

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
			J	1	9
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE 07-Jan-2016	4. REQUISITION/PURCHASE REQ. NO. N0016116RCG0002		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVSUP FLC NORFOLK CONTRACTING NORFOLK OFFICE ATTN: M. OLSZAK 1968 GILBERT ST, SUITE 600 NORFOLK VA 23511-3392	CODE N00189	7. ADMINISTERED BY (If other than item 6)		CODE	
		<b>See Item 6</b>			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. N00189-16-T-0013	
			X	9B. DATED (SEE ITEM 11) 22-Oct-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 checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended. <p>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.</p>					
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 update the Performance Work Statement (Deliverables), incorporate the document, instructions to Quoters, and extend the receipt of offer date until 13 January 2016.					
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	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		07-Jan-2016	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION SF 1449 - CONTINUATION SHEET

## SOLICITATION/CONTRACT FORM

The required response date/time has changed from 14-Dec-2015 11:30 AM to 13-Jan-2016 12:00 PM.

## SUPPLIES OR SERVICES AND PRICES

## CLIN 0001

The CLIN extended description has changed from COMPLETED DESIGNS FOR THE NAVAL ACADEMY MUSEUM SPECIAL EXHIBIT FOR THE PERIOD OF PERFORMANCE 15 JUNE 2016 TO 30 DECEMBER 2016 IAW ATTACHED PERFORMANCE WORK STATEMENT.NOTE:ON SITE VISIT IS REQUESTED OF THE UNITED STATES NAVAL ACADEMY. to COMPLETED DESIGNS FOR THE NAVAL ACADEMY MUSEUM IN ACCORDANCE WITH THE ATTACHED PERFORMANCE WORK STATEMENT.NOTE: ON SITE VISIT IS REQUESTED OF THE UNITED STATES NAVAL ACADEMY..

## DELIVERIES AND PERFORMANCE

The following Delivery Schedule item for CLIN 0001 has been changed from:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 15-JUN-2016 TO 30-DEC-2016	N/A	US NAVAL ACADEMY-ACADEMIC DEAN N00161 PROVOST CLAUDE BERUBE USNA MUSEUM PREBLE HALL 118 MARYLAND AVE ANNAPOLIS MD 21402-5035 410-293-5275 FOB: Destination	

To:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	UIC
POP 21-JAN-2016 TO 27-JUN-2016	N/A	US NAVAL ACADEMY-ACADEMIC DEAN N00161 PROVOST CLAUDE BERUBE USNA MUSEUM PREBLE HALL 118 MARYLAND AVE ANNAPOLIS MD 21402-5035 410-293-5275 FOB: Destination	

The following have been added by full text:

INSTRUCTIONS

**INSTRUCTIONS TO QUOTERS**

Quoters are required to submit their quotes by Noon, Norfolk, VA local time on Wednesday, January 13, 2016.

Quotes shall be submitted electronically to Ms. Morgan Olszak at [Morgan.Olszak@navy.mil](mailto:Morgan.Olszak@navy.mil).

Ms. Olszak's telephone number in the event of any questions is (757) 443-1975.

Quotes shall consist of the following information:

1. **Past Performance:** The Quoter shall demonstrate relevant past performance, or affirmatively state that it possesses no relevant past performance.

Relevant past performance is performance under contracts performed since January 2013 that is the same as, or similar to, the scope and magnitude of the work described by this RFQ.

To demonstrate its past performance, the Quoter shall identify up to three (3) of its most relevant contracts performed since January 2013 and provide any other information regarding these contracts which the Quoter considers relevant to the requirements of the RFQ.

Quoters should provide a detailed explanation demonstrating the relevance of the contracts to the requirements of the RFQ.

If subcontractor past performance is provided as part of the three (3) most relevant contracts, the percentage of work to be done by the subcontractor on this current effort must be provided.

Therefore, the Quoter's submittal shall clearly detail the aspects of the work in the RFQ that the subcontractor is proposed to perform.

