12:00 Welcome
Nan Sauer
Senior Director for Partnerships & Pipeline Office

12:05 Overview of Registration, Enablement, Ariba functions, Invoicing and Accepting an RFP
Tamara Greenwood
Group Leader, ASM – Supplier Management
Brooke Espinosa
Richard Martinez
ASM - Supplier Management

1:00 Break (10 mins)

1:10 RFPs and Contracting with LANL
Larisa Gillis
Group Leader, ASM – Science Technology & Engineering
Carolyn Bossert
ASM – Science Technology & Engineering

2:00 PRESENTATION CLOSING
Nan Sauer
Senior Director for Partnerships & Pipeline Office

2:05 BREAKOUT SESSIONS
1. Registration and enablement – Supplier Management Team (ASM-SM)
2. AP/invoicing - Maggie Martinez and Regina Joyce (CNTL-Disbursements)
3. Ariba System - ASM Center of Excellence team and SAP technical support
4. Procurement Specialists buying team – Larisa Gillis, Carolyn Bossert and team (ASM-STE)

3:00 BREAKOUT SESSIONS END

*Please reserve questions for breakout sessions
Welcome

Nan Sauer
*Senior Director for Partnerships & Pipeline Office*
Doing Business with LANL in Ariba and Overall Ariba functionality

Tamara Greenwood  
Manager, Supplier Management and Ariba Enablement
In order to receive and award from LANL – all suppliers must conduct the procurement process using the SAP Ariba system.

- In June 2021, LANL shifted to the Ariba network to streamline the procurement process, ensure compliance to all regulatory tasks for government procurements and comply with our DOE customer requirements.
- This system provides for one site in which LANL can conduct all the procurement steps required to complete an award under LANL’s contract commitments.
- To date, LANL has onboarded over 2900 suppliers which allows our institutional requesting organizations to source from a large pool of suppliers.

Your partnership in working with Ariba will assist LANL organizations to procure the needed items from your company.
Doing Business with LANL in Ariba

To be ready to transact with LANL in Ariba, suppliers need to have an Ariba Network account and complete the supplier registration and qualification questionnaires. All suppliers became eligible to register as of June 2021.

The supplier onboarding process

<table>
<thead>
<tr>
<th>Supplier</th>
<th>LANL</th>
<th>Supplier</th>
<th>Supplier</th>
<th>LANL &amp; Supplier</th>
<th>Supplier</th>
<th>LANL &amp; Supplier</th>
<th>Supplier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request Registration</td>
<td>Invitation to Register</td>
<td>Supplier Registration</td>
<td>Supplier Qualification</td>
<td>Account Activation</td>
<td>Configure Account</td>
<td>Training &amp; Testing</td>
<td>Ready to Transact</td>
</tr>
<tr>
<td><a href="http://www.lanl.gov/business">www.lanl.gov/business</a></td>
<td>Click “Register with LANL on the Ariba Network” and complete form</td>
<td>Upon approval of registration request, you receive a link for registration. LANL’s team is available to provide you support.</td>
<td>Complete LANL Registration questionnaire and register on Ariba Network if not yet registered</td>
<td>Complete qualification questionnaire upon approval of registration questionnaire</td>
<td>Once transactional, you process the order from the interactive PO received via email (standard); or accept the Trading Relationship Request (TRR) (enterprise) to activate your Ariba Network account.</td>
<td>You configure your Ariba Network account with your company specific preferences and settings.</td>
<td>You are fully on boarded and ready to transact with LANL in Ariba.</td>
</tr>
</tbody>
</table>

Resources are available to assist with supplier registration: aribasuppliers@lanl.gov
Registering with LANL in Ariba

- Request an invite to register with LANL at [www.lanl.gov/business](http://www.lanl.gov/business).
  - Upon approval, LANL will send invitation to register
- Open LANL email invitation and complete Ariba SLP Supplier Registration Questionnaire
  - Click link in email to proceed to the next step
    - **Login with your employer’s existing Ariba Network account** - *(Important to ensure correct ANID is linked with LANL)*
  - OR
    - **Sign up for a new Ariba Network account** if your company does not yet have an account.
- Once logged into your Ariba Network account, complete LANL Ariba SLP Supplier Registration Questionnaire
  - Submit questionnaire for approval
  - Receive confirmation email upon approval from LANL
- After you have submitted the registration questionnaire and received confirmation that it has been approved, you will receive additional questionnaires to fully enable your account with LANL. This is a multi-document process which includes the following:
  - Qualification questionnaire – attesting to LANL’s code of conduct *(Note: you can submit a request to provide your employer’s own code of conduct in lieu of signing LANL’s by providing the code of conduct in a pdf format, working with your supplier management contact. This document is reviewed by the team to ensure it aligns with LANL’s expectations regarding your employer’s business conduct and compliance activities.)*
  - Financial questionnaires
    - EFT authorization which must be signed by an authorized signer on the account *(and a verbal confirmation will be required by our treasury team)*
    - Location data questionnaire – which requires also the IRS form W9 to verify FEIN assignment and correct LEGAL name
Visit our Website for Additional Resources and Information

Supplier Resources

Request registration with LANL in Ariba, visit our Supplier Resources page in the sidebar for Ariba tutorials and guides, and view other available resources.

Monthly Supplier Forums

Visit our Forums page to register for upcoming events and view recordings and material from past events.

Forums are held the third Wednesday of each month at 10am MST.
Ariba University Setup

Brooke Espinosa
Supplier Management – Key
University Enablement Coordinator
Multicampus Registration

- Most Universities share the same Federal Identification Number (FEIN)
- LANL’s Ariba can only have one LANL Ariba account using the FEIN in our system
- Our exception process can accommodate multiple LANL Ariba accounts via a unique set up in the Supplier Profile within Ariba
  - Multicampus locations can be registered in Ariba if the FEIN is unmarked during registration
  - LANL’s Accounts Payable team (AP) will create a “dummy” FEIN in Oracle (our payment system) with the W9 attached which references the complete and correct legal name

2.7  Do you utilize your SSN as your Tax ID?  

2.8  Federal Taxpayer ID. Please enter in the following format: XX-XXXXXXX
University POC’s in Ariba

- Do I register the college and list contacts only for the contract I currently need?
  - NO

- Do I list the professor’s name as the contact person for the entire campus?
  - NO
  - It’s very likely LANL will do business with the University more than once in a different capacity
University POC’s in Ariba

