EXHIBITS TO SECTION L

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Exhibit 4	Summary of Total Cost Plus Fee	1
Exhibit 5	Summary of Proposed Labor	1
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Exhibit 7	Overhead and General and Administrative Expense Schedule	2
Exhibit 8	Key Personnel Labor Rates	1
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SECTION L, EXHIBIT 1

PROPOSAL TO
U.S. DEPARTMENT OF ENERGY
SAVANNAH RIVER OPERATIONS OFFICE
CONTRACTS MANAGEMENT DIVISION
P.O. BOX A
AIKEN, SOUTH CAROLINA 29802

1. IN RESPONSE TO RFP NO. 2. FOR (BRIEF DESCRIPTION)
PROPOSAL DUE DATE

3. THIS PROPOSAL CONSISTS OF THE FOLLOWING:

(A) PROPOSAL PART NOS. AND DESCRIPTIONS	(B) NUMBER OF VOLUMES FOR EACH PART NO. (NOT NO. OF COPIES)	(C) STATE FOR EACH RFP PART WHETHER OR NOT EXCEPTIONS OR DEVIATIONS HAVE BEEN TAKEN (YES OR NO)
PART I - PROPOSAL INFORMATION		
PART II - TECHNICAL PROPOSAL		
PART IIII - COST PROPOSAL		

4. OFFER AND ACCEPTANCE PERIOD
THE UNDERSIGNED OFFERS AND AGREES THAT IF THIS OFFER IS ACCEPTED WITHIN 180 CALENDAR DAYS FROM THE DATE DESIGNATED FOR RECEIPT OF OFFERS, TO FURNISH THE ITEMS AND/OR SERVICES IN ACCORDANCE WITH THE ABOVE RFP ATTACHMENTS AND THIS PROPOSAL AT THE PRICE (OR ESTIMATED COST AND FIXED-FEE) STATED.

5. OFFEROR'S NAME, ADDRESS AND TELEPHONE NUMBER:

NAME:
STREET:
CITY, STATE & ZIP CODE:
COUNTY: _____
AREA CODE & TELEPHONE NUMBER:

7. NAME & TITLE OF PERSON AUTHORIZED TO SIGN (TYPE OR PRINT)

8. SIGNATURE

9. DATE OF OFFER: _____

6. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE AND ENTER SUCH ADDRESS IN PART I - PROPOSAL INFORMATION _____

SECTION L EXHIBIT 2

CONTRACT PRICING PROPOSAL COVER SHEET

1. SOLICITATION/CONTRACT/MODIFICATION NO.

FORM APPROVED OMB NO. 9000-0013

NOTE: This form is used in contract actions if submission of cost or pricing data is required. *(See FAR 15.804-6(b))*

2. NAME AND ADDRESS OF OFFEROR *(Include ZIP Code)*

3A. NAME AND TITLE OF OFFEROR'S POINT OF CONTACT

3B. TELEPHONE NO.

4. TYPE OF CONTRACT *(Check)*

- ☐ A. NEW CONTRACT
- ☐ B. CHANGE ORDER
- ☐ C. PRICE REVISION/ REDETERMINATION
- ☐ D. LETTER CONTRACT
- ☐ E. UNPRICED ORDER
- ☐ F. OTHER *(Specify)*

5. TYPE OF CONTRACT *(Check)*

☐ FFP ☐ CPFF ☐ CPIF ☐ CPAF
☐ FPI ☐ OTHER *(Specify)*

6. PROPOSED COST *(A+B=C)*

A. COST	B. PROFIT/FEE	C. TOTAL
$	$	$

7. PLACE(S) AND PERIOD(S) OF PERFORMANCE

8. List and reference the identification, quantity and total price proposed for each contract line item. A line item cost breakdown supporting this recap is required unless otherwise specified by the Contracting Officer. *(Continue on reverse, and then on plain paper, if necessary. Use same headings.)*

A. LINE ITEM NO.	B. IDENTIFICATION	C. QUANTITY	D. TOTAL PRICE	E. RE

9. PROVIDE NAME, ADDRESS, AND TELEPHONE NUMBER FOR THE FOLLOWING *(If available)*

A. CONTRACT ADMINISTRATION OFFICE

B. AUDIT OFFICE

10. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS WORK? *(If "Yes," identify)*

☐ YES ☐ NO

11A. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT? *(If "Yes," complete Item 11B)*

☐ YES ☐ NO

11B. TYPE OF FINANCING *(√ one*

☐ ADVANCE PAYMENTS ☐ PROGRE PAYMEN
☐ GUARANTEED LOANS

12. HAVE YOU BEEN AWARDED ANY CONTRACTS OR SUBCONTRACTS FOR THE SAME OR SIMILAR ITEMS WITHIN THE PAST 3 YEARS? *(If "Yes," identify item(s), customer(s) and contract number(s))*

☐ YES ☐ NO

13. IS THIS PROPOSAL CONSISTENT WITH YOUR ESTABLISHED ESTI MATING AND ACCOUNTING PRACTICES AND PROCEDURES AND FAR PART 31 COST PRINCIPLES? *(If "No," explain)*

☐ YES ☐ NO

14. COST ACCOUNTING STANDARDS BOARD (CASB) DATA *(Public Law 91-379 as amended and FAR PART 30)*

A. WILL THIS CONTRACT ACTION BE SUBJECT TO CASB REGULATIONS? *(If "No," explain in proposal)*

☐ YES ☐ NO

B. HAVE YOU SUBMITTED A CASB DISCLOSURE STATEMENT *(CASB DS-1 or 2)? (If "Yes," specify in proposal the office to which submitted and if determined to be adequate)*

☐ YES ☐ NO

C. HAVE YOU BEEN NOTIFIED THAT YOU ARE OR MAY BE IN NON-COMPLIANCE WITH YOUR DISCLOSURE STATEMENT OR COST ACCOUNTING STANDARDS? *(If " Yes," explain in proposal)*

☐ YES ☐ NO

D. IS ANY ASPECT OF THIS PROPOSAL INCONSISTENT WITH YOUR DISCLOSED PRACTICES OR APPLICABLE COST ACCOUNTING STANDARDS? *(If "Yes," explain in proposal)*

☐ YES ☐ NO

This proposal is submitted in response to the RFP, contract, modification, etc. in Item 1 and reflects our best estimates and/or actual costs as of this date and conforms with the instructions in FAR 15.804-6(b) (2), Table 15-2. By submitting this proposal, the offeror, if selected for negotiation, grants the contracting officer or an authorized representative the right to examine, at any time before award, those books, records, documents and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as the basis for pricing, that will permit an adequate evaluation of the proposed price.

15. NAME AND TITLE *(Type)*

16. NAME OF FIRM

17. SIGNATURE

18. DATE OF SUBMISSION

CONTRACT PRICING PROPOSAL
(RESEARCH AND DEVELOPMENT)

Office of Management and Budget Approval No. 29-R0184

This form is for use when (i) submission of cost or pricing data (see FPR 1-3.807-3) is required and (ii) substitution for the Optional Form 59 is authorized by the contracting officer

PAGE NO	NO OF PAGES

NAME OF OFFEROR	SUPPLIES AND/OR SERVICES TO BE FURNISHED
HOME OFFICE ADDRESS	
DIVISION(S) AND LOCATION(S) WHERE WORK IS TO BE PERFORMED	TOTAL AMOUNT OF PROPOSAL $ / GOVT SOLICITATION NO

DETAIL DESCRIPTION OF COST ELEMENTS

	EST COST ($)	TOTAL EST COST*	REFERENCE*
1 DIRECT MATERIAL (Itemize on Exhibit 4)			
a. PURCHASED PARTS			
b. SUBCONTRACTED ITEMS			
c. OTHER—(1) RAW MATERIAL			
(2) YOUR STANDARD COMMERCIAL ITEMS			
(3) INTERDIVISIONAL TRANSFERS (At other than cost)			
TOTAL DIRECT MATERIAL			
2 MATERIAL OVERHEAD* (Rate % X $ base =)			

3 DIRECT LABOR (Specify)	ESTIMATED HOURS	RATE/ HOUR	EST COST ($)		
TOTAL DIRECT LABOR					

4 LABOR OVERHEAD (Specify Department or Cost Center)*	O/H RATE	X BASE =	EST COST ($)		
TOTAL LABOR OVERHEAD					

5 SPECIAL TESTING (Including field work at Government installations)	EST COST ($)		
TOTAL SPECIAL TESTING			
6 SPECIAL EQUIPMENT (If direct charge) (Itemize on Exhibit 4)			
7 TRAVEL (If direct charge) (Give details on attached Schedule)	EST COST ($)		
a TRANSPORTATION			
b PER DIEM OR SUBSISTENCE			
TOTAL TRAVEL			
8 CONSULTANTS (Identify—purpose—rate)	EST COST ($)		
TOTAL CONSULTANTS			
9 OTHER DIRECT COSTS (Itemize on Exhibit 4)			
10 TOTAL DIRECT COST AND OVERHEAD			
11 GENERAL AND ADMINISTRATIVE EXPENSE (Rate % of cost element Nos.) *			
12 ROYALTIES*			
13 TOTAL ESTIMATED COST			
14 FEE OR PROFIT			
15 TOTAL ESTIMATED COST AND FEE OR PROFIT			

OPTIONAL FORM 59
October 1971
General Services

SECTION L Exhibit 3

This proposal is submitted for use in connection with and in response to (Describe RFP, etc.)

and reflects our best estimates as of this date, in accordance with the Instructions to Offerors and the Footnotes which follow.

