



September 10th, 2025

Dear Offerors:

SOLICITATION NUMBER 384097 “EXTERNAL WEBSITE HOSTING & DEVELOPMENT FOR H2C”

Hanford Tank Waste Operations & Closure (H2C) requests proposals for External Website Hosting & Development for H2C. The requested work is in support of H2C’s Prime Contract 89303324DEM000096 with the U.S. Department of Energy, Office of River Protection.

Information regarding the submission of a proposal is contained in the attached Solicitation.

NOTE: Communications with any H2C personnel except the named Procurement Specialist concerning any aspect of this Solicitation may be grounds for disqualifying an Offeror from being considered for award.

The proposal is due by 4:00 pm on September 25, 2025.

H2C looks forward to your response.

Very truly yours,

Stephanie Mendoza,
Procurement Specialist

Attachments: as stated

SOLICITATION 384097

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PART A – SOLICITATION

1.0 Introduction

Hanford Tank Waste Operations & Closure (H2C) acting under its contract with the U.S. Department of Energy – Office of River Protection, requests Offeror to submit a proposal for a Firm Fixed Price (FFP) type of subcontract to provide External Website Hosting & Development for H2C. Part A of this Solicitation describes the proposal submittal requirements, instructions, and applicable exhibits/certifications. Part B contains all of the solicitation exhibits. Part C is the Model Subcontract, which contains all of the terms and conditions, attachments, and references that will govern performance of the work.

1.1 Small Business Set Aside

Proposals made under this solicitation shall be from small business concerns, including; Disadvantaged, Women Owned, Veteran Owned, Service-Disabled Veteran Owned, Non-Alaskan Native American, and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this solicitation. Disadvantaged, Women Owned, Veteran Owned, Non-Alaskan Native American, and Service-Disabled Veteran Owned may self Certify to these categories as defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration.

1.2 Buyer Not Obligated – Irregularities and Notifications

H2C is not obligated to pay any costs incurred in the preparation and submission of Offeror's proposal, nor required to enter into a subcontract or any other arrangement with Offeror. H2C reserves the right to cancel this solicitation at any time.

1.3 Solicitation Amendments

The Procurement Specialist may issue one or more amendments to the solicitation to make changes or to resolve any problems regarding the solicitation. The Procurement Specialist will issue the amendment in time for prospective Offerors to incorporate any changes into their proposals. If this solicitation is amended, then all terms and conditions that are not amended will remain unchanged. **YOUR FAILURE TO ACKNOWLEDGE THE RECEIPT OF THE AMENDMENT AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF YOUR OFFER.**

2.0 Proposal Submittal

H2C prefers that the proposal be submitted via e-mail provided that it includes appropriate signatures where required. If Offeror does not have the capability to transmit a signed electronic proposal, Offeror may submit an unsigned proposal via e-mail, however, a signed original must also be submitted. If an e-mail proposal (without signature) is submitted in order to meet the deadline, Offeror must also transmit a signed original and one copy via U.S. Postal Service or delivery service. Identify the name of the Procurement Specialist and the Solicitation number to which Offeror is responding on the e-mail transmittal document.

2.1 Deadline

The proposal is due by 4:00 pm on September 25, 2025.

2.2 Identification and Delivery

Address a proposal sent via the U.S. Postal Service to:

Response to Solicitation No. 384097
Stephanie Mendoza, MSIN M1-40
Hanford Tank Waste Operations & Closure
P.O. Box 788
Richland, WA 99354

The address for a proposal sent via another delivery service is:

2435 Stevens
Richland, WA 99354
Procurement Specialist Contact Information:
Name: Stephanie Mendoza
Phone Number: (509)376-2523
Email Address: stephanie_e_mendoza@rl.gov

NOTE: Communications with any H2C personnel except the above-named Procurement Specialist concerning any aspect of this Solicitation may be grounds for disqualifying an Offeror from being considered for award.

2.3 Withdrawal

Offeror may withdraw its proposal by written or electronic notice received at any time prior to award.

3.0 Basis for Award

This solicitation provides the basis for H2C's evaluation and is key to the selection process. Offerors are also advised that H2C reserves the right to award a subcontract based upon initial offers and without further discussions with Offerors. Offeror should provide their best price and technical offers initially.

3.1 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.

