

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE U	PAGE OF PAGES 1   9
2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE 30-Apr-2015	4. REQUISITION/PURCHASE REQ. NO. N0018920150467		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVSUP FLC NORFOLK CONTRACTING PHILADELPHIA OFFICE 700 ROBBINS AVENUE, BLDG 2B PHILADELPHIA PA 19111-5083	CODE N00189	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N00189-15-R-Z020	
		X	9B. DATED (SEE ITEM 11) 17-Apr-2015	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.				
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).				
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:				
D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)  See Summary of Changes for additional information. The last date and time that questions will be accepted by the Government is 3:00 PM Eastern, 06 May 2015.				
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.				
15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
		TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR  _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED  30-Apr-2015	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

SUMMARY OF CHANGES

Section L, Submission of Proposals, III Proposal Content, (1) Volume I – Non-price Proposal, (a) Management Approach, (v) Offeror’s Staffing Approach is here by modified as follows:

**FROM:**

(v) Offeror’s Staffing Approach:

- Offerors shall provide in detail an approach to staffing that will successfully accomplish the requirements of the solicitation and the PWS.
- Offerors shall demonstrate proposed personnel as having SEAL, SWCC, EOD, Diver, AIRR, or equivalent special warfare experience.
- Offerors shall address the Personnel Qualification requirements set forth in Section 7 of the PWS.
- Offerors should address their transition plan for staffing to ensure a smooth transition period that does not demonstrate any negative impact in operations.
- Offerors should describe any risks associated with the solicitation and any risks associated with implementation of the offeror’s approach to staffing; describe techniques and actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the offeror.
- Offerors should provide any other information the offeror considers relevant to the solicitation.

**TO:**

(v) Offeror’s Staffing Approach:

- Offerors shall provide in detail an approach to staffing that will successfully accomplish the requirements of the solicitation and the PWS.
- Offerors shall demonstrate proposed personnel as having SEAL, SWCC, EOD, Diver, AIRR, or equivalent special warfare experience.
- *(Deleted)*
- Offerors should address their transition plan for staffing to ensure a smooth transition period that does not demonstrate any negative impact in operations.
- Offerors should describe any risks associated with the solicitation and any risks associated with implementation of the offeror’s approach to staffing; describe techniques and actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the offeror.
- Offerors should provide any other information the offeror considers relevant to the solicitation.

The following have been deleted:

SUMMARY OF CHANGES

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

SUBMISSION OF PROPOSALS

SUBMISSION OF PROPOSALS (BEST VALUE/TRADE-OFF)

I. GENERAL

In addition to instructions to offerors contained elsewhere in this solicitation, the following instructions are provided.

Initial proposals and any modifications thereto are to be submitted to the Contracting Officer on or before the closing date and time cited elsewhere in this Request for Proposals. Faxes, e-mails, and/or responses through NECO or any method other than Hard Copy format are not acceptable.

Proposals should be addressed and delivered to the following location:

NAVSUP Fleet Logistics Center Norfolk, Contracting Dept., Philadelphia Office  
700 Robbins Ave., Bldg. 2B  
Philadelphia, PA 19111-5083  
Attn: Ms. Janice Sheldon, Code 270.1E

**THE OUTER PACKAGE OF THE PROPOSAL SHOULD BE MARKED:**

**RFQ N00189-15-R-Z020**

Hand-carried proposals are NOT encouraged. The Contracting Office is located on a secured compound. Only personnel with current DoD Common Access Cards (CACs) or appropriate military credentials will be able to access the compound. There will be no ability to drop off the proposals outside the compound.

The Contracting Office is located on a secure compound; the use of commercial carriers that typically deliver to the secured compound (e.g. FedEx), is suggested.

Offerors shall submit their proposals in two separate volumes as follows:

Volume I      Non-price Proposal      Original and 5 hard (paper) copies and 1 soft (electronic) copy

Volume II      Price/Cost Proposal      Original and 1 hard (paper) copy and 1 soft (electronic) copy

The offeror shall submit ONE (1) original, ONE (1) hard (paper) copy of the price/cost proposal and ONE (1) soft (electronic) copy. The soft copy shall be in Adobe Acrobat (.pdf or .pdfx) format for textual information and Microsoft Excel (.xls or .xlsx) format for price/cost data. Spreadsheets should be functional spreadsheets containing all necessary formulas (i.e. not read-only spreadsheets). Spreadsheets should not be locked or password protected. The soft copy shall be provided on a standard five-inch CD that is separate from the CD containing the non-price proposal. All copies, including the electronic copy shall be exact duplicates. If there is any difference between the electronic and hard copy, the hard copy shall take precedence.