TYPED NAME AND TITLE	SIGNATURE

NAME OF FIRM	DATE OF SUBMISSION

EXHIBIT A—SUPPORTING SCHEDULE *(Specify. If more space is needed, use reverse)*

COST EL NO.	ITEM DESCRIPTION (See footnote 5)	EST COST ($)

I. HAS ANY EXECUTIVE AGENCY OF THE UNITED STATES GOVERNMENT PERFORMED ANY REVIEW OF YOUR ACCOUNTS OR RECORDS IN CONNECTION WITH ANY OTHER GOVERNMENT PRIME CONTRACT OR SUBCONTRACT WITHIN THE PAST TWELVE MONTHS?

☐ YES ☐ NO *(If yes, identify below.)*

NAME AND ADDRESS OF REVIEWING OFFICE AND INDIVIDUAL	TELEPHONE NUMBER/EXTENSION

II. WILL YOU REQUIRE THE USE OF ANY GOVERNMENT PROPERTY IN THE PERFORMANCE OF THIS PROPOSED CONTRACT?

☐ YES ☐ NO *(If yes, identify on reverse or separate page)*

III. DO YOU REQUIRE GOVERNMENT CONTRACT FINANCING TO PERFORM THIS PROPOSED CONTRACT?

☐ YES ☐ NO *(If yes, identify.):* ☐ ADVANCE PAYMENTS ☐ PROGRESS PAYMENTS OR ☐ GUARANTEED LOANS

IV. DO YOU NOW HOLD ANY CONTRACT (Or, do you have any independently financed (IR&D) projects) FOR THE SAME OR SIMILAR WORK CALLED FOR BY THIS PROPOSED CONTRACT?

☐ YES ☐ NO *(If yes, identify.):*

V. DOES THIS COST SUMMARY CONFORM WITH THE COST PRINCIPLES SET FORTH IN AGENCY REGULATIONS?

☐ YES ☐ NO *(If no, explain on reverse or separate page)*

See Reverse for Instructions and Footnotes

OPTIONAL FORM 60 (10-71)

INSTRUCTIONS TO OFFERORS

1. The purpose of this form is to provide a standard format by which the offeror submits to the Government a summary of incurred and estimated costs (*and attached supporting information*) suitable for detailed review and analysis. Prior to the award of a contract resulting from this proposal the offeror shall, under the conditions stated in FPR 1-3.807-3 be required to submit a "Certificate of Current Cost or Pricing Data (See FPR 1-3.807-5(b) and 1-3.807-4).

2. In addition to the specific information required by this form, the offeror is expected, in good faith, to incorporate in and submit with this form any additional data, supporting schedules, or substantiation which are reasonably required for the conduct of an appropriate review and analysis in the light of the specific facts of this procurement. For effective negotiations, it is essential that there be a clear understanding of:

a. The existing, verifiable data,
b. The judgmental factors applied in projecting from known data to the estimate, and
c. The contingencies used by the offeror in his proposed price.

In short, the offeror's estimating process itself needs to be disclosed.

3. When attachment of supporting cost or pricing data to this form is impracticable, the data will be described (*with schedules as appropriate*), and made available to the contracting officer or his representative upon request.

4. The formats for the "Cost Elements" and the "Proposed Contract Estimate" are not intended as rigid requirements. These may be presented in different formats with the prior approval of the Contracting Officer if required for more effective and efficient presentation. In all other respects this form will be completed and submitted without change.

5. By submission of this proposal the offeror grants to the Contracting Officer, or his authorized representative, the right to examine, for the purpose of verifying the cost or pricing data submitted, those books, records, documents and other supporting data which will permit adequate evaluation of such cost or pricing data, along with the computations and projections used therein. This right may be exercised in connection with any negotiations prior to contract award.

FOOTNOTES

1 *Enter in this column those necessary and reasonable costs which in the judgment of the offeror will properly be incurred in the efficient performance of the contract. Where any of the costs in this column have already been incurred (e.g., on a letter contract or change order), describe them on an attached supporting schedule. Identify all sales and transfers between your plants, divisions, or organizations under a common control, which are included at other than the lower of cost to the original transferror or current market price.*

2 *Where space in addition to that available in Exhibit A is required, attach separate pages as necessary and identify in this "Reference" column the attachment in which the information supporting the specific cost element may be found. No standard format is prescribed; however, the cost or pricing data must be accurate, complete and current, and the judgmental factors used in projecting from the data to the estimates must be stated in sufficient detail to enable the Contracting Officer to evaluate the proposal. For example, provide the basis used for pricing materials such as by vendor quotations, shop estimates, or invoice price; the reason for use of overhead rates which depart significantly from experienced rates (reduced volume, a planned major re-arrangement, etc.); or justification for an increase in labor rates (anticipated wage and salary increases, etc.). Identify and explain any contingencies which are included in the proposed price, such as anticipated costs of rejects and defective work, or anticipated technical difficulties.*

3 *Indicate the rates used and provide an appropriate explanation. Where agreement has been reached with Government representatives on the use of forward pricing rates, describe the nature of the agreement. Provide the method of computation and application of your overhead expense, including cost breakdowns and showing trends and budgetary data as necessary to provide a basis for evaluation of the reasonableness of proposed rates.*

4 *If the total cost entered here is in excess of $250, provide on a separate page the following information on each separate item of royalty or license fee: name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description, including any part or model numbers of each contract item or component on which the royalty is payable; percentage or dollar rate of royalty per unit; unit price of contract item; number of units; and total dollar amount of royalties. In addition, if specifically requested by the contracting officer, a copy of the current license agreement and identification of applicable claims of specific patents shall be provided.*

5 *Provide a list of principal items within each category indicating known or anticipated source, quantity, unit price, competition obtained, and basis of establishing source and reasonableness of cost.*

CONTINUATION OF EXHIBIT A — SUPPORTING SCHEDULE AND REPLIES TO QUESTIONS II AND V.

SECTION L, EXHIBIT 4

Proposing Entity_____

SUMMARY OF TOTAL COST PLUS FEE

Bid Rates

	FY00 Aug 01, 2000 Sept 30, 2000	FY01 Oct 01, 2000 Sept. 30, 2001	FY2002 Oct. 1, 2001 Sept. 30, 2002	FY2003 Oct. 1, 2002 Sept. 30, 2003	FY2004 Oct. 1, 2003 Sept. 30, 2004	FY2005 Oct 1, 2004 Sept. 30, 2005
Direct Labor						
Fringe Benefits						
Labor Burden						
Other Direct Costs:						
Travel						
Reproduction						
Subcontracts						
Consultants						
Other:Specify						
Subtotal	$_____	$_____	$_____	$_____	$_____	$_____
G&A						
Total Cost	_____	_____	_____	_____	_____	_____
Fee						
Total Cost Plus Fee	$_____	$_____	$_____	$_____	$_____	$_____

SECTION L, EXHIBIT 5 Page 1 of 3

SUMMARY/SCHEDULE OF PROPOSED LABOR – BASE PERIOD-date of award plus three years

Labor Category	Average Base Labor Rate as of:	A Escalated Labor Rate at %	B *Estimated DPLH Labor Hours	C Total AxB
MANAGEMENT				
Project Manager			**	
Supervisory Staff				
SUBTOTAL			18,720	
ADMINISTRATIVE/SUPPORT PERSONNEL				
Shipping/Receiving Clerk			18,720	
General Clerk III			37,440	
General Clerk IV			56,160	
Stock Clerk			12,480	
Word Processor III			6,240	
Secretary III			6,240	
Supply Technician			6,240	
Key Operator II			18,720	
Material Handling Laborer			31,200	
Material Coordinator			6,240	
TOTAL DPLH			218,400	

*Note: Quantity of labor hours for each labor category is estimated for pricing purposes only. Actual usage of labor categories may vary significantly during contract performance based on project requirements.
Offerors must submit a summary and a separate schedule for each of their fiscal years covered by the performance period listed above.

**Offeror to insert DPLH hours for Management Categories, not to exceed the Subtotal provided.

SECTION L, EXHIBIT 5 Page 2 of 3

SUMMARY/SCHEDULE OF PROPOSED LABOR – FIRST OPTION PERIOD

Labor Category	Average Base Labor Rate as of:	A Escalated Labor Rate at %	B *Estimated DPLH Labor Hours	C Total AxB
MANAGEMENT				
Project Manager			**	
Supervisory Staff				
SUBTOTAL			6,240	
ADMINISTRATIVE/SUPPORT PERSONNEL				
Shipping/Receiving Clerk			6,240	
General Clerk III			12,480	
General Clerk IV			18,720	
Stock Clerk			4,160	
Word Processor III			2,080	
Secretary III			2,080	
Supply Technician			2,080	
Key Operator II			6,240	
Material Handling Laborer			10,400	
Material Coordinator			2,080	
TOTAL DPLH			72,800	

*Note: Quantity of labor hours for each labor category is estimated for pricing purposes only. Actual usage of labor categories may vary significantly during contract performance based on project requirements.
Offerors must submit a summary and a separate schedule for each of their fiscal years covered by the performance period listed above.

