

# CH2M HILL Plateau Remediation Company

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## **REQUEST FOR PROPOSAL NO: 330351 NEC INSPECTION SERVICES**

September 3, 2019

Dear Prospective Offeror:

Request for Proposal No: 330351 NEC Inspection Services

CH2M HILL Plateau Remediation Company (CHPRC) is interested in receiving proposals for NEC inspection services in support of the Hanford site under Prime Contract DE-AC06-08RL14788 with the U.S. Department of Energy.

Please note that this procurement action is a small business set aside and will utilize the Supply Chain Management Center (SCMC) eSourcing Tool for receiving proposals. The applicable size standard and eSourcing process is further described in the attached Request for Proposal (RFP).

Proposals are due by 1:00 p.m. on September 17, 2019. CHPRC looks forward to hearing from you regarding our request.

Sincerely,

Rebecca Diaz, Contract Specialist  
Procurement

# CH2M HILL Plateau Remediation Company

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## **Acronyms**

BTR	Buyer's Technical Representative
DOE	Department of Energy
NAICS	North American Industry Classification System
QA	Quality Assurance
RFP	Request for Proposal
SOW	Statement of Work
CHPRC	CH2M HILL Plateau Remediation Company

## **SECTION A – REQUEST FOR PROPOSAL**

### **1.0 INTRODUCTION**

CH2M HILL Plateau Remediation Company (CHPRC) acting under its contract with the Department of Energy, requests you to submit a proposal for a Basic Ordering Agreement type of contract to provide NEC Inspection Services at the Hanford site. This Section A describes the basis of award, proposal submittal requirements, proposal instructions, and notices to Offerors. Section B contains Representations and Certifications and other documents, which Offerors are to complete, sign and return with their proposal. Section C is the Draft Contract, which is in an accompanying file. It contains:

- Part I – Statement of Work
- Part II - Financial Terms
- Part III – General Terms and Attachments
- Part IV – Special Provisions

CHPRC may determine that any proposal not submitted in accordance with this Request for Proposal (RFP) is non-responsive and reject the proposal.

### **1.1 Proposal Submittal – eSourcing Event**

This solicitation requires all Contractors submitting proposals to access the Supply Chain Management Center (SCMC) eSourcing Tool to input pricing. Upon receipt of an Offeror’s notification of intent to propose CHPRC will provide the Offeror (participant) an email notification with a link to the SCMC eSourcing event including access instructions. Each participant will be afforded the opportunity to preview the application and place pricing information prior to the commencement of an event. This preview phase is called the pre-bid period. At the conclusion of the pre-bid period, the eSourcing event will commence and continue until its expiration. Events typically last 15-30 minutes.

This action will be conducted as an electronic bidding process with the ability to decrement pricing. Upon the participant’s submittal of their initial price and after commencement of the event, the participant will be assigned a number that corresponds to the rank of their price relative to the pricing submitted by other participants. The lowest priced submittal is ranked number one, the second lowest price is ranked number two, the third lowest price is ranked number three, and so on. A participant may revise and submit lower pricing until the event expires. Pricing cannot be increased and

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decrementing an initial bid in the eSourcing system is purely at the discretion of each participant.

The tool will not disclose the participant's proposed price to other participants nor will it disclose the lowest proposed price.

This solicitation and resultant award are considered a negotiated procurement which means that, submitting the lowest priced proposal does not guarantee award. CHPRC must complete a full evaluation of the submitted proposals prior to making an award determination.

CHPRC reserves the right to conduct negotiations prior to award or to award a contract based upon initial proposals received; without further discussions.

In the unlikely event of a discrepancy among any of the Offeror's documents or information submitted through the eSourcing website, the information received and confirmed by CHPRC shall govern. Offerors are required to submit proposals consistent with the price proposed during the eSourcing event and may not intentionally submit a revised proposal after completion of the event.

NOTE: Following the eSource event, Offerors are required to submit their proposals (see 3.0 Proposal Preparations Instructions below) in electronic form (pdf) electronically within three hours of the completion of the eSource Event (see 3.0 Proposal Preparations Instructions below).

## 2.0 BASIS OF AWARD

CHPRC intends to award a Basic Ordering Agreement as a result of this RFP to the responsible Offeror whose proposal contains the combination of those criteria offering the best overall value to CHPRC and the Government. This will be determined by comparing differences in the value of technical and management features with differences in price to CHPRC.

Refer to Section 4.0 for a description of the evaluation criteria.

