AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE OF PAGES	
J	1	21

2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO.(If applicable)
0001	02-Sep-2015		

6. ISSUED BY	CODE N33191	7. ADMINISTERED BY (If other than item 6)	CODE
FEAD NAPLES AEROPORTO DI CAPODICHINO BASE AMERICANA (ROICC) 80144 NAPOLI 81044		**See Item 6**	

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			
		X	9A. AMENDMENT OF SOLICITATION NO. N33191-15-R-0834
		X	9B. DATED (SEE ITEM 11) 26-Aug-2015
			10A. MOD. OF CONTRACT/ORDER NO.
			10B. DATED (SEE ITEM 13)
CODE	FACILITY CODE		

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer [X] is extended, [ ] 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 1 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 [ ] is not, [ ] 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.)

Amendment Issued for the following:

1) Provide Official Government Responses to Pre-Proposal Inquiries (PPIs)
2) Amend table 2.1.1.5 to add Level 3T Spanish and Level 3D Italian
3) Extend proposal due date to Friday, September 11th 2015 at 11:00AM CEST.

All other solicitation requirements remain unchanged.

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 02-Sep-2015

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 09-Sep-2015 11:00 AM to 11-Sep-2015 11:00 AM.

SECTION C - DESCRIPTIONS AND SPECIFICATIONS

The following have been added by full text:

PPI GOVERNMENT RESPONSE

The following Pre-Proposal Inquiry Official Government Responses will be incorporated into the award.

PPI #	Pre-Proposal Inquiry	Official Government Response
1	In developing our pricing model, which word counts should we use? The words counts on page 11 (750,000 Italian and 500,000 Spanish) or the word counts on page 12? I am assuming the word counts on page 12, based off the fact that the name convention corresponds to the pricing CLINS. Also, when you provide PDFs, will they be live PDFs or dead PDFs? If dead PDFs, will contractors be able to charge for formatting/desktop publishing services?	Please use the word count on page 12. Editable documents will be provided. Most documents are not PDF, they will be a Microsoft document.
2	The CLIN descriptions all specify English as the source language and Italian and Spanish as the target languages for both translation and interpreting, but other statements in the PWS seem to suggest that some work from Italian/Spanish into English may also be necessary (see paragraph 1.2 on page 8 of the RFP, and paragraph 3.1 on page 13 mentions English-language deliverables). Will translations into English also be required?	The translations will be from English to either Italian or Spanish.

3	A good deal of information is provided on the requirements and standards for the translation portion of the contract, but no such detail is provided for the interpreting portion. Will any additional information be provided for interpreting?	Course lectures should be interpreted accurately in a manner that is linguistically and culturally appropriate to the locale and technically accurate. Interpretation will be needed for the courses only. The documents being translated will be the source for the courses. Interpretation will be needed for the course material and any additional guidance/information the instructor/student may need to communicate.
4	Will the interpreters be expected to interpret from Spanish/Italian into English as well (e.g. for student/trainee inquiries)?	Yes, the interpreters will be required to translate both the instruction in English into Italian or Spanish and from Italian or Spanish into English for student inquiries.
5	Is there any equipment or other supplies in particular that the Contractor will need to provide for the interpreters? (e.g. If the trainer will be using a PA/speaker system, will the interpreter be given access to the same system, or will the Contractor expected to provide its own?)	All supplied and equipment for the course will be provided by the GOVT.
6	Will the interpreters be required to gain access to US military installations? If so, what are the requirements (e.g. clearance/background restrictions) for gaining such access?	The GOVT will need names, nationality, passport or ID information and DOB. The information will be required according to the location of the base, 1 week in advance for Italy, and 3 weeks in advance for Spain.
7	Is there a pre-approval process for the interpreters? Will the Contractor be required to submit any background/qualification information on the interpreters prior to their beginning work in the classroom(s)?	See PPI # 6 Above; same requirements will need to be met.
8	Are there any specific quality and/or performance standards for the interpreting services? Is there an established or expected process for addressing any quality complaints similar to that outlined for translation?	See PPI #4 above. No additional standards.