If the prime quoter provides past performance where it performed as a subcontractor to another contractor, a description of that work and its percentage of the total prime contract value should also be provided.

The Quoter should complete a Past Performance Information Form for each contract submitted and that Form is provided as an attachment to the RFQ (Attachment I).

In addition to the information requested above, quoters shall contact their past performance references and request that each reference complete the attached Past Performance Report Form (Attachment II) and e-mail the completed survey form directly to Ms. Morgan Olszak via the e-mail address provided above by the due date of this RFQ. The Government reserves the right to consider past performance report forms received after the due date of the RFQ and to contact references for verification, or additional information.

2. **Technical Approach** - Quoters shall provide a narrative to describe their approach to successfully completing the services specified in the Performance Work Statement (PWS). The technical approach

should explain how they will fulfill the required delivery schedule and also how they intend to collaborate with Government personnel to fulfill the necessary design and installation requirements.

3. **Price:** The quoter shall include a price for the completion of the required services.

## EVALUATION OF QUOTES

The Government intends to award a firm fixed price contract to the responsible vendor whose quote represents the best value to the Government.

The Government intends to award based solely on the information contained in the quote and is not obligated to seek completion, or clarification regarding any of the information provided except at its own discretion.

*Award will be made based on a consideration of past performance, technical approach, and price with past performance being more important than technical approach and the two combined being substantially more important than price.*

**a. Past Performance** - Past performance will be evaluated based on the quality of relevant performance and the degree of confidence that past performance creates in successfully performing the requirements of the RFQ.

The evaluation will focus only on work experience already performed.

Work yet-to-be performed, and work prior to January 2013 will not be considered.

Subcontractor past performance will be given weight relative to the percentage of the work under the RFQ that the subcontractor is proposed to perform.

Relevancy: Each past performance reference submission will be evaluated to determine its individual scope and magnitude relative to the instant requirement using the following ratings:

Rating	Description
Very Relevant	Present/past performance effort involved essentially the same scope and magnitude of effort this solicitation requires.
Relevant	Present/past performance effort involved similar scope and magnitude of effort this solicitation requires.
Somewhat Relevant	Present/past performance effort involved some of the scope and magnitude of effort this solicitation requires.
Not Relevant	Present/past performance effort involved little or none of the scope and magnitude of effort this solicitation requires.

The following definitions will apply to this evaluation:

- Scope: Experience in the areas defined in the Performance Work Statement (PWS).
- Magnitude: The measure of the similarity of the dollar value of actually performed work that exists between the PWS and the Quoter's contracts.

Quoters lacking relevant past performance history will not be evaluated favorably or unfavorably on past performance.

However, the past performance submittal of a quoter with no relevant past performance history, while not rated favorably or unfavorably for past performance, may not represent the most advantageous quoter to the Government. In this instance, the quoter will receive a rating of “Not Relevant” in the relevancy rating factor.

Past Performance Confidence Assessment Ratings – The overall assigned rating for Past Performance will be the Past Performance Confidence Assessment rating. The assignment of this rating will be based on the quality of relevant past performance and will consider the currency and relevance of the information, source of the information, context of the data, and general trends in contractor’s performance.

The following ratings will be used to assess past performance confidence:

<b>Rating</b>	<b>Description</b>
Substantial Confidence	Based on the quoter’s recent/relevant performance record, the Government has a high expectation that the quoter will successfully perform the required effort.
Satisfactory Confidence	Based on the quoter’s recent/relevant performance record, the Government has a reasonable expectation that the quoter will successfully perform the required effort.
Limited Confidence	Based on the quoter’s recent/relevant performance record, the Government has a low expectation that the quoter will successfully perform the required effort.
No Confidence	Based on the quoter’s recent/relevant performance record, the Government has no expectation that the quoter will be able to successfully perform the required effort.
Unknown Confidence (Neutral)	No recent/relevant performance record is available or the quoter’s performance record is so sparse that no meaningful confidence assessment rating can be reasonably assigned.