- Why is it important to have one person own and manage your Ariba account?
  - Assign roles and permissions
  - Specific departments of the college are identified
  - *Ensuring the contracts are directed to the correct Professor/Department*

- Can I add multiple POC’s for different RFP’s?
  - Yes
  - We can add multiple POC’s for any contract, the Ariba admin can add and assign the permissions as needed

*SAP Ariba*
Setting up a workbench

Richard Martinez
Supplier Management – Key LANL Ariba Enablement Coordinator
Setting up a workbench

If you haven’t customized your workbench your screen will look like this. Please click on the “+” sign.
Setting up a workbench

Customize your workbench based on work role click on the “+” next to the tiles you want on your workbench.
Setting up a workbench

Click on “apply” when finished.
Setting up a workbench

Now your workbench is created to your preferred selection.
Setting up a workbench

The new workbench introduces highly configurable tiles and worklists, supported with guided actions. Users can configure which tiles they want to see, in what order, name the tile, configure what documents to display in the worklist, and configure the layout of the worklist. Optimized to the way the user wants to work.
## Setting up a workbench

The edit filter link will show you filtering criteria for that specific tile. Select filter criteria by clicking on the dropdown options for each field or entering text. This icon indicates that more than one option can be selected for that field. Click on apply to see the results.

### Orders (52)

<table>
<thead>
<tr>
<th>Orders</th>
<th>Invoices</th>
<th>Items to confirm</th>
<th>Items to confirm</th>
<th>Scheduled payments</th>
</tr>
</thead>
<tbody>
<tr>
<td>52</td>
<td>103</td>
<td>42</td>
<td>476</td>
<td>$7.54 K USD</td>
</tr>
</tbody>
</table>

### Customers

- Select or type selections
- Avante Sciences Inc. (PROFILE)
- IBD Inc
- PartnerTestBuyer

### Order numbers

- Type selection
  - Partial match
  - Exact match

### Creation date

- Last 90 days

### Order status

- Include
  - All
  - New
  - Confirmed
  - Failed
  - Shipped
  - Received
  - Returned

### Customer locations

- Type selection

### Order type

- New
- Show hidden

---

Los Alamos National Laboratory

8/5/2022 18
Setting up a workbench

The save filter link will allow you to save your filter criteria. Provide a description for your tile to help you identify it in the future.
Setting up a workbench

Customize Workbench

The customize icon on the workbench will bring up the edit workbench page. On this page, you can add, remove and reorder your tiles.

To add a tile, click on the “+” icon. This will bring up a list of available tiles. Click on the “+” sign again to add the tile. The workbench can support a maximum of 25 tiles.

To remove a tile, click on the “x” icon on the top right of the tile.

To reorder your tiles, drag on the two horizontal lines on the top of each tile and drop to the desired position. The ordering of your tiles is how it will appear on your homepage.
Setting up a workbench

Tile Tooltip

The help icon next to each tile is a tooltip. Clicking on the icon will bring up a description of the tile.
Setting up a workbench

Table Settings

The table settings icon will bring up the list of available and displayed columns. You can configure the table to hide or display columns. Drag and drop column headers to hide or display.

Reorder table columns by dragging and dropping the headers into the desired positions.
Export Worklist

Exporting a worklist will create an xls file in the local download folder, using the current filter criteria and worklist settings (i.e., selected columns, groupings, etc).
Setting up a workbench

The more icon under the action's column will show you a list of available actions for your document. Clicking on any one of these actions will take you to your network document.
Responding to an RFP
Responding to an RFP

A: Supplier will receive an email inviting them to participate in an event called a “Tactical Sourcing Request.”
Responding to an RFP

Edit Filter

The edit filter link will show you filtering criteria for that specific tile. Select filter criteria by clicking on the dropdown options for each field or entering text. This icon indicates that more than one option can be selected for that field. Click on apply to see the results.
Responding to an RFP

Select Intend to Participate.

From this screen, you can select Download Content, Select Lots, or Print Event Information.
Responding to an RFP

From this screen, you can select Download Content, Select Lots, or Print Event Information.
Responding to an RFP

Select Lots allows you to confirm the items on which you intend to provide a bid. In cases where more than one lot is available, you can select one or more lots.

Continue by filling out each field, providing a complete response to the RFQ. Although fields for shipping and tax appear in the RFQ response (as seen in the following picture). Suppliers should not use these fields to add shipping or tax to a requisition. LANL’s configuration of Ariba Sourcing drops these charges when the LANL Casual User/Requester converts the RFQ form into a requisition.

Include any additional costs, such as shipping and tax, in the price of the item that is being quoted in your response.
Responding to an RFP

After completing all fields, you can choose to:

1. Submit Entire Response
2. Update Totals
3. Save Draft
4. Compose Message
5. Excel Import

Submit Entire Response
Responding to an RFP

Confirm your submittal by selecting OK.
Responding to an RFP

You will then see that your response was submitted successfully. If you select Done, you are taken back to the home screen for additional actions in your queue.
Creating an Invoice
Creating an Invoice

Users can create an invoice by going through the purchase order via email.

LOS ALAMOS NATIONAL LABORATORY - TEST sent a new order

If more than one email address is associated with your organization for PO delivery, then the copy of this purchase order would be sent to them as well.

Your customer sent you this order through Ariba Network.

Process order

Payment Terms
NET 30

Comments
Comment Type: Submit
Comment Body: Please open this order to establish a trading relationship with LANL and create an order confirmation. When we receive the order confirmation, we will cancel this PO.

Comment By: Emily Brewer
Comment Date: 2021-04-19T07:36:05-07:00

Comment Type: Terms and Conditions
Body: Terms and Conditions Text. Go here to see the full terms https://www.faa.gov/business/terms-conditions.php
Creating an Invoice

Click on Create Invoice
Another option is using your workbench and select the purchase order you want to invoice against.
Creating an Invoice

Click on Create Invoice
Creating an Invoice

When you get to the summary of the Purchase Order, click on “Create Invoice” then “Standard Invoice” to proceed further.

![Image of SAP Business Network interface showing the creation of an invoice from a Purchase Order.](image-url)
Creating an Invoice

Now enter your invoice number, invoice date, and double check our remit to address is correct.
Creating an Invoice

Scroll down to make sure the line items are check marked that are being invoiced against. Confirm that the quantity and price are correct. Reminder you can partially invoice if needed. Note: either the quantity or price amount can be edited to create a partial invoice. Please make sure to check mark the line items you want to invoice against before clicking “Next”.