## 2.1 Acceptance or Rejection of Proposals

CHPRC reserves the right to accept or reject any proposal with or without prior discussion with the Offeror. CHPRC may:

- award a contract on the basis of proposals received without discussions with Offerors (therefore, initial proposals should be submitted with the most favorable technical and price terms);

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- select one or more Offerors to negotiate with;
- reject any or all proposals received;
- issue a request for new proposals; or
- cancel the RFP without awarding a contract.

### **2.2 Responsiveness Determination**

CHPRC will determine if the Offeror is responsive to CHPRC requirements and eligible for award. This evaluation may include (but is not limited to information gathered from other sources, including safety performance, financial stability and past performance for CHPRC or other customers. The determination may be made at any time by CHPRC without additional questions or revision. CHPRC may waive minor informalities and irregularities in offers received.

### **2.3 Proposal Costs**

CHPRC is under no obligation to pay proposal preparation costs.

### **2.4 Award Notification**

CHPRC will notify all of the Offerors after CHPRC selects an Offeror for award. There will be no public opening of proposals.

### **3.0 PROPOSAL PREPARATION INSTRUCTIONS**

The information described in this section is required to be submitted within three hours of the completion of the eSourcing Event described in Section 1.1 above. Electronic proposal submittals are required. Organize the proposal as described in the following sections.

Proposal must clearly and convincingly demonstrate that the Offeror has a thorough understanding of and will be able to perform the proposed contract successfully. For technical work, describe the proposed technical approach including assumptions and supporting detail. Unsupported, unclear, or inconsistent statements about Offeror's proposed performance and compliance with all contract requirements may be determined as non-responsive.

Do not submit generic brochures or other marketing materials which do not specifically relate to the proposal.

## **3.1 Proposal Content**

Organize the proposal as outlined below. Prepare the proposal simply and economically and provide a straightforward and concise presentation of the information requested in the Solicitation request. Proposals submitted electronically must consist of separate files for the Technical Proposal and the Business and Price Proposal.

### **3.1.1 Volume I – Technical Proposal**

The evaluation criteria identified in Section 4 will be used to determine the Offeror's understanding of the work to be performed, the Offeror's qualifications to perform this work, and the acceptability of the proposed technical and management approach.

In order that the proposal be evaluated strictly on the merit of the technical and management material submitted, no contractual cost or pricing information shall be included in this volume of the proposal.

The Offeror's proposal shall address the experience, knowledge, and capabilities of its proposed team such that the Offeror's ability to successfully accomplish the requirements of the Solicitation is clearly demonstrated. The proposal shall describe the proposed technical and management approach in sufficient detail to ensure that the requirements of the SOW are met. Simply repeating the SOW requirements or merely offering to perform the work may result in a lower evaluation or the offer being determined technically unacceptable. The technical proposal should not exceed 35 pages, excluding resumes.

Proposals shall include evidence of:

- A description for carrying out the work scope as detailed in the Statement of Work.
- Experience using the proposed process to safely and successfully complete projects of similar size and complexity.
- Personnel experienced with the proposed process and equipment to perform on-site work.

### **3.1.2 Volume II – Business and Price Proposal**

This Volume shall contain the following documents as required in Sections 3.1.2.1, 3.1.2.2, and 3.1.2.3.

### **3.1.2.1 Price Schedules**

The Offeror shall insert fully burdened labor rates as indicated in the Price Schedule (Attachment 2). The Price Schedule is an Excel spreadsheet.

Standard payment terms are Net 30. Discounts for prompt payment will not be considered in the evaluation of offers. However, any offered discount will form a part of the award, and will be taken if payment is made within the discount period indicated in the offer by the Offeror.

### **3.1.2.2 Representations and Certifications**

A fully completed and signed Representations and Certifications (SP-16) form and Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions form shall be included in this section.

### **3.1.2.3 Timekeeping System**

The Offeror shall provide documentation to substantiate that it has an adequate timekeeping system. Specifically, the documentation must establish that the Offeror's timekeeping is sufficient to track hours by individual, by project, and/or cost objective.

### **3.1.2.4 Additional Information**

In order for CHPRC to adequately evaluate the proposal, some additional information is required. Please complete and return all forms and documents listed below:

- Past Performance Data Form (Attachment 5)

## **3.2 Offeror's Acceptance**

The contract, if any, resulting from this RFP will be substantially the same as the draft contract that is contained in the accompanying file. Unless otherwise noted by the Offeror in its proposal, Offeror's submission of a proposal signifies the Offeror's unqualified acceptance of all of the technical requirements and other terms and conditions that are contained and referenced in this RFP and the accompanying draft contract file. Interpretations established by the Offeror to any part of this RFP may be considered an exception, and may render the proposal being considered non-responsive and dropped from evaluation and award considerations.