9	Is there an approximate number of source pages that will be provided in PDF vs Word format?	All source documents will be in Microsoft Office products.
10	What is the baseline quality of the PDF source documents? (i.e. Are they mostly documents that have been created directly from other digital formats, such as Word, or are they mostly scanned documents?)	The source documents were developed from Microsoft Office products.
11	Will there be a great deal of images requiring localization, or relatively few? Is the text in the images accounted for in the approximate word counts provided?	Editable documents will be provided. Images should not require recreation. Text count includes text associated with images.
12	Will editable versions of all images be provided, or is the Contractor expected to manually recreate any images that are not by default editable in the source documents? If the latter, is there an approximate number of images that will require manual recreation?	Editable documents will be provided. Images should not require recreation.
13	Our company intends to bid on the above-referenced Solicitation. However, we were not able to download the PPQ. Could you please send it to us via email?	PPQ form may be provided via email upon request.
14	Please confirm that for the interpreting part of the assignment that you do indeed mean CONSECUTIVE (Not simultaneous) interpreting and that only 1 interpreter will be needed. (Consecutive interpreting requires that the speaker of the source language pause every 30-60 seconds so that the interpreter may speak…as opposed to simultaneous interpreting where the speaker may speak continuously, without interruption, while the interpreter speaks into a microphone, and listeners wear headsets).	Correct. There is no need for continuous interpreting, the interpretation will be consecutive.
15	In what type of venue will be Level I, II, etc. courses be taught? Will it be a classroom type setting or a conference? Please provide a little detail.	The course will be taught in a 30 person classroom setting with students seated at desks.
16	Is this a new requirement or is there an incumbent vendor?	This is a new requirement.

17	If there is an incumbent vendor, who is it? What was the previous spend for this job? Were there any issues / difficulties encountered with the previous vendor?	This is a new requirement.
18	May we see some samples of the source content that is going to be translated?	Sample slide provided as an attachment.
19	Can you please give some detail about the what content is covered in Level I, Level II, Level III courses that will be interpreted so that we can choose the appropriate interpreters?	The courses are for water treatment and distribution. Level I, II and III designate plant types.
20	In the PWS it says "the unit price (for interpreters) includes salary, travel, per diem, and miscellaneous expenses". Is it not possible (preferable) to have the interpreter(s) stay at the same hotel / base as the people for whom they will be interpreting? Or must we find other lodging? Will the interpreter not eat meals with the participants? Must the interpreter provide their own meals?	The course will be held at military bases and civilian lodging is not available. Please use 2016 GSA/DOS published per diem rates for Rota SP and Naples IT. Meals, lodging, misc. expenses should be included in the total price at GSA rates. Meals may be available on base however, they will be at their own expense.
21	IRT the subject Solicitation, please be advised that ATTACHMENT B - PAST PERFORMANCE QUESTIONNAIRE is not attached to the Solicitation nor uploaded on the EuroNECO/FBO websites.	Past Performance Questionnaire is attached to the solicitation as an "Additional Document" which may be accessed once the link on FBO is accessed. See PPI #13 above
22	The SF33 item 9 specifies that sealed offers shall be delivered to FEAD NAPLES, whereas Section H, item 1 specifies that offers shall be delivered via email. Which is correct? RFP Section SF33 and Section H.1; pages 1 and 19 of 52	Section H is correct. Please disregard item 9 of the SF33. Offers shall be submitted via email to Cherie.mitchell@eu.navy.mil on the due date.
23	How many days notification will be provided for Level I translation services? RFP Section B Pricing; pages 2 and 3	Level 1 translation services will follow contract award. Number of days is provided on the CLIN description on Pages 2 through 7 and again on Pages 9 through 10

24	Can we assume that the Level I, II, and III translation services will not be concurrent (i.e., Level I will be completed first, after which Level II will begin, etc.?) Can the government provide a sample schedule that includes both translation and interpretation at training courses? RFP Section B Pricing; Pages 2 thru 7	Correct. Level I follows contract award, Level II following Level 1, etc. Please see PPI #14. Sample schedule is not available at this time.
25	Can the government provide samples of the slides to be translated? RFP Section B Pricing; Pages 2 thru 4	See PPI #18 above.
26	Can we assume that two consecutive interpreters will be required per training course? RFP Section B Pricing; Pages 5 thru 7	No. Only one class will be required at a time, therefore only one interpreter.
27	Can the government provide all files in live text format to allow for the most effective pricing? RFP Section B Pricing; pages 2 thru 4	Please see PPI #1
28	In order to provide the most cost-effective pricing to the government, we request that interpretation be broken into separate line items with per day rates for interpretation and other ODCs, such as travel, per diem, and expenses. RFP Section B Pricing; Pages 5 thru 7	Pricing structure is provided, the government at this time would not like to break it down further. Please use 2016 published GSA/DOS per diem and lodging rates for Naples, IT and Rota,SP
29	Can the government provide information regarding the number of pages and word counts of the “contractual documents” referenced in the Note: under the Translation table on pg 11. Can we assume that these documents also require translation or will the contractor receive translations that need to be formatted and edited? We request that additional pricing options be included in Section B Pricing to accommodate these contractual documents. We request that this be broken into a per source word rate (if translation only) and/or an hourly rate (for formatting and editing). RFP Section 2.0; pages 11 of 52	The "Translation Document" table on Page 11 requires translation, the contractor will be responsible for the translation of these documents from english to source language. Please see PPI #28 above with regards to pricing structure.

