



National Renewable Energy Laboratory

Innovation for Our Energy Future

October 15, 2008

TO: All Offerors

Subject: Amendment No. 1 to Request for Proposal (RFP) Number RCE-8-88655 for
"Scientific and Business Information Technology Services and Support"

This Amendment No. 1 is issued for the following reasons:

- a. To answer questions received on the subject RFP;
- b. To provide a revised Statement of Work dated October 9, 2008 and revised RFP Exhibit I, which include the addition of a "Team Foundation Administrator/Developer" skill set; and
- c. To extend the due date for proposals to **Wednesday, November 5, 2008**.

Note that questions shown below may be compilations of duplicate questions received, and/or may have been edited to protect an offeror's business-sensitive information provided in the original question.

Question 1: Does the offeror need to have an office in Colorado?
Answer 1: No. Offerors do not need to have an office in Colorado.

Question 2: Will the evaluation and selection personnel for this RFP be the same as the evaluation selection personnel for RFP No. RCE-8-88651?
Answer 2: NREL does not discuss or disclose information about Source Evaluation Teams serving in competitive solicitations.

Question 3: Would a proposing firm be penalized if they leveraged same or similar content from their response to RFP No. RCE-8-88651 for this RFP?
Answer 3: As in all competitive procurements issued by NREL, **each proposal is evaluated using the Statement of Work as the baseline requirements and the Qualitative Merit Criteria in Section 6**. The degree to which each proposal addresses each of these areas of evaluation is the determining factor in scoring.

Please review Sections 6 through 7 which detail NREL's proposal evaluation process.

Question 4: What information is required in order to be considered a woman-owned business?

Answer 4: Woman-owned businesses are determined by 51% ownership of the organization by a woman. This is a self-certifying business classification. For the latest guidelines, access the Small Business Administration at www.sba.gov.

Question 5: What is the timeline for which NREL will be making a decision regarding subcontract awards for this RFP?

Answer 5: NREL anticipates subcontract awards to be completed by early February 2009.

Question 6: After submission of initial proposal, are there additional steps required prior to subcontract award? If so, what are those steps, and how will subcontractors be notified?

Answer 6: Please review Sections 6 through 7 of the RFP. During evaluation, an offeror may be contacted by email for clarifications, which will require a written response. However, until contacted by the Subcontract Administrator, offerors have no additional steps to complete. All offerors will be notified of their proposal status after NREL's decision via email.

Question 7: Does "Option 1" on the Hourly Wage Rate Ranges Proposal refer to the 12-month option period to follow the initial 12-month base period?

Answer 7: Yes, this is correct.

Question 8: What is the preferred form of wage rate verification for the hourly rate ranges proposal? If payroll records are provided, are subcontractors required to break-down the provided information in any way?

Answer 8: Payroll records are a sufficient form of wage rate verification and do not require further break-down.

Question 9: Number 11 Section A of the Representations and Certifications form references the "Equal Opportunity clause of this solicitation." Where are the details of this clause found? If the subcontractor has participated in previous contracts subject to a similar clause, but have not filed a compliance report, will they still be considered?

Answer 9: Yes, the offer will still be considered. However, it is strongly suggested that the offeror become compliant with this requirement.

Question 10: If the offeror has not developed, does not have on file, and has not previously had contracts subject to the written affirmative action programs requirement, will the offeror still be considered for this RFP?

Answer 10: Yes, an offeror will still be considered for this RFP if it has not developed, does not have on file, and has not previously had contracts subject to the written affirmative action programs requirement.

Question 11: Sample Work Order #2 is titled "Requirement for Scientific Developer Services". The list of labor categories in Exhibit I of the RFP and Attachment I to the Scope of Work does not include a corresponding "Scientific Developer Services" or "Scientific Developer" labor category. Please clarify the labor category title for Sample Work Order #2.

Answer 11: The list of skill sets shown in Exhibit I includes labor categories that would be utilized for performance of the effort described in Sample Work Order # 2.

Question 12: Within Exhibit I - is there documentation to elaborate on what the prefix "Scientific" means to NREL when followed by Programmer/ Modeling Specialist/ Application Developer / and Database Developer? Specifically how the skill set would differ in your eyes if/when the prefix "Scientific" is included.

Answer 12: The prefix "scientific" with any labor category indicates that the focus of the tasks will involve some engineering, in lieu of primarily business knowledge, and interfacing with scientists and engineers. The correlation with scientific research will be a prime objective.

Question 13: Within Exhibit I – Is it correct to assume the word Cyber (used in Cyber Policy Analyst, Cyber Security Attack Analyst, Cyber Security Analyst, and Cyber Intrusion Detection Analyst) is characterizing the skill set relating these skills to the "Internet" and not a system utilized by NREL called "Cyber"?

Answer 13: Yes, that is correct.

Question 14: Is there any incumbent for this RFP?

Answer 14: No, there are no incumbents for this RFP.

Question 15: Are there any current consultants working on the skill sets and how many of them?

Answer 15: This question is outside the scope of this RFP.

Question 16: Can NREL provide the number of resources that would be required in the base year?

Answer 16: NREL cannot foresee how many subcontractor personnel will be utilized under the resultant subcontracts.

Question 17: Will there be multiple requirements on the skills sets or only single requirements on a single skill set?

Answer 17: Though each work order will define exactly what is required, it is most likely that there will be multiple requirements for certain skill sets, but only single requirements for others.

Question 18: Are you looking for an MSP or multiple vendors?

Answer 18: Please review Section 3 of the RFP for NREL's anticipated award structure.

Question 19: If you are looking for MSP, can we propose a VMS solution also along with this proposal?

Answer 19: Please see Answer 3 in this Amendment.

Question 20: Can we give a fixed dollar rate on the fringe benefits?

Answer 20: Yes, if in addition you provide the correlating percentage. Fringe benefits are applied as a percent to the base hourly rate plus labor overhead.

Original and hard copies of the proposal shall be submitted **by 4:30pm (MDT) on Wednesday November 5, 2008**. Note that original and hard copies of proposals *must be delivered by overnight courier*, through NREL's Shipping and Receiving Office; *hand-carried proposals will not be accepted*.

Please acknowledge receipt of this amendment in the cover letter to your proposal.

Sincerely,

Carol Johnston [e-signature]

Carol Johnston
Senior Subcontract Administrator