The quality of performance under a past performance reference that that has no relevance to the instant requirement will not be considered in the overall assessment of Past Performance Confidence.

In the case of a quoter without a record of relevant past performance or for whom information on past performance is not available, the quoter may not be evaluated favorably or unfavorably on past performance. Rather, the quoter will receive an “Unknown Confidence” rating.

In order to verify past performance information and determine the relevancy and quality of the past performance submission, the Government may contact some or all of the references provided, as appropriate, and may collect information through questionnaires (i.e. the Past Performance Report Form), telephone interviews and existing data sources to include, but not be limited to, Contractor Performance Assessment Reporting (CPARS).

*The Government also reserves the right to obtain information for use in the evaluation of past performance from any and all sources including sources outside of the Government and in addition to the past performance information provided by the quoter.*

It is also noted that the evaluation of past performance is separate and distinct from the contracting Officer’s responsibility determination.

**b. Technical Approach** – The Government will review the quoter’s technical approach to meeting its requirements and will evaluate the approach’s effectiveness and the risk related to it utilizing the following ratings:

Rating	Description
Outstanding	Quote meets requirements and indicates an exceptional approach and understanding of the requirements. Strengths far outweigh any weaknesses. Risk of unsuccessful performance is very low.
Good	Quote meets requirements and indicates a thorough approach and understanding of the requirements. Quote contains strengths which outweigh any weaknesses. Risk of unsuccessful performance is low.
Acceptable	Quote meets requirements and indicates an adequate approach and understanding of the requirements. Strengths and weaknesses are offsetting or will have little or no impact on contract performance. Risk of unsuccessful performance is no worse than moderate.
Marginal	Quote does not clearly meet requirements and has not demonstrated an adequate approach and understanding of the requirements. The quote has one or more weaknesses which are not offset by strengths. Risk of unsuccessful performance is high.
Unacceptable	Quote does not meet requirements and contains one or more deficiencies. Quote is un-awardable

#### DEFINITIONS:

**Strength** - An aspect of the quote that has merit or exceeds specified performance or capability requirements in a way that will be advantageous to the Government during contract performance.

**Weakness** - A flaw in the quote that increases the risk of unsuccessful contract performance.

**Deficiency** - A material failure to meet a Government requirement, or a combination of weaknesses in a quote that increases the risk of unsuccessful contract performance to an unacceptable level.

**Risk** – The potential for unsuccessful contract performance. The consideration of risk assesses the degree to which a quoter’s proposed approach to achieving the technical aspects of the requirement may involve risk of disruption of schedule, increased cost or degradation of performance, the need for increased Government oversight, and the likelihood of unsuccessful contract performance.

**c. Price** – The quoter’s price will be evaluated in accordance with FAR 13.106-3(a).

Vendors responding to this solicitation are advised that, prior to award, the government may request that vendors submit information/data to support price reasonableness.

That information may include such things as copies of paid invoices for the same or similar items, sales history for the same or similar items, price list with effective date and/or copies of catalog pages along with any applicable discounts. Failure to submit the requested information may result in disqualification of the submitted quote.

Although price is not the most important evaluation factor, it has the potential to become more significant during the evaluation process. The degree of importance of price will increase with the degree of equality of the quotes in relation to technical approach and past performance. The importance of price will also increase when a vendor's price is so significantly high as to diminish the value to the Government that might be gained under the other aspects of its quotation. If, at any stage of the evaluation, all quoters are determined to have submitted equal, or virtually equal, quotes, price could become the factor in determining which quoters shall receive the award.

The following have been modified:

PERFORMANCE STATEMENT OF WORK

**PERFORMANCE WORK STATEMENT  
EXHIBIT DESIGN AND FABRICATION  
U.S. NAVAL ACADEMY  
NAVAL ACADEMY MUSEUM, ANNAPOLIS MARYLAND**

**Background:**

The Naval Academy Museum will present a special exhibit from 28 June through 30 December 2016 commemorating 40 years of women attending the U.S. Naval Academy.