Click on “Next” to proceed further.
Creating an Invoice

Lastly, you’ll see a summary of your invoice. If everything looks correct click on “Submit”
Creating an Invoice

Your invoice will then say it’s been submitted where you can print or save your copy.
Supplier Management and Enablement
Contacts

Tamara Greenwood: tgreenwood@lanl.gov

Richard Martinez: rsmartinez@lanl.gov

Brooke Espinosa: bespinosa@lanl.gov
10 MINUTE BREAK
Virtual University Forum

Request for Proposals

July 20, 2022

Carolyn M. Bossert
ASM – Science Technology & Engineering

Larisa Gillis
Group Leader, ASM – Science Technology & Engineering
University subcontracts

• University or educational non-profit institutions

• Up to five-year subcontracts

• General research and development subcontract involves a principal investigator, a student (GRA/PostDoc) and travel, and possibly some M&S

• Other subcontracts include CapStone Projects, Firm Fixed Price, Degree Granting programs, training, and other specialized programs.
When is the RFP due?

- When you receive an RFP, there will be a countdown timer, which will be in the upper right of the RFP.
- This is an estimated time for when the proposal is due.
- If you do not expect to make this deadline, it is best to notify the LANL Procurement Specialist early in the process so that this information can be communicated to various stakeholders.
- It is an easy process to extend an RFP, and normally it is not a problem, but it does need to be communicated, as occasionally we have a firm start date to work towards.
This is an actual RFP in Ariba. Each one is unique, but there are general sections and standardized language common to them all.

Section 1:
- Regional Purchasing Program boilerplate

Section 2:
- DOE Notice boilerplate

Note: Each RFP is customized; Section Numbers and actual verbiage may change.
3 REQUEST FOR PROPOSAL OVERVIEW

3.1 At the Los Alamos National Laboratory (LANL), our quest for innovation does not end with the Mission — it extends to our business processes including Procurement. We understand that whether you are a large or small business, interacting with Federal procurement practices can be complex and sometimes confusing. We also recognize that your response to this RFP requires an investment in time, and for that we thank you.

We have streamlined our Request for Proposal (RFP) process to the greatest extent permitted. The structure of this RFP generally outlines the process that will govern related activities through subcontract award:

- What we need
- How we will define value
- Proposal instructions
- The proposed subcontract
- Your proposal
- Our evaluation of your proposal
- Negotiation and subcontract award
- Proposal certification and your points of contact
- Appendix

Throughout this RFP there are instructions, requirements, forms and templates applicable to your proposal and that are presented within attachments accessed where noted via live links. It may be useful to print these attachments for reference to ease the online submission of your proposal.

If you plan to submit a proposal in response to this RFP, please simply submit a response to that effect in the Message Board within this SAP Ariba Sourcing solution. Or please indicate if you do not intend to submit a response. Your intention to respond to this RFP will not be shared with any other companies.

3.2 If you plan to submit a proposal in response to this RFP, please simply submit a response to that effect in the Message Board within this SAP Ariba Sourcing solution. Or please indicate if you do not intend to submit a response. Your intention to respond to this RFP will not be shared with any other companies.

4 WHAT WE NEED

4.1 Information about Triad

4.1.1 Triad National Security, LLC (Triad) is the Management and Operating (M&O) Contractor for the Los Alamos National Laboratory (LANL). Triad was awarded Prime Contract No. 89233218CNA000001 by the U.S. Department of Energy for wide-ranging M&O services. For additional insight regarding Triad, refer to https://www.triadns.org. For additional insight regarding LANL and its mission, refer to https://www.lanl.gov.

4.2 Background and synopsis of Triad’s requirement

4.2.1 LANL requires assistance in developing a comprehensive data science framework enabling performing large-scale classical and ab initio molecular dynamics simulations specifically targeting equilibrium situations. In response, Triad is soliciting proposals for “Data science driven quantum chemistry for reactive chemistry controlled by stimuli.”

4.2.2 Recipients of this RFP have an active master agreement executed with Triad. The goods and/or services identified within this RFP will be ordered under the appropriate existing agreement.

4.3 Subcontract type

--

Section 3:

- RFP Overview boilerplate

NOTE: Section 3.2 requests a quick message from University via Ariba if you intend to submit a response to the RFP — this is so we know if you got the RFP and intend to respond

Section 4:

- Explains what LANL wants

- We will start putting the University PI’s name HERE, as well as in the title of the RFP, for easy identification
Section 4: (continued)

Additional standard clauses:

- GRT
- Green and/or sustainable products
- Unclassified information
- Non-disclosure
- Anti-Kickback Act

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4.4 Notice concerning New Mexico gross receipts tax

4.4.1 New Mexico Gross Receipts Tax (NMGRT) is unique to New Mexico and, unlike a sales tax, is an excise tax imposed on the seller of certain goods and services in exchange for the privilege of doing business in New Mexico. Additional information on NMGRT may be found at http://www.tax.newmexico.gov/Businesses/gross-receipts.aspx.

4.5 Green and/or sustainable products

4.5.1 Whenever possible, you must offer green/sustainable products and repair/spare parts that meet the (1) minimum content levels for sustainable products; or, (2) Environmental Program certification; or, (3) product attributes listed at the Sustainable Facilities Tool website found at http://www.sftool.gov/greenprocurement. Minimum content levels, environmental program certifications and product attributes, if any, are listed under the column titled “Procurement Info” for each product.

4.6 Unclassified information

4.6.1 Unclassified information included in this RFP, if labeled “U.S. export-controlled information” (or substantially similar legend) is controlled under the ITAR 22 CFR 120-130, by the U.S. Department of State. No export controlled item, data, or services may be released to the general public, exported from the U.S., or given to any foreign person in the U.S., without the prior, specific written authorization of Triad and the U.S. Department of State or the U.S. Department of Commerce, as applicable. You may not assign or provide this information to a “Foreign Person” to work on either a proposal or subcontract without the above required authorization. A “Foreign Person” is any individual who is not a U.S. citizen or lawful permanent resident in possession of a United States Citizenship and Immigration Services (USCIS) Form I-551 “Permanent Resident Card” (a.k.a. “Green Card”), and as defined in the Code of Federal Regulations. By submission of your proposal, your company agrees to indemnify and hold harmless Triad from all claims, demands, damages, costs, fines, penalties, reasonable attorneys’ fees and all other expenses arising from the failure of your company to comply with this clause or the export control laws of the United States.

