Attention: To All Potential Candidates

Subject: Livermore Graduate Scholar Program

Lawrence Livermore National Security, LLC (hereinafter called “LLNS”) requests a proposal in accordance with this RFP.

The Lawrence Livermore National Laboratory (hereinafter called “LLNL”) is managed by LLNS and operates under LLNS procurement policies and procedures consistent with the Prime Contract between LLNS and the United States Government, represented by the Department of Energy National Nuclear Security Administration (hereinafter called “DOE/NNSA”). Any award resulting from this proposal will be a Subcontract under the Prime Contract.

LLNS reserves the right to cancel this RFP at any time prior to award without cost to LLNS. This RFP does not include provisions for the direct reimbursement of proposal preparation costs.

1.0 RFP SUMMARY

This RFP is divided into two parts:

Phase One: Student eligibility requirements, application instructions and selection criteria.

Phase Two: RFP provisions and contractual information specific to any resulting subcontract.

Multiple awards are anticipated. Students should pay particular attention to Phase One and provide a copy of this RFP to their Office of Sponsored Projects.

Note to University: Only participants selected for the Livermore Graduate Scholar Program (LGSP) will be asked to submit a cost proposal.

PHASE ONE

1. ELIGIBILITY

Minimum Requirements

Students must meet all of the following requirements in order to be eligible for the LGSP:

- Students must be full-time graduate students pursuing a PhD.
- Students are expected to have completed the majority of their graduate coursework and have successfully passed any required comprehensive examinations.
- Students must have a thesis advisor and an identified LLNL technical supervisor established before submitting an application.
**Additional Requirements**
Graduate students currently at PhD-granting universities in the United States who have completed their core courses and any relevant comprehensive and/or qualifying examination in order to engage in research activities leading to a doctorate may apply for a graduate research appointment under the following criteria:

1. The graduate research and training must be primarily carried out at LLNL
2. The graduate research plan is submitted jointly by the student, the student's thesis advisor, and the LLNL technical supervisor, and should result in joint publications

Graduate training and research under this program consist of a team with three members including:

1. The graduate student
2. The student's thesis advisor
3. A LLNL technical supervisor (Please note: LLNL technical supervisor must be established prior to application)

All three members must agree on a training and research plan that is relevant to the programmatic interest of the Laboratory and advances the student toward the desired graduate degree. This plan must be described in the student’s LGSP application and updated in yearly progress reports.

**2.0 APPLICATION INSTRUCTIONS**

**Online Application**
To apply for the LGSP, go to: https://lgsp.llnl.gov/

**Important Dates**
- Applications are due by July 19, 2019
- Letters of reference are due by August 2, 2019

**Points of Contact**
Administrative and Application questions: Christine Zachow, zachow2@llnl.gov (925) 423-0633

Programmatic questions: Annie Kersting, kersting1@llnl.gov (925) 423-3338

Contractual questions: DeeAnna Hill, hill53@llnl.gov (925) 422-0888

**3.0 CRITERIA FOR SELECTION**
A committee of representatives from disciplines across the Laboratory will evaluate all applications. Criteria for selection include the following:

1. Student must have completed preliminary exams
2. Relevance of proposed research activities to LLNL programs
3. Quality of the collaborative training and research proposal
4. Undergraduate and graduate academic performance
5. Recommendations
6. Professional and personal goals of the applicant
7. Strength of collaboration between thesis advisor and LLNL technical supervisor, including the plan for the joint supervision of the research activities
8. The thesis advisor and LLNL technical supervisor’s level of commitment to the LGSP.
9. University concurrence for student and faculty participation

Note: Application packages without reference letters from the thesis advisor or LLNL technical supervisor will not be considered.

PHASE TWO

4.0 RFP PROVISIONS

NAICS CODE AND SMALL BUSINESS SIZE STANDARD
The North American Industry Classification System (NAICS Code) for this acquisition is 541714, Research and Development in Biotechnology (except Nanobiotechnology). The corresponding small business size standard for this acquisition is 1000. If the Offeror is a reseller/wholesaler, the small business size standard is 500 or fewer employees.

The Offeror shall base its Small Business Program Representations on this small business size standard when completing the Representations & Certifications ENCLOSURE document. Refer to Subpart 19.1 - Size Standards of the Federal Acquisition Regulation (FAR) for information on calculating number of employees.

SYSTEM FOR AWARD MANAGEMENT (SAM) REGISTRATION
SAM is the primary Government repository for Federal awardee information. Offerors who are currently not registered in SAM should consider applying for registration upon receipt of this solicitation at https://www.sam.gov. Registration does not guarantee business with LLNS or any federal agency.

AMENDMENT OF DOCUMENTS
The terms and conditions of this RFP may be amended only by the LLNS Contract Analyst via written amendment to the RFP. Any such written amendment shall become part of this RFP.

