

REQUEST FOR QUOTATION

THIS IS NOT AN ORDER!

RFQ Number 00073951
Issue Date 6/17/26
Due Date 6/30/26
Due Time 5:00 PM

Return RFQ Responses To:

Hanford Mission Integration
Solutions, LLC
MSIN: H1-02 PO BOX 943
RICHLAND

Please Direct Inquiries To:

ROBIN L DOMINA
TITLE CONTRACT SPECIALIST
5093768024 Ext.

Vendor:

VENDOR
WRITE IN
FULL BUSINESS INFORMATION
HERE:

RFQ Type STANDARD RFQ Quote Duration -
Payment Terms 0.0% 0.0 Days Net 0.0 Days

Header Terms and Conditions

Facility	Standard Name	Revision	S/P	Text	Description - Text at End
	GP-COMM HM	008	S	N	GENERAL PROVISIONS - COMMERCIAL
	HM010	000	S	N	INVOICE INSTRUCTIONS - PURCHASE ORDER
	HM032	000	S	N	F.O.B DESIGNATION
	HM043	000	S	N	PACKING LIST
	HM055	000	S	N	SHIP TO ADDRESS AND WAREHOUSE OPERATIONS DELIVERY
	HM072	000	S	N	FACILITY CLOSURE NOTICE - HOLIDAY AND WORK SCHEDUL
	HM101	000	S	N	BUY AMERICAN ACT - NON CONSTRUCTION SUBCONTRACTS

Line Items

Line	Quantity UP	Item Description	Unit Price
0001	2.00 EA	Catalog ID 0000732940 0	

Need Date 6/18/26 Destination RICHLAND WA
SWITCH, CATALYST 9500 48-PORT X 1/10/25G + 4-PORT 40/100G ADV. INCLUDES 1YR

Line Comments

TERM, 3YR LICENSE & POWER SUPPLY
CON-SNT-C9504YA4 - SNTC-8X5XNBD
5/100G ONLY ADVA - 1 YEAR TERM
C9K-PWR-650WAC-R/2 - 650W AC CONFIG
4 POWER SUPPLY C9500-DNA-A-3Y - DNA
ADVANTAGE 3 YEAR LICENSE

Manufacturer Data

Manufacturer CISCO SYS
Model
Part C9500-48Y4C-A

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Line Items

		Lead Time Days	Method of Shipment		FOB	FOB Point
Line	Quantity UP	Item Description				Unit Price
0002	3.00 EA	Catalog ID	0000732942	0		
		Need Date	6/18/26	Destination	RICHLAND WA	
		CABLE, 25GBASE ACTIVE OPTICAL SFP28 CABLE 1M				
		Manufacturer Data				
		Manufacturer	CISCO SYS			
		Model				
		Part	SFP-25G-AOC1M=			
		Lead Time Days	Method of Shipment		FOB	FOB Point



June 17, 2026

Dear: Prospective Offeror

Request for Proposal NO: 73951 - Cisco Catalyst Switch and Cables

Hanford Mission Integration Solutions, LLC. (HMIS) requests quotes for RFQ: 73951 .The requested work is in support of Hanford Mission Essential Services Contract (HMESC) Prime Contract 89303320DEM000031 with the U.S. Department of Energy, Richland Office.

Information regarding the submission of a quote is contained in the attached RFQ. Quotes are to be prepared in accordance with the instructions and conditions set forth herein. Quotes are to be received by 6/30/2026 12:00 PM PST.

All questions are to be directed to the Procurement Specialist. All quotes are subject to the terms and conditions set forth herein. Any exceptions, deviations, or omissions may be grounds for rejection of proposals submitted.

HMIS looks forward to your response.

Thank you,

Procurement Specialist

Robin Domina,
(509) 376-8024,
robin_l_domina@rl.gov

NOTE: Communications with any HMIS 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



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RFQ/AWARD



REQUEST FOR QUOTE NO: 73951

A.0 Introduction

Hanford Mission Integration Solutions, LLC. (hereby HMIS or “Buyer”) acting under its contract with the U.S. Department of Energy – Richland Operations Office (DOE-RL) located in Richland, WA, requests Offeror to submit a Request for Quote (RFQ):73951.

