completed. Include contracting personnel's point(s) of contact, contract number, duration, amount(s) and scope of each contract.
- Proposal includes resumes of key personnel/technical points of contact proposed to perform on this work effort. Demonstrates ability to add shift, or short-term, staff to complete large work orders within the timeframe specified.

6.3 Capability (20%)

- Proposal provides overview of laboratory and testing capabilities, on-site and through lower-tier subcontractors, as appropriate.
- Proposal highlights specialized or unique testing equipment, personnel expertise, or other specialized capabilities.

7. **Price (cost) evaluation for Best Value Selection**

After evaluation of the qualitative merit criteria, the following price (cost) evaluation will be used to determine the best value of the offer in meeting the objectives of the solicitation.

The combined qualitative merit value will be considered substantially more important than the price (cost).

8. **Evaluation process**

NREL will evaluate offers in two general steps:

Step One—Initial Evaluation

An initial evaluation will be performed to determine if all required information has been provided for an acceptable offer. Offerors may be contacted only for clarification purposes during the initial evaluation. Offerors shall be notified if their offer is determined unacceptable and the reasons for rejection will be provided. Unacceptable offers will be excluded from further consideration.

Step Two—Discussion, Selection, Negotiation, and Award

All acceptable offers will be evaluated against the Statement of Work (see NREL website) and the qualitative merit criteria listed above. Based on this evaluation,

NREL has the option, depending on the specific circumstances of the offers received, to use one of the following methods of selection:

- (a) Make selection(s), conduct negotiations, and make award(s);
- (b) Conduct parallel negotiations with all offerors and make award(s);
- (c) Conduct discussions with all offerors, select successful finalists, conduct parallel negotiations with successful finalists, and then make award(s);
- (d) Conduct discussions with all offerors, conduct parallel negotiations with the finalists, select successful finalist(s), and then make award(s);
- (e) Select successful finalists, conduct successive negotiations, and make successive selections and awards;
- (f) Make no award(s).

9. Proposal preparation information

- a. The proposal must include a title page, including the RFP title and number, name of your organization and principal investigator (with postal address, telephone and fax numbers, and email address). The title should be succinct and capture the essence of your offer.
- b. Formatting instructions
 - A page is defined as one side of an 8 ½" x 11" sheet of paper.
 - Use a 12-point font.
 - Maintain at least 1-inch margins on all sides.
 - Copies may be either single or double sided.
- c. A **technical proposal** in an original and five (5) copies directed toward meeting the requirements of NREL's Statement of Work (see NREL website) and qualitative merit criteria (see item 6 above). The technical proposal shall be organized by task. The total proposal shall not exceed 20 pages, not including title page or resumes.
- d. A completed "**Price/Cost Proposal**" form in an original and three (3) copies submitted with the offer (see NREL website). An individual offeror's price/cost proposal standard format can be used if the data included is substantially the same as the NREL form. The offeror's price/cost and delivery terms must be valid for 90 days from the date of the offer. The price/cost proposal should include support documentation for all categories of the proposed price/cost. The price/cost proposal should separate price/cost for lower-tier subcontract(s) and include support documentation for all categories of the proposed lower-tier subcontract(s) price/cost. (See Price/Cost Proposal preparation instructions (NREL website). Include contact and report information for any Government agency/audit performed within the past 12 months.
- e. A completed "**Representations and Certifications**" form in an original and two copies (see NREL website).

- f. A cover letter including a **summary statement** indicating acceptance or any change with reason of the proposed Statement of Work (see NREL website).
- g. A cover letter including a **summary of deviations/exceptions** (if any) to the subcontract schedule and the standard terms and conditions and/or the intellectual property terms and conditions in the appendices. The offeror will explain any exceptions (including deviations and conditional assumptions) taken with respect to the subcontract schedule and terms and conditions. Any exceptions must contain sufficient amplification and justification to permit evaluation. Such exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. A large number of exceptions or one or more significant exceptions not providing any obvious benefit to the Department of Energy or NREL may, however, result in rejection of such offer as unacceptable.
- h. This solicitation does not allow the submittal of facsimile or electronic proposals.
- i. This solicitation does not commit NREL to pay costs incurred in the preparation and submission of a proposal in response to this RFP.

10. Solicitation Provisions—full text provided

a. Late submissions, modifications, and withdrawals of offers

Offers, or modifications to them, received from qualified organizations after the latest date specified for receipt may be considered if received prior to award, and NREL determines that there is a potential price (cost), technical, or other advantage, as compared to the other offers received. However, depending on the circumstances surrounding the late submission or modification, NREL may consider a late offer to be an indication of the offeror's performance capabilities, resulting in downgrading of the offer by NREL evaluators in the technical evaluation process. Offers may be withdrawn by written notice or telegram (including mailgram) received at any time before award. Offers may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the offer before award.

b. Restrictions on disclosure and use of data

Offerors who include in their proposals data that they do not want disclosed to the public for any purpose or used by the government or NREL, except for evaluation purposes shall—

1. Mark the title page with the following legend:

“This offer includes data that shall not be disclosed outside the government or NREL and shall not be used or disclosed—in

whole or in part—for any purpose other than to evaluate this offer. If, however, a subcontract is awarded to this offeror as a result of—or in connection with—the submission of this data, the government or NREL shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting subcontract. This restriction does not limit the government or NREL’s right to use information contained in this data if obtained from another source without restriction. The data subject to this restriction are contained on pages [insert page and line numbers or other identification of pages] of this offer”; and

2. Mark each page of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this page is subject to the restriction on the title page of this offer.”

c. Notice of right to receive patent waiver (derived from DEAR 952.227-84) and technical data requirements.