This scope of work is for the fabrication and installation of the completed design. The **vendor** shall be required to develop detailed shop drawings for Naval Academy Museum review and approval prior to fabrication and installation of the exhibit elements.

The **vendor** shall be required to visit the site and take detailed measurements before start of fabrication to ensure that the exhibit elements are compatible with the space.

Interactive screens and programs shall be fully developed, fabricated and installed by the **vendor**.

The completed exhibit shall include all of the exhibit features including the exhibits, graphic panels, lettering, videos, wall treatments, and audio-visual equipment. Some Quick Response (QR) codes are planned for inclusion in the exhibit as a means of providing more in-depth information to the visitor. The content of the QR codes will be developed and installed by the Naval Academy Museum staff.

**Overview:**

The **vendor** shall be required to visit the site and take detailed measurements before start of design to ensure that the design is compatible with the space.

The exhibits shall be designed in a collaborative effort by the exhibit designer and Naval Academy Museum staff. The general themes of the exhibit will be highlighting changes, challenges, and achievements.

The designated space for the exhibit is 800 square feet total, including all circulation space through the exhibit (**Exhibit B, Cheever's Gallery**).

The displays will be text, graphic, artifact and video display. All artifacts used in the displays will be provided by the Naval Academy and may include uniforms, historic artifacts, documents, and other memorabilia as the design requires. The interpretive materials, i.e. the written portions of the displays, will be researched, designed and written by the Naval Academy Museum. Images will be selected and provided by the Naval Academy Museum staff.

Videos used in the displays will be employed at a minimum and shall be developed in conjunction with the Naval Academy Museum staff.

The completed design shall include location and layout of the exhibit features including design of the exhibits, display features, and interpretive elements.

**Bi-Weekly Update Meetings:**

The **vendor** shall attend bi-weekly update meetings as determined by the Director of the Naval Academy Museum.

Videos used in the displays will be employed at a minimum and shall be developed in conjunction with the Naval Academy Museum staff.

The completed design shall include location and layout of the exhibit features including design of the exhibits, display features, and interpretive elements.

**Design:**

The **vendor** shall provide exhibit design, as needed, for the following elements:

- Exhibit design and specifications for purposes of fabrication
- Free standing gallery partitions
- Glass or Plexiglas barriers
- Casework, cabinets for visitor-activated video and audio programs (display cases will be made available from the museum)
- Display platforms
- Interpretive and exhibit panels
- Interactive displays
- Signage
- Graphic design, selection of photographs, photo murals, display transparencies, decals, printed graphic wallpaper, screen-printed labels and graphics

**Fabrication and Installation:**

The **vendor** shall provide the following elements as shown in the design documents:

- Casework, display cases, cabinets for visitor-activated video and audio programs. **See Exhibit A, Measurements.**
- Interpretive and exhibit panels
- Signage
- Selection of photographs, photo murals, decals, printed graphic wallpapers, screen-printed labels and graphics.
- Installation of audio visual cabling as needed to support design.
- Mobile app and QR code content will be developed by Naval Academy Museum. Graphic panels describing the mobile app and the QR codes shall be provided throughout the exhibit as specified in the design.

**Schedule of Deliverables:**

25 January: Meet with customer on-site and conduct site investigations and discuss preliminary design and fabrication needs

15 February: Present 20 percent Concept Design and Specifications to customer in Annapolis

17 February: Receive written comments back from customer

29 February: Submit shop drawings, material samples, and equipment list to customer in Annapolis

02 March: Receive written comments back from customer

01 April: Deliver 100 percent Design and Specifications to customer in Annapolis

03 April: Receive written comments back from customer

01 May: Visit customer in Annapolis to discuss progress and receive further instruction

20 June: On-site installation begins

**27 June: On-site installation is complete**

Attachments

Attachment 1 – Past Performance Information (1 page)

Attachment 2 – Past Performance Report Form (4 pages)

Exhibits

Exhibit A – Measurements

Exhibit B – Cheever's Gallery

(End of Summary of Changes)