A.1 Small Business Set Aside

This procurement is a set-aside for small businesses. Proposals made under this RFQ shall be from small business concerns, including but not limited to Disadvantaged, Women Owned, Veteran Owned, Service-Disabled Veteran Owned and HUBZone small businesses. Proposals received from concerns that are not small businesses shall not be considered for this RFQ. Any Offeror representing itself as a small business and/or as qualifying for one or more of these statuses shall represent and certify in writing that it meets all qualifications and conditions for that status and shall notify Buyer immediately of any change in status or qualification. Offeror must also represent in writing that it is registered in the System for Award Management (“SAM”) and the size and socioeconomic status representations made in SAM are current, accurate, and complete as of the date of offer. An Offeror representing itself as a Disadvantaged, Women Owned, Veteran Owned or Service-Disabled Veteran Owned concern must self-certify that it meets all qualification criteria for each applicable category and statuses defined by the Small Business Administration (www.sba.gov). HUBZone businesses must be certified by the Small Business Administration and must provide with their proposal documentation of current, active certification.

By submitting a quote for this RFQ, Offeror agrees to indemnify, defend, and hold harmless Buyer for any and all liability, loss, damages, penalties, claims, costs, and expenses, including attorney fees and costs of legal action, litigation, or settlement, arising from, or relating to any misrepresentation by Offeror of Offeror’s small business size and/or socioeconomic status or qualifications, regardless of whether Offeror’s misrepresentation was willful, intentional, or knowing.

Offeror shall immediately notify Buyer of any change in its small business size and/or socioeconomic status, including but not limited to qualification for the NAICS code applicable to this procurement and/or status as a Disadvantaged, Women Owned, Veteran Owned, Service-Disabled Veteran Owned, and/or HUBZone small business, after the submission of its proposal but before award of this procurement. Buyer reserves the right to reject any proposal as non-responsive if Offeror’s small business size and/or socioeconomic status changes after Offeror’s submission of its proposal but before award of this procurement.

A.2 Buyer Not Obligated- Irregularities and Notifications

Buyer is not obligated to pay any costs incurred in the preparation and submission of Offeror’s proposal, nor required to enter into a subcontract/purchase order or any other arrangement with Offeror.

A.3 RFQ Amendments

The Procurement Specialist may issue one or more amendments to the RFQ to make changes or to resolve any problems regarding the quote. The Procurement Specialist will issue the amendment in time for prospective Offerors to incorporate any changes into their quote. If this RFQ is amended, then all terms



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and conditions that are not amended will remain unchanged. FAILURE TO ACKNOWLEDGE THE RECEIPT OF THE AMENDMENT AT THE DESIGNATED LOCATION BY THE SPECIFIED DATE AND TIME MAY RESULT IN REJECTION OF THE OFFER.

A.4 Late Proposals

A quote is considered late if it is received after the exact time and date specified for receipt and will not be considered unless:

- a. It was sent by telephone or fax, if authorized by the Procurement Specialist, and it is determined that the late receipt was due solely to mishandling upon receipt; or
- b. It is the only quote received.

A.5 Proposal Changes

Any modification of a quote, including the Procurement Specialist's request for "Best and Final Offer," is subject to the same conditions as in the "Late Proposals" section above.

A.6 Withdrawal

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

A.7 North American Industry Classification System (NAICS) Code and Size Standard

The Procurement Specialist has determined that North American Industry Classification System ("NAICS") Code 335999 applies to this acquisition. Therefore, the size standard for determining whether an Offeror is a small business regarding this acquisition is 600 employees.

If this RFQ is designated as a small business set-aside, by submitting a quote or an offer to this RFQ, the Offeror certifies that they are a small business qualifying for the NAICS code and meeting the size standard noted above.

By submitting a quote for this RFQ, Offeror agrees to indemnify, defend, and hold harmless Buyer for any and all liability, loss, damages, penalties, claims, costs, and expenses, including attorney fees and costs of legal action, litigation, or settlement, arising from, or relating to Offeror's misrepresentation of its business size or status, regardless of whether Offeror's misrepresentation was willful, intentional, or knowing.

B.0 Basis for Award

HMIS may award one or more purchase orders as a result of this RFQ. Award will be made to the Offeror who is considered the Lowest Price Technically Accepted. This RFQ provides the basis for HMIS evaluation. Offerors are also advised that HMIS reserves the right to award a purchase order based upon



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initial offers and without further discussions with Offerors. Offeror should provide their best price and technical offers initially.