**Offeror to insert DPLH hours for Management Categories, not to exceed the Subtotal provided.

SECTION L, EXHIBIT 5 Page 3 of 3

SUMMARY/SCHEDULE OF PROPOSED LABOR – SECOND OPTION PERIOD

Labor Category	Average Base Labor Rate as of:	A Escalated Labor Rate at %	B *Estimated DPLH Labor Hours	C Total AxB
MANAGEMENT				
Project Manager			**	
Supervisory Staff				
SUBTOTAL			6,240	
ADMINISTRATIVE/SUPPORT PERSONNEL				
Shipping/Receiving Clerk			6,240	
General Clerk III			12,480	
General Clerk IV			18,720	
Stock Clerk			4,160	
Word Processor III			2,080	
Secretary III			2,080	
Supply Technician			2,080	
Key Operator II			6,240	
Material Handling Laborer			10,400	
Material Coordinator			2,080	
TOTAL DPLH			72,800	

*Note: Quantity of labor hours for each labor category is estimated for pricing purposes only. Actual usage of labor categories may vary significantly during contract performance based on project requirements.
Offerors must submit a summary and a separate schedule for each of their fiscal years covered by the performance period listed above.

**Offeror to insert DPLH hours for Management Categories, not to exceed the Subtotal provided.

SECTION L, EXHIBIT 6

Proposing Entity_____

SUMMARY OF INDIRECT RATES

	Bid Rates	
	Overhead	G&A
Basic Year Aug 1, 2000 -Sept 30, 2000		
Basic Year Oct 1, 2000 - Sept 30, 2001		
Basic Year Oct 1, 2001 - Sept 30, 2002		
Basic Year Oct 1, 2002 - Sept 30, 2003		
Basic Year Oct 1, 2003 - Sept 30, 2004		
Basic Year Oct 1, 2004 - Sept 30, 2005		

NOTE: This exhibit is required for all burden/indirect rates and each cost center proposed. If the proposal contains both Government-site and Contractor-site rates, the Offeror shall identify such. If the indirect cost rates have been approved by a Government agency, give the name of the agency and attach a copy of the document approving the rates.

SECTION L, EXHIBIT 7

Proposing Entity_____

OVERHEAD EXPENSE SCHEDULE

(Examples:)	Last Fiscal Year (Actual)*	Current Fiscal Year	Contract FY00**	Contract FY01**
Salaries and Wages:	$	$	$	$
Indirect Labor				
Other Compensation				
Overtime Premium				
Sick Leave				
Holidays				
Vacations				
Severance				
Personal Expenses:				
Compensation				
Insurance				
Unemployment				
Insurance				
FICA Tax				
Group Insurance				
Travel Expenses				
Recruiting				
Training				
Employee Pension Fund:				
Salary				
Hourly				
Supplies and Services				
General Operating				
Office and Printing				
Utilities, Etc.				
Fixed Charges:				
Depreciation				
Equipment Rentals, Etc.				
Total Expenses	$_____	$_____	$_____	$_____

	Last Fiscal Year (Actual)*	Current Fiscal Year		
Distribution	$_____	$_____	$_____	$_____
(Identify)	_____	_____	_____	_____
Expense Rate (Bid Rate)	%	%	%	%

* Accounting Year ending _____.

** Furnish the basis for the projected cost, with the reasons for the variances between the actuals experienced and the projections.

SECTIONL, EXHIBIT 7 **Page 2 of 2**

Proposing Entity_____

GENERAL AND ADMINISTRATIVE EXPENSE SCHEDULE

(Examples:)	Last Fiscal Year Actual)*	CurrentFiscal Year	Contract FY 00**	Contract FY 01**
Salaries and Wages:	$	$	$	$
Indirect Labor				
Other Compensation				
Overtime Premium				
Sick Leave				
Holidays				
Vacations				
Personal Expenses:				
Compensation Ins..				
Unemployment Ins.				
FICA Tax				
Group Insurance				
Travel Expenses				
Training				
Employee Pension Fund:				
Salary				
Hourly				
Miscellaneous:				
Legal & auditing				
Public Relations, Etc				
Supplies				
Operating				
Office and Printing, Etc.				
Fixed Charges:				
Insurance				
Rentals, Etc.				
Other:				
Independent Research				
Bid and Proposal				
Total Expenses	$_____	$_____	$_____	$_____

	Last Fiscal Year (Actual)*	Current Fiscal Year		
Base of Distribution (Identify)	$_____	$_____	$_____	$_____
	_____	_____	_____	_____
Expense Rate (Bid Rate)	%	%	%	%

* Accounting Year ending _____.

** Furnish the basis for the projected cost, with the reasons for the variances between the actuals experienced and the projections.

SECTION L, EXHIBIT 8

Proposing Entity_____

KEY PERSONNEL LABOR RATES*

Labor Category	Key Personnel Name Initial and Last Name	Current Hourly Rate	Actual** As of	Projected Labor Rates Contract Year 1	2	3	4	5

* Information required for all key personnel. A total average labor rate for each category is required.

** Identify date of current actuals

SECTION L, EXHIBIT 9

Proposing Entity_____

INVENTORY OF PERSONNEL
AS OF DATE OF PROPOSAL PREPARATION

Labor Category	Total Number of Personnel Required	No. Available Within Company	Number of New Hires	No. Available from Subcontractors, Consultants, Incumbent

SECTION L, EXHIBIT10

RESERVED

SECTION L, EXHIBIT 11

RESERVED

SECTION L, EXHIBIT 12

RESUME FORMAT

Name:

Position With Company:

Experience Summary:
(A one paragraph summary of the individual's overall experience and capabilities.)

Current Assignment:
Client Description of Assignment Period of Commitment Reference
(A description of the proposed staff member's current assignment including the name and phone number of the client that may be used for reference checking.)

Related Experience: *
Client Description of Assignment Period of Assignment Reference
(Only include experience directly related to the specific assignment for which the individual is proposed.)

Technical Qualifications:
(Include special skills such as technical training and specific educational specialties.)

Education:

Proposed Assignment on Contract: **Date Available:**

Citizenship: **Level of DOE Security Clearance:**

***Includes three business-related references.**

RESUMES MUST NOT EXCEED TWO (2) PAGES IN LENGTH

SECTION L, EXHIBIT 13

U.S. DEPARTMENT OF ENERGY
SAVANNAH RIVER OPERATIONS OFFICE
REGISTRATION FORM
PREPROPOSAL CONFERENCE
FOR RFP DE-RP09-00SR22183

TO: U.S. Department of Energy
Savannah River Operations Office
Contracts Management Division
ATTN: Ms. Angela M. Sistrunk
P. O. Box A
Aiken SC 29802

The following individuals, representing the company identified below, will attend the unclassified Preproposal Conference and general Site Tour for Request for Proposal DE-RP09-00SR22183, Administrative Support Services for DOE-SR:

FULL NAME	ADDRESS	SOCIAL SECURITY NO.	CITIZENSHIP

Attendance is limited to a maximum of three people per company. Only U.S. citizens may obtain access to the site.

I certify the above information is accurate and complete.

SIGNATURE: _____
NAME: _____
TITLE: _____
COMPANY: _____
TELEPHONE NO. _____

RESPONSE DUE DATE: JUNE 2, 2000

SECTION L, EXHIBIT 14

Company Past Performance Survey

Firm Being Evaluated:_____

Please rate the Contractor's overall performance in each of the factors listed. Rate performance based on a scale of 1 to 5, with 5 being the highest and 1 being the lowest. Check "N/A" if the factor does not apply to your contract. (5 is for rare, exceptional service; 4 - Excellent; 3 - Good; 2 - Fair; and 1 - Poor)

	Performance Level					
Evaluation Factor	5	4	3	2	1	N/A
Overall rating of Contractor's quality of product(s) and/or service(s)						
Overall rating of Contractor's cost control performance						
Overall rating of Contractor's timeliness of performance						
Overall rating of Contractor's business relations with client						
Overall rating of Contractor's customer satisfaction						
Overall rating of Contractor's compliance with safety standards						

Additional Comments:

Signature: _____ Date: _____

Return by 6/26/2000 to Angela M. Sistrunk, FAX (803) 725-8573 or mail marked "addressee only" to U. S. DOE, Savannah River Operations Office, P. O. Box A, Aiken, SC 29802.

This form contains Source Selection Information when completed. See FAR 3.104

SECTION L, EXHIBIT 15

Key Personnel Past Performance Survey

Firm Being Evaluated:_____

Please rate the key personnel's overall performance in each of the factors listed. Rate performance based on a scale of 1 to 5, with 5 being the highest and 1 being the lowest. Check "N/A" if the factor does not apply to your contract. (5 is for rare, exceptional service; 4 - Excellent; 3 - Good; 2 - Fair; and 1 - Poor)

	Performance Level					
Evaluation Factor	5	4	3	2	1	N/A
Overall rating of key personnel's quality of product(s) and/or service(s)						
Overall rating of key personnel's cost control performance						
Overall rating of key personnel's timeliness of performance						
Overall rating of key personnel's business relations with client						
Overall rating of key personnel's customer satisfaction						
Overall rating of key personnel's compliance with safety standards						
Additional Comments:						

Signature: _____ Date: _____

Return by 6/26/2000 to Angela M. Sistrunk, FAX (803) 725-8573 or mail marked "addressee only" to U. S. DOE, Savannah River Operations Office, P. O. Box A, Aiken, SC 29802.

This form contains Source Selection Information when completed. See FAR 3.104

EXHIBIT 16
SAMPLE TASK PERFORMANCE RATING SHEET

CRITERIA/STANDARDS

PERFORMANCE RATINGS
Unsatisfactory Sat Exceeded

Activity: Statement of Work 1. Receiving and Delivery of DOE Equipment

Objective: Provide receiving, delivery and property management functions to DOE-SR and its support services contractors in a timely and effective manner with minimal delays.