## **3.3 Exceptions to Technical Requirements and Other Terms and Conditions**

The Offeror shall describe any exceptions to the technical requirements and other terms and conditions of the sample contract on which the Offeror's proposal is based. Offerors

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are notified that CHPRC considers the Offeror's compliance with the technical requirements and terms and conditions of the accompanying draft contract to be essential. In case of doubt, Offeror should request clarification from CHPRC. If the Offeror takes any exceptions to the requirements of the RFP, the pricing shall be based on the requirements of the RFP and the exception(s) priced as alternates. If the Offeror's proposal is based only on the proposed exceptions, CHPRC may determine that the proposal is non-responsive.

### 3.4 Proposal Validity Period

A proposal shall remain firm for 60 days after the proposal due date.

### 4.0 QUALIFICATION STANDARDS AND EVALUATION CRITERIA

CHPRC will first evaluate each Offeror's proposal to determine whether the information provided meets the qualification standards listed below. The Offeror's proposal must meet the qualification standards to be considered for further evaluation. Those proposals considered as meeting the qualification standards will be evaluated against the evaluation criteria.

#### 4.1 Qualification Standards

Offerors who do not possess the minimum qualifications and resources necessary to perform the proposed work are not encouraged to incur proposal and other expenses involved in competitive submissions. The following Qualification Standards must be met in their entirety in order for an Offeror to be considered for award.

##### 4.1.1 NEC Inspector

The Offeror shall have access to the following disciplines: NEC Inspectors. This qualification standard is met when the submitted candidate resumes demonstrate they have met the following qualifications:

- Not less than four years of experience as a journey-level electrician installing and maintaining electrical equipment, **or**
- Two years electrical training in a college of electrical engineering of recognized standing and four years continuous practical electrical experience in installation work, **or**
- Four years of electrical engineering of recognized standing and two years continuous practical electrical experience in electrical installation work, **and**

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- Passed a nationally recognized test for general electrical inspectors and plan review inspector. These tests will be certified by the International Association of Electrical Inspectors (IAEI) or the International Code Council (ICC).

### 4.2 Technical/Business Evaluation Criteria

CHPRC will award a Contract to the responsible Offeror whose offer conforms to the requirements of this Solicitation and provides the most advantageous technical and cost proposal to CHPRC and the Government. For this Solicitation, technical quality is more important than price.

Listed below are the factors that will be used in determining award. For evaluation purposes, the combined Technical Evaluation Criteria is weighted 70% out of a maximum 100%. The Inspector Experience evaluation criterion is assigned the highest value.

#### 1. Inspector Experience

Provide resumes/documentation indicating the following:

- Not less than four years' experience as a journeyman electrician installing and maintaining electrical equipment, **or**
- Two years electrical training in a college of electrical engineering of recognized standing and four years continuous practical electrical experience in installation work, **or**
- Four years of electrical engineering of recognized standing and two years continuous practical electrical experience in electrical installation work.

Offerors that propose resumes of individuals that demonstrate more than one of the listed items, above, will be evaluated more favorably.

#### 2. Provide evidence of one of the following certifications:

Passed a nationally recognized test for general electrical inspectors and plan review inspector. These tests will be certified by the International Association of Electrical Inspectors (IAEI) or the International Code Council (ICC).

#### 3. Technical Comprehension:

This factor refers to the Offeror's understanding of the CHPRC project work and the Offeror's approach for managing the NEC Inspection Services and the related contract administration, planning and scheduling of activities.

#### 4. Physical Abilities:

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The proposal must indicate a candidate's physical capability for safely using stairs, walking on uneven surfaces, and maneuvering over and around physical obstructions without requiring CHPRC project personnel assistance.

### 5. Past Performance:

This factor refers to the Offeror's prior record of providing support services for projects similar in size and complexity to those at the Hanford site. Offerors who have a demonstrated work experience with Hanford and the Central Plateau work will be evaluated more favorably.

The Offeror shall use the Past Performance form (Attachment 5) to furnish three (3) references for previous (dating back to 3 years) and current projects. References shall include the following current and up-to-date information for each specific reference. Note: Information gained elsewhere by CHPRC can also be used as part of the evaluation.