B.1 Basis of Award- Lowest Price Technically Acceptable

Award may be made to the Offeror submitting the lowest evaluated price that is technically acceptable among offers that meet all requirements of the RFQ. Proposals will be screened using pass/fail evaluation factors based on the qualification demonstrated within the offer.

B.2 Substitutions

The substitution of any items specified on this Purchase Order requires prior Buyer approval before shipment. Unauthorized substitutions may result in rejection of the Purchase Order at the Buyer's receiving dock and/or delay of payment.

C.0 Proposal Instructions

Follow the described proposal instructions.

C.1 Representations and Certifications

HMIS relies upon Offeror'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.

By submitting a proposal to HMIS in response to this RFQ, the Offeror is certifying that:

1. The representation and certification information in SAM is accurate and complete as of the date of the offer.
2. All statements and explanatory documentation submitted are current and accurate.
3. Offeror 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 Offeror employees who may work on HMIS premises or on the Hanford Site are not under the influence of controlled substances, drugs, or alcohol. Offeror agrees to the testing of assigned employees under HMIS program for controlled substances.
5. Offeror's information in the Buyer registration system is current, accurate and complete and is no greater than 12 months old.
6. Offeror will update its information in SAM on at least an annual basis.



C.2 Additional Information

In order for HMIS to adequately evaluate the quotes, some additional information is required. Please complete and return all forms and documents listed in Exhibits of this RFQ.

C.3 Acceptance of Terms and Conditions and Technical Requirements

The Purchase Order resulting from this RFQ will be substantially the same as the draft Purchase Order that is contained in this RFQ. Offeror must describe any exceptions (on the Agreement Exceptions form of this RFQ) to the terms and conditions and technical requirements. HMIS considers compliance with the terms and conditions and technical requirements of the Purchase Order to be essential. In case of doubt, Offeror should request clarification from the Procurement Specialist. If any exceptions are taken to the terms and conditions and/or technical requirements of the RFQ, the pricing shall be based on the requirements of the RFQ, and the exception(s) priced as alternates. If the proposal is based only on the proposed exceptions, HMIS may determine the quote to be non-responsive.

Unless otherwise noted in the proposal, Offeror's submission of a proposal signifies unqualified acceptance of all of the terms and conditions and technical requirements of the Purchase Order that are contained in or referenced in this RFQ.

D.0 Notices

In order for HMIS to adequately evaluate the quote, some additional information is required. Please complete and return all forms and documents listed in Notices of this RFQ.

D.1 Value-Added Resellers

HMIS desires to provide the highest value to its customers by working with value-added resellers. These are companies that offer support when requested for the commodity sold to HMIS. This support can take many forms such as planning, consulting, technical ordering assistance based on experience, troubleshooting, receipt assistance or corrections, shipment tracking, training, education on new products, providing usage tracking and reporting, emergency and warranty assistance.

Resellers who are unable to provide such support may not be considered for award. If in the event that the Subcontractor cannot provide any of the support in this clause, the Subcontract will be cancelled and awarded to the next qualified Subcontractor.

D.6 Substitution of Alternate Material

If your offer is based on alternate material, it is imperative that you submit complete specifications of your product or comparison chart.



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Exhibits

The list of Exhibits as outlined in the table below are required as a part of your response to the identified Request for Proposal. Failure to provide and disclose any information requested below may be grounds for disqualification if identified prior to award or termination, if identified after award.

Note: *Additional attachments may be outlined within the Request for Proposal.*

It is recommended that you refer back to the Request for Proposal document to ensure all attachments have been identified and included in your proposal response.

Exhibit No.	Title	GO TO
001	Conflict of Interest Disclosure and Representation	Exhibit 001
002	Representation and Certification	Exhibit 002
003	Agreement, Exceptions, and Assumptions	Exhibit 003
004	Organizational Conflict of Interest Disclosure	Exhibit 004
005	Compliance with FAR 52.225-1, Buyer American-Supplies and Buy American Act	Exhibit 005



Exhibit 001 – Conflict of Interest Disclosure and Representation

It is Hanford Mission Integration Solutions, LLC (HMIS) policy to avoid situations which place a Subcontractor or Subcontractor's employees in a position in which it may not be able to participate or perform on an equal basis for Buyer-controlled work with other qualified contractors due to impermissible Conflicts of Interest. See, [FAR 3.1101](#). To address this matter, the Subcontractor is to consider the relevant circumstances surrounding this effort to determine if there are any past, present or future interests (financial, contractual, organizational or personal) that could be viewed as a conflict of interest. In addition, the Subcontractor is to consider potential conflicts of interest of all personnel working in a staff augmentation or direct services role for familial relationships at Hanford in answering the following.

