



September 15, 2023

Subject: Request for Quotation (RFQ) No. 435021
Expert on Nuclear Nonproliferation Policy and Strategic Planning

1.0 INTRODUCTION

Brookhaven Science Associates, LLC (herein known as “BSA”), operator of Brookhaven National Laboratory (BNL) under a Prime Contract with the U.S. Department of Energy (DOE) herewith solicits your quote for an Expert on Nuclear Nonproliferation Policy and Strategic Planning Services as outlined in Enclosure 1, Contract 435021. The NAICS for this effort is 541611, Administrative Management and General Management Consulting Services, and the effort will be solicited utilizing a Total Small Business Set-Aside.

2.0 SCOPE OF WORK

The Offeror shall provide an Expert on Nuclear Nonproliferation Policy and Strategic Planning in strict accordance with Enclosure 1, Contract 435021 and its attachments.

3.0 FORMS OF QUOTATION AND MANNER OF SUBMISSION

A complete quotation, including the signed Quotation Pricing Sheet, must be received by BSA no later than 5pm EST on 13 October 2023. Any offer received after this time and date may not be considered. Award is expected to be made on or about 27 October 2023. Quotations will be opened in private. Quotations, including their withdrawal or modification, received after the closing date shall be considered late. Such responses will only be considered for award if it is in BSA’s best interest to do so.

Questions are due by 21 September 2023 at 5 PM EST. All questions must be submitted in writing; replies to questions will be provided in writing and, if considered to be of general interest, will be transmitted to all other offerors.

Electronic submissions of formal quotations are required and will be accepted as follows:

- Email submissions must include a scanned copy of the signed Quotation Pricing Sheet. Emails will be sent to enagel@bnl.gov with the BSA RFQ Number in the Subject Line.

4.0 PRICING AND SUPPORTING DOCUMENTATION

4.1 Pricing Quotation and Supporting Documentation.

The offeror shall complete and return the Quotation Pricing Sheet attached to this document. Prices shall be quoted in U.S. dollars.

4.2 System For Award Management (SAM):

In order to support DOE reporting requirements, BSA requires all its vendors/contractors to be registered in the U. S. Government supplier database entitled System For Award Management (SAM). Registration can be performed on line at www.sam.gov. If not already registered, please register as soon as possible since failure to do so may preclude BSA from doing business with your organization. Please note that there is no charge for SAM registration. When registering, you are strongly urged to copy and paste www.sam.gov onto your browser address rather than utilizing your search engine. Utilizing your search engine may redirect you to an erroneous site. You may obtain assistance in completing your registration by contacting the Federal Help Desk at 866-606-8220 or by contacting your local Procurement Technical Assistance Center (PTAC), which can be found at <https://www.ptac-us.org>. By signing the attached Quotation Pricing Sheet, AMS Form-043, it shall be assumed that your firm is registered in SAM.

4.3 Payment Terms and Freight

Payment terms shall be FOB (Free on Board) destination, “DAP” Delivered At Place, Brookhaven National Laboratory, Upton, Long Island, New York (Freight Prepaid) Net 30 (Net 10 for Small Businesses) from acceptance, in accordance with an agreed-to milestone schedule. The Offeror shall review and clearly note its acceptance in full. Any exceptions shall be noted accordingly; however, the Offeror shall not construe noted exceptions, if any, to be accepted by BSA.

4.4 Government Property

The Offeror shall provide a description of any contemplated use of Government property that is currently in the possession of the Offeror. Provide the name and point of contact of the cognizant Government Contracting Officer. Any proposed use of Government-owned equipment/facilities will be evaluated to negate any competitive advantage. If there is no Government property the Offeror shall so note. The Offeror shall submit a list of any/all Contractor-acquired Government property that is planned to be purchased with any funding provided under any resultant Contract.

4.5 Contractor Registration in BSA’s System

The successful offeror will be required to fill out an IRS W-9 form and a Bank Information form for ACH/EFT contract invoice payments.

5.0 BASIS OF AWARD

BSA will make award to the responsive and responsible offeror who submits the lowest total price and who meets all of BSA's technical requirements, as stated herein.

Qualifiers:

1. Offeror shall have a minimum of 10 years working experience in the areas of WMD proliferation, homeland security, nuclear technologies, applied R&D, technical policy, threat reduction, and strategic planning.

The offeror shall provide reference documentation demonstrating 10 years or more of work experience in the areas of WMD proliferation, homeland security, nuclear technologies, applied R&D, technical policy, threat reduction, and strategic planning.

2. Offeror shall currently have and be able to maintain a Dept of Energy Q Clearance throughout the duration of this effort.

The offeror shall provide proof of such clearance, showing the expiration date and methodology to renew the clearance.

3. Offeror shall currently have a minimum of 10 years of experience supporting NPAC, NNSA and related offices on strategic planning efforts, program reviews, and congressionally required reports.

The offeror shall provide reference documentation demonstrating 10 years or more of work supporting NPAC, NNSA and related offices on strategic planning efforts, program reviews and congressionally required reports.

4. Offeror shall currently have a minimum of 10 years of experience working with the DOE/NNSA national laboratory complex on the specific issues identified above.

The offeror shall provide reference documentation demonstrating 10 years or more of work supporting the DOE/NNSA national laboratory complex.

5. Offeror shall currently have a minimum of 10 years of experience working with NNSA's interagency partners (such as Defense, State, Homeland Security, Intelligence) in the U.S. government on the specific issues identified above.

The offeror shall provide reference documentation demonstrating 10 years or more of experience working with NNSA's interagency partners (such as Defense, State, Homeland Security, Intelligence) in the U.S. government on the specific issues identified above.

6. Offeror shall currently have knowledge of, and experience working with, relevant U.S. nongovernmental organizations and international organizations on the specific issues identified above.

The offeror shall provide reference documentation demonstrating experience working with relevant U.S. nongovernmental organizations and international organizations on the specific issues identified above.

Failure to provide the above information will render your offer non-responsive.

The resultant firm fixed price contract shall be subject to the terms and conditions of Enclosure 1.

6.0 SMALL BUSINESS SUBCONTRACTING PLAN

All Offerors certifying that they are other than a “small business or foreign business” and that they expect to submit an offer that will exceed \$750,000 must submit a Small Business Subcontracting Plan for BSA’s approval prior to contract award. Reference shall be made to FAR 52.219-9 before completing this subcontracting plan. Firms certifying that they are small or foreign businesses need not complete the plan.

The following BSA small business goals are provided as an example for this procurement. Any exceptions to this requirement shall be noted accordingly.

Small Business	50%
Small Disadvantaged Business	5%
Women-Owned Business	5%
Hub Zone	3%
Veteran-Owned Business	3%
Service Disabled Veteran-Owned Business	3%

7.0 CLOSURE

We trust that the information contained herein is sufficient to permit your company to prepare a complete and definitive quotation, however, should you have any questions, please contact the undersigned. All questions must be submitted in writing; replies to questions will be provided in writing and, if considered to be of general interest, will be transmitted to all other offerors.

Sincerely,



Eric Nagel
Sr. Contracts Specialist

Enclosures:	1. Draft Contract No. 435021
	2. Quotation Pricing Sheet