

Special Notice

THIS IS NOT A NOTICE OF SOLICITATION ISSUANCE. This is a Special Notice that includes a Request for Information (RFI) to receive comments regarding the attached draft Performance Work Statement (PWS), notice regarding an upcoming Industry Day, and notice regarding one-on-one conferences. This Special Notice is issued solely for information and planning purposes - it does not constitute a Request for Proposal (RFP) or a promise to issue an RFP in the future. This RFI does not commit the Government to contract for any supply or service whatsoever. The information provided in the RFI is subject to change and is not binding on the Government.

The U.S. Department of Energy (DOE) is not at this time seeking proposals and will not accept unsolicited proposals for the work described in the attached documents. Responders are advised that the DOE will not pay for any information or administrative costs incurred in responding to this RFI. DOE has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. Not responding to this RFI does not preclude participation in any future solicitation, if issued. It is the responsibility of the interested parties to monitor FedBizOps.gov, FedConnect, or DOE's "Major Contract Solicitation" website (<https://cms.doe.gov/management/downloads/request-information-operations-and-maintenance-o-m-support-services-imanage>) for future information pertaining to this requirement. All submissions become Government property and will not be returned, but will be handled in accordance with applicable proprietary markings.

Questions regarding this Special Notice shall be submitted in writing by e-mail to the Contracting Officer. Interested parties may request clarification or submit technical questions regarding this RFI in writing for any requirement that is unclear by sending an e-mail to imanage.om.procurement@hq.doe.gov. Comments and questions regarding the Draft PWS are requested to be submitted no later than Friday, August 10, 2012 at 8:00 am, as an INDUSTRY DAY and ONE ON ONE CONFERENCES will be held on Thursday, August 16, 2012.

REQUEST FOR INFORMATION

DOE, Office of Chief Financial Officer (CFO), Office of Corporate Information Systems (CIS, CF-40) is seeking qualified businesses to provide the Operations and Maintenance (O & M) Support Services for the iManage program on a cost-reimbursable basis, for a five year period of performance (one year base with four 1-year option periods). Most services will require performance in the Washington, D.C. Metropolitan area; however, services may require travel. DOE is interested in responses from small or small disadvantaged businesses.

Interested parties should review the draft Performance Work Statement (PWS) and Exhibits provided with this Special Notice and are invited to submit capability statements in response to this RFI. The capabilities statements shall provide the following information: Company, name(s), title(s), mailing addresses, phone number(s), fax number(s), and e-mail(s) of designated

point of contact, socio-economic status, DUNS number, NAICS code, as well as any additional information requested below.

Capabilities statements should address (1) your company's past experience and/or capability to perform all task areas described in the draft PWS for this requirement; (2) management capability; and (3) financial capability to perform all task areas described in the draft PWS. In addition, experience as a subcontractor, partner, joint venture, or key personnel may be submitted in addition to prime contractor experience.

The capability statements should contain enough sufficient detail; however, the statements shall not exceed seven (7) pages in length. The capabilities statements in response to this RFI shall be provided on standard letter size 8-1/2 by 11 inch paper. The font for text shall be Times New Roman, 12-point. Submitted responses should be in Microsoft Word or Adobe Acrobat format. Proprietary information, if any, **MUST** be kept to a minimum and **MUST BE CLEARLY MARKED. NO CLASSIFIED INFORMATION** shall be submitted in response to this RFI.

Capabilities statements must be emailed to imanager.om.procurement@hq.doe.gov, no later than Friday August 10, 2012 at 8:00 am.

Email Subject line: DOE CFO IMANAGE CAPABILITIES STATEMENTS 2012.

INDUSTRY DAY

An Industry Day will be conducted on Thursday, August 16, 2012 at 7:30am.

Where: Department of Energy, Cloverleaf Building, 20400 Century Blvd., Room 1300
Germantown, MD 20874.

Seating is limited, therefore registration is required. **First come, first served.** No more than two representatives per company will be permitted to attend due to the room capacity limitation.

Industry Day attendees must email their name(s), title(s), organization(s), email addresses, and telephone number(s) to imanager.om.procurement@hq.doe.gov, no later than Friday, August 10, 2012 at 8:00 am. Please ensure the subject line of the email states "DOE CFO IMANAGE INDUSTRY DAY 2012".

Once that information is received, attendees will be provided with additional information regarding directions to the complex, parking, security check-in, etc. Please direct any questions regarding Industry Day registration process to imanager.om.procurement@hq.doe.gov. Attendance at the Industry Day is not a prerequisite for participating in any future solicitations or procurements; however, it will provide a valuable opportunity for interested parties to obtain information. Industry Day is solely to offer interested parties information on anticipated future requirements. All information presented, along with questions and answers will be posted to FedConnect and DOE's "Major Contract Solicitation" website

(<http://energy.gov/management/major-contract-solicitations>) to ensure consistency, fairness, and to avoid repetitive coverage of the same information.

Foreign persons, as defined by the U.S. Department of State, under Title 22, Foreign Relations, Section 120.16, may not attend. Each attendee will need to bring a government-issued, photographic identification to gain access to DOE. Due to security requirements, persons who fail to pre-register shall not be given access.

Any information provided and discussions that take place at Industry Day will be unclassified.

The agenda is as follows:

7:30 am – 9:00 am: Industry Partners Check In and Networking

9:00 am – 11:00 am: CFO CIS Program Office Briefs, Review of Draft PWS,
Questions from Industry

No cameras, tape recorders, or other reproduction devices are allowed.

ONE-ON-ONE CONFERENCES

On August 16, 2012, August 17, 2012 and the week of August 20, 2012, one-on-one conferences will be made available for all interested parties.

Interested parties may bring no more than two (2) representatives per company, and may request an appointment by emailing their name(s), title(s), organization, email addresses, telephone number(s), and a list of questions to imanager.om.procurement@hq.doe.gov, no later than Friday, August 10, 2012 at 8:00 AM. Please ensure the subject line of the email states “DOE CFO IMANAGE ONE ON ONE CONFERENCES 2012”.

DOE requests a response to the following questions:

1. Do you believe the PWS is sufficiently clear to allow for a concise proposal response to be developed to achieving the objectives?
2. Are there sections that would benefit and require additional clarification(s)? If so please identify each of the areas.

The requested conference is NOT an opportunity to submit information/documentation such as a capabilities statement, make sales pitches, or ask questions about any prospective RFPs.

Interested parties are encouraged to schedule appointments as soon as possible as appointments will be scheduled on a first come, first serve basis. The Department of Energy will not publish any questions or answers from these conferences. However, the Department of Energy may utilize information received to benefit this RFI to help prepare future solicitations.

No cameras, tape recorders, or other reproduction devices are allowed.

NO TELEPHONE REQUESTS WILL BE ACCEPTED.

ALL TIMES ARE STATED AS EASTERN DAYLIGHT TIME (EDT).

PLEASE SEE DEPT OF ENERGY WEBSITE to see all Special Notice attachments:
<https://cms.doe.gov/management/downloads/request-information-operations-and-maintenance-o-m-support-services-imanage>

OR

PLEASE SEE FEDCONNECT to see all Special Notice attachments (Reference number DE-SOL-0004498): <https://www.fedconnect.net/fedconnect/?doc=DE-SOL-0004498&agency=DOE>