A conflict of interest occurs when one's personal or financial interest could interfere with the ability to make object business decisions of behalf of the Company. Employees must avoid, at all times, situations that give rise to such bias or even the appearance of such bias. It is required that conflicts are identified, declared, and if required, mitigated.

DEFINITIONS:

- **Company** - Includes your responsible company and company affiliates.
- **Conflict of Interest(s)** - When one's personal or financial interest may interfere with the ability to make business decisions on behalf of the company.
- **Perceived Conflict of Interest** - Situation that could give rise to the perception that a conflict exists and may interfere with the ability to make business decisions on behalf of the Company.
- **Members of Household/Family Members** - Employee's spouse, child parent, brother, sister, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, roommates, significant others, cousins, aunts, uncles, dating partners, or any other person where the relationship could lend itself to an actual or perceived Conflict of Interest.

Government agencies affiliated with Hanford, for purposes of this COI Disclosure includes -

- Department of Energy
- U.S. Environmental Protection agency
- U.S. Department of Interior
- Defense Nuclear Facilities Safety Board
- Washington State Department of Ecology
- Washington State Department of Health
- Richland Fire Department
- Benton County Sheriff Office

Subcontractor hereby certifies that ☐ **there is not** or ☐ **there is** a potential conflict of interest by the company or company personnel, to include individuals that will be working under any possible subcontract. If the answer is affirmative, the details associated with the real or potential concerns are disclosed and highlighted in the Subcontractor's proposal. Any such disclosure may result in the need for additional discussions relative to the Subcontractor's continued participation in this effort. Failure to disclose any real or potential concerns may be grounds for disqualification if identified prior to award or termination if identified after award.



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



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Exhibit 002 – Representation and Certification

Offeror hereby certifies their socioeconomic size status as ☐ **SMALL** or ☐ **LARGE** based on the North American Industry Classification System (NAICS) as identified in the subject Request for Proposal. Offeror also identifies as: (list additional socioeconomic status applicable, i.e., Woman Owned, HubZone, Veteran owned, etc.) _____.

Offeror certifies that the disclosure of size status as listed above corresponds to the size status as identified in the System for Award Management (SAM.gov) in reference to identified NAICS for the subject Request for Proposal. Any such disclosure may result in the need for additional discussions relative to the Offeror's continued participation in this effort. Failure to disclose any real or potential concerns may be grounds for disqualification if identified prior to award or, termination if identified after award.

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

Please complete section below if your company is a Joint Venture.

Offeror certifies that they ☐ **Do** or ☐ **Do Not** have an active Joint Venture agreement. If Offeror does have an active joint venture, please identify the following:

Joint Venture Name: _____

Please list companies that make up the Joint Venture and the socioeconomic status of each:

Company: _____ hereby certifies their socioeconomic size status as ☐ **SMALL** or ☐ **LARGE** based on the North American Industry Classification System (NAICS) _____ (input NAICS identified in the subject Request for Proposal). Offeror also identifies as:

☐ Woman Owned, ☐ HUBZone, ☐ Service-Disabled Veteran Owned, ☐ Veteran Owned, ☐ Small Disadvantage Business, ☐ Other (list all that apply) _____.



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Company: _____ hereby certifies their socioeconomic size status as ☐ **SMALL** or ☐ **LARGE** based on the North American Industry Classification System (NAICS) _____ (input NAICS identified in the subject Request for Proposal). Offeror also identifies as:

☐ Woman Owned, ☐ HUBZone, ☐ Service-Disabled Veteran Owned, ☐ Veteran Owned, ☐ Small Disadvantage Business, ☐ Other (list all that apply) _____.

