

National Renewable Energy Laboratory  
Managed and Operated by the Alliance for Sustainable Energy, LLC  
Request for Proposals (RFP) Number SUB-2023-10429  
“Custom Glove Box System”

**REQUEST FOR PROPOSALS (RFP)**

**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:

**LOWEST PRICE (COST), TECHNICALLY ACCEPTABLE SELECTION**

All Statement of Work (SOW) requirements being met and with the lowest evaluated price (or cost)

Issue Date: **7/13/2023**      Due Date: **8/18/2023**      Time Due: **5pm** Mountain Time

**Technical questions must be received in writing no later than 8/4/2023**

Written questions concerning this solicitation document and its requirements will be answered in writing. In response to technical questions, NREL will issue an amendment to this solicitation document that will formally provide all the questions and answers. All recipients of the solicitation document will receive responses to questions.

- 1. Solicitation Type**      Lowest Price (Cost), Technically Acceptable Selection  
Firm Fixed Price, Subcontract

**SUBMIT OFFERS TO AND REQUEST INFORMATION FROM THE NREL RFP CONTACT BELOW**

- 2. NREL RFP Contact**      Todd Labosky, Subcontract Administrator  
National Renewable Energy Laboratory  
15013 Denver West Parkway, MS: RSF030  
Golden, CO 80401

Email: [todd.labosky@nrel.gov](mailto:todd.labosky@nrel.gov)

**Electronic copies of forms and appendices can be found at:**

<http://www.nrel.gov/workingwithus/standard-terms.html>

## Procurement Forms | NREL

### 3. **Project description:**

As specified in the Statement of Work titled “**Custom Glove Box System**”, (Attachment 1).

### 4. **Proposed subcontract award and period of performance**

The Alliance for Sustainable Energy, LLC has entered into Contract No. DE-AC36-08GO28308 with the Department of Energy (DOE), an agency of the U.S. Government, for the management and operation of the National Renewable Energy Laboratory (hereinafter called “NREL”). All references to “NREL” in this solicitation shall mean the Alliance for Sustainable Energy, LLC.

It is the intent of NREL to award one **Firm Fixed Price** subcontract under this solicitation. The anticipated period of performance is **execution through 26 weeks with funding expected to range from \$300,000.00 to \$450,000.00.**

### 5. **Competitive negotiated subcontract using Lowest Price (Cost), Technically Acceptable Selection**

This solicitation shall be conducted using Lowest Price (Cost), Technically Acceptable Selection that results in an award based on the lowest evaluated price (cost) of all technically acceptable offers.

Lowest Price (Cost), Technically Acceptable Selection is based on the premise that value is expected to result from award based on a technically acceptable offer with the lowest evaluated price (cost).

The Statement of Work in this Request for Proposals serves as NREL’s baseline requirements that must be met by each offer.

Selection will be made on the basis of the lowest evaluated price (cost) of offers meeting or exceeding the baseline requirements of the statement of work.

NREL may discuss price (cost) with offerors, especially when more than one technically acceptable approach is received that may satisfy NREL’s needs.

### 6. **Evaluation process**

NREL will evaluate offers in three general steps:

#### Step One—Initial Evaluation

An initial evaluation will be performed to determine if all required information has been provided and the offer is technically acceptable to meet the basic requirements as outlined in the statement of work. At NREL’s discretion, discussions with offerors will be held as necessary. Offerors shall be notified if their offer is determined to be technically

unacceptable and the reasons for rejection will be provided. Technically unacceptable offers will be excluded from further consideration.

#### Step Two—Price (Cost) Evaluation

After an offer is evaluated as technically acceptable to meet the baseline requirements, NREL will evaluate the price (cost) to determine the reasonableness and award to the lowest price offer. **Offer should note that NREL will evaluate Offers in accordance with the policies and procedures of Part 25 of the FAR. In accordance with the Buy American Act, preference will be given to domestic offers, and foreign offers will be adjusted for evaluation purposes in accordance with FAR 25.106 and Subpart 25.5 (as such terms are defined in FAR 25.003).**

#### Step Three—Selection

Based on the technical acceptability and price (cost) suitability of the offers, NREL will exercise one of the following options:

- (a) Select an offer and award the subcontract to the lowest price (cost), technically acceptable offer without discussion;
- (b) after discussion, select an offer, and award the subcontract;
- (c) make no award.

## 7. Proposal preparation information

- a. The proposal must include a title page, including the RFP title and number, name of your organization and principal investigator or project manager (with postal address, telephone number(s), and email address). The title should be succinct and capture the essence of your offer. The technical proposal with its title page, along with all components of the proposal and other required documents as described sections b through g below shall each be provided as separate PDF files (provided in a compressed or “zipped” folder, preferred).
- 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.
  - All pages must have the same page orientation (i.e., do not present pages that offset by 90 degrees).
  - Include the following notice on your title page:

***“Notice for Handling Proposals:***

*This proposal shall be used and disclosed for Alliance/NREL and Government evaluation purposes only. Any authorized restrictive notices which the Offeror places on this proposal shall also be strictly complied with. Disclosure of this proposal outside the Government, Alliance/NREL, Alliance/NREL consultants, or other national laboratories personnel for evaluation purposes shall be made only to the extent authorized by, and in accordance with, the procedures in DEAR 915.207-70 and, as applicable stated in the procurement solicitation document for source evaluation and selection process.*

*Upon completion of the evaluation, the evaluator shall certify in writing to the Source Evaluation Team Chairperson that all copies of this proposal have been destroyed and/or deleted from any electronic device, medium or storage location with the exception of those retained in the procurement file or in the case of successful offeror(s) in the project management file.”*