ACCEPTANCE OF TERMS AND CONDITIONS
Offeror’s shall accept LLNS terms and conditions. These terms and conditions have been approved by the DOE/NNSA. Failure to accept the terms and conditions may result in significant, unacceptable delays in award of a Subcontract which could cause LLNS to reject Offeror’s application.
APPLICATION ACCEPTANCE
LLNS reserves the right to reject any or all applications, or to waive any minor irregularities in any application. Applications shall be valid for at least 60 days after the application due date. Multiple awards are anticipated.

PROPRIETARY INFORMATION
LLNS will treat all commercial, financial or technical information that is properly marked in an application in response to this RFP as proprietary information; however, LLNS prefers not to receive any proprietary information. The Subcontractor shall mark each page containing commercial, financial or technical information as “Proprietary” or its equivalent.

LLNS will use its best efforts to (1) maintain such proprietary information in confidence, giving it the same degree of care, but no less than a reasonable degree of care, as LLNS exercises with its own proprietary information to prevent its unauthorized disclosure; and (2) only disclose such proprietary information to its employees, agents, consultants or subcontractors on a “need to know” basis. In addition to the above, the Offeror agrees that from time to time, consistent with the terms of LLNS’ prime contract with the U.S. Government, LLNS may release proprietary information to Government personnel who administer LLNS’ prime contract. Government personnel in receipt of proprietary information are subject to confidentiality requirements pursuant to 18 U.S.C. §1905.

ESTIMATED COST
The total estimated cost for each subcontract is $72,360, with the following approximate cost breakdown:

Salary = $42,000 per year
Flat indirect fee of 8% on salary only = max. $3,360
Tuition = max. $20,000
Student travel = max. $5,000
Faculty travel = max. $2,000

Cost Support
The cost proposal shall include a total estimated cost for the work. In order to help establish cost realism, the estimate shall be supported by the following information.

• The hourly direct labor rate(s), the proposed hours, and the extended cost for each labor category that will be used in performing work under the resulting Subcontract. Specify current rates and escalation factors used;

• Total proposed direct labor cost;

• Fringe benefit rate(s) (if applicable), extended to total fringe benefit cost;
• Travel costs should be proposed as follows:
  o Student Travel: up to $5,000 annually
  o Faculty Travel up to $2,000 annually
  o Foreign Travel is subject to LLNS approval on a case-by-case basis.

Each proposed trip should include, but not be limited to, the following information:

<table>
<thead>
<tr>
<th>Estimated Travel Worksheet</th>
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<tbody>
<tr>
<td>Departure City:</td>
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<tr>
<td>Destination City:</td>
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<tr>
<td>Round trip flight cost:</td>
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<tr>
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<tr>
<td>or Airport Shuttle:</td>
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<tr>
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<tr>
<td>M&amp;I travel days 75%:</td>
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<tr>
<td>M&amp;I full days:</td>
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<tr>
<td>Subtotal:</td>
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<tr>
<td>Number of travelers:</td>
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<td>Number of trips</td>
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• Tuition;

• Facilities & Administrative (F&A) Indirect Cost shall be a flat indirect fee of 8% of Salary only.

• Total Estimated Cost.

The Offeror shall provide copies of current forward pricing or other rate agreements reached with a cognizant Government agency if those rates are used in the proposal. LLNS reserves the right to examine, at any time prior to award, any of those books, records, documents, or other records directly pertinent to the information requested or submitted.
Payment Terms
The proposal shall also include invoice payment terms. LLNS prefers payment terms of 2\%15, Net 30 Days.

Patents
If the Offeror intends to use a product or process in which there is a proprietary or background patent position, please indicate and list patent applications and/or patents granted (including dates, numbers, and descriptions), and whether the Government has rights to the patents.

Royalty Information
If the offer in response to this solicitation contains costs or charges for royalties totaling more than $250, the following information shall be included in the response relating to each separate item of royalty or license fee: name and address of licensor; date of license agreement; patent numbers, patent application serial numbers, or other basis on which the royalty is payable; brief description, including any part or model numbers of each item or component on which the royalty is payable; percentage or dollar rate of royalty per unit; unit price of item; number of units; and total dollar amount of royalties.

In addition, if specifically requested by the LLNS Contract Analyst before award, the Offeror shall furnish a copy of the current license agreement and an identification of applicable claims of specific patents or other basis upon which the royalty may be payable.

Financial Statements
Upon request, the Offeror shall provide statements that fully describe the Offeror’s current financial condition and its financial ability to support LLNS requirements during performance, and include a recent company history of sales and a growth profile. The statements should consist of either: (1) audited and certified year-end financial statements for a minimum of the last two years (balance sheet, income statement, statement of cash flows (if available), and other financial statements or reports as necessary); (2) financial statements reviewed or compiled by a certified public accountant or other accounting professional (include the accounting firm’s cover letter); or (3) other information acceptable to LLNS. LLNS reserves the right to request additional financial statements.

If there are any questions, please contact me by phone or e-mail (contact info provided in the RFP Summary table).

Sincerely,

DeeAnna Hill
LLNS Contract Analyst