4.7 Non-disclosure

4.7.1 No data or information included in this RFP is considered business sensitive or proprietary to Triad. You may release the RFP to other entities as necessary to properly develop their contribution to your proposal (e.g., release to potential lower tier subcontractors to obtain quotes and proposals, etc.). You are advised that Triad’s Procurement Integrity Policy and Procedure requires that your proposal information and other source selection information must be protected from unauthorized disclosure and may be used only for the purpose of evaluating your proposal. In order to receive such protection, you must conspicuously mark the title/cover page of each volume and each page of each volume that you desire to be protected in accordance within the section labeled “Required Proposal Marking Instructions” within any documents that are created by you outside of this SAP Ariba Sourcing solution, and uploaded into your proposal. Any content that you enter directly into this solution is understood by Triad to be subject to the same limitation on use. If your company does not have an existing TA or NDA with Triad and desires to respond to this RFP, please notify Triad immediately via the Message Board.

4.8 Anti-Kickback Act of 1986

4.8.1 The Anti-Kickback Act of 1986, as referenced in FAR 52.203-7, is hereby incorporated into this RFP and any resultant subcontract as a condition of your acceptance. If you have reasonable grounds to believe a violation of this Act has occurred, you must report such a violation to the Procurement Specialist and/or the Triad Ethics Hotline at (844) 537-9524.
Section 5:

- How We Define Value
- The method may vary with the type of subcontract (Firm Fixed Price vs Cost Reimbursable, etc.)
Section 6: Proposal Instructions

This section contains critical attachments that the University will need to download in order to be able to complete the proposal.

Attachments to Download:
- RFP Invitation Letter
- Certificate of Current Cost or Pricing Data (if applicable)
- (continued on next page)
7 PROPOSED SUBCONTRACT

7.1 Subcontract purpose

7.1.1 The purpose of this RFP is to establish a subcontract that establishes a subagreement (i.e., a delivery order or task order) under an existing master agreement.

7.1.2 Draft Subcontract RFP 20400 Cal Tech  

Attachment

7.2 Proposed subcontract

7.2.1 Attached here are the subcontract documents that will apply to the resulting award. This subcontract contains Triad's requirements including commercial requirements (e.g., insurance) and technical requirements (e.g., statement of work, schedule and deliverables).

Work-On-Site Exhibits: Note that this subcontract requires work on site, and therefore additional Exhibits F (low-risk ES&H); Exhibit G (low-risk Security); Exhibit G Cyber Security; and Exhibit H (Quality Assurance) are included as well for your review. Review, but do not sign at this time. They will be included with the final subcontract documents for signature upon execution.

You should carefully and completely review these documents PRIOR to submitting your proposal as the subcontract is the only place in this RFP where certain requirements are identified.

Note that the subcontract may include one or more subcontract clauses and/or other subcontract documents that are incorporated by reference. Where a clause or document is incorporated by reference, a URL is provided to the referenced document.

Any requested exceptions to any aspect of the subcontract shall be detailed within your proposal.

7.2.2 Exhibit H: Quality Assurance  

Attachment

7.2.3 Exhibit G: Cyber Security  

Attachment

7.2.4 Exhibit G: Physical Security  

Attachment

7.2.5 Exhibit F: ES&H  

Attachment

Attachments to Download:

• Draft Subcontract Form Agreement (SFA)
• Any applicable Exhibits
Section 6: Proposal Instructions: (cont.)

Attachments to Download:
- Budget Template
- NIRT 3043 (Named Individual Form Conflict of Interest)
- Certs and Reps

**TIP:** Ariba is not particular where you upload your documents, **as long as everything is included.** You can upload individual documents or zip-file them all together and upload one document, whichever is most convenient for you.
RFPs in Ariba

8.8 Acceptance of Proposed Subcontract

8.8.1 The proposed subcontract has been thoroughly reviewed the appropriate individuals within our company, and we:

Attach a document that identifies all proposed revisions to the subcontract.

8.9 Cost/price proposal validity period

8.9.1 Triad requires a bid/proposal validity period of one hundred twenty (120) days following the submission of the bid/cost/price proposal.

8.10 Modification and withdrawal of your proposal

8.10.1 You may modify or withdraw your proposal by written notice within the Message Board, provided that the notice is submitted prior to the proposal due date.

9 OUR EVALUATION OF YOUR PROPOSAL

9.1 It is typically Triad's business process to establish a competitive range and make an award determination without discussions. Triad however reserves the right to conduct discussions with your company to assist in our award determination process.

A primary regulatory requirement of Triad in evaluating your proposal is a determination of your pricing as being fair and reasonable. To assist Triad in meeting this requirement, we may utilize a variety of techniques including requesting access to relevant audit reports and conducting fact-finding. Any such exchanges shall serve to clarify our understanding of, but not change, your proposal. Triad's inability to determine your pricing to be fair and reasonable will result in Triad discontinuing consideration of your proposal.

10 NEGOTIATION AND SUBCONTRACT AWARD

10.1 Triad may elect to award a subcontract to your company without discussions. Triad however reserves the right to negotiate scope, schedule, quality, price, etc. as determined appropriate.

11 PROPOSAL CERTIFICATION AND YOUR POINTS OF CONTACT

11.1 Submittal of a proposal certifies that you have read and understand the content of the RFP at the time of submittal including all information provided within attachments.

11.2 Person within your company responsible for submitting this RFP

11.2.1 Name: 

11.2.2 Job Title: 

11.2.3 Phone Number: 

11.2.4 Email Address

Contact Information

• University fills out full contact information (~Section 11)
## Budget Information

- **University inputs combined budget information into Ariba**

- Information is the **Ceiling Amount** for a multi-year subcontract

- For multi-year Subcontracts, **submit one Budget Sheet for each year with your proposal documents**; the amounts submitted into Ariba equal the TOTAL of all annual budget sheets combined
Request for Proposal (RFP) Invitation Letter

Greetings:

The University is invited to submit a proposal, for research and development services.

We anticipate issuing a Cost Reimbursement No Fee subcontract, which will be incrementally funded on a yearly basis. The period of performance for this effort is outlined in the SOW. The Principal Investigator for this research has been identified in the sub agreement.