- c. An electronic copy (assembled pdf) of the **technical proposal** directed toward meeting the requirements of NREL’s Statement of Work. The technical proposal shall identify any proposed changes to the Statement of Work as a stand-alone attachment to the technical proposal. The technical proposal shall be a maximum of 25 pages which includes all text, graphics, charts, attachments, appendices, addendums, indices, exhibits, etc. (resumes and proposed changes to the Statement of Work are not included in page count).
- d. A completed “Total Price and Payment Occurrence Table Form”. Offerors are requested to also provide a total price breakout of design fee, manufacture/build of equipment and installation (see “Total Price and Payment Occurrence Table Form”. The offeror’s price (cost) and delivery terms must be valid for 90 days from the date of the offer.
- e. A completed “**Representations & Certifications SAM Supplement For Commercial Items and Services**” form. Please download from the NREL general access website link below:  
  
<http://www.nrel.gov/workingwithus/forms.html>
- f. **A cover letter including either acceptance or change/exception with reason** to the sample subcontract schedule (Attachment 2), anticipated period of performance, and the standard terms and conditions and/or the intellectual property terms and conditions in the appendices. The offeror shall explain any proposed change/exception with respect to the sample subcontract schedule and terms and conditions. Any proposed change/exception must contain sufficient amplification and justification to permit evaluation. Such proposed changes/exceptions will not, of themselves, automatically cause an offer to be termed unacceptable. However, a large number of proposed changes/exception or one or more significant exceptions not providing any obvious benefit to the NREL or the Department of Energy may result in rejection of such offer as unacceptable. In addition, the cover letter shall include a **summary statement** indicating acceptance of the statement of work (Attachment 1) or any change with the reason(s).
- g. This solicitation requires the submittal of electronic proposals.

- h. This solicitation does not commit NREL to pay costs incurred in the preparation and submission of a proposal in response to this RFP.

**8. 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 in the technical evaluation process. Offers may be withdrawn by written notice received at any time before award.

**b. Restrictions on disclosure and use of proprietary data (Nov 2018)**

Offerors who include in their proposals proprietary 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, in addition to including the "*Notice for Handling Proposals*" required in Paragraph #. b. above—

1. Mark the title page with the following legend:  
"This offer includes proprietary 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 proprietary data, the government or NREL shall have the right to duplicate, use, or disclose the proprietary data to the extent required in the resulting subcontract. This restriction does not limit the government or NREL's right to use this proprietary data if obtained from another source without restriction. The proprietary data subject to this restriction are contained on pages [insert page and line numbers or other identification of pages] of this offer"; and
2. Highlight (in yellow) the proprietary data on each page it wishes to restrict and add the following footer:  
  
"Use or disclosure of proprietary data contained on this page is subject to the restriction on the title page of this offer."

**c. Reserved**

**d. Disclaimer**

NEITHER THE UNITED STATES; NOR THE DEPARTMENT OF ENERGY; NOR ALLIANCE FOR SUSTAINABLE ENERGY, LLC; 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 Accountability 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 Paul White, Advocate for Commercial Practices, at (303) 384-7575. NREL will address each concern received from an offeror on an individual basis.

**f. Prohibition on use of certain telecommunications and video surveillance services or equipment per the John S. McCain National Defense Authorization Act Section 889(a)(1)(B)**

In accordance with the John S. McCain National Defense Authorization Act Section 889(a)(1)(B), NREL is prohibited from contracting with any offeror that uses, and/or whose lower-tier subcontractor(s) use, covered telecommunication equipment or services as a substantial or essential component of any system, or as a critical technology of any system, on or after 08/13/2020, unless an exception applies or a waiver is granted. This includes such equipment or services from five Chinese companies: **Huawei, ZTE Corporation, Hytera Communications, Hangzhou Hikvision, and Dahua Technology.**

**g. Compliance with Section 508 of the Rehabilitation Act (found at 29 U.S.C. 794d)**

The requirements of Section 508 of the Rehabilitation Act apply to NREL's procurement of all electronic and information technology (EIT) and any development, maintenance, or use of EIT.

**9. Solicitation provisions**

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The following solicitation documents are attached:

- Attachment 1, Statement of Work dated 7/6/2023
- Attachment 2, Sample Subcontract Schedule - Firm Fixed Price
- Attachment 3, Total Price and Payment Occurrence Table

**10. 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 <http://www.nrel.gov/workingwithus/standard-terms.html> and

<http://www.nrel.gov/workingwithus/forms.html> or the NREL RFP Contact (see item 2) will make available upon request.

**The documents and forms that are listed below are applicable to this solicitation and resulting award:**

Appendix/Form
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- ✓ NREL Standard Terms and Conditions: B-8 (1/23/2023)
- ✓ NREL Representations and Certifications (7/14/2022) for Subcontracts and Purchase Orders for Commercial Items and Services;

**11. NAICS Code and Small Business Size Standard**

- a. The North American Industry Classification System (NAICS) for this solicitation is/are 334516.
- b. The small business size standard for 334516 is 1,000 or fewer employees.

**12. Notice Regarding NREL Payments to Subcontractors**

It is NREL's standard practice to make all payments to domestic subcontractors via electronic (ACH) payments or to international subcontractors via wire transfers. Any Offeror receiving notification of an award under this solicitation must complete and submit a "Request for ACH/Wire Banking Information" form to the applicable NREL Subcontract Administrator. Payments to subcontractors will be deposited directly into the subcontractor's designated bank account in accordance with the banking account/wire transfer information provided on the form by an authorized company representative. An electronic (PDF) copy of the form will be provided by the NREL Subcontract Administrator upon notification of award. ***Please do not include an ACH form with your response to this RFP.***