Performance Standards

1. Pick up items from vendors upon receipt of call notifying of pending delivery. **Standard is met if pick up of items is initiated within one hour of receipt of notification. Standard is exceeded if pick up of items is initiated within one-half hour of notification.** _____ _____ _____

2. Process receiving documentation including labeling and tagging of said equipment and supplies and deliver said equipment and supplies to end user. **Standard is met if delivery is made to end user within two days of receipt from vendor. Standard is exceeded if delivery is made within one day of receipt from vendor. Contractor will not be held responsible for non-deliverable items due to actions by the end user or other actions beyond their control.** _____ _____ _____

3. Computer databases and filing systems are kept current, accurate, and complete by inputting all new or changed data received. **Standard is met if all new or changed data is input within 2 days of receipt. Standard is exceeded if all new or changed data is input within 1 day of receipt.** _____ _____ _____

4. Physical inventories of all property listed in the DOE-SR Asset Management Specialist (AMS) account, account number 90000, are completed by established due dates. **Standard is met if inventories are completed by established due date. Standard is exceeded if inventories are completed by 5 work days prior to the established due date.** _____ _____ _____

Summary of Task Performance Ratings

TASK COST EFFECTIVENESS RATING
Unsat Mar Sat Excel Outstand

Justification for Other Than "Satisfactory" Rating

_____ _____ _____ _____ _____

CRITERIA/STANDARDS

PERFORMANCE RATINGS
Unsatisfactory Sat Exceeded

Activity: Statement of Work 2. Mail Room Services

Objective: Provide efficient and effective receipt and dispatch of unclassified mail addressed to DOE-SR and its support services contractors with minimal delays.

Performance Standards

1. Process and deliver or forward to appropriate addresses all incoming mail addressed to DOE-SR 2 to 3 hours after receipt. **Standard is met if mail is delivered or forwarded within 3 hours of receipt. Standard is exceeded if mail is delivered or forwarded in less than 2 hours of receipt.** _____ _____ _____

2. Pick up, from DOE-SR offices located within the 703-A Area, all outgoing mail three times a day and ensure it is sorted *and* delivered to appropriate local Site addresses or WSRC Mail Services within 24 hours. **Standard is met if outgoing mail is sorted and delivered within 24 hours. Standard is exceeded if mail is sorted and delivered within 12 hours.** _____ _____ _____

3. Provide appropriate special handling for all "special category" mail (e.g., registered, certified, overnight, etc.). All "special category" mail appropriately labeled and received by 2:00 p.m. will be dispatched the same day. **Standard is met if 90 percent of special category mail received by 2:00 pm is dispatched the same day. Standard is exceeded if all special category mail received by 2:00 pm is dispatched the same day.** _____ _____ _____

4. Receive, process, and deliver or forward to appropriate addresses all incoming mail addressed to DOE-SR in an accurate manner by maintaining and utilizing the DOE Personnel Locator Listing with no more than five justifiable customer complaints received by the Task Manager per month. **Standard is met if no more than five justifiable customer complaints are received in the rated month. Standard is exceeded if no more than one justifiable customer complaint is received during the rated month.** _____ _____ _____

Summary of Task Performance Ratings

TASK COST EFFECTIVENESS RATING
Unsat Mar Sat Excel Outstand

Justification for Other Than "Satisfactory" Rating

_____ _____ _____ _____ _____

CRITERIA/STANDARDS (Page 1 of 2)

PERFORMANCE RATINGS

	Unsatisfactory	**Sat**	**Exceeded**

Activity: Statement of Work 3. Office Services

Objective: Provide office services and conference room management in a timely and effective manner with minimal delays. These services will include moving furniture, boxes, equipment, scheduling conference rooms, and maintaining an inventory of standard office furniture.

Performance Standards

1. Computer databases and filing systems are kept current, accurate, and complete. **Standard is met if new or revised data is entered into the appropriate database within 1 work day of receipt. Standard is exceeded if data is entered into the appropriate database within 4 hours of receipt.** _____ _____ _____

2. Prioritize, schedule, and perform work requested by DOE-SR employees and subcontractors including office and furniture moves, furniture re-arrangement, minor furniture repair, conference room setup, and other office services (hanging pictures, assembling furniture, etc.) with no more than two formal customer complaints received by the Task Manager per month. **Standard is met if no more than two formal complaints are received by the Task Manager during the rated month. Standard is exceeded if no formal complaints are received by the Task Manager during the rated month.** _____ _____ _____

3. Receive from vendors and store furniture and office equipment in a designated onsite warehouse, keeping the DOE Task Manager informed of inventory levels and requirements for anticipated additional furniture and equipment, in accordance with onsite furniture warehouse procedures and in a timely efficient manner. **Standard is met if efforts have been made to obtain "out of stock" items. Standard is exceeded if no more than five requests are outstanding pending receipt of "out of stock" items.** _____ _____ _____

4. Install daily conference room schedule in lobby of Building 703-41A and outside rooms E277, D211, and D208. **Standard is met if schedule is posted by 8:00AM each work day. Standard is exceeded if schedule is posted before close of business the preceding day.** _____ _____ _____

CRITERIA/STANDARDS (Page 2 of 2)

Activity: Statement of Work 3. Office Services

PERFORMANCE RATINGS

Unsatisfactory	Sat	Exceeded

5. Each meeting room is checked for proper setup, appearance, temperature, and equipment operation prior to the startup of a meeting. Superfluous items from previous meetings shall be removed. **Standard is met if room is setup in time to allow meeting to begin at the scheduled time. Standard is exceeded if coordination and setup are completed and room is ready and would allow meeting to begin as much as 15 minutes before scheduled time.**

_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	Mar	Sat	Excel	Outstand
____	____	____	____	____

CRITERIA/STANDARDS

PERFORMANCE RATINGS

	Unsatisfactory	Sat	Exceeded

Activity: Statement of Work 4. DOE-SR Directives Program

Objective: Operate and maintain computerized accountability/tracking system for all DOE directives.

Performance Standards

1.	Process final DOE Standards and DOE-HQ and SR Directives which include 1) DOE-SR distribution, 2) PDO notification with OCAM package if applicable, and 3) CANs are developed and routed for approval. (Approved CANs are distributed to the contractor upon approval.) **Standard is exceeded if completed within 1 work day and satisfactory if completed within 2 work days.**	_____	_____	_____
2.	SR Directive controlled distribution and web page updates, as appropriate, are performed within 10 work days of receipt. **Standard is exceeded if completed within 7 work days and satisfactory if completed within 10 work days.**	_____	_____	_____
3.	Create and issue Directives Monthly and Quarterly Reports to applicable offices. **Standard is exceeded if accomplished by 3rd work day and satisfactory if accomplished by 4th work day.**	_____	_____	_____
4.	Draft DOE directives and Standards are received and routed to the PDO with functional responsibility within 2 work days of receipt from DOE-HQ. **Standard is met if routed to the correct PDO within 2 work days of receipt from DOE-HQ. Standard is exceeded if routed to the correct PDO within 1 work day of receipt from DOE-HQ.**	_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	Mar	Sat	Excel	Outstand
____	____	____	____	____

CRITERIA/STANDARDS (Page 1 of 2)

PERFORMANCE RATINGS

	Unsatisfactory	**Sat**	**Exceeded**

Activity: Statement of Work 5. Law Library Services

Objective: To order, receive, file, inventory, distribute and maintain publications, documents, and periodicals necessary for the DOE-SR Law Library and to provide assistance to DOE/Contractors in locating and copying legal references located in the Law Library.

Performance Standards

1. Publications are updated within 10 work days of receipt of new material. **Standard is met if publications are updated within 10 work days of receiving new or revised material. Standard is exceeded if publications are updated within 7 work days of receiving new or revised material.** _____ _____ _____

2. Automated accountability/tracking system for all documents is kept current accurate and complete. Monthly report is produced by the 5th work day of the month following the end of the quarter for publications ordered and received. **Standard is met if new information is entered into the tracking system within 3 days of receipt of new documents and the report is produced and provided by the 5th work day of the month following the end of the quarter. Standard is exceeded if new information is entered into the tracking system within 1 day of receipt of new documents and the report is produced and provided by the 3rd work day of the month following the end of the quarter.** _____ _____ _____

3. Assist customers (DOE/contractor) in locating and reproducing legal reference material maintained in the Law Library within (one day of request) time frame. **Standard is met if assistance is provided within one day of receipt of request. Standard is exceeded if assistance is provided within 4 hours of receipt of request.** _____ _____ _____

4. Library inventory is kept current. Frequent users are provided up-to-date inventory with locations of material. Semi-annual updated inventory to be provided by the 5th day of the month following the end of the quarter. **Standard is met if up-to-date inventory with locations of material is provided, and if followed, results in no more than three incorrect location entries and semi-annual updated inventory is provided by the 5th work day of the month following the end of the quarter. Standard is exceeded if up-to-date inventory listing is provided, and if followed, results in no incorrect location entries and semi-annual updated inventory is provided by the 3rd work day of the month following the end of the quarter.** _____ _____ _____

CRITERIA/STANDARDS (Page 2 of 2)

PERFORMANCE RATINGS

	Unsatisfactory	**Sat**	**Exceeded**

Activity: Statement of Work 5. Law Library Services

5. Update CD-ROM information quarterly and assist with research. **Standard is met if CD-ROM information is updated quarterly and requests for research assistance are responded to within 5 days of receipt of the request. Standard is exceeded if CD-ROM information is updated monthly and requests for research assistance are responded to within 3 days of the receipt of the request.**	_____	_____	_____
6. File Litigation, patent and ethics related documents in accordance with current DOE-SR Records Management Procedures. **Standard is met if all filing is correctly completed within 4 work days. Standard is exceeded if all filing is correctly completed within 2 work days.**	_____	_____	_____
7. Log new invention disclosures into PC Master Tracking System. **Standard is met if all information is inputted within 4 work days. Standard is exceeded if all information is inputted within 2 work days.**	_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	**Mar**	**Sat**	**Excel**	**Outstand**
____	____	____	____	____

CRITERIA/STANDARDS

PERFORMANCE RATINGS
Unsatisfactory Sat Exceeded

Activity: Statement of Work 6. DOE Supply Room Services

Objective: Provide and maintain an inventory of routine office supplies and materials for DOE-SR and its support service contractors in a timely and effective manner with minimal delays.