3.1.1 Standard No. 1

The Subcontractor is expected to provide appropriately trained and qualified staff to perform the type of work specified. This shall include necessary expertise and training including necessary continuing training programs to assure Subcontractor personnel maintains a current understanding of laws, requirements, and industry standards. The Subcontractor shall maintain company and regulatory required certifications and qualifications for personnel. At a minimum, Subcontractor shall have at least 3 years of experience working interactive Web systems Development and Implementation.

3.1.2 Standard No. 2

Subcontractor shall be located within 150 miles from the Hanford site.

3.2 Evaluation Criteria

3.3 Lowest-Price, Technically-Acceptable (LPTA) Selection Process

H2C will award a subcontract to the responsible offeror whose proposal is the lowest price and technically acceptable, price and other factors considered. Proposals will be screened using the pass/fail evaluation factors identified below, based on the qualifications demonstrated within the offer. Non-cost/price evaluation factors, when combined, are less important than price. Proposals will be screened using the following factors:

3.4 Evaluation of Options

Except when it is determined not to be in H2C's best interests, H2C 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 H2C to exercise the options(s).

H2C may reject an offer as nonresponsive if it is materially unbalanced when it is based on prices significantly less for some work and prices which are significantly overstated for other work.

4.0 Proposal Instructions

4.1 General Proposal Requirements

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.

Volume I – Technical Proposal

H2C will evaluate Offeror's technical capabilities/qualifications as well as its pricing for the requirements specified in the Statement of Work. Offeror's proposal must address the following:

- An acknowledgement that the Statement of Work is fully understood and that Offeror has resources qualified to perform the work.
- Organizational Conflict of Interest Disclosure (Exhibit 2)
- Agreement Exceptions (Exhibit 3)

Volume II – Business and Price Proposal

Please provide detailed description on cost/pricing information (i.e., hourly rate breakdown). Standard payment terms are Net 30. Prompt payment discounts will be considered and should be included in the proposal.

- Price Proposal Form (Exhibit 1)

4.2 Direct Pay Permit – Taxes

The H2C Direct Pay Permit will not apply to the resultant subcontract/purchase order. Therefore, the Offeror's price shall include all applicable Federal, State, county, municipal, or other taxes. For information relating to Sales and Use Tax in Washington State please reference the following website:

<http://dor.wa.gov/content/home/>

Offeror shall list separately, in its price proposal, any such tax applicable to any goods/service payable by H2C.

4.3 Representations and Certifications

H2C, relies upon Subcontractor's current representations and certifications within a Federal web-based system, the System for Award Management (SAM), that centralizes and standardizes the collection, storage and viewing of many of the representations and certifications required by the Federal Acquisition Regulations.

1. The representation and certification information within SAM is still current.
2. All statements and explanatory documentation submitted are current and accurate.
3. Subcontractor complies with all requirements of State of Washington statutes, ordinances, rules and regulations, codes, and orders related to equal employment opportunity and operation of non-segregated facilities.
4. All Subcontractor employees who may work on H2C's premises or on the Hanford Site are not under the influence of controlled substances, drugs, or alcohol. Subcontractor agrees to the testing of assigned employees under H2C's program for controlled substances.
5. Subcontractor's information in the H2C's registration system is current (no more than 12 months old); and
6. Subcontractor will update SAM on an annual basis.

In addition, the Offeror will need to be registered with H2C through its [vendor registration website](#) and have obtained a vendor identification number and form number (password). If assistance is required, please contact H2C Contract Support at H2CProcurement@rl.gov.

4.4 Additional Information

In order for H2C to adequately evaluate the proposal, some additional information is required. Please complete and return all forms and documents listed below:

4.5 Acceptance of Terms and Conditions

The subcontract resulting from this Solicitation will be substantially the same as the Model Subcontract that is contained in Part C of the Solicitation. Unless otherwise noted in the proposal, Offeror's submission of a proposal signifies unqualified acceptance of all of the technical requirements and other terms and conditions of the subcontract that are

contained in or referenced in this Solicitation. Interpretations established by Offeror to any part of this Solicitation may be considered an exception.

4.6 Exceptions to Technical Requirements and Other Terms and Conditions

Offeror must describe any exceptions (on the Agreement Exceptions form in Part B of this Solicitation) to the technical requirements and other terms and conditions of the Model Subcontract in Part C on which the proposal is based. H2C considers compliance with the technical requirements and terms and conditions of the Subcontract to be essential. In case of doubt, Offeror should request clarification from the Procurement Specialist. If any exceptions are taken to the requirements of the Solicitation, the pricing shall be based on the requirements of the Solicitation and the exception(s) priced as alternates. If the proposal is based only on the proposed exceptions, H2C may determine the proposal to be non-responsive.