If you are submitting as a Joint Venture, please provide the date of 1st award and the number of contracts awarded under the agreement to date. _____

****Offeror must provide a copy of the SBA Joint Venture Agreement as a part of the proposal package****

Offeror certifies that they ☐ **Do** or ☐ **Do Not** have an active SBA Mentor Protégé agreement. If Offeror does have an active SBA Mentor/Protégé agreement, please identify the following:

Mentor or Protégé Name: _____

Date the Mentor/Protégé was approved under the Small Business Administration:

****Offeror must provide a copy of the SBA Mentor/Protégé Agreement and SBA Program Mentor/Protégé Letter as a part of the proposal package****

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



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Exhibit 003 – Agreement, Exceptions, and Assumptions

Any exceptions to the proposed subcontract terms and conditions must be indicated below. Hanford Mission Integration Solutions, LLC (HMIS or Buyer), however, reserves the right to disqualify offers which deviate from the RFQ. If the Offeror has no exceptions or assumptions, please write “None” below.

NAME AND ADDRESS OF OFFEROR:

NAME OF SIGNER *(Print)*:

TITLE OF SIGNER *(Print)*:

OFFEROR: *(Signature of person authorized to sign)*

DATE:



Exhibit 004 – Organizational Conflict of Interest Disclosure Statement

It is Hanford Mission Integration Solutions, LLC (HMIS or Buyer) policy to avoid situations, which place an Offeror in a position wherein it may not be able to compete on an equal basis for Buyer's-controlled work with other qualified Offerors. This representation, and the information disclosed thereby, will serve to advise Buyer 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 RFQ, 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 Buyer 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 RFQ. 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 Buyer, prior to the time and date set forth for the receipt of proposals, including identification of the RFQ 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 Buyer 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.

Buyer 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 Buyer, 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 Buyer 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 Buyer, 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 Buyer 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, Buyer may terminate the contract for default or seek other remedies including actions pursuant to 18 U.S.C. 1001.



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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 RFQ, unless the RFQ specifically prohibits such exclusion. Any proposed exclusion may be considered by Buyer in the evaluation of proposals but may ultimately determine the proposal to be unacceptable.

No work shall be performed, and Buyer will not authorize work to begin, until representations and disclosure information has been evaluated. Buyer 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 Buyer, Offeror shall provide a certification similar to the following, altered only to reflect the relevant facts:

ORGANIZATIONAL 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.

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



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Exhibit 005 – Compliance with FAR 52.225-1, Buy American-Supplies

- (a) (1) The Offeror certifies that each end product, except those listed in paragraph (b) of this provision, is a domestic end product and that each domestic end product listed in paragraph (c) of this provision contains a critical component.
- (2) The Offeror shall list as foreign end products those end products manufactured in the United States that do not qualify as domestic end products. For those foreign end products that do not consist wholly or predominantly of iron or steel or a combination of both, the Offeror shall also indicate whether these foreign end products exceed 55 percent domestic content, except for those that are COTS items. If the percentage of the domestic content is unknown, select “no”.
- (3) The Offeror shall separately list the line item numbers of domestic end products that contain a critical component (see FAR [25.105](#)).
- (4) The terms “commercially available off-the-shelf (COTS) item,” “critical component,” “domestic end product,” “end product,” and “foreign end product” are defined in the clause of this solicitation entitled “Buy American-Supplies.”

(b) Foreign End Products (list as necessary):

Line-Item Number	Country of Origin	Exceeds 55% domestic content (yes/no)

(c) Domestic end products containing a critical component:

Line-Item No. (list as necessary):

(d) HMIS will evaluate offers in accordance with the policies and procedures of [part 25](#) of the Federal Acquisition Regulation.

SIGNATURE/ATTESTATION:

By signing below, the bidder/offeror attests compliance with the above statements 1-4. The Offeror further agrees to include the language of this attestation in all subcontract awards at any tier.

COMPANY NAME:	
NAME OF AUTHORIZED REPRESENTATIVE (Type/Print):	AUTHORIZED REPRESENTATIVE TITLE (Type/Print):



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AUTHORIZED REPRESENTATIVE SIGNATURE:	DATE:
---	-------



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E.0 Award

Purchase Order No. TBD	
Issued By: Hanford Mission Integration Solutions, LLC PO Box 943 Richland, WA 99352 Procurement Specialist Name: Robin Domina MSIN: G3-62 Email: robin_1_domina@rl.gov Phone Number: (509) 376-8024	Subcontractor: TBD Point of Contact: TBD Email: TBD Phone Number: TBD

This Purchase Order is effective as of TBD, between HMIS and TBD (“SUBCONTRACTOR”) who hereby agrees that all work specified below, which is a portion of the goods and services to be provided by HMIS for the United States Department of Energy, shall be performed by the SUBCONTRACTOR in accordance with all the provisions of the Subcontract.

