Exceptional service in the national interest
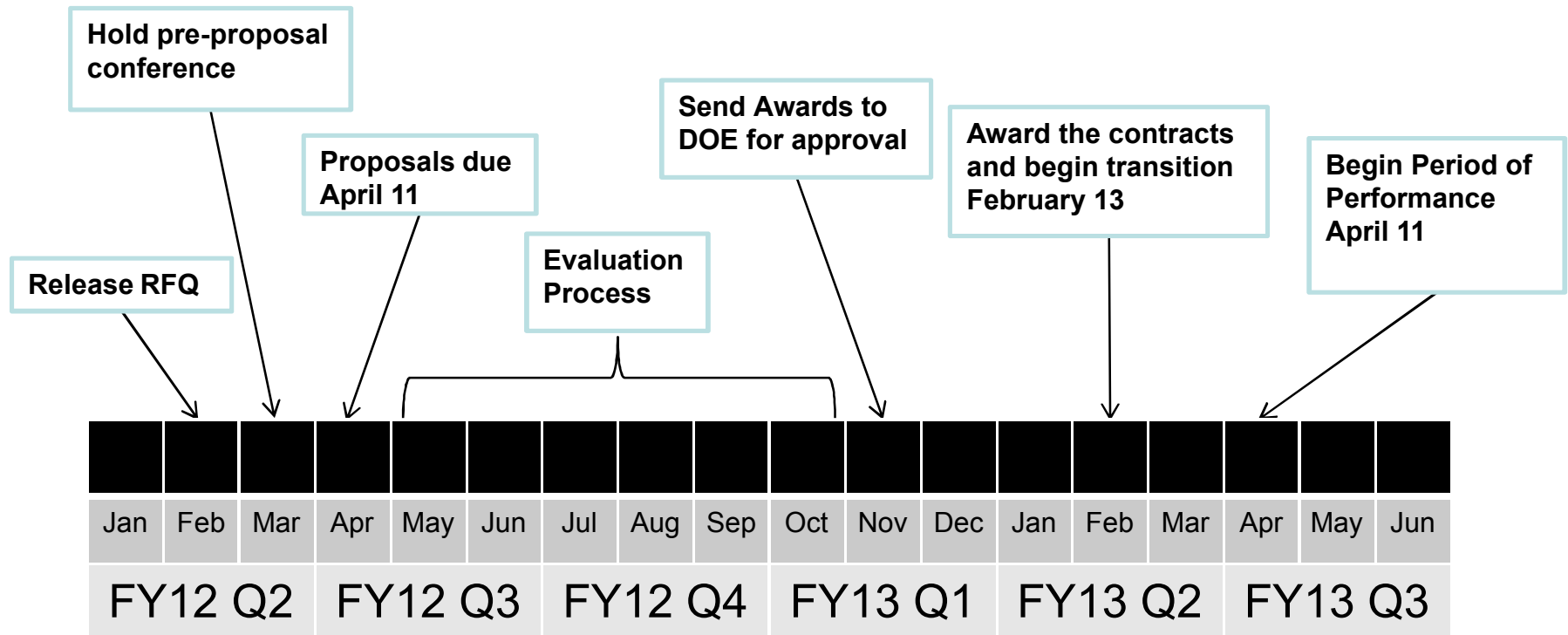
Sandia National Laboratories

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The Science & Research Technology Foundation/Computing & Network Services/Information Development/CIO Procurement Department, 10244

March 1, 2012

U.S. DEPARTMENT OF ENERGY

NNSA National Nuclear Security Administration

Timetable Enterprise IT Services

Hold pre-proposal conference

Proposals due April 11

Send Awards to DOE for approval

Award the contracts and begin transition February 13

Begin Period of Performance April 11

Release RFQ

Evaluation Process

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
FY12 Q2			FY12 Q3			FY12 Q4			FY13 Q1			FY13 Q2			FY13 Q3		

One RFQ Document

Sourcing Strategy

- Derive the Best Value for IT Services & Staffing
- Each award has distinct characteristics, objectives, and funding orientation
- Each Award is for a concurrent term of 5 yrs. w/ one 2 yrs. Option
- Small Business Set Aside for Award B
  - Designated NAICS Codes are defined and representative of the work to be done under this Award
- Mandatory Requirement for Prime and all Subs of 5 years of experience in:
  - Award A -- 5-ESS
  - Award B -- Service Desk and Desktop Support
  - Award C -- High Security Technical Environment and High Performance Computing
  - All -- Basic operational ITIL experience.

One RFQ Document (Cont'd)

Three Awards:

- Award A: Telecommunications
- Award B: Enterprise Computing
- Award C: Mission Computing

Contract Types:

- Award A & B = Firm-Fixed price
- Award C = Labor hour with annual direct labor rate adjustment in accordance with GII/DOL.

Unique Terms & Conditions

- Convenience Exit
- Improved Technology & Knowledge Sharing
- ARCs/RRCs

Sandia's RFQ at a Glance

Exhibits

- 00 – Solicitation Instructions
- 01 – Proposal Index
- 02 – Terms, Conditions, Glossary
- 03 – Pricing
- 04 – Statement of Work
- 05 – Talent Model and Human Resources
- 06 – Service Levels
- 07 – Governance
- 08 – Technology Standards
- 09 – Safety
- 10 – Potential Projects

Note: Attachments are incorporated within exhibits 01 – 06, 08 – 09

General Guidance for Responding

1. Read it once, and then read it again and again; experienced suppliers know that several readings of an RFQ may be necessary for a complete understanding of what is required

2. Be aware that information critical to your proposal may be scattered among different sections of this RFQ

3. If you don't understand some of the information in the RFQ you can submit written questions via email to the Sandia Contracting Representative (SCR). Sandia's response to all submitted questions will be distributed weekly for all invited suppliers

   - Last day to submit questions is March 28, 2012

Proposal Preparation

- Make sure you are familiar with the solicitation instructions in the RFQ

- Don't assume that Sandia knows your organization's capabilities, staff, or the projects you have carried out. Sandia will evaluate only the specific information contained in your proposal. That means it must be written down in accordance with the RFQ instructions.

Proposal Pitfalls

- Failure to follow the RFQ instructions regarding organization of the proposal, inclusion of required information, page limits, etc.

- Failure to take evaluation criteria into consideration when preparing your response

- Failure to understand and to demonstrate an understanding of the requirements

- Failure to submit your proposal on the required date and time

- Failure to include all of the information requested by Sandia

- Proposal merely repeats or paraphrases the RFQ

- Proposal does not contain RELEVANT information about your organization, its capabilities, and/or its management and staff

- Proposal does not demonstrate that your organization and personnel have the experience and capability to carry out the project

Today's Process

- Mandatory General Session: Combined Business Topics for Awards A, B, and C

- Lunch will be on your own—check the flyer for nearby restaurants

- Afternoon Sessions: Separate Technical Presentations for Award A, B, and C

- Questions may be asked at the end of each presentation
  - Use a microphone to ask your question, and
  - You must also write your question on the form provided
  - Not all questions will be answered today; some will require further research but answers will be sent to everyone via email