4.7 Proposal Validity Period

Offeror's proposal shall remain firm for 120 days after the proposal due date.

4.8 Document Transmittal – Master Submittal Register

The Subcontract will contain a Master Submittal Register (MSR) comparable to the exhibit document contained herein. The MSR identifies the required Subcontractor submittals. Offerors shall review the MSR exhibit, assure that the document submittal requirements are clear and understandable, identify any additional submittals on the MSR exhibit, and provide the Buyer with applicable transmittal dates for all planned submittals. The MSR with added Offeror information shall be returned with Offeror's proposal.

5.0 Notices

5.1 Financial Capability Determination Information

H2C reserves the right, prior to award, to require Offeror to submit information which H2C will use to make a determination whether Offeror has the financial capability to perform the contemplated subcontract. Such information may include, but not be limited to: annual reports; lines of credit with financial institutions and suppliers; and any other information that may be required to make the appropriate determination.

5.2 North American Industry Classification System (NAICS) Code and Size Standard

The Buyer has determined that North American Industry Classification System (NAICS) Code 518210 - Computing Infrastructure Providers, Data Processing, Web Hosting, and Related Services applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business in regard to this solicitation is 40 Million.

5.3 Employment Eligibility Verification (E-Verify)

H2C anticipates that this award will be subject to the Employment Eligibility Verification requirements established in Federal Acquisition Regulations (FAR) clause 52.222-54, which requires the successful Offeror to enroll and utilize the E Verify program. Enrollment is done via the Internet at the Department of Homeland Security Web site at <http://www.dhs.gov/E-Verify>. This requirement is applicable to awards that are more than \$3,000 and considered commercial or noncommercial Services (except for commercial Services that are part of the purchase of a Commercial Off the Shelf (COTS) item (or an item that would be a COTS item, but for minor modifications) performed by the COTS provider, and are normally provided for that COTS item) or Construction. Subcontractors who are only suppliers are not subject to E-Verify.

H2C reserves the right, prior to award, to require Offeror to submit information which H2C will use to make a determination whether Offeror has successfully enrolled in the E-Verify program. Such information may include a copy of the last three (3) pages of the enrollment form (i.e., pages 11, 12, and 13) and any other information that may be required to make the appropriate determination.

6.0 Foreign Nationals

SUBCONTRACTORS intending to propose use of any Foreign National (non-US citizens), shall indicate their intent as part of the SUBCONTRACTOR'S proposal submission. After being selected for Subcontract Award but prior to start of performance: Foreign National requests will be processed in accordance with Hanford Site Security procedures, DOE Order 142.3b entitled Unclassified Foreign National Access Program and Hanford Mission Integration Solutions (HMIS) Procedure HMIS-PRO-SEC-392 entitled Unclassified Foreign National Access Program. Information for processing requests shall be submitted regardless if the Foreign National works on the Hanford site or elsewhere. Processing of any request are required to be completed/approved prior to commencement of any work. The lead time for processing Foreign National requests can take up to several months depending upon the country of origin and the subject matter involved. If Foreign Nationals are considered for use at any time under a Subcontract, SUBCONTRACTORS shall notify the Procurement Specialist and Hanford Security of the change. SUBCONTRACTORS shall adhere to the requirements for processing and approval as identified above for any changes in Foreign National use.

PART B – SOLICITATION EXHIBITS

Exhibit	Description
1	PRICE PROPOSAL FORM
2	ORGANIZATIONAL CONFLICT OF INTEREST DISCLOSURE
3	AGREEMENT EXCEPTIONS

EXHIBIT 1. PRICE PROPOSAL FORM

(See Attached Excel Spreadsheet for Exhibit 1.)

Please provide documentation to support the pricing (i.e. three redacted invoices, published price list).

**EXHIBIT 2. ORGANIZATIONAL CONFLICT OF INTEREST
CERTIFICATION AND DISCLOSURE**

Rev. 3

6/22/16

Organizational conflict of interest means that because of other activities or relationships with other persons, a person is unable or potentially unable to render impartial assistance or advice to the Government or H2C, or the person's objectivity in performing the contract work is or might be otherwise impaired, or a person has an unfair competitive advantage.