Performance Standards

1. Maintain adequate stocks of specified GSA and WSRC Stores supplies and forms. Issue same to DOE-SR employees and support service contractors, as appropriate. **Standard is met if no more than 5 requests for supplies and/or forms are unfilled during the month. Standard is exceeded if no more than 2 requests for supplies and/or forms are unfilled during the month. Contractor shall not be held responsible for unavailability of items due to lack of funds, unavailability at source, delays in order shipment from source, or other reasons beyond Supply Room control.**

   _____ _____ _____

2. Issue and maintain accountability for certain designated items (e.g., cameras, laminators, etc.) as identified by the DOE-SR Task Manager. These designated items shall be kept in good working order. **Standard is met if no more than three requests are unable to be filled due to non-working of equipment. Standard is exceeded if all requests are filled.**

   _____ _____ _____

3. Process requests for safety shoes and safety prescription glasses and issues certain personal safety equipment (e.g., non-prescription safety glasses, hard hats, ear plugs) as designated by the DOE-SR Task Manager. **Standard is met if requests for applicable items are processed within 3 days of receipt. Standard is exceeded if requests for applicable items are processed within one day of receipt. Contractor shall not be held responsible for delay in processing due to unavailability of DOE signatory personnel.**

   _____ _____ _____

Summary of Task Performance Ratings

TASK COST EFFECTIVENESS RATING
Unsat Mar Sat Excel Outstand

Justification for Other Than "Satisfactory" Rating

____ ____ ____ ____ ____

CRITERIA/STANDARDS (Page 1 of 2)

PERFORMANCE RATINGS
Unsatisfactory Sat Exceeded

Activity: Statement of Work 7. Finance Division Support Services

Objective: To verify, review, correct and transmit time and attendance (T&A) data to DOE-HQ Payroll in a timely and effective manner with minimal errors; provide support to DOE-SR employees; and provide technical support for accounting operations.

Performance Standards

1. Independently review payroll edit for errors, including fatals and warnings and call HQ Payroll with corrections within 1 day. Timekeepers will be contacted promptly; however, the contractor has no control over the timekeeper's responsive action and should not be penalized for delays not under our control. Finance Division personnel will be notified of any difficulty in the contact process or lack of responsiveness on the timekeeper's part. **Standard is met if corrections are made within 4 to 8 work hours from receipt of the edit. Standard is exceeded if corrections are made within 4 work hours of receipt of the edit.** _____ _____ _____

2. Make copies of master file changes and personnel actions, type transmittal listing changes and actions, mail package to HQ Payroll on Thursday of the payweek, file master file changes and personnel actions in individual folders within 3 days after the package has been mailed to HQ Payroll. **Standard is met if information is completed and filed within 2 to 3 work days. Standard is exceeded if information is filed within 2 work days.** _____ _____ _____

3. The Contractor's Support Service personnel will annotate both the date and time received for the Bi-Weekly and Year-to-Date Report and the date and time received for the SCORS Report on the board located in Building 703-A, Room C-217. The beginning time frame for measuring this performance standard does not start until receipt of the second report. **Standard is met if reports are accurate and provided to the certifying official within 1 to 2 work days of receipt of both reports. Standard is exceeded if reports are accurate and provided to the certifying official within 1 work day of receipt of both reports.** _____ _____ _____

4. Review pertinent documentation, determine and proceed with the necessary course of action for (1) inputting data changes into the Departmental Integrated Standardized Core Accounting System personnel data set for employees relocating from one organization to another, with an e-mail sent to the TM Administrator and the Accountant responsible for processing training; and (2) reviewing and verifying Leave Without Pay (LWOP) or Within Grade Increase (WGI) notices, giving appropriate information to HRM&DD. **Standard is met if information is accurately completed**

CRITERIA/STANDARDS (Page 2 of 2)

PERFORMANCE RATINGS

Activity: Statement of Work 7. Finance Division Support Services

	Unsatisfactory	Sat	Exceeded
within 1 to 2 work days of receipt. Standard is exceeded if information is accurately completed within 1 work day of receipt.	_____	_____	_____
5. Receive and scan various documents to Oak Ridge Financial Services Center within the same day. (Documents may include reimbursements, advances, invoices, payment requests, etc.). Documents are mailed to ORFSC for their permanent records retention and SR copies of these scanned documents are filed promptly. **Standard is met if documents are scanned within 4 work hours to 1 work day and mailed and filed within 2 work days of receipt. Standard is exceeded if documents are scanned within 4 work hours and mailed and filed within 1 work day of receipt. Performance measurement times are exclusive of payroll function performance measurement times.**	_____	_____	_____
6. Reject original invoices that were mailed to SR instead of ORFSC. These invoices must be returned within the same day to the vendor with a rejection notice attached. **Standard is met if invoice and rejection notices are mailed to vendor within 4 work hours to 1 work day of receipt. Standard is exceeded if invoice and rejection notices are mailed to the vendor within 4 work hours of receipt. Performance measurement times are exclusive of payroll function performance measurement times.**	_____	_____	_____
7. Distribute daily reports to appropriate FD personnel by 9:00 a.m. each morning. In the event that the reports do not run automatically, promptly notify the DISCAS Support Services Contractor Representative and one FD recipient of any problem with these reports. **Standard is met if reports are distributed to designated personnel by 9:00 a.m. daily or within one hour after receipt if not received by 8:00 a.m. Standard is exceeded if reports are distributed to designated personnel by 8:30 a.m. or within ½ hour after receipt if not received by 8:00 a.m. Performance measurement times are exclusive of payroll function performance measurement times.**	_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating	**TASK COST EFFECTIVENESS RATING** Unsat	Mar	Sat	Excel	Outstand
	____	____	____	____	____

CRITERIA/STANDARDS (Page 1 of 2)

PERFORMANCE RATINGS

	Unsatisfactory	**Sat**	**Exceeded**

Activity: Statement of Work 8. Facilities and Services Support

Objective: Maintain a supply of various types of maps of SRS and surrounding locations. Maintain and file all easements and land bases. Maintains the DOE-SR Office Space Management Databases. Ensure that repairs, upkeep and cleanliness of SR occupied space is maintained as appropriate.

Performance Standards

1.	Within 2 work days deliver or make available all types of maps upon request. **Standard is met if maps are provided within 2 work days. Standard is exceeded if maps are provided within 1 work day.**	_____	_____	_____
2.	Maintain sufficient supply of all types of maps to meet normal needs at all times. **Standard is met if no more than 3 versions/types of maps are out of stock at any time during the rated month. Standard is exceeded if no versions/types of maps are allowed to run out of stock during the rated month. Contractor shall not be held responsible for maps being out of stock due to nonavailability from the source or lack of funds for map purchasing, if applicable.**	_____	_____	_____
3.	File all easement information within 2 work days of receipt. **Standard is met if information is filed within 2 work days of receipt. Standard is exceeded if information is filed within 1 work day of receipt.**	_____	_____	_____
4.	File all land lease data within 2 work days of receipt. **Standard is met if information is filed within 2 work days of receipt. Standard is exceeded if information is filed within 1 work day of receipt.**	_____	_____	_____
5.	Prepare land leases for annual payment 30 days prior to due date. **Standard is met if leases are prepared 30 work days prior to due date. Standard is exceeded if leases are prepared for payment within 45 work days prior to due date.**	_____	_____	_____
6.	Prepare land leases for renewal 21 days before due date. **Standard is met if information is prepared 21 work days before due date. Standard is exceeded if information is prepared 30 work days before due date.**	_____	_____	_____
7.	Maintain and update office space management database within 5 work days of request. **Standard is met if information is entered into the database within 5 work days of receipt of request. Standard is exceeded if information is entered within 2 work days of receipt of request.**	_____	_____	_____

CRITERIA/STANDARDS (Page 2 of 2)

Activity: Statement of Work 8. Facilities and Services Support

		PERFORMANCE RATINGS		
		Unsatisfactory	**Sat**	**Exceeded**
8.	Schedule all temporary office space so that the use of and assignment of temporary office space can be made within 3 work days of requests. ***Standard is met if space is scheduled within 3 work days of receipt of request. Standard is exceeded if space is scheduled within 1 work day of receipt of request.**	_____	_____	_____
9.	Respond to customer requests for maintenance and janitorial support within 4 hours of request. **Standard is met if positive response is provided within 4 hours of receipt of request. Standard is exceeded if positive response is provided within 2 hours of receipt of request.**	_____	_____	_____
10.	Perform monthly facility inspections and prepare list of items needing repair or cleaning. **Standard is met if inspections are performed and documented monthly. Standard is exceeded if inspections are performed and documented weekly.**	_____	_____	_____
11.	Process requests for alterations to office space and follow-up on work until completion. **Standard is met if requests are processed within 5 work days of receipt. Standard is exceeded if requests are processed within 2 work days of receipt.**	_____	_____	_____

*** If space is available**

Summary of Task Performance Ratings

	TASK COST EFFECTIVENESS RATING				
Justification for Other Than "Satisfactory" Rating	**Unsat**	**Mar**	**Sat**	**Excel**	**Outstand**
	____	____	____	____	____

CRITERIA/STANDARDS

PERFORMANCE RATINGS

	Unsatisfactory	**Sat**	**Exceeded**

Activity: Statement of Work 9. Intermittent Administrative Support Services

Objective: Provide back-up coverage to other tasks in a timely and effective manner and support special teams as required.