Offerors (and their prospective lower-tier subcontractors) in accordance with applicable statutes and Department of Energy Acquisition Regulations, (derived from DEAR 952.227-84) have the right to request a waiver of all or any part of the rights of the United States in inventions conceived or first actually reduced to practice in performance of the subcontract that may be awarded as a result of this solicitation, in advance of or within thirty (30) days after the effective date of subcontracting. Even where such advance waiver is not requested or the request is denied, the subcontractor will have a continuing right during the subcontract to request a waiver of the rights of the United States in identified, individual inventions.

Domestic small business firms, educational institutions, and domestic nonprofit organizations normally will receive the Patent rights clause—retention by the subcontractor—which permits the offeror to retain title to subject inventions, except in subcontracts involving exceptional circumstances or intelligence activities. Therefore, domestic small business firms, educational institutions, and domestic nonprofit organizations normally need not request a waiver.

If an offeror’s proposal includes a lower-tier subcontract to another organization, that lower-tier organization’s business type will determine the applicable intellectual property provisions that will apply to the lower-tier subcontract. Note that a lower-tier subcontractor may apply for a patent waiver under the same conditions as the offeror.

Under a research, development, and demonstration project, the Department of Energy and NREL are unable to ascertain, prior to receipt of offers or performance of the project, their actual needs for technical data. It is believed that the requirements contained herein are the basic needs of the Department

of Energy and NREL. However, if the offeror indicates in its proposal that proprietary data will be used or withheld under its proposed effort, the Department of Energy and NREL reserve the right to negotiate appropriate rights to the proprietary data. The appropriate rights may include "Limited Rights in Proprietary Data" and/or "Subcontractor Licensing."

d. Disclaimer

NEITHER THE UNITED STATES; NOR THE DEPARTMENT OF ENERGY; NOR MIDWEST RESEARCH INSTITUTE, NATIONAL RENEWABLE ENERGY LABORATORY DIVISION; NOR ANY OF THEIR CONTRACTORS, SUBCONTRACTORS, OR THEIR EMPLOYEES MAKE ANY WARRANTY, EXPRESS OR IMPLIED, OR ASSUME ANY LEGAL LIABILITY OR RESPONSIBILITY FOR THE ACCURACY, COMPLETENESS, OR USEFULNESS FOR ANY PURPOSE OF ANY OF THE TECHNICAL INFORMATION OR DATA ATTACHED OR OTHERWISE PROVIDED HEREIN AS REFERENCE MATERIAL.

e. Solicitation disputes

The General Accounting Office and the Department of Energy do not accept or rule on disputes for solicitations for Requests for Proposals issued by Management and Operating Contractors for the Department of Energy (operators of Department of Energy National Laboratories). Should an offeror have any concerns regarding the NREL solicitation process or selection determination, the offeror may contact Marty Noland, Advocate for Commercial Practices, at (303) 384-7550. NREL will address each concern received from an offeror on an individual basis.

f. (Lower-Tier) Small Business Subcontracting Plan (derived from FAR 52.219-9)

The following requirement does not apply to small business offerors.

Within 10 working days of receipt of NREL's intent to negotiate toward award of a subcontract, offeror shall submit a lower-tier subcontracting plan that separately addresses lower-tier subcontracting with small business, small disadvantaged business, and women-owned small business concerns. The the plan must separately address lower-tier subcontracting with small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic subcontract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant subcontract. The lower-tier subcontracting plan shall be negotiated within the time specified by the NREL Subcontract Administrator. Failure to submit and negotiate a lower-tier subcontracting plan shall make the offeror ineligible for award of a subcontract (see NREL website).

11. Solicitation provisions—incorporated by reference—general access

This solicitation incorporates one or more solicitation provisions by reference with the same force and effect as if they were given in full text. The following documents can be downloaded from the NREL **general access** website at <http://www.nrel.gov/contracts/> or the NREL RFP Contact (see item 2) will make full text available upon request.

- Request for Proposals No. RCI-6-66430;
- Appendix A, Statement of Work, dated 08/03/06;
- Subcontract Schedule – Fixed Unit Price - Indefinite Delivery/Indefinite Quantity (IDIQ);
- NREL Standard Terms and Conditions:
 - Appendix B-3 (10/01/03);
- NREL Intellectual Property Provisions:
 - Appendix C-1 or C-2 (10/22/98);
- NREL Terms and Conditions for Subcontracts in excess of \$500,000.00
 - Appendix D-1 (11/01/03);
- NREL Representations and Certifications for Subcontracts (date);
- NREL Price/Cost Proposal Form and Instructions (date);
- NREL Small Business (Lower-tier) Subcontracting Plan Requirements (date) [if required].

12. NAICS Code and Small Business Size Standard

- a. The North American Industry Classification System (NAICS) code for this solicitation is 541380.
- b. The small business size standard for 541380 is \$5 million in annual receipts. (Annual receipts of a concern means the annual average gross revenue for the last three fiscal years.)