It is H2C's policy to avoid situations, which place an Offeror in a position wherein it may not be able to compete on an equal basis for H2C-controlled work with other qualified Offerors. This representation, and the information disclosed thereby, will serve to advise H2C whether or not an Offeror's judgment may be biased because of any past, present, or currently planned interest, financial or otherwise, the Offeror may have or appear to have which relates to the work to be performed under a subcontract which may result from this solicitation, thus providing the Offeror an unfair competitive advantage over others. The term "Offeror" herein means the proposing entity or any of its affiliates or proposed consultants or subcontractors of any tier. Therefore:

Offeror shall provide H2C a statement which describes in a concise manner, all relevant facts concerning any past, present, or currently planned interest (financial, contractual, organizational, or otherwise) relating to the work described in the statement of work of this solicitation. Offeror may also provide relevant facts that show how its organizational structure and/or management systems limit its knowledge of affiliates or other divisions or sections of the proposing entity and how that structure or system would avoid or mitigate an organizational conflict of interest.

Offeror shall assure that any consultants and/or subcontractors identified in its proposal which will perform part or all of any resulting subcontract submit the same information as required above, either as part of the Offeror's proposal or directly to H2C, prior to the time and date set forth for the receipt of proposals, including identification of the solicitation number and the (Offeror's) proposal to which it relates.

Offeror shall assure that each of its chief officers or directors, if any, who will be directly involved in the actual performance of the subcontract, submit such information.

Offeror shall promptly provide to H2C information concerning any changes, including additions, in its relevant facts reported, that occur between the time of submission of its proposal and the award of a subcontract or the time the Offeror is notified that it is no longer being considered for an award.

H2C will review the information submitted and may require additional relevant information or certifications from the Offeror. All such information, and any other relevant information known to H2C, will be used to determine whether an award to the Offeror may create an organizational

conflict of interest with respect to the Offeror's (1) bias caused by financial, contractual, organizational, or other interests which relate to the work to be performed under the subcontract, resulting in Offeror being unable to render impartial, technically sound, and objective assistance or advice, or (2) obtaining an unfair competitive advantage over other parties. If H2C determines a conflict exists which would require some action to mitigate an actual or potential conflict of interest that would otherwise represent an unacceptable risk to H2C, it may, at its sole discretion: (1) impose appropriate terms or conditions necessary to avoid or mitigate the conflict, (2) disqualify the offer, or (3) proceed with an award despite the conflict.

Offeror refusal to submit the representation and/or to provide the disclosure or any additional information requested by H2C may result in disqualification of the Offeror for an award. Misrepresentation of material facts or other reported information may also result in disqualification. If any such misrepresentation is discovered following award, H2C may terminate the contract for default or seek other remedies including actions pursuant to 18 U.S.C. 1001.

Depending on the nature of the subcontract activities, Offeror may, because of the existence of possible organizational conflicts of interest, propose to exclude specific kinds of work from the statement of work contained in the original solicitation, unless the solicitation specifically prohibits such exclusion. Any proposed exclusion may be considered by H2C in the evaluation of proposals, but may ultimately determine the proposal to be unacceptable.

No work shall be performed, and H2C will not authorize work to begin, until representations and disclosure information has been evaluated. H2C may also, at its option, permit missing representations or disclosure information to be provided by an Offeror at any time during the pre-award process.

In lieu of or in addition to the above and/or when requested by H2C, Offeror shall provide a certification similar to the following, altered only to reflect the relevant facts:

CONFLICT OF INTEREST DISCLOSURE STATEMENT

I hereby certify that, to the best of my knowledge and belief, no facts exist relevant to any past, present, or currently planned interest or activity (financial, contractual, personal, organizational, or otherwise) that relate to the proposed work; and bear on whether I and the Offeror have a possible conflict of interest with respect to being able to render impartial, technically sound, and objective assistance or advice, or being given unfair competitive advantage.

Authorized Offeror Representative

Date

EXHIBIT 3. AGREEMENT EXCEPTIONS

NOTICE: Any exceptions to the proposed subcontract terms and conditions must be indicated below. Hanford Tank Waste Operations & Closure, however, reserves the right to disqualify offers which deviate from the Solicitation. If the offeror has no exceptions, please write "None" below.

NAME AND ADDRESS OF OFFEROR	NAME OF SIGNER
	TITLE OF SIGNER
	DATE
OFFEROR <i>(Signature of person authorized to sign)</i>	

PART C – MODEL SUBCONTRACT

Subcontract No. TBD	Effective Date: TBD
Issued By: Hanford Tank Waste Operations & Closure P.O. Box 850 Richland, WA 99352	Subcontractor: TBD

This Subcontract is effective as of TBD, between Hanford Tank Waste Operations & Closure (H2C) and TBD (“SUBCONTRACTOR”) who hereby agree that all Work specified below, which is a portion of the goods and services to be provided by H2C for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract.