In addition, offers consist of and shall include the following items as part of Volume II:

Solicitation cover sheet with appropriate blocks completed by the offeror

Solicitation pricing pages completed by the offeror

Acknowledgement of solicitation amendments pursuant to FAR 52.215-1 (if not previously acknowledged).

Representations and Certifications completed by the offeror in accordance with instructions contained elsewhere in this solicitation. If the offeror has completed all of the representations and certifications required by this solicitation in ORCA in accordance with FAR 52.204-8 and DFARS 252.204-7007 ALT A, then the offeror need not submit the hardcopy Representations and Certifications.

The offeror's Total Compensation Plan in accordance with 52.222-46 Evaluation of Compensation for Professional Employees

The offeror's Small Business Subcontracting Plan (this Plan not required for Small Business offerors).

The completion and submission of the above items will constitute an offer (proposal) and will be considered the offeror's unconditional assent to the terms and conditions of this solicitation and any attachments and/or exhibits hereto. Alternate proposals are not authorized. An objection to any of the terms and conditions of the solicitation will constitute a deficiency (see FAR 15.001) which will make the offer ineligible for award.

Volume I      Non-price Proposal

This volume shall address Management Approach, Past Performance, Socioeconomic Plan, and include all information required for proposal evaluation.

This volume of the proposal shall exclude any pricing/cost information, except for the information required to be provided under the Socio-economic Plan factor, that would reveal the total costing/pricing detailed in Volume II of the proposal.

Each page of each copy should include the following legend:

Source Selection Information - See FAR 2.101 and 3.104

## Volume II Price/Cost Proposal

This volume shall include the completed solicitation documents and a complete and detailed price/cost breakdown with all supporting information. Each page of each copy should include the following legend:

Source Selection Information - See FAR 2.101 and 3.104

### IMPORTANT NOTES:

(1) Offerors shall respond to all requirements of the solicitation document. Offerors are cautioned not to alter the solicitation.

(2) In the event any person who is not a bona fide employee of the offeror participated in the creation, formulation, or writing of any portion of the proposal, a certificate to this effect shall be included in the proposal which shall be signed by an officer of the offeror. Such certificate shall identify the name of the person who is not a bona fide employee, that person's employment capacity, the name of the person's firm, the relationship of that firm to the offeror, and the portion of the proposal in which the person participated.

### II. REQUIREMENTS FOR PROPOSAL CONTENT

(1) Any offeror who will be submitting CLASSIFIED data in its Non-price proposal shall first notify the Contracting Officer by contacting the point of contact in the solicitation. CLASSIFIED data that is forwarded as part of an offeror's proposal shall be housed in its own binder, separate from the unclassified portion.

(2) Introduction and Purpose - This section specifies the format that offerors should use in proposals submitted in response to this solicitation. The intent is not to restrict the offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of the proposals for evaluation purposes.

(3) Each volume should contain the following items in addition to the other information required by this solicitation:

Cover:	The cover should indicate the following: Title of the proposal Volume Number (I or II) Solicitation number Name and address of offeror Identification of original signature copies
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Table of Contents:	The table of contents should provide detail sufficient to allow the important elements to be easily located. The use of tabs and dividers is encouraged.
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(4) Requirements for Style: Each offeror shall submit a proposal that clearly and concisely sets forth the contractor's response to the requirements of the solicitation. Unnecessary elaboration or other presentations beyond that sufficient to present a complete and effective proposal are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper or bindings, and expensive visual or other presentation aids are neither necessary nor desired. The proposal shall contain all the pertinent information in sufficient detail in the one area of the proposal where it contributes most critically to the discussion. When necessary, the offeror shall refer to the initial discussion and identify its location within its proposal.