Performance Standards

1. Provide temporary support to other tasks so all tasks are always manned with minimal disruption. **Standard is met if task (if required by the DOE Task Manager for that task) is covered with no more than 4 hours break in coverage. Task is exceeded if task is covered with no break in coverage.**	_____	_____	_____
2. Provide temporary support (60 days or less) for special evaluation/inspection teams visiting DOE-SR in a timely and efficient manner. **Standard is met if support is identified and made available within 4 work days of receipt of the request. Standard is exceeded if support is identified and made available within 2 work days of receipt of the request**.	_____	_____	_____
3. Maintain a staff of cross-trained employees so support is available with minimal disruption. **Standard is met if employee assigned to cover the task is familiar with the task assignment, is provided a copy of the current operating procedures for that task, and is able to provide basic services including telephone coverage, word processing, data entry, and filing support. Standard is exceeded if employee assigned to cover the task has had "on-the-job" training in the task and is able to provide detailed and specialized support (i.e., completion of task specific forms, processing of task specific requests/orders, and operation of task specific database systems) in addition to the basic services identified above.**	_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	**Mar**	**Sat**	**Excel**	**Outstand**
____	____	____	____	____

CRITERIA/STANDARDS

PERFORMANCE RATINGS

	Unsatisfactory	Sat	Exceeded

Activity: Statement of Work 10. Records Management and Forms Support Services

Objective: Maintain, manage, and dispose of the records of the DOE-SR Operations Office in accordance with applicable laws, regulations, and orders. Process forms requests.

Performance Standards

1.	Timely assistance is provided upon receiving requests. **Standard is met if 95% of requests are responded to within 2 work days of receipt. Standard is exceeded if 95% of requests are responded to within 1 work day of receipt.**	_____	_____	_____
2.	Foremost Recordkeeping System is kept current, accurate, and complete by inputting all data received. **Standard is met if data is entered within 4 work days of receipt. Standard is exceeded if data is entered within 2 work days of receipt.**	_____	_____	_____
3.	New/Changed disposition guidance is issued to SR Divisions/Offices. **Standard is met if guidance is issued within 3 work days upon receipt from DOE RM. Standard is exceeded if guidance issued within 1 work day upon receipt from DOE RM.**	_____	_____	_____
4.	Final approval is obtained from DOE Forms Manager for new, revised, or automated DOE-SR forms. **Standard is met if form is submitted for final approval within 2 work days after requester reviews/approves draft. Standard is exceeded if form is submitted for final approval within 1 work day after requester reviews/approves draft.**	_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	Mar	Sat	Excel	Outstand
____	____	____	____	____

CRITERIA/STANDARDS (Page 1 of 2)

PERFORMANCE RATINGS

	Unsatisfactory	Sat	Exceeded

Activity: Statement of Work 11. Telephone Coordination Services

Objective: To provide timely, effective quality telecommunications coordination and accountability for telecommunications services/equipment.

Performance Standards

1. Maintains manual and automated records on DOE-SR and DOE support service contractors personnel with respect to communications services. All data posted to the appropriate media within 3 work days of transaction. **Standard is met if all data is posted within 3 work days of the transaction. Standard is exceeded if all data is posted within 12 hours of the transaction.** _____ _____ _____

2. Maintains monthly records on the services provided, i.e. volume, backlog, status and the number of inquiries/complaints received. All records/reports completed within 5 work days following the close of the month. **Standard is met if all records/reports are completed within 5 work days following the close of the month. Standard is exceeded if all records/reports are completed within 3 work days following the close of the month.** _____ _____ _____

3. Publishes the telephone directory listing all DOE-SR and SR contractor personnel. The directories will be published in the months of July and January of each year. **Standard is met if directories are published and ready for distribution by the 10th work day of the month required. Standard is exceeded if directories are published and ready for distribution by the 3rd work day of the month required.** _____ _____ _____

4. a) Process all telecommunication work orders; service requests and assist in the preparation of telecommunication proposals. b) All requests will be date stamped. c) All requests will be coordinated with other activities to ensure quality service. **Standard is met if work packages are processed within 6 hours of receipt of complete package. Standard is exceeded if work package is processed within 2 hours of receipt of complete package.** _____ _____ _____

5. a) Provides one-day, effective, and quality service and follows up on all requests with customer. b) Advises the task manager of any problems as soon as they are recognized. **Standard is met if request is processed within 6 hours and Task Manager advised of problem within 2 hours of problem identified. Standard is exceeded if request is processed within 1 hour and Task Manager advised of problem within 30 minutes of problem identified.** _____ _____ _____

CRITERIA/STANDARDS (Page 2 of 2)

PERFORMANCE RATINGS

Activity: Statement of Work 11. Telephone Coordination Services

		Unsatisfactory	Sat	Exceeded
6.	Procedures will be current and in sufficient detail so that a backup person could perform the task functions with little or no other assistance. **Standard is met if employee identified to provide task coverage is familiar with procedures and procedures generally cover all duties and types of work to be performed. Standard is exceeded if person providing task coverage has trained and worked in the task and is very familiar with all aspects of the duties required and procedures (or training plan) are specific in outlining tasks to be performed.**	_____	_____	_____
7.	Maintains a cordial working relationship with WSRC so that services requested can be expedited to the maximum extent possible. Exerts efforts to be sincere, polite, and courteous when dealing with the customer. **Standard is met if no more than three formal complaints are received by the DOE Task Manager during the rated month. Standard is exceeded if no more than one formal complaint is received by the DOE Task Manager during the rated month.**	_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	Mar	Sat	Excel	Outstand
____	____	____	____	____

CRITERIA/STANDARDS (Page 1 of 3)

PERFORMANCE RATINGS

	Unsatisfactory	**Sat**	**Exceeded**

Activity: Statement of Work 12. Scientific and Technical Information Program Support

Objective: Provide support for processing data received by the Technical Information Program.

Performance Standards

1. Time/date stamp Scientific and Technical Information (STI) documents/products received by the *Information Management and Technology Division* immediately upon receipt from contractors and DOE-SR. **Standard is met if items are time/date stamped within 6 hours of receipt. Standard is exceeded if items are time/date stamped within 2 hours of receipt.** _____ _____ _____

2. In accordance with established procedures, identify reviewers for STI documents/products for approval by the Technical Information Officer. No more than five errors a month. **Standard is met if no more than five errors are made. Standard is exceeded if no more than two errors are made.** _____ _____ _____

3. In accordance with established procedures, type transmittal form, and forward incoming STI documents/products from contractors or DOE-SR to reviewers within 1 work day of receipt. No more than five typing errors a month. **Standard is met if items are forwarded to reviewers within 1 work day of receipt and no more than five typing errors are made during the rated month. Standard is exceeded if items are forwarded to reviewers the same day as received and no more than two typing errors are made within the rated month.** _____ _____ _____

4. In accordance with established procedures, provide appropriate handling for all urgent or "special handling" STI documents and those containing Classified information, or sensitive or Unclassified Controlled Nuclear Information. **Standard is met if documents are handled within 8 hours with no infractions/violations. Standard is exceeded if documents are handled within 2 hours with no infractions/violations.** _____ _____ _____

5. In accordance with established procedures, examine STI document/product packages for legibility and completeness, including appropriate numbers, correct titles, due dates, signed contractor review sheets, transmittal letters, etc. **Standard is met if no more than four errors are made in the review process during the rated month. Standard is exceeded if no more than two errors are made in the review process during the rated month.** _____ _____ _____

CRITERIA/STANDARDS (Page 2 of 3)

