March 11, 2020

SOURCES SOUGHT/EXPRESSION OF INTEREST (EOI)/REQUEST FOR INFORMATION

The Pacific Northwest Division of Battelle Memorial Institute (Battelle), Management and Operating Contractor of the Pacific Northwest National Laboratory (PNNL), on behalf of the Department of Energy, is issuing this sources sought/expression of interest (EOI) announcement as a means of conducting market research to identify financial institutions having an interest in and the resources to provide banking services under the checks paid letter of credit (LOC) financing arrangement.

The Pacific Northwest National Laboratory (PNNL) has approximately 4,400 staff and is operated by Battelle Memorial Institute, Pacific northwest Division with a main campus located in Richland, Washington and satellite offices in Sequim and Seattle, Washington; Portland, Oregon; and Washington, D.C.

Banking services are utilized by Battelle under a checks paid LOC funding method. The Treasury Automated Standard Application for Payment (ASAP) system is used by the Federal Government for paying grants, contracts, and other programs. Under a checks paid LOC financing arrangement, the contractor (i.e. Battelle) issues payments for program costs. When the payments are cleared by the financial institution, the financial institution draws on an ASAP 1031 account at the Federal Reserve Bank of Richmond. The amount of the drawdown is to be sufficient to maintain the account balance net positive and as close to zero as administratively possible. The financial institution is compensated by payment for services.

THERE IS NO SOLICITATION AT THIS TIME. This request for capability information does not constitute a solicitation/request for proposals and submission of any information in response to this market survey is purely voluntary. This Sources Sought/EOI/Request for Information is released pursuant to FAR Part 15.201(e), Exchanges with Industry, and is issued for the purpose of conducting market research. As such, nothing in this request shall be interpreted as a commitment on the part of Battelle to enter into a contract with any respondent. Battelle assumes no financial responsibility for any costs incurred.

Battelle will evaluate market information to ascertain potential market capacity to provide services consistent with those described in this EOI. Telephone inquiries will not be accepted or acknowledged, and no feedback or evaluations will be provided to companies regarding their submissions.

Submission Instructions: Interested parties who consider themselves qualified to perform the above-listed services are invited to submit a capability statement in response to this EOI by no later than 4:00 P.M., March 25, 2020. The capability statements shall be no more than a total of ten (10) pages (excluding Item 3), and no smaller than 12-point font. All responses must be emailed to Samantha.Ernst@pnnl.gov.

At a minimum, capability statements shall contain the following information:

1) Organization name, address, email address, Web site address, and telephone number.

2) Tailored capability, qualification, and experience statements addressing the particulars of this effort, with appropriate documentation supporting claims of organizational, system, and staff capability.

3) Reviewer comments on the attached Draft Requirement Summary/Statement of Work.

4) Description of the current office location, and the office’s location relative to the PNNL campus in Richland, WA.

Telephone (509) 375-2529 Email: Samantha.Ernst@pnnl.gov
5) Battelle anticipates that the service/work requirements may be fixed price or fixed unit price based on overarching services similar to the attached draft pricing schedule. Please provide input on whether or not a fixed price approach for these services is feasible, which major elements, if any, could be fixed price and identify the information that would be required in a Battelle Request For Proposal (RFP) to support development of a fixed price proposal. Should a fixed price approach for these services be infeasible, please make a recommendation on an alternative practicable pricing structure/method/approach.

Battelle reserves the right to use any and all information submitted by, or obtained from, an interested party in any manner Battelle determines is appropriate, including, but not limited to, the creation of a competitive solicitation. An interested party should avoid including any classified, business confidential, and/or proprietary information in its response. However, if an interested firm must submit such information, the information must be clearly marked, and the interested firm must provide sufficient justification as to why such information is business confidential and/or proprietary. Battelle will review the information and safeguard it appropriately.

Battelle looks forward to hearing from you regarding this request.

Sincerely,

Samantha Ernst
Senior Contract Specialist

Attachments:

(1) Draft Requirement Summary/Statement of Work

(2) Draft Pricing Schedule