- Client Name and Address
- Client Technical Point of Contact and phone number
- Contract Number
- Brief Description of Work Scope
- Contract Type
- Period of Performance
- Original Contract Value \$
- Final Contract Value \$

If these latter two amounts are different, provide a brief explanation for the difference.

### 4.2.1 Price Evaluation Criteria

The lowest proposed price to CHPRC will be considered most favorable based upon a total composite rate calculation derived from the Offeror's price proposal. The proposed price to CHPRC for each Offeror will be compared to the lowest proposed price and considered less favorable by an amount proportionate to the ratio derived from that comparison.

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It is important to note that CHPRC will not make an award at a significantly higher overall price in order to achieve slightly superior technical or management features. As proposals become more equal in their technical merit, the evaluated price becomes more important.

### 4.2.2 Evaluation of Options

Except when it is determined not to be in CHPRC's best interests, CHPRC will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirements. Evaluation of options will not obligate CHPRC to exercise the option(s).

## 5.0 PROPOSAL SUBMITTAL DIRECTIONS

### 5.1 Notification of Intent to Propose

CHPRC requests that a prospective Offeror notify the Contract Specialist in writing by 1:00 p.m. on September 9, 2019, indicating that the Offeror intends to submit a proposal in response to this RFP. The Offeror may transmit the notification to the Contract Specialist via e-mail. Failure to submit an Intent to Propose notification at the designated location by the specified date and time may result in rejection of the Offeror's proposal.

### 5.2 eSourcing Event

The eSource event will take place at 10:00 a.m. on September 17, 2019.

### 5.3 Deadline

Proposals are due by 1:00 p.m. on September 17, 2019. CHPRC reserves the right to reject any proposal received after the deadline.

### 5.4 Submittal Address

Identify the email containing the proposal as "Proposal in Response to RFP 330351".

Electronic submission by email to Rebecca\_A\_Diaz@rl.gov is the preferred method.

The Offeror may contact the Contract Specialist to verify that the Contract Specialist received the proposal.

### 5.5 Withdrawal

Proposals may be withdrawn by written notice received by the Contract Specialist at any time prior to award.

## **5.6 Questions and Comments Regarding the RFP**

The Offeror shall submit any comments or questions regarding the RFP to the Contract Specialist in writing no later than 8:00 a.m. on September 9, 2019. The Offeror may transmit questions and comments via fax or e-mail. CHPRC will answer all questions in writing and provide a copy of all questions and answers to all Offerors. If the RFP requires an amendment to resolve issues regarding the RFP, CHPRC will issue an amendment to those Offerors who have not declined to participate in time for them to consider the amendment(s) before finalizing and submitting their proposals.

## **5.7 RFP Amendments**

If this RFP is amended, unless otherwise stated, all terms and conditions that are not modified will remain unchanged. The Offeror shall acknowledge receipt of all amendments by stating in the proposal that the Offeror has received the amendment(s) and has considered it/them in formulating the proposal.

## **6.0 NOTICES TO OFFERORS**

### **6.1 Anticipated Award Date**

The anticipated award date for this RFP is September 26, 2019.

### **6.2 Precedence of Requirements**

In the event of a conflict among the provisions, the RFP instructions, the RFP correspondence, other documents and the resulting contract, the terms of the contract shall govern.

### **6.3 North American Industry Classification System (NAICS) Code and Size Standard**

CHPRC has determined that North American Industry Classification System (NAICS) Code 541330 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this acquisition is \$15.0M.

### **6.4 Identification of Proprietary Data**

If the Offeror submits any data as part of their Proposal, which is considered by the Offeror to be “proprietary data”, the document transmitting the data or which contains the data, shall be boldly marked indicating that the data included are considered to be proprietary. To the extent that the restrictive marking prevents CHPRC from distributing the documents for evaluation or use, the marking may render the proposal non-responsive.

## **6.5 Certified Cost or Pricing Data**

The Offeror is not required to provide certified cost or pricing data. However, CHPRC may require the Offeror to provide certified and/or non-certified cost or pricing data prior to award if CHPRC cannot determine that the acquisition is exempt from the requirements of PL 87-653 (10 USC Sec. 2306a).

## **6.6 Financial Capability Determination Information**

CHPRC reserves the right, prior to award, to require the Offeror to submit information that CHPRC will use to make a determination whether the Offeror has the financial capability to successfully perform the contemplated contract in accordance with the contract terms. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; SEC Form 10K, and any other information that may be required by CHPRC.