E.1 Total Value of Purchase Order

In an amount of \$ TBD.

E.2 Authorized Personnel

Only the following named individuals are authorized to make changes to this Purchase Order:

Procurement Specialist: Robin Domina
Procurement Manager: Ben Moyers

Email: robin_1_domina@rl.gov
Email: benjamin_p_moyers@rl.gov



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PRICES/COST



F.0 Invoices

F.1 Invoice Instructions

(HM010)

Original invoices and supporting documentation shall be submitted to Accounts Payable (hmis_ap_invoices@rl.gov) within three days of delivery of material, with a copy to the Procurement Specialist unless otherwise directed by the Procurement Specialist. Please do not submit hard copies unless requested by the Procurement Specialist.

Invoice Payment Terms. The Subcontractor shall prepare all invoices in a form satisfactory to and approved by the Authorized Procurement Specialist. Except to the extent expressly stated elsewhere in this Purchase Order, the invoice is payable thirty (30) calendar days after receipt of a properly marked and submitted invoice and after inspection and acceptance of the material. All unit pricing and payments made shall be in United States dollars only, in the forms of cash, check, or electronic transfer as may be agreed upon. Remittance will be made only to the remittance address on file for the Subcontractor. Invoices from third parties or with different remittance instructions or addresses will not be processed. Invoices may be submitted electronically, if in an acceptable format. All invoice requirements still apply to electronic invoices.

Minimum Invoice Requirements. The invoice shall identify the following information:

- Each Invoice must have a unique invoice number.
- The Subcontractor must indicate the **quantity, unit description, and unit price** for each item listed on an invoice.
- The Subcontractor's name and telephone number of a representative available to respond to invoice questions.
- Invoices that include a total freight charge that is equal to or greater than \$500.00 must include a copy of the freight bill. If the carrier is UPS, the Subcontractor must provide the weight, quantity and Shipping Point.
- A cost summary identifying all cost elements being invoiced. Cumulative values (i.e., invoiced to date values) for each item being invoiced are requested to be included as part of the invoice submission.
- Submittal of an invoice constitutes Subcontractor's certification that all materials have been delivered and invoice(s) charges are in accordance with the Purchase Order.
- Each Purchase Order or Blanket Purchase Order release must be invoiced separately.
 - The Subcontractor name, invoice number, and the Purchase Order and/or release numbers must be shown in the subject line of the e-mail message used to submit an electronic invoice. The suggested format for the subject line is: Subcontractor Name, Invoice #XXXXX, and Purchase Order #XXXXX-X (i.e., 47825 - Release 20)
 - Remittance will only be made to the remittance address on file at the HMIS Accounts Payable office for the Subcontractor. Invoices from third parties or with different remittance instructions or addresses will not be processed.
 - Questions or requests for exceptions should be addressed to the Procurement Specialist.



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Before payments can be made via Electronic Funds Transfer (EFT), an “Authorization for Electronic Funds Transfer of Invoice Payments” form must be completed and returned to Buyer. The Form is located at: [Electronic Funds Transfer Form](#) **NOTE:** The original form with signature and date shall be mailed to the address at the bottom of the form. Copies of the form that have been e-mailed or faxed will not be accepted.

Rejection of Invoices. Any invoice submitted, which fails to comply with the terms of this Purchase Order, including the requirements of form and documentation, may be rejected and returned to the Subcontractor. Buyer will not incur and/or pay for any late charges associated with a rejected invoice or material not in compliance with the requirements of the Purchase Order. The Buyer shall not reimburse any costs associated with the resubmission of an invoice to meet these requirements.

Withholding Invoice Payments. The Buyer may, at its sole discretion, withhold payment due for, but not limited to, the following reasons:

- Non-compliant or suspect counterfeit material. Evidence that a claim has been or will be filed against the Subcontractor.
- Failure to promptly and properly pay lower tier Subcontractors or suppliers.



REQUEST FOR QUOTE NO: 73951

PACKAGING, MARKING, AND TRANSPORTATION INSTRUCTIONS



G.0 Shipping

G.1 FOB Designation

(HM032)

Responses are invited on both the (FOB Origin and FOB Destination) basis. Offers will be evaluated for award (either FOB Origin or FOB Destination) based on the lowest overall cost to the Buyer. Please complete the information below and include the total charges as applicable on the cover page of the RFQ.

