This notice provides the **DRAFT** Request for Proposal (RFP) No. 89243318RAU000001. **This is a DRAFT RFP and no proposals will be accepted from issuance of this DRAFT.** A final RFP will be issued after all industry comments are received, considered, and addressed as appropriate. Release of the **DRAFT** RFP in no way commits the Government to procure this requirement.

The U.S. Department of Energy (DOE), National Energy Technology Laboratory (NETL) on behalf of the Office of Classification (OC) within the Office of Environment, Health, Safety and Security (EHSS) intends to issue a competitive RFP 89243318RAU000001 as a 100% small business set-aside for Classification Support Services. This RFP will have a combination of firm-fixed-price and cost-plus-award-fee Contract Line Item Numbers (CLINs). Each CLIN will be clearly identified as to whether it is firm-fixed-price or cost-reimbursement. Clauses and provisions that are specific to only certain type CLINs will be identified as such. Clauses and provisions that are not identified as being only applicable to a certain type CLIN are applicable to all CLINs. The main location for performance of work under this contract will be the DOE Germantown facility in Germantown, Maryland and NARA in College Park, MD with occasional work at the Forrestal Building in Washington, DC and at a Central Intelligence Agency (CIA) facility in Chantilly, Virginia. Local, domestic, and/or international travel by contractor personnel may be required in the performance of the contract. The resulting contract will include a base performance period of one year with four, one-year option periods.

The purpose of this requirement is to provide specialized technical, analytical, document review, and administrative support to OC. This support includes, but is not limited to, services such as: conducting studies, providing analysis, and preparing reports. This support is required in the following areas: (1) Document classification/declassification review; (2) Classification and control guidance development, revisions, and review support; (3) Policy and procedure development support, appeals, education, outreach, and appraisal support; and (4) General administrative and file room/mail room management and support.

The North American Industrial Classification System (NAICS) code for this effort is 541690 with a small business size standard of $15 million.

The purpose of this DRAFT RFP is to solicit comments, from interested small businesses, to be addressed prior to issuance of a final RFP. Comments/questions regarding this DRAFT RFP are required to be submitted electronically through the FedConnect. All comments and questions submitted in response to this DRAFT RFP must be submitted no later than 4:00 PM on Tuesday, February 12, 2019 Local Eastern Time. NETL will not respond to comments/questions; however, all comments/questions relating to the draft RFP will be taken into consideration in the development of the final RFP.

NETL has initiated an electronic reading room as part of the strategy to provide information that may benefit potential Offerors in preparing their proposals for the RFP. The information is provided to assist the reader in gaining an enhanced understanding of the requirement. The reading room may be accessed at <http://www.netl.doe.gov/business/site-support>.

Interested parties should monitor the Federal Business Opportunities website, FedConnect (https://www.fedconnect.net) and/or NETL’s electronic reading room (<http://www.netl.doe.gov/business/site-support>) for future announcements regarding this requirement (including the issuance of the final RFP).

Information regarding how to submit information via FedConnect can be found at

https://www.fedconnect.net. Please note - FedConnect is owned and operated by Compusearch

Software Systems Inc., not by the Department of Energy and DOE does not provide help desk

assistance for FedConnect. For assistance with FedConnect, please contact FedConnect directly:

By e-mail: support@FedConnect.net

By phone: 1-800-899-6665 (8:00 a.m. to 8:00 p.m., Eastern Daylight Time, except Federal

holidays).