## **6.7 Subcontracting**

Contractor may **not** subcontract any significant portion of this contract without first obtaining concurrence of CHPRC to the proposed subcontract scope and subcontractor(s).

Contractor is responsible to incorporate and flow down all appropriate provisions and requirements of this contract to all lower-tier contractors and subcontractors.

Contractor shall furnish CHPRC a list of all proposed lower-tier subcontractors who will be performing work on the Hanford site and those proposed subcontractors who will be performing a significant portion of the off-site work. The list must be furnished prior to award and updated with changes during contract performance. Use the Subcontracting form and instructions located on this web page:

<http://chprc.hanford.gov/page.cfm/SubmittalsFormsDocs> and is also included as Attachment 6 to this RFP.

CHPRC reserves the right to:

- reject any proposed subcontract or subcontractor as incomplete or unsuitable
- require submittal of the proposed subcontract before contract award or prior to performance of any work on site
- require the replacement, at contractor's expense, of any subcontractor who fails to adhere to all of the applicable provisions and requirements of this contract.

## **6.8 Identification of Service Animals**

If the Offeror or a planned lower-tier subcontractor requires the use of a service support animal to perform its work under the contract, the Offeror shall disclose and provide information in its proposal that includes a description of the work or task the services support animal has been trained to perform. Service support animals “in training” are not considered service support animals and will not be allowed on the Hanford Site or in Site associated facilities. Other animals, to include pets and “comfort animals” are not permitted access onto the Hanford Site or in Site associated facilities. Service support animals may be excluded from the workplace if the work site cannot support reasonable accommodations.

## **6.9 Small Business Set Aside**

Proposals for this acquisition are solicited from Small Business Concerns, including; Small Disadvantaged, Small Women-Owned, Service Disabled Veteran and HUBZone small businesses. Any resulting Contract shall be awarded to a Small Businesses. Proposals received from concerns that are not Small Businesses or Small Businesses that intend to subcontract a significant portion of the work to other than a Small Business shall not be considered for award.

Small Women-Owned and Service Disabled-Veteran Owned Business may self-certify their business size

The following Small Business Concerns must be certified by the Small Business Administration (SBA):

**Small Disadvantaged Business Qualifications:** A small business must be at least 51% owned and controlled by a socially and economically disadvantaged individual or individuals. African Americans, Hispanic Americans, Asian Pacific Americans, Subcontinent Asian Americans, and Native Americans are presumed to qualify. Other individuals can qualify if they show by a “preponderance of the evidence” that they are disadvantaged. All individuals must have a net worth of less than \$750,000, excluding the equity of the business and primary residence. Successful applicants must also meet applicable size standards for small businesses in their industry.

**HUBZone Small Business Qualifications:** A firm can be found to be a qualified HUBZone concern, if:

It is small,

It is located in a “historically underutilized business zone” (HUBZone)

It is owned and controlled by one or more U.S. Citizens, and

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At least 35% of its employees reside in a HUBZone.

### SECTION B – RFP ATTACHMENTS

#### 1.0 ATTACHMENT 1 – DRAFT 4-PART CONTRACT

- I. STATEMENT OF WORK (SOW)
- II. FINANCIAL TERMS
- III. GENERAL TERMS AND CONDITIONS
- IV. SPECIAL PROVISIONS (EXCLUDING REPS&CERTS)

#### 2.0 ATTACHMENT 2 - PRICE SCHEDULE

#### 3.0 ATTACHMENT 3 – LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS CERTIFICATION – FAR 52.203-12

A fully completed and signed Certification and Disclosure Regarding Payments to Influence Certain Federal Transactions must accompany any proposal exceeding thresholds outlined in FAR 52.203-12.

Certification Regarding Payments to Influence Federal Transactions

#### 4.0 ATTACHMENT 4 – SPECIAL PROVISIONS - REPRESENTATIONS AND CERTIFICATIONS

A fully completed and signed Representations and Certifications (SP-16) form must accompany the proposal. Section 21 NAICS code must match the NAICS code specified in this solicitation and the Offeror's registered small business size standard.

SP-16 PRC Revision 7, Dated July 20, 2019 - [REPS & CERTS \(SP-16\)](#)

#### 5.0 ATTACHMENT 5 – PAST PERFORMANCE

#### 6.0 ATTACHMENT 6 – SUBCONTRACTING LIST