1. **Work to be Performed:** Except as specified elsewhere in the Subcontract, SUBCONTRACTOR shall furnish all labor and materials necessary and required to satisfactorily perform: Requisition No. 384097, titled: *External Website Hosting & Development for H2C*
2. **Period of Performance:** TBD - 9/30/2026 (plus 4 option years)
3. **Contract Type:** Firm Fixed Price
4. **Total Value of Subcontract:** TBD
5. **Compensation:** As full consideration for the satisfactory performance by SUBCONTRACTOR of this Subcontract, H2C shall pay to SUBCONTRACTOR compensation in accordance with the prices set forth below or in the attached Compensation Schedule consistent with the payment provisions of this Subcontract. Sales tax must be listed as a separate line item on the invoice per the General Invoice Requirements specified in the applicable Provisions incorporated in the List of Attachments to this Subcontract.

Firm Fixed Price

Line	Description	Qty.	Unit Rate	Total
1				\$0.00
2				\$0.00
3				\$0.00

TOTAL **\$0.00**

SALES TAX

Grand Total **NOT-TO-EXCEED** **\$0.00**

- 6. Payment Terms:** As stated in Article 17.0, Terms of Payment, of Commercial Supplemental Payment Provisions, payment will be made within 30 calendar days after receipt of a properly prepared invoice unless otherwise agreed to between SUBCONTRACTOR and H2C.

- 7. Authorized Personnel:** Only the following named H2C individuals are authorized to make changes to this document:

Stephanie Mendoza, Procurement Specialist
Lisa Carlin, Subcontracts Manager
J. M. Legarreta, Manager, Procurement

- 8. Designation of Technical Representative:** H2C hereby designates the following as the Buyer's Technical Representative (BTR), for this Subcontract:

Name: TBD
Phone: TBD
Email: TBD

- 9. Incorporation by Reference of Representations and Certifications:** The SUBCONTRACTOR's representations and certifications, including those completed electronically via the System for Award Management (SAM), are incorporated by reference into the Subcontract.

10. Special Provisions

10.1 Option to Extend the Term of the Subcontract

This Subcontract includes the option(s) to extend the term identified herein. The total period of performance of the Subcontract includes the base period plus the optional

period(s) exercised by H2C. H2C will exercise the option(s) by providing written notice to the SUBCONTRACTOR prior to expiration of the current effective period.

Option 1 – 10/1/2026 – 9/30/2027

Option 2 – 10/1/2027 – 9/30/2028

Option 3 – 10/1/2028 – 9/30/2029

Option 4 – 10/1/2029 – 9/30/2030

10.2 Options

H2C may exercise its option to acquire the optional services prior to the expiration of this Subcontract. H2C shall issue a written notice of its intent to exercise the option thirty (30) days prior to the option's effective date. The actual exercise of the option shall be formalized via a Subcontract modification.

11. List of Subcontract Attachments

The following attachments are hereby incorporated into and made a part of this Subcontract. They shall have the same force and effect as if written into the body of the Subcontract. SUBCONTRACTOR is responsible for downloading and complying with the applicable revision as identified below.

A hyperlink is provided for downloading the referenced General Provisions, Supplemental Provisions, On-Site Work Provisions and Preliminary Hazard Analysis:

<http://www.hanford.gov/tocpmm/page.cfm?page=11>

Attachment No.	Title	Revision	Date
1	Statement of Work 384097	0	8/25/2025
2	Preliminary Hazard Analysis 31	0	8/30/2023
3	Commercial Provisions	1	3/17/2025



SOLICITATION NO: 384097

UNLESS THE BOX BELOW IS CHECKED, The SUBCONTRACTOR shall acknowledge this document, as provided herein, regardless of dollar value, by signing below and returning a signed copy of this Subcontract. This signature represents certification that all submissions (including electronic) associated with this Subcontract award are accurate, current, and complete.

☐ If checked, Subcontractor signature not required

Authorizing Signatures:

Subcontractor

Hanford Tank Waste Operations & Closure

Name

Date

Title

Phone: () -

Stephanie Mendoza

Date

Procurement Specialist

Phone: (509)376-2523