PREPARATION AND SUBMISSION OF PROPOSALS (Nov 2018)

a. Your Proposal should contain your best terms from a cost/price and technical standpoint and include all available discounts and/or government pricing. Triad may conduct negotiations and request a revised proposal, if it is in Triad best interest, or may elect to make an award based solely on your initial or subsequent proposal without any discussions.

b. Submit your Proposal in three (3) parts, the contents of which are identified below.

c. The documents identified below are all required and must be submitted as part of your Proposal. Complete and accurate submittal of the information requested will be the basis to determine whether your Proposal is responsive to this Solicitation. Supplements to the documents may be used, if additional information is needed to present a complete and effective proposal. Note: unless otherwise stated below, a proposal document will not be incorporated in the resultant subcontract and will only be used for evaluation of your Proposal.

PART I: The following documents/information must be completed, signed (when required) and submitted with your Proposal. They will provide the basis for the evaluation of your Proposal.

- Form 6351.00.0156A, Subcontractor’s Proposed Budget (Appendix II)

Your proposal shall consist of cost data and should be submitted on the attached Proposed Budget, Form Appendix II, which will enable you to breakdown your cost elements in sufficient detail in order to allow Triad to establish reasonableness of cost through analysis.

The Offeror’s submittal will be incorporated in the resultant subcontract. A copy of this document is attached here.
RFP Invitation Letter

In order to assist Triad in determining whether your proposal is fair and reasonable, you shall furnish the following documentation to support proposed costs:

1. Labor Costs:
   - Provide verification of salary for all proposed individuals (Professors, Technical Support Staff, and Students), i.e., copy of check stub, screen print from HR/Payroll system, letter from Department (Dean’s Office) performing research, fellowship stipend schedule, salary and tuition remission rates, etc.
   - Provide detailed rate calculations for how you arrived at the proposed labor cost for each individual.

2. Benefits:
   - Provide copy of negotiated Rate Agreement and/or documentation to support proposed benefit rates, including detailed rate calculations for how you arrived at proposed costs.
   - Provide a breakdown of cost components for tuition/fees, and cross-reference the tuition to a university brochure or other source document.

3. Travel:
   - Provide breakdown of travel costs to include, i.e., destination, purpose, number of travelers, number of days, and fare, lodging, expenses and car rental components.
   - Provide requirement for proposed travel related to this contract effort.

4. Other Direct Costs (ODCs): Provide documentation to support all proposed ODCs, including:
   - Detailed cost estimate for supplies and expenses (S&E), and equipment, including supplier quotes, price list, historical expenditures, etc.
   - Documentation to support other miscellaneous expenses.

5 Indirect Costs:
   - Provide copy of negotiated Rate Agreement.

6. Escalation:
   - Provide rate of annual escalation for salary and tuition costs, and rational and/or documentation to support annual cost increases.

7. Budget Justification:
   - Provide a detailed budget justification. The budget justification should highlight, explain, and provide rationale for each budget category entry and how the principal investigator arrived at certain cost estimates; provide calculations for how you arrived at costs.

PART II: The following documents/information must be completed, signed (when required) and submitted with your Proposal.
PART II:
• Resume/CV of Named Individual(s) required

PART III:
• Certs and Reps (required)
• Form 3043 Named Individual (will be provided and required if named individual (generally not on degree programs, etc.))
• Note: Invitation Letter in process of being updated to reflect change from referencing OMB Circular A-21 to 2 CFR 200
• Confirm NAICS code correct for your organization: normally either 541715 or 611310 for university subcontracts
• SAM Registration required
How to Read a Subcontract

If a Basic Agreement between LANL and the University is in place, this Standard Form of Agreement will be used.

Check that all header information is correct.

Section 1:
- Incorporates Basic Terms from the Basic Agreement

Section 2:
- References Scope of Work (Appendix I)
- Identifies the University PI
How to Read a Subcontract

3. PERIOD OF PERFORMANCE (Jan 2010)
   a. The work described in the Statement of Work, shall commence upon the effective date of this Subcontract and shall be completed on or before . Where applicable, the following milestones apply:
      
      Milestone(s)                  Completion Date
      
4. COSTS AND PAYMENTS (Jan 2010)
   a. The estimated cost of the work called for in this Subcontract is $1, and is based upon the Subcontractor’s Proposed Budget dated and incorporated herein by reference.
   b. This Subcontract is fully-funded and is subject to the FAR 52.232-20 Limitation of Costs clause in the Basic Agreement.
      
      This Subcontract is incrementally funded and is subject to the FAR 52.232-22 Limitation of Funds clause in the Basic Agreement. The funding amount currently allotted for this Subcontract is $ and covers .
   c. CONTRACTOR will pay SUBCONTRACTOR for performance of this Subcontract, unless excluded or limited by other provisions of this Subcontract, the allowable direct costs incident to performance, plus the allocable portion of SUBCONTRACTOR'S allowable indirect costs. Allowable and allocable costs shall be determined in accordance with the FAR 52.215-7 Allowable Cost and Payment clause in the Basic Agreement.

5. CEILING PRICE (Jan 2010)
   The Ceiling Price for all work called for under this Subcontract is $ (SF). SUBCONTRACTOR waives its right to monies to which it might otherwise have been entitled for any amount expended in excess of the ceiling price.

6. CONTRACTOR-FURNISHED AND SUBCONTRACTOR-ACQUIRED PROPERTY (Mar 2015)
   a. CONTRACTOR shall furnish SUBCONTRACTOR the materials, equipment, and supplies listed in Appendix III to this Subcontract, titled Contractor-Furnished Government Property or Subcontractor-Acquired Property, dated , which is incorporated herein by reference.
   b. SUBCONTRACTOR is authorized to acquire the items listed in Appendix III to this Subcontract, titled Contractor-Furnished Government Property or Subcontractor-Acquired Property, dated , which is incorporated herein by reference. In addition, SUBCONTRACTOR is authorized to acquire consumable materials and consumable supplies to be used in performance of the Statement of Work for this subcontract.
   c. Title to equipment and other tangible personal property purchased to perform the Statement of Work for this subcontract and having an acquisition cost of less than $5,000 shall vest in SUBCONTRACTOR upon acquisition.

7. AUTHORITY OF PERSONNEL (Nov 2015)
   a. CONTRACTOR designates the below named individual as the Subcontract Administrator to administer the subcontract and act as CONTRACTOR’S authorized representative.