(5) Page Limitations

Volume I, "Non-price Proposal," is limited to a maximum of **25** pages in length inclusive of any charts, diagrams, and/or other graphics. Each "page" is defined as one sheet, 8 ½ " x 11", with at least one inch margins on all sides, using a font with a point size of 12 or greater (e.g., "Times New Roman" style with 12 point font). Lines shall, at a minimum, be single-spaced. Pages shall be consecutively numbered. Multiple pages, double pages, two-sided pages, or foldouts will count as an equivalent number of 8 ½" x 11" pages. The cover sheet, table of contents (not to exceed one page per volume), tabs, and dividers will not count toward the page limit. The one exception to the font size requirement shown above is that the "corporate experience and past performance information forms" may be completed with a point size of 10 or greater. Pages submitted in excess of the page limitations described above will not be evaluated.

Volume II, "Price/Cost Proposal," is not page limited.

### III. PROPOSAL CONTENT

#### (1) Volume I – Non-price Proposal

The Non-price evaluation factors are listed below:

The non-price proposal will consist of the following factors which are listed in descending order of importance with Management Approach as the most important factor, followed by Past Performance, and then Socioeconomic Plan which is significantly less important than any of the other factors:

- Management Approach
- Past Performance
- Socioeconomic Plan

#### (a) Management Approach

The offeror shall provide in detail a Management Approach that will successfully accomplish the requirements of the solicitation, including the NRD Mentor/Coaches Services, National Mentor Services, RTC Mentor/Coordinator Services, and NRC HQ Physical Fitness Program Management Services as set forth in the Performance Work Statement. The offeror should address the following:

(i) The offeror's complete approach to start-up (i) services within 30 days after contract award, to include recruiting and retaining qualified staff.

(ii) The offeror's quality control plan to monitor and ensure the quality of services, including corrective action methodologies.

(iii) The offeror should describe any risks associated with the solicitation, including the PWS and any risks associated with implementation of the offeror's management approach; describe any techniques and actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the offeror. The offeror should provide any other information the offeror considers relevant to the solicitation.

#### (iv) Approach to execution of PWS requirements:

The offeror should address specifically how they propose to meet the technical requirements of the PWS including NRD Mentor/Coaches Services, National Mentor Services, RTC Mentor/Coordinator Services, and NRC HQ Physical Fitness Program Management Services as set forth in Section 2 of the PWS,

The Government will evaluate the offeror's management approach on its quality, feasibility, practicality, innovativeness, and appropriateness in accomplishing the tasks and deliverables of this order from a technical perspective. The Government will also evaluate the offeror on clarity of their approach and their ability to convey to the Government their ability to perform the requirements of this contract with minimal risk and innovative and ideas.

(v) Offeror's Staffing Approach:

- Offerors shall provide in detail an approach to staffing that will successfully accomplish the requirements of the solicitation and the PWS.
- Offerors shall demonstrate proposed personnel as having SEAL, SWCC, EOD, Diver, AIRR, or equivalent special warfare experience.
- *(Deleted)*
- Offerors should address their transition plan for staffing to ensure a smooth transition period that does not demonstrate any negative impact in operations.
- Offerors should describe any risks associated with the solicitation and any risks associated with implementation of the offeror's approach to staffing; describe techniques and actions to mitigate such risks; and explain whether the techniques and actions identified for risk mitigation have been successfully used by the offeror.
- Offerors should provide any other information the offeror considers relevant to the solicitation.

(b) Past Performance

The offeror should address its past performance in complying with requirements of the clauses at FAR 52.219-8, "Utilization of Small Business Concerns," and 52.219-9, "Small Business Subcontracting Plan."

The offeror shall demonstrate relevant past performance or affirmatively state that it possesses no relevant past performance. Relevant past performance is performance under contracts or efforts within the past five years that is the same as, or similar to, the scope, magnitude, and complexity of the work described by this solicitation.

To demonstrate its past performance, the offeror shall identify up to 3 of its most relevant contracts or efforts within the past five (5) years, and provide any other information the offeror considers relevant to the requirements of the solicitation. Offerors should provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation. If subcontractor past performance is provided as part of the 3 of its most relevant contracts or efforts, the subcontractor past performance will be given weight relative to the scope, magnitude and complexity of the aspects of the work under the solicitation that the subcontractor is proposed to perform. Therefore, the offeror's proposal should detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform.

The references will be evaluated in the aggregate in order to allow offerors who may not have the entire scope, magnitude, and complexity of the requirement under one individual contract to still be considered acceptable if past performance with the full scope, magnitude, and complexity of the requirement can be demonstrated within the allotted number of references as described above.