FOB Origin: Insert the exact shipping location, weights, and dimensions for each item or shipping lots. Include an explanation of any special factors that could affect loading, shipping or handling.

FOB Destination: Delivery to the Buyer's address as specified herein with all transportation charges paid by the Subcontractor. The total price shown on the RFQ is a firm fixed delivered price.

G.2 Packing List

(HM043)

Subcontractor shall enclose a packing list with each shipment referencing:

1. Name of Subcontractor
2. Purchase Order number and item number
3. For Blanket Purchase Orders provide the release number.
4. Date of Purchase Order
5. Itemized list of supplies, materials, and/or equipment furnished
6. Quantity of each item
7. Date of delivery or shipment
8. Stock number (if applicable)



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DELIVERIES OR PERFORMANCE



H.0 Deliveries or Performance

H.1 Ship to Address and Warehouse Operations Delivery Schedule

(HM055)

The below address shall appear on all shipping documents and packages:

U.S. Department of Energy
C/o HMIS
Central Receiving
2355 Stevens Dr.
Attn: Robin Domina
Richland, WA 99354

Note: *If there is not enough character space to enter the Attn: please omit it.*

Please assure that the Consignor/Shipper receives this information and clearly understands the above information.

The Hanford Site Warehouse Operation is available for deliveries from 7:00 a.m. to 11:20 a.m. and 12 p.m. to 3:30 p.m. Monday through Thursday.

Procurement Specialist: Robin Domina

BTR: N/A

Please be prepared to reference PO Number TBD

Should your shipment require any special handling to unload, please make arrangements twenty-four (24) hours prior to shipment by contacting (509) 376-6638. Failure to do so may result in the shipment offloading being delayed.

Subcontractor's failure to provide deliverables that materially conform to the technical specifications may constitute breach of the Purchase Order.



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SPECIAL PURCHASE ORDER REQUIREMENT



I.0 Special PURCHASE ORDER Requirement

Following, is a list of the special subcontract requirements that HMIS expects.

I.1 Facility Closure Notice – Holiday and Work Schedules

(HM072)

NOTICE: *Daily work schedules and facility operations are NOT consistent on the Hanford Site. Many organizations and facilities observe Friday closures.*

Accordingly, BEFORE scheduling deliveries or site work, the Subcontractor shall make specific schedule arrangements with the Procurement Specialist, BTR, Facility Manager, Delivery Warehouse Manager, Building Manager, or other cognizant HMIS organization.

The Buyer will not be liable for the cost of any delays, demurrage, layovers, extra travel days, etc., which result from Subcontractor's failure to obtain a specific delivery or work schedule in advance.



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PURCHASE ORDER CLAUSES



J.0 PURCHASE ORDER Clauses

J.1 Representations and Certifications

HMIS 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.

The Subcontractor certifies that:

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 HMIS 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 HMIS program for controlled substances;
5. Subcontractor's information in the HMIS registration system is current (no more than 12 months old); and
6. Subcontractor will update its representations and certifications in SAM on an annual basis.

J.2 Buy American Act – Non-Construction

(HM101)

It is the Buyer's preference to purchase domestic end products in accordance with the Buy American Act (BAA) (FAR 25). Subcontractor certifies that all products supplied under this contract are domestic end products as defined in the Buy American Act, except those products of foreign origin which were specifically identified, evaluated, and authorized by the Buyer prior to award.

*Materials used in this Purchase Order must be domestic end products as defined in FAR 52.225-1 unless the Buyer, prior to award of the Purchase Order, approves a request for exemption. Subcontractor requests to supply foreign materials must include adequate information for evaluation of the request as identified in FAR 52.225-1.



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ATTACHMENTS



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K.0 Purchase Order Attachments

K.1 List of Purchase Order Attachments

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

[Subcontract Provisions](#)

Attachment No.	Title	Revision	Date
1	General Provisions – Commercial Items	8	12/4/2023

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 Purchase Order. This signature represents certification that all submissions (including electronic) associated with this Purchase Order award are accurate, current and complete.

☐ If checked, Subcontractor signature not required

Authorizing Signatures:

Subcontractor

Hanford Mission Integration Solutions

Name	Date	Name: Robin Domina	Date
Title		Title: Procurement Specialist	
Phone:		Phone: (509) 376-8024	