



UNITED STATES
NUCLEAR REGULATORY COMMISSION
WASHINGTON, D.C. 20555-0001

August 28, 2003

TO ALL OFFERORS

SUBJECT: REQUEST FOR QUOTATION (RFQ) NO.RQ-NMS-03-012 ENTITLED,
"GENERAL LICENSES TRACKING SYSTEM IMPLEMENTATION AND
OPERATION"

In accordance with Federal Acquisition Regulation (FAR) 8.4, the U.S. Nuclear Regulatory Commission (NRC) is soliciting quotes for the subject delivery order. The full scope of work anticipated is as set forth in the enclosed statement of work (Enclosure 1). Enclosure 1 also contains special requirements unique to the order. To respond to this request, your organization will be required to provide an offer consisting of a written technical proposal with project references, and a price quote. Your quote and written technical proposal must be submitted in one original and seven copies, no later than 1:00 p.m. on **September 12, 2003**, to the US Nuclear Regulatory Commission, Attn: Donald A. King, Contract Management Center #1 - T7-I2, Division of Contracts, Washington, DC 20555. Offers delivered by hand, including delivery by any express mail services or special delivery services which use a courier or other person to deliver the responses in person to the NRC, should be addressed to:

U.S. Nuclear Regulatory Commission
Division of Contracts
11555 Rockville Pike
ATTN: Donald A. King - Mail Stop, T-7-I-2
Rockville, MD 20852-2738

The offer must conform to the format requested in the following sections and shall contain a statement indicating the period of time the offer is in effect (not less than 60 days). Your offer must also communicate your unconditional assent to any special requirements unique to the order.

INSTRUCTIONS FOR WRITTEN PROPOSAL

GENERAL INSTRUCTIONS

(a) Offerors shall submit one (1) original and two (2) copies of the written technical proposal no later than 1:00 p.m. on **September 12, 2003**. Instructions for written technical proposal are found Subparagraph 2 of this Section.

(b) Offerors shall submit one (1) original and two (2) copies of the written Cost Proposal no later than 1:00 p.m. on **September 12, 2003**. Instructions for the written cost proposal are found under Item 4 below.

(c) The written technical proposal shall not contain any reference to cost. Resource information, such as data concerning labor hours and categories, materials, subcontracts, computer time, etc., must be included in the proposals so that your firm's understanding of the scope of work may be evaluated.

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PRICE QUOTE

Your price quote must provide a breakdown by task of labor, by labor category, hours, and fixed rates; and must provide a total (ceiling) for each task. You must indicate any discounts from the prices contained in your GSA Federal Supply Schedule contract, if offered. You must also provide a separate consolidated summary of the total ceiling price of the order inclusive of all task ceilings and travel (if applicable). Submit a copy of your GSA contract with the price quote.

NOTE: As you are aware, under the GSA Federal Supply Schedule program, we are only able to place orders against the established contract items. We are not permitted to negotiate for acquiring non-schedule items (ie. incidental items) or to establish item prices or labor rates for products or services beyond those identified in each schedule contract. Therefore, we are not able to accept quotes for a non-schedule service and therefore your quote must be eligible for award under the FAR 8.4 Federal Supply Schedule procedures.


QUESTIONS

It shall be the obligation of the offeror to exercise due diligence to discover and to bring to the attention of the Contracting Officer at the earliest possible time, but no later than, **1:00 p.m. on September 3, 2003**, any ambiguities, discrepancies, inconsistencies, or conflicts between the SOW and other documents attached hereto or incorporated by reference herein. All questions shall be e-mailed to Donald A. King (DAK1@NRC.GOV) William Ward at (WRW1@NRC.GOV), and Carolyn Boyle at (CJB@NRC.GOV). The closing date will not be extended for the purpose of responding to questions received after that date.

The NRC may award an order without discussions. Should discussions be required, they will be held by conference call.

Should you have any questions regarding this request, please contact me on (301) 415-6731, e-mail at DAK1@NRC.GOV or facsimile at (301) 415-8157.

Sincerely,


Donald A. King, Contracting Officer
Contract Management Center 1
Division of Contracts
Office of Administration

EXPERIENCE

- (a) The objective of this part of the written technical proposal shall be to clearly demonstrate to the NRC that your firm has the resident corporate experience to permit performing the same or similar work as required in the statement of work.
- (b) Describe, in general terms, corporate qualifications and experience in performing the same or similar work as required in the SOW Section of this solicitation the firm and any of its proposed subcontractors have performed over the past five years. Include the number of years the firm has been in business and company growth history (personnel and dollars).
- (c) List any current commitments with other organizations, Government and/or commercial, for the same or similar effort.

PAST PERFORMANCE

- (a) The objective of this part of the Written technical proposal shall be to clearly demonstrate that your firm has successfully performed on other contracts currently or in the past of similar size and scope. This shall be done by describing current and past work of a similar or identical in nature in such a manner that an evaluation can be made of the performance history and the relevance of this experience to the requirements of the solicitation.
- (b) Project References - To this end, utilizing the format contained in Enclosure 2, identify all experience in performing technical projects similar in size and scope to that described in the statement of work.

UNDERSTANDING and TECHNICAL APPROACH

- (1) Discuss the statement of work to substantiate your firm's understanding of the requirements.
- (2) Discuss the proposed method of approach to meet the contract objective identified in the SOW Section of this solicitation. You shall describe, at a minimum, your organization's planned technical and management approach to performing the effort described in the statement of work for the efficient and accurate collection, analysis, entry, and dissemination of general license information. You should address each task, by describing your proposed management and technical approach and the products, services, and deliverables you will provide.
- (3) Indicate potential problem areas (e.g., software install on NRC Professional Development Center computers) and the approach to be taken to resolve said areas. The plan shall also describe management and administrative controls your organization will employ to meet the cost, performance, and schedule requirements of the effort, and methodology for mitigating risk.
- (4) State any interpretations, requirements, or assumptions.
- (5) If your firm plans to subcontract any of the work to be performed, list proposed subcontractors by name. Identify any key personnel and provide a detailed description of the work to be performed by the subcontractor.