

| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | | 1. CONTRACT ID CODE | PAGE OF PAGES | |
|---|----------------------------------|---|--|---|---|
| | | | J | 1 | 6 |
| 2. AMENDMENT/MODIFICATION NO. 0001 | 3. EFFECTIVE DATE 19-Jun-2015 | 4. REQUISITION/PURCHASE REQ. NO. N0016116RC07800 | | 5. PROJECT NO.(If applicable) | |
| 6. ISSUED BY NAVSUP FLC NORFOLK PHILADELPHIA OFFICE 700 ROBBINS AVENUE, BLDG. 2B PHILADELPHIA PA 19111-5083 | CODE N00189 | 7. ADMINISTERED BY (If other than item 6) | | CODE | |
| | | See Item 6 | | | |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code) | | | X | 9A. AMENDMENT OF SOLICITATION NO. N00189-15-R-Z054 | |
| | | | X | 9B. DATED (SEE ITEM 11) 18-Jun-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.) The reason for this amendment is to establish a deadline for questions. | | | | | |
| 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 19-Jun-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:

AMENDMENT 0001

The deadline for the submission of questions is 09 July 2015 at 1000 EDT.

There is no site visit in conjunction with this solicitation.

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

ADDENDUM TO 52.212-1

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. **Delivery of responses shall be via United States Postal Service or Overnight Delivery Services only; no hand-delivery or courier delivery shall be accepted.**

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

| | | |
|-----------|---------------------|------------------------------------|
| Volume I | Non-price Proposal | Original and 3 copies |
| Volume II | Price/Cost Proposal | Original and 2 copies on CD or DVD |

The hardcopy proposal takes precedence over the CD or DVD if there is a discrepancy. The CD or DVD shall use Microsoft Office Word and Excel to record its contents. All Excel files and cells shall be unlocked and any formulas used shall be clear.

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 52.212-1 (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 SAM in accordance with FAR 52.212-3 then the offeror need not submit the hardcopy Representations and Certifications.

Volume I Non-price Proposal

This volume shall address Management/Staffing Approach, Past Performance, and Corporate Experience and include all information required for proposal evaluation.

This volume of the proposal shall exclude any reference to the price/cost aspects 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 as well as pricing information sufficient to establish compliance with the Service Contract Labor Standards, formerly the Service Contract Act. 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

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.

(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 twenty (20) 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, but should consist only of elements related to the Price/Cost proposal.

III. PROPOSAL CONTENT

(1) Volume I – Non-price Proposal

The Non-price evaluation factors are listed below in descending order of importance where Past Performance and Corporate Experience are of equal importance, with Management/Staffing Approach being more important than Past Performance and Corporate Experience:

(a) Management/Staffing Approach

The offeror shall provide in detail a Management/Staffing Approach that will successfully accomplish the requirements of the solicitation, including the PWS. The approach should address the education, skills and experience for the Project Manager (1 position) and Operations Manager (2 positions). The approach should describe how the offeror will create, train, and maintain the workforce required for contract performance. It should describe how contract performance throughout the life of the contract will be managed. It should describe its approach to staffing Special Events at the USNA. The offeror should address its transition plan for staffing to ensure a smooth transition period that does not demonstrate any negative impact in operations. The offeror should also describe any risks associated with the solicitation, including the PWS and any risks associated with implementation of the offeror's staffing/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 it considers relevant to the solicitation.

(b) Corporate Experience

The offeror shall demonstrate relevant corporate experience. Relevant corporate experience is experience within the past five years that is the same as, or similar to, the scope and magnitude of the work described by this solicitation.

To demonstrate its corporate experience, the offeror shall identify up to three (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 shall provide a detailed explanation demonstrating the relevance of the contracts or efforts to the requirements of the solicitation. If subcontractor experience is provided as part of the three (3) of its most relevant contracts or efforts, the subcontractor experience will be given weight relative to the scope and magnitude of the aspects of the work under the solicitation that the subcontractor is proposed to perform. Therefore, the offeror's proposal shall detail clearly the aspects of the work in the solicitation that the subcontractor is proposed to perform.

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

The offeror should complete a "Corporate Experience and 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. Relevant references submitted under the Corporate Experience factor will also be considered in the evaluation of Past Performance. Only a single set of up to three references shall be submitted.

NOTE: The Corporate Experience factor is defined by what relevant experience the offeror has gained under specific contracts within the five years immediately preceding the submission of its proposal; while the Past Performance factor, identified below, is defined by how well the offeror has performed over those five years. The primary focus of the Past Performance evaluation will be on those contracts identified in the proposal that are found to be relevant to the solicitation's requirements. While Corporate Experience and Past Performance are separate evaluation factors, they principally focus on different aspects of the same contracts. Accordingly, offerors shall submit a single set of corporate experience and past performance information (maximum of three of its most relevant contracts) to satisfy the submission requirements for both factors.

(c) Past Performance

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 of similar scope and magnitude to that which is described in the solicitation (as defined under the Corporate Experience factor). The Government will evaluate the relevant references submitted under Corporate Experience factor. Only a single set of up to three (3) references shall be submitted.

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."

(2) Volume II – Price/Cost

Volume II shall include the completed solicitation and pricing information sufficient to establish compliance with the Service Contract Labor Standards, formerly the Service Contract Act. The cost and pricing information shall be completed in accordance with the following:

(a) For proposal purposes, the following ratios of On-site (Contractor facility) and Off-site (Government facility) labor performance are established for all labor categories:

| | |
|---------|----------|
| ON-SITE | OFF-SITE |
| 0 % | 100% |

(b) Any and all subcontracts identified in the Non-price proposal shall be identified and priced in the price/cost proposal.

(End of Summary of Changes)