	PERFORMANCE RATINGS		
	Unsatisfactory	**Sat**	**Exceeded**
Activity: Statement of Work 12. Scientific and Technical Information Program Support			
6. Operate an automated accountability/tracking system for Scientific and Technical Information documents/products received by IMTD from contractors and DOE-SR for coordination, for review/approval, and subsequent release outside DOE-SR and contractors' jurisdiction. **Standard is met if new or revised data is entered into the database within 2 work days of receipt. Standard is exceeded if new or revised data is entered into the database within 1 work day of receipt.**	_____	_____	_____
7. Review, file, maintain, and dispose of files documenting the SR Technical Information Officer's decision regarding scientific and technical information proposed for release, including supporting documentation. This task includes the development, application, and upkeep of records inventory and disposition schedules for IMTD approval. **Standard is met if files/records are managed in accordance with current DOE-SR Records Management guidelines and no more than three documents are misfiled during the rated month. Standard is exceeded if files/records are managed in accordance with current DOE-SR Records Management guidelines and no more than one document is misfiled during the rated month.**	_____	_____	_____
8. Operate automated information databases maintained by the US Department of Energy Office of Scientific and Technical Information and order Scientific and Technical Information products as requested by DOE-SR. This Task includes maintaining audit ready records regarding products ordered and received to ensure budget accountability. **Standard is met if data is entered into the appropriate database within 3 days of receipt and no more than three errors are made during the rated month. Standard is exceeded if data is entered into the appropriate database within 8 hours of receipt and no more than one error is made during the rated month.**	_____	_____	_____
9. Maintain a day-to-day numbering system approved by IMTD for Scientific and Technical Information documents authored by DOE. This Task includes responding to requests for numbers from DOE requesters and maintaining audit ready records regarding numbers used. **Standard is met if numbers are provided within the same day requested and records are maintained with no more than two errors made during the rated month. Standard is exceeded if numbers are provided immediately on request and no errors are made during the rated month.**	_____	_____	_____

CRITERIA/STANDARDS (Page3 of 3)

PERFORMANCE RATINGS
Unsatisfactory Sat Exceeded

Activity: Statement of Work 12. Scientific and Technical Information Program Support

10. Provide management reports relating to the above by Thursday p.m. of each week. **Standard is met if reports are provided by COB each Thursday. Standard is exceeded if reports are provided by 9:00 a.m. on Thursday.** _____ _____ _____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING
Unsat Mar Sat Excel Outstand

____ ____ ____ ____ ____

CRITERIA/STANDARDS

PERFORMANCE RATINGS

	Unsatisfactory	Sat	Exceeded

Activity: Statement of Work 13. Printing and Copier Support Services

Objective: Provide printing, copier, and photography support services to DOE-SR and its support services contractors.

Performance Standards

1. Processing for printing, copier, photography requests is appropriately arranged within 8 hours after receipt and follow-up is maintained through completion. **Standard is met if requests are processed within 8 hours of receipt and follow-up is maintained through completion. Standard is exceeded if requests are processed within 4 hours of receipt and follow-up is maintained through completion.** _____ _____ _____

2. Response to request for Key Operator Assistance is provided within 2 hours after receipt of request. **Standard is met if response is provided within 2 hours of receipt. Standard is exceeded if response is provided within 30 minutes of receipt.** _____ _____ _____

3. Status report of all activities relating to the above, *as of the 15th day of the month,* is provided by the *8th* work day *following the 15th day of the month.* **Standard is met if monthly report is produced and distributed by COB the 8th work day following the 15th of the month. Standard is exceeded if report is produced and distributed by COB on the 5th work day following the 15th day of the month.** _____ _____ _____

4. A good working relationship is maintained with WSRC contacts and DOE customers so that services requested and provided can be expedited to the maximum extent possible. **Standard is met if no more than two justifiable customer complaints are received by the DOE Task Manager during the rated month. Standard is exceeded if no justifiable customer complaint is received by the DOE Task Manager during the rated month.** _____ _____ _____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	Mar	Sat	Excel	Outstand
____	____	____	____	____

CRITERIA/STANDARDS (Page 1 of 2)

PERFORMANCE RATINGS

	Unsatisfactory	**Sat**	**Exceeded**

Activity: Statement of Work 14. Mail Management Support Services

Objective: Provide efficient and effective operations to identify, control, and track formal incoming and outgoing correspondence with minimal delays.

Performance Standards

1. Receive, log into automated system, and forward to appropriate responsible offices, all DOE-SR formal correspondence and suspense tracking documents within 24 hours of receipt. All incoming correspondence will be date stamped upon receipt. **Standard is met if all incoming items are forwarded within 24 hours of receipt. Standard is exceeded if all incoming items are forwarded within 8 hours of receipt.** _____ _____ _____

2. Provide, keep current, and maintain information needed to route, track, and establish ownership of such correspondence. A subject listing of DOE-SR responsibilities will be updated bi-annually and maintained in the Task. **Standard is met if no more than four mail control documents are incorrectly routed based on information received and retained by the Task. Standard is exceeded if no more than two mail control documents are incorrectly routed based on information received and retained by the Task.** _____ _____ _____

3. Operate an automated mail control, suspense, and tracking system for DOE-SR for the above correspondence in an accurate and timely manner in order to provide weekly, bi-weekly, and monthly management reports. Additional reports may be required as needed by the DOE Task Program Manager. **Standard is met if accurate reports are provided by COB on the day due. Standard is exceeded if accurate reports are provided by 11:00 a.m. on the day due.** _____ _____ _____

4. Provide clerical assistance in tracking suspenses, as required, in an effective and consistent manner by providing electronic message follow-up on past due suspenses 5 work days after the suspense date on a weekly basis. **Standard is met if 90 percent of follow-up messages on past due suspenses are sent 5-6 work days after the suspense date. Standard is exceeded if all follow-up messages on past due suspenses are sent not more than 5-6 days after the suspense date.** _____ _____ _____

CRITERIA/STANDARDS (Page 2 of 2)

Activity: Statement of Work 14. Mail Management Support Services

PERFORMANCE RATINGS

Unsatisfactory	Sat	Exceeded

5. Formal mail will be screened for duplication by accessing the DMC-3 system and returning duplicates to the Mail Room for dispatch. The accuracy will be based on no more than two justifiable customer complaints or DOE Task Manager findings per month. **Standard is met if no more than two justifiable customer complaints are identified by the DOE Task Manager during the rated month. Standard is exceeded if no justifiable customer complaints or DOE Task Manager findings are identified during the rated month.**

_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	Mar	Sat	Excel	Outstand
____	____	____	____	____

CRITERIA/STANDARDS

PERFORMANCE RATINGS

	Unsatisfactory	Sat	Exceeded

Activity: Statement of Work 15. Contracts Management Division Support

Objective: To provide general administrative support to the Contracts Management Division

Performance Standards

1.	PADS, Commerce Business Daily notices, Small Purchase Automated System, Subcontract Reporting System data entry/word processing is routinely accomplished within 3 work days of receipt. **Standard is met if processing is accomplished within 3 work days of notification. Standard is exceeded if processing is accomplished within 1 work day of notification.** (It is understood and must be taken into consideration that CBD notice transmittal is dependent upon OCC concurrence and cannot be transmitted before OCC concurrence is received by CMD.)	_____	_____	_____
2.	Close out procedures are initiated and final reports requested on completed financial assistance instruments, interagency agreements, and contracts. This action is accomplished within 5 work days of notification of completed instruments. **Standard is met if processing is accomplished within 5 work days of notification. Standard is exceeded if processing is accomplished within 2 work days of notification.**	_____	_____	_____
3.	Division computerized forms are maintained. Updates are accomplished within 3 work days after notification. **Standard is met if updates are accomplished within 3 work days of notification. Standard is exceeded if update is accomplished within 1 work day of notification.**	_____	_____	_____
4.	Letters for Contracting Officer Technical Representative appointment are prepared within 2 work days of notification. **Standard is met if processing is accomplished within 2 work days of notification. Standard is exceeded if processing is accomplished within 1 work day of notification.**	_____	_____	_____
5.	Maintains Purchase Order Receiving Log confirming receipt of purchases. **Standard is met if processing is accomplished within 2 work days of notification. Standard is exceeded if processing is accomplished within 1 work day of notification.**	_____	_____	_____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING

Unsat	Mar	Sat	Excel	Outstand
____	____	____	____	____

CRITERIA/STANDARDS

PERFORMANCE RATINGS
Unsatisfactory Sat Exceeded

Activity: Statement of Work 16. Program Management and Support

Objective: Provide sufficient management, ADP and support personnel to ensure the accomplishment of all administrative performance and reporting requirements established in the contract.

Performance Standards

1. Prepares and submits monthly Labor and Cost Plan Summary Reports for each Task by the 12th of the following month. **Standard is met if reports are submitted by the 12th of the following month. Standard is exceeded if reports are submitted by the 8th day of the following month.** _____ _____ _____

2. Prepares and issues a Task Plan for each new request within 14 days of request for services. **Standard is met if Task Plan is issued by the 14th day after the request. Standard is exceeded if Task Plan is issued by the 7th day after the request.** _____ _____ _____

3. Prepares and issues for approval working procedure for each new task request within 60 days of receipt of approved Task Plan. **Standard is met if procedure is submitted within 60 days of receipt of Task Plan. Standard is exceeded if procedure is issued within 45 days of receipt of Task Plan.** _____ _____ _____

4. Hire and have in place required personnel within 21 days from receipt of approved Task Plan. **Standard is met if personnel are in place within 21 days of receipt of Task Plan. Standard is exceeded if personnel are in place within 14 days.** _____ _____ _____

Summary of Task Performance Ratings

Justification for Other Than "Satisfactory" Rating

TASK COST EFFECTIVENESS RATING
Unsat Mar Sat Excel Outstand

_____ _____ _____ _____ _____

SECTION L, EXHIBIT 17, CPP-32 Form

Payment Information
Treasury Financial Communications System

It is anticipated payments under Department of Energy (DOE) contracts will be made by use of electronic funds transfers. The information requested herein concerning your financial institution will be used for that purpose. The information should be available through your company's Treasurer or financial institution.