- **Section 3. Period of Performance:** Indicates the end date of the subcontract
- **Section 4. Costs & Payments:** Will be edited to indicate
  - (a) Estimated Cost (ceiling) amount, AND
  - (b) Either "fully-funded" OR "incrementally-funded" (most common) with an amount currently allotted and the period that funding covers
- **Section 5. Ceiling:** Will show the ceiling price again
- **Section 6. Property:** If applicable, will indicate property, which will then be listed in Appendix III
How to Read a Subcontract

Section 7: Personnel
- LANL Subcontract Administrator
- Contractor STR (Subcontract Technical Representative) or Principal Investigator
- Subcontractor Administrator’s Property Representative

Additionally, all correspondence shall be issued and received by the designated Subcontract Administrator. The Subcontract Administrator is the only individual authorized to direct SUBCONTRACTOR to deviate from the express, written terms of the subcontract.

(b) CONTRACTOR designates the below named individual as the subcontract technical representative (STR), who is the point of contact for all of the technical aspects of the subcontract and is responsible for oversight of SUBCONTRACTOR's technical performance under this subcontract. The STR is also responsible for monitoring and facilitating SUBCONTRACTOR compliance with various subcontract requirements, such as submission of technical deliverables and evidence of completion of training requirements.

The STR does not possess any authority, express or implied, to direct SUBCONTRACTOR to deviate from the terms and conditions of the subcontract.

c. The Subcontract Administrator’s Property Representative (SAPR) is:

ASM-PM Disposition Office
Triad National Security, LLC
Los Alamos National Laboratory
P.O. Box 1663, Mail Stop C306
Los Alamos, NM 87545
Phone: (505) 667-3195
Fax: (505) 667-3195
Email: disposition@lanl.gov

The SAPR is designated to monitor the government property provided, acquired, or used in the performance of this Subcontract. Any questions concerning said government property should be addressed to the Subcontract Administrator with a copy to the SAPR. The SAPR is also authorized to take any action necessary to ensure compliance with Federal Property Management Regulations, DOE Property Management Regulations, the LANL Property Management Manual and the terms of this Subcontract regarding the appropriate use, loss, replacement, transfer, return, or other disposition of government-furnished property or subcontractor-acquired property. Notwithstanding the foregoing, the SAPR does not possess authority to change any of the requirements under this subcontract.
How to Read a Subcontract

Section 8: Additional Exhibits

- Exhibit F: ES&H (for work-on-site at LANL)
- Exhibit G: Security (Physical Security for work-on-site at LANL and/or to access LANL Networks)
- Exhibit H: Quality Assurance (for work-on-site at LANL)
- Exhibit G: Cyber Security (for when Data is stored on University Computers)

Typically, for R&D subcontracts, work-on-site Exhibits are not required for non-work visits for less than 10 days/12 months, in accordance with Subcontract Documents, for meetings, presentations, etc.
Appendix I: Scope of Work - Template

**Scope of work is a communication device from LANL to LANL SMEs; from LANL to University**

**Should include:**
- Background
- Technical description of work
- Should describe work to be done on-site at LANL vs work done at university facilities (2.1.5, 2.1.6)
- Software description 2.1.7
- Property description 2.1.8

---

**1.0 INTRODUCTION/BACKGROUND**

The Los Alamos National Laboratory (LANL), referred to in this document as CONTRACTOR, is providing this Statement of Work (SOW) to describe the technical work requirements, the subcontract management requirements, the deliverables, and other supporting documentation.

CONTRACTOR requires assistance in the area of... [provide brief paragraph on what LANL (CONTRACTOR) needs, then delete blue text]

SUBCONTRACTOR will have specific expertise [provide brief paragraph on what the SUBCONTRACTOR will provide, what their special expertise is that LANL does not have]

SUBCONTRACTOR will... [provide a brief paragraph generalizing the scope of work of this project. Description should be generally written and understandable to the layperson.]

**2.0 SCOPE OF WORK:**

SUBCONTRACTOR shall furnish qualified personnel, equipment, materials and facilities to perform, as detailed in this Exhibit "D", all services necessary... and required by or reasonably inferable from the Subcontract Documents. SUBCONTRACTOR shall not be relieved of performing the details of any work manifestly or customarily performed to carry out the intent of this subcontract. All work shall be performed as if fully and correctly set forth and described in the subcontract.

**2.1. Work included and technical specifications, if any:**

2.1.1. X
2.1.2. X
2.1.3. X
2.1.4. X

2.1.5. [IF APPLICABLE]: describe in detail any work to be performed on-site at SUBCONTRACTOR’s facilities by SUBCONTRACTOR employees in adequate detail to determine risk level.

2.1.6. [IF APPLICABLE]: describe in detail any work to be performed on-site at LANL by SUBCONTRACTOR employees in adequate detail to determine risk level.

2.1.7. [IF APPLICABLE]: describe in detail any software to be developed by subcontractor and how it will be used here.

2.1.8. [IF APPLICABLE]: describe in detail any property to be purchased by Subcontractor or Provided by Contractor here.

**2.2. Standard requirements:**

2.2.1. Deviation: SUBCONTRACTOR shall not deviate from any requirements without CONTRACTOR preapproval. SUBCONTRACTOR shall have written approval from
Proposal Components (eventual Subcontract)

CONTRACTOR for any deviation from subcontract requirements, including technical requirements contained herein.

2.2.2. **Classifications:** All tasks are unclassified, in accordance with Subcontract Documents.

2.2.3. **Research results:** It is anticipated that the research results from this Subcontract shall be published in open literature.

2.2.4. **Subcontractor Controls for Avoiding Simultaneous Employment:** No time will any of SUBCONTRACTOR’s employees or students working under this Subcontract simultaneously be a CONTRACTOR employee or student. SUBCONTRACTOR certifies it has reasonable controls in place to comply with this provision and will refund any reimbursement made under this Subcontract for work violating this provision.

2.2.5. **Subcontractor Personnel:** No provision in this statement of work requires SUBCONTRACTOR to provide any specific principal investigator, researcher, or student. SUBCONTRACTOR should propose qualified individuals that in its judgment have the best mix of skills and experience to perform these requirements. SUBCONTRACTOR certifies that it has controls in place to monitor personal and organizational conflicts of interest reasonable for the size and scope of its operation and will provide documentation of such programs upon request.