The offeror should complete a "Past Performance Information Form" for each reference submitted. The form is an attachment to the solicitation. The forms will count toward the Volume I page limit described above. For additional information regarding a particular reference beyond that which will fit on the form, the offeror may continue onto

another sheet of paper. Such continuation sheet(s) for submitted references will count toward the Volume I page limit.

(c) Socio-Economic Plan

The offeror shall address the extent of participation of small businesses, small disadvantaged businesses, women-owned small businesses, historically black colleges or universities and minority institutions, veteran-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone small businesses in performance of any resultant contract. The solicitation, however, does not require participation by such entities. The offeror shall provide targets, expressed as dollars and percentages of total contract value, for small businesses, small disadvantaged businesses, women-owned small businesses, historically black colleges or universities and minority institutions, veteran-owned small businesses, service-disabled veteran-owned small businesses, and HUBZone small businesses in any of the North American Industry Classification System (NAICS) Major Groups as determined by the Department of Commerce. The targets may provide for participation by a prime contractor, joint venture partner, teaming arrangement member, or subcontractor. Targets will be incorporated into and become part of any resultant contract.

If the offeror fails to provide targets for the contract and/or any of the seven socio-economic factors, the offeror's proposal will be evaluated at zero percent and/or zero dollars for the contract and/or any socio-economic factor for which a target is not provided. However, an offeror that provides no socio-economic plan in response to this factor may be considered ineligible for award.

(2) Volume II – Price/Cost

Volume II shall include the completed solicitation documents and a complete and detailed price/cost breakdown with all supporting documentation. The price/cost proposal shall support the Non-price proposal. If the price/cost proposal does not support the Non-price proposal, the offeror's proposal rating may be downgraded. The price/cost proposal shall include all elements of cost and such other cost information as considered appropriate to support the offeror's proposal. The cost and pricing information shall be completed in accordance with the following:

(a) Separate cost and pricing information shall be submitted for each time period specified in the pricing pages of the solicitation.

(b) Supporting data including labor rates and hours, burden rates, material lists and costs, travel charges, and "other direct costs" used in developing the price/cost breakdown shall be furnished. The supporting data for "other direct costs" shall include an itemization of those costs and an explanation and justification for each cost so itemized.

(c) For proposal purposes, the following ratios of On-site (Contractor or non-government facility) and Off-site (Government facility) labor performances are established for all labor categories: Refer to "SECTION B CLAUSES, part (b)."

An offeror's cost proposal shall be based upon the level of effort, education and minimum experience information described in the solicitation.

(d) Travel (Cost) CLINS: On Schedule B the offeror shall enter the amounts listed below plus applicable G&A. The total will be a NOT TO EXCEED (NTE) amount.

The following amounts (plus applicable G&A and Material Handling) will be utilized by the Government for evaluation purposes only in determining the total evaluated cost of a proposal.

Period of Performance	<u>Travel</u>	<u>Material</u>
Base Year	\$660,000.00	\$0.00
Option Year 1	\$667,920.00	\$0.00
Option Year 2	\$675,935.00	\$0.00
Option Year 3	\$684,046.00	\$0.00
Option Year 4	\$692,255.00	\$0.00
Total All Years	\$3,379,919.00	\$0.00

(i) Travel estimated above is for travel and subsistence associated with performance under any resultant contract which will be reimbursed in accordance with the clause entitled "Reimbursement of Travel Costs."

(ii) Material estimated above is for incidental material and special materials as defined in the clause entitled, "Allowability of Material and General Business Expenses" and elsewhere in the solicitation.

(iii) Any offeror having an accounting system which includes, within overhead or G&A, travel and/or material shall specifically state this fact within the price/cost proposal.

(f) Any and all subcontracts identified in the Non-price proposal shall be identified and priced in the price/cost proposal. Subcontracts (regardless of dollar value) shall be adequately documented. Subcontractor price/cost breakdowns may be submitted in separate sealed envelopes.

(g) If the offeror is currently being audited, or has been audited, by the Defense Contract Audit Agency, the name and location of the assigned DCAA office should be furnished with the price/cost proposal.

(h) Per 52.222-26, the offeror shall provide a total compensation plan.

(End of Summary of Changes)