If your financial institution has access to the Federal Reserve Communications System, please do not complete items 10-13. If your financial institution does not have access to the Federal Reserve Communications System, please complete all items except item 7.

1. Name of Company:
2. Address:
3. Contact Person:
4. Phone Number: Area Code ( )
5. Name of Financial Institution:
6. Address of Financial Institutions:
7. Financial Institution's 9-digit American Bankers Association (ABA) Identifying Number for routing Transfer of Funds:_____ (Complete only if your financial institution has access to the Federal Reserve Communications System.)
8. Telegraphic Abbreviation of Financial Institution:
9. Account Number at your Financial Institution to be credited with the Funds:
10. Name of the Correspondent Financial Institution your Financial Institution receives electronic funds transfer messages through, if it does not have access to the Federal Reserve Communications System:
11. Address of Correspondent Financial Institution:
12. Correspondent Financial Institution's 9-digit ABA Identifying Number for Routing Transfer of Funds:
13. Telegraphic Abbreviation of Correspondent Financial Institution:
14. Signature and Title of Authorizing Company Official:

_____	_____	_____
Signature	Title	Date

Comments:

SECTION L, EXHIBIT 18

COMPLETE ONE OR THE OTHER BUT NOT BOTH
Contract/Proposal/RFP No. DE-RP09-00SR22183

OCI REPRESENTATION STATEMENT

I hereby certify (or as a representative of my organization I hereby certify) that, to the best of my knowledge and belief, no facts exist relevant to any past, present, or currently planned interest or activity (financial, contractual, personal, organizational, or otherwise) which relate to the proposed work; and bear on whether I have (or the organization has) a possible conflict of interest with respect to (1) being able to render impartial, technically sound, and objective assistance or advice, or (2) being given an unfair 2/ competitive advantage.

Signature: _____ Date: _____
Name: _____ Organization: _____
Title: _____

OCI DISCLOSURE STATEMENT

I hereby certify (or as a representative of my organization I hereby certify) that, to the best of my knowledge and belief, all relevant facts--concerning past, present, or currently planned interest or activities (financial, contractual, organizational, or otherwise) which relate to the proposed work and bear on whether I have (or the organization has) a possible conflict of interest with respect to (1) being able to render impartial, technically sound, and objective assistance or advice, or (2) being given an unfair 2/ competitive advantage--are fully disclosed on the attached page(s) and formatted to show:

- For ease of presentation, divide following data into four parts: organizational, contractual, financial, other;
- The company, agency, organization in which you have a past, present, or currently planned interest or activities (financial, contractual, organizational, or otherwise);
- A brief description of relationship;
- The period of relationship;
- The extent of relationship (e.g., value of financial interest of work; percent of total holdings, total work, etc.).

Signature: _____ Date: _____
Name: _____ Organization: _____
Title: _____

2/ An unfair competitive advantage does not include the normal flow of benefits from the performance of the contract.

SECTION L, EXHIBIT 18

OCI QUESTIONNAIRE
Contract/Proposal/RFP No. DE-RP09-00SR22183

1. Will you (or your organization) be involved in the performance of any portion of proposed work?
( ) No.
( ) Yes. The portion of the proposed work; the proposed hours and dollar value; and the type of involvement are fully disclosed on the attached pages.

2. What is (are) the major type(s) of business conducted by you (or your organization)? Please reply on the attached pages.

3. Do you (or your organization) have any affiliates?
( ) No.
( ) Yes. The name and a description of the major type(s) of business that each affiliate conducts is disclosed on the attached pages.

4. Will any of the following be involved in performing the proposed work: (a) any entities owned or represented by you (or your organization); (b) your organization's Chief Executive; any of its directors; or (c) any affiliates?
( ) No.
( ) Yes. A full disclosure and discussion is given in the attached pages.

5. Are you (or your organization) an energy concern?
( ) No.
( ) Yes. A full disclosure and discussion is given on the attached pages.

6. Do you (or your organization) have a direct or indirect relationship (financial, organizational, contractual, or otherwise) with any business entity which could be affected in any way by the proposed work?
( ) No.
( ) Yes. List the business entity(ies) showing the nature of your relationship and how it would be affected by the proposed work.

7. What percentage of your total income for the current and preceding fiscal year resulted from arrangements with any of the entities identified in question 6 above?
____% for the current fiscal year--lasting from __/__/__ to __/__/__.
____% for the preceding fiscal year--lasting from __/__/__ to __/__/__.

8. Do you (or your organization) currently have or have you had during the past six years any arrangements (for example, contracts and cooperative agreements) awarded, administered, or funded--wholly or partly--by the Department of Energy or any other Federal Agency which relate to the proposed Statement of Work?
( ) No.
( ) Yes. A full disclosure and discussion is given on the attached pages.

9. Do you (or your organization) have or have you ever had any contracts, agreements, special clauses, or other arrangements which prohibit you (or your organization) from proposing work to be performed in this solicitation or any portion thereof?

( ) No.
( ) Yes. A full disclosure and discussion is given on the attached pages.

10. Do you (or your organization) have any involvement with or interest (direct or indirect) in technologies which are or may be subjects of the contract, or which may be substitutable for such technologies?

( ) No.
( ) Yes. A full disclosure and discussion is given on the attached pages.

11. Could you (or your organization) in either your private or government business pursuits utilize information acquired in the performance of the proposed work; such as:
    (a) data generated under the contract?
    (b) information concerning DOE plans and programs?
    (c) confidential and proprietary data of others?

( ) No.
( ) Yes. A full disclosure and discussion is given on the attached pages.

12. Under the proposed work, will you (or your organization) evaluate or inspect you own services or products, or the services or products of any other entity that has a relationship (e.g., client, organizational, financial, or other) with you (or your organization)? This could include evaluating or inspecting a competitor's goods and services.

( ) No.
( ) Yes. A full disclosure and discussion is given on the attached pages.

13. To avoid what you perceive as a possible organizational conflict of interest, do you (or your organization) propose to: exclude portions of the proposed work; employ special clauses; or take other measures?

( ) No.
( ) Yes. A full discussion is given on the attached pages.
( ) No possibility of an organizational conflict of interest is perceived. This answer is briefly justified on the attached pages.

I hereby certify that I have the authority to represent my organization, if applicable, and that--to the best of my knowledge and belief--the facts and representations presented on the two pages of this questionnaire and on the _____ pages of the attachment to it are accurate and complete.

Signature: _____ Date: _____
Name: _____ Organization: _____
Title: _____

SECTION L, EXHIBIT 18

ORGANIZATIONAL CONFLICT OF INTEREST

In compliance with the Department of Energy Acquisition Regulation Section 909.5, your offer must provide the following information:

The offeror must submit (as a part of Volume I, Proposal Information the following documents from each of the entities 1/ listed below:

1. Either the Organizational Conflicts of Interest (OCI) (a) Representation Statement or (b) the Organizational Conflict of Interest (OCI) Disclosure Statement. If the OCI Disclosure Statement is signed, provide an attachment showing the information required.

2. The OCI Questionnaire: If you answer any question "yes" provide an attachment showing the information requested.

1/ The types of entities or individuals which are required to complete the forms listed above are as follows:

1. the prime contractor.

2. the subcontractors, unless the subcontractors are only providing supplies and consultants at every tier.

3. all affiliates of the foregoing.

4. any entities owned or represented by the chief executives or directors of: the prime contractor; any of the subcontractors, except for those only providing supplies; and any of the consultants.

5. chief executives and directors - if they will be involved in performing the proposed work of: the prime contractor; the subcontractors at every tier (except for subcontractors which are only provided supplies); consultants at every tier; and all affiliates of the foregoing.

SECTION L, EXHIBIT 18

DEFINITIONS

(a) The term "organizational conflicts of interest" means that a relationship or situation exists whereby an offeror or a contractor (including chief executives and directors, to the extent that they will or do become involved in the performance of the contract, any proposed consultants or subcontractors where they may be performing services similar to the services provided by the prime) has past, present, or currently planned interests that either directly or indirectly (through a client contractual, financial, organizational or other relationship) may be related to the work to be performed under a Department contract and which (1) may diminish its capacity to give impartial, technically sound, objective assistance and advice, or (2) may result in it being an unfair competitive advantage. It does not include the normal flow of benefits from the performance of the contract.

(b) The term "affiliates" means business concerns which are affiliates of each other when either directly or indirectly one concern or individual controls or has the power to control another, or when a third party controls or has the power to control both (See 41 CFR Section 1-1, 601-1(e)).

(c) The term "energy concern" as defined by Public Law 95-91, Section 601 (b), includes:

(1) Any person significantly engaged in the business of developing, extracting, producing, refining, transporting by pipeline, converting into synthetic fuel, distributing, or selling minerals for use as an energy source, or in the generation or transmission of energy from such minerals or from wastes or renewable resources.

(2) Any person holding an interest in property from which coal, natural gas, crude oil, nuclear material, or a renewable resource is commercially produced or obtained;

(3) Any person significantly engaged in the business of producing, generating, transmitting, distributing, or selling electric power;

(4) Any person significantly engaged in development, production, processing, sale or distribution of nuclear materials, facilities or technology; and

(5) Any person--

(A) significantly engaged in the business of conducting research, development, or demonstration related to an activity described in paragraphs (1), (2), (3), (4); or

(B) significantly engaged in conducting such research, development, or demonstration with financial assistance under any ACT the functions of which are vested in or delegated or transferred to the Secretary of the Department of Energy.