2.2.6. **Property/Equipment:** SUBCONTRACTOR shall obtain prior written approval from both the CONTRACTOR AAASTR and the CONTRACTOR’s Contract Administrator, for all purchases of equipment or other tangible personal property that is not identified in the Subcontractor’s approved cost proposal for this Subcontract, in accordance with the Subcontract Documents.

2.2.7. **Domestic Travel:** SUBCONTRACTOR shall obtain prior written approval from both the CONTRACTOR AAASTR and the CONTRACTOR’s Contract Administrator, for all domestic travel costs that are not identified in the Subcontractor’s approved cost proposal, in accordance with the Subcontract Documents.

2.2.8. **Subcontractor Travel Policies:** SUBCONTRACTOR shall ensure that all travel costs submitted for reimbursement are in compliance with Subcontractor’s travel policies and procedures, in accordance with the Subcontract Documents.

2.3. **Other requirements:** [Adjust as appropriate]

2.3.1. **Software:** Software is included as a deliverable under this Subcontract.

2.3.2. **CONTRACTOR Data Stored on Non-CONTRACTOR Computers:** CONTRACTOR data will be stored on non-CONTRACTOR computers.

2.3.3. **Work Location:** SUBCONTRACTOR shall require access to CONTRACTOR’s facilities.

2.3.4. **CONTRACTOR Network Access:** SUBCONTRACTOR shall require access to the following CONTRACTOR’s CryptoCard and or Networks: xxx describe: Yellow, Turquoise, etc. xxx

2.4. **Work Not Included:**

2.4.1. **Foreign Travel:** Foreign travel will not be required or permitted under this Subcontract.

2.4.2. **Food, beverages or meals:** No food, beverages or meals, other than those included in travel per diems, shall be allowed under this Subcontract.

3.0 **DELIVERABLES:**

SUBCONTRACTOR shall provide the following deliverables and milestones by the dates indicated below, in accordance with Subcontract Documents. Deliverables shall be submitted no later than the due dates indicated, concurrently to both the CONTRACTOR’s AAASTR (Administrative Subcontract

---

**Appendix I: Scope of Work**

“**Other Requirements**” will drive additional Exhibits:

- **Exhibit F:** ES&H Requirements (work on-site)
- **Exhibit G:** Physical Security (work on-site and/or access to networks)
- **Exhibit H:** Qualify Assurance (work on-site)
- **Exhibit G:** Cyber Security (data stored on non-LANL computers)

- **Foreign Travel** can be included but requires additional DOE pre-approvals and rigorous invoicing requirements
Appendix I: Scope of Work

- **Read Deliverables** carefully for additional information on what to include in budget.

- **Travel**: if work-on-site there should be travel to/from LANL; if conferences/workshops they should be included in deliverables.

- Special requirements associated with funding sponsors should be included in Deliverables.

- **Tuition** (must be included in proposal to be reimbursed, but will not be explicitly included in RFP in R&D subcontracts).

---

**Proposal Components (eventual Subcontract)**

Technical Representative) and the CONTRACTOR’s Contract Administrator. Reports may be submitted via e-mail, unless otherwise indicated below.

[Adjust/add/delete deliverables]

<table>
<thead>
<tr>
<th>No.</th>
<th>Deliverable</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>3.1</td>
<td>Technical Deliverables /Milestones</td>
<td>(dates)</td>
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<td>• X</td>
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<tr>
<td>3.2</td>
<td>Technical Progress Reports – SUBCONTRACTOR shall submit succinct (one to</td>
<td>(dates)</td>
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<tr>
<td></td>
<td>two paragraphs) progress reports which summarize and document progress on</td>
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<td></td>
<td>collaborative projects and technical work for the previous performance</td>
<td></td>
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<td></td>
<td>period.</td>
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<tr>
<td>3.3</td>
<td>Annual Project Plan and Technical Deliverables - SUBCONTRACTOR shall</td>
<td>October 1, each fiscal year</td>
</tr>
<tr>
<td></td>
<td>collaborate on an annual basis with CONTRACTOR, building upon the</td>
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<td>previous year’s accomplishments, to refine the technical scope and</td>
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<td>develop specific technical goals and deliverables for the upcoming</td>
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<td>fiscal year (Oct 1 – Sept 30).</td>
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<td>3.4</td>
<td>Student Collaborative Research Progress Reports – SUBCONTRACTOR shall</td>
<td>(dates)</td>
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<tr>
<td></td>
<td>submit brief (1-2 paragraphs) progress reports for the preceding</td>
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<td>semester for each collaborative project to the CONTRACTOR’s AdSTR.</td>
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<td></td>
<td>Copies of all technical papers, presentations, posters or other related</td>
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<td></td>
<td>items associated with the collaborative projects should be submitted with</td>
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<tr>
<td></td>
<td>the Progress Report.</td>
<td></td>
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<tr>
<td>3.5</td>
<td>Technical and Administrative Exchange Visits – SUBCONTRACTOR shall</td>
<td>As required</td>
</tr>
<tr>
<td></td>
<td>coordinate with the CONTRACTOR’s AdSTR for technical and/or</td>
<td></td>
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<tr>
<td></td>
<td>administrative exchange visits, at appropriate levels of progress.</td>
<td></td>
</tr>
<tr>
<td>3.6</td>
<td>Final Report – SUBCONTRACTOR shall submit a detailed final report</td>
<td>September 30, 20XX</td>
</tr>
<tr>
<td></td>
<td>containing a comprehensive summary of all work results and conclusions.</td>
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<td></td>
<td>Report format shall be at the discretion of the CONTRACTOR’s AdSTR,</td>
<td></td>
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<td></td>
<td>however, in accordance with Subcontract Documents</td>
<td></td>
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<tr>
<td>3.7</td>
<td>Metrics – SUBCONTRACTOR shall submit, if requested by the CONTRACTOR’s</td>
<td>As requested</td>
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<td></td>
<td>AdSTR, data on metrics. Metrics should include information for the</td>
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<td></td>
<td>previous performance period. Format is at the discretion of the</td>
<td></td>
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<tr>
<td></td>
<td>CONTRACTOR’s AdSTR.</td>
<td></td>
</tr>
</tbody>
</table>

Los Alamos National Laboratory
### Appendix II: Budget Sheet

- **Principal Researcher** – generally, but not always, is the “named individual”
- **Students, additional staff** – *do not have to be identified, can be by category*
- **Benefits, Fringe, etc.**
- **Travel** (*must include to reimburse*)
- **Tuition** (*must include to reimburse*)
- **Must be signed**
- **Note that Budget Templates for Firm Fixed Price or “Degree” Subcontracts may be different format**

---

**SUBCONTRACTOR’S PROPOSED BUDGET**

<table>
<thead>
<tr>
<th>Cost Categories</th>
<th>Proposed Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Labor Costs (list each individual by name and position or labor category)</td>
<td>Levels of Effort</td>
</tr>
<tr>
<td>Academic Year</td>
<td>Summer Months</td>
</tr>
<tr>
<td>Benefits (identify each category)</td>
<td>Base Amount</td>
</tr>
<tr>
<td>Travel destination, purpose, number of travelers, number of days (if an institutional travel policy has been published, provide a copy)</td>
<td>Fare</td>
</tr>
<tr>
<td>Other Direct Costs (identify)</td>
<td>Quantity</td>
</tr>
<tr>
<td>Indirect Costs (include a copy of current indirect rate agreement)</td>
<td>Rate</td>
</tr>
<tr>
<td>Total Proposed Costs</td>
<td></td>
</tr>
</tbody>
</table>

**Signature of individual authorized to legally commit the institution**

**Date**
Proposal Components (eventual Subcontract)

Appendix III: Property

- **SAP**: Subcontractor Acquired Property – funding included in budget for university to purchase property
- **GFP**: Government Furnished Property – LANL will ship property to university to use
- Include known property at time of proposal and further pre-approvals normally not required; otherwise, pre-approvals and modifications to add to subcontract will be required
- Submit receipts for property with invoices for reimbursement
Named Individual- Conflict of Interest Disclosure

- Required when there is a named individual
- “NAMED INDIVIDUAL” is one chosen or selected by LANL, critical to the project
- Can be a PI or student, for example, a Postdoc student selected by LANL
- There can be more than one Named Individual on a subcontract
- Required to be sent back with proposal
- Filled out and signed by Named Individual
- Include copy of their resume/CV with proposal
Conflicts of Interest Disclosure Form (NIRT 3043)

5. Disclose any financial, business, or personal relationships with any member of the Triad Board of Directors, Triad Committees, or Triad affiliated organizations (i.e., Battelle Memorial Institute, The Texas A&M University System, University of California, Huntington Ingalls Industries, and Fluor). List below or indicate "NA" if none.

6. Describe any business, employment, or personal relationships with a Triad employee not previously discussed. List below or indicate "NA" if none.

<table>
<thead>
<tr>
<th>Certification</th>
</tr>
</thead>
<tbody>
<tr>
<td>I certify that I have answered all questions accurately and completely. To the best of my knowledge and belief, I have disclosed all facts that could cause a conflict, or an appearance of a conflict, between my responsibilities as a Triad service provider and my personal and/or business interests and the personal and/or business interests of my Near Relatives. I further assert that I am not currently employed by Triad National Security, LLC.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Signature of Named Individual</th>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
</table>

Form 3043 (1/19)

Page 2 of 2
Proposal Submittal Recap

To submit your proposal

• Send email to LANL through Ariba system letting the Procurement Specialist know you will respond to RFP as soon as you receive the RFP in Ariba
• (1) Fill out university contact information in Ariba
• (2) Fill out budget information in Ariba
• (3) Upload proposal (either individual documents or zip-file)
• (4) Submit the proposal

• Note: your Ariba registration will need to be complete (Registered and Qualified) in order to be awarded a subcontract, but not to respond to an RFP. So be sure to complete any outstanding Ariba registration actions so as not to delay subcontract award

• Ask questions early in the process, we’re here to help!
Basic Agreements

If University has no Basic Agreement established:
- Basic agreement with terms and conditions will be sent instead of the Subcontract Form Agreement (SFA)
- University will review all the terms and conditions
- University may take exception to terms and conditions
- Basic Agreements hold only T&Cs
- BAs normally written for a term of no more than five (5) years
- BAs do not have funding attached (ZERO dollars)
This Basic Agreement Table of Contents shows all the Terms and Conditions contained in the BA template.

Subsequent releases against the BA are done using the Subcontract Form Agreement (SFA) which contains:

- Funding
- Term
- Scope of Work (Attachment I)
- Budget (Attachment II)
- Property (Attachment III)
- Exhibits (F, G, H, etc.)
- Other updated clauses
A formal modification is needed to:

- Change key personnel, change Named Individual(s)
- To add travel, property that are not included in the original proposal
- Add annual funding (already included in original proposal)
- Extend period of performance
- Add incremental funding and increase ceiling
- Change Scope of Work
- Add Exhibits for Work-on-Site; Cyber Security
- Other significant changes

*Note: some actions may require updated proposals from the university*

- Proposals for Modifications are requested via email and are submitted via email (not through Ariba) directly to LANL Contract Administrator
- If the university is initiating a change, they may proactively submit a revised budget sheet which will facilitate a faster turnaround

The university may contact the LANL Procurement Specialist to initiate a modification, for example, to change University personnel, or to initiate annual funding increases.
## Identified Areas of Concern

<table>
<thead>
<tr>
<th>Identified Issues</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP does not identify University PI</td>
<td>In future will identify University PI in RFP Title and in body of RFP</td>
</tr>
<tr>
<td>Invoicing issues - Travel</td>
<td>Travel clause inserted into “ExD: Scope of Work” template, to facilitate approval of invoices; Clarify that travel not included in budget will not be reimbursed (this slows down invoicing)</td>
</tr>
<tr>
<td>How to read the award</td>
<td>See slides re: How to Read a Subcontract</td>
</tr>
<tr>
<td>Making changes based on University personnel</td>
<td>See slide re: Modifications</td>
</tr>
<tr>
<td>Special requirements that funding agencies/sponsors (DoD, ARPA-E) have</td>
<td>Will put any special requirements funding sponsors have either in “Deliverables” as appropriate, or attach in the RFP on a case-by-case basis</td>
</tr>
</tbody>
</table>
Additional Questions?

Larisa Gillis  
Group Leader  
ASM-STE  
larisak@lanl.gov  
505-709-0870

Carolyn M. Bossert  
University Subcontracts Team  
ASM-STE  
cbossert@lanl.gov  
505-695-3666