30	Can we assume that the 750,000 words would be evenly distributed between the Level I, II, and III documents (i.e., that 250,000 words would require translation within a 60-day time period into Italian, and 166,666 words into Spanish?(Can we assume that the 60-day time period is consecutive (i.e., a total of 180 days would be required to complete all 3 levels?) Please note that requiring the contractor to complete all 3 levels simultaneously, i.e. within 60 days, would require large teams of linguists and would not ensure a high level of consistent translation across documents (i.e., the highest level of quality would be achieved with all 3 levels being completed within 180 days). RFP Section 2.0; Pages 11 of 52	Time periods are consecutive, not simultaneous. Please see Table 2.1.1.5 on page 12 for the delivery requirement as well as the CLIN structure on pages 9 and 10 of the solicitation.
31	If the slides contain an average of 100 words per slide, to what does the 250 words per page refer – to the test questions referenced in 2.1.1.1 or to the contractual documents referenced under the table in 2.0? RFP Section 2.0; pages 11 of 52	Please use the slide count on page 12. Total word count should be approx correct on page 11 table 2.0.
32	The government states that the contractor may not use machine translations. We understand this prohibition completely. Is the contractor permitted to use computer-aided translation software tools? RFP Section 2.1.1.2; pages 11 of 52	Contractor may use computer-aided translation software for the translation, however, they are responsible to ensure the accuracy. Computer aided translation software should not be used for interpretation during the classroom courses.
33	Would it be possible for the government to provide all documents in Microsoft Office? Please note that Adobe Acrobat files do not contain live text and would require additional work by the contractor to either render the files manipulate able or to recreate the files in the target languages. RFP Section 2.1.1.3; pages 11 of 52	Please see PPI #10 and #11.
34	Can we assume that no slides are to be translated for Level I? RFP Section 2.1.1.5; Pages 12 of 52	This is incorrect, please see Section 2.1.1.5 on page 12 of the solicitation.

35	Are the 685 slides for Level 2 T to be translated into Italian only? Similarly, are the 651 slides for Level 3 T to be translated only into Italian? And the 501 slides for Level 3 D only into Spanish? RFP Section 2.1.1.5; pages 12 of 52	No. Level 2T is both Italian and Spanish. Level 3 should have both italian and spanish in Table 2.1.1.5. This will be corrected in this modification document. Please refer to CLIN structure on Page 9 and 10 of the solicitation.
36	2.1.1.8 states that "translation documents shall be in Times New Roman 12 point font." What font and size will the source documents be in? Please note that both Italian and Spanish expand from English, so it is possible that either the font size may need to be adjusted to accommodate the expansion, or the slide format may need to be adjusted to accommodate the translated text in 12-point font. We request that an hourly rate CLIN be provided for the case of the latter. RFP Section 2.1.1.8; Pages 12 of 52	Source Files will be provided in Microsoft format and contractor will need to manipulate as needed to translate/fit accordingly on translated documents. For pricing structure, please see PPI # 28
37	Please note that the performance objective and standard state "into English," whereas the requirement appears to be "into target language." RFP Section 2.1.1.11; Pages 12 of 52	The performance objective and standard should state "target language."
38	This section refers to images being accurate and properly scanned and inserted into documents. Can the government provide source documents in MS Word or MS PowerPoint so that this step will not be required? Please note that if scanning and insertion is required, we request that a separate hourly CLIN be provided for this service. If the government can provide some sample files, we could provide an estimate for this service, but not a firm fixed price. RFP Section 2.1.1.11; Pages 12 of 52	Please see PPI #10 and #11 for source document format. It is the contractor's responsibility to transpose the images using available computer software programs. Since Microsoft is being used images should be relatively easy to transpose. For pricing structure pleas see PPI #28.
39	What does "SCRL" mean? RFP Section 3.1; Pages 13 of 52	SCRL should be removed. The sentence should read "...the English or Translated language document…"

40	Does the government have a glossary of terminology in Spanish and Italian for the contractor to use in order ensure that the terminology used will meet with the government's approval? What will be the process if the contractor disagrees with the government's assessment of errors? RFP Section 3.0; Pages 13 of 52	No, there is no glossary for terminology to be used. Contractor should use reputable resources for interpretation/translation. Disagreements will be handled according to the disputes clause in the contract.
41	Can the government clarify the significance of "Level I", "Level II" and "Level III". Is this a reference to the type of Translation/Interpretation, or simply a reference to the subject matter being translated (e.g. a language training course)? RFP Section Schedule B, pages 2-7, and Section 1.2. CLINs 0001 – 0012 and CLIN Structure	It is a reference to the course being offered.
42	Are the number of days shown calendar days or business days? RFP Section Schedule B, pages 2-7, and Section 1.2. CLINs 0001 – 0012 and CLIN Structure	Calendar days.
43	Can the government please identify the period of performance for each CLIN, even if only approximate? When the effort occurs can make a difference in pricing. Also, will the CLINs be exercised sequentially or in parallel? RFP Section Section 1.3. Period of Performance	It is anticipated that the period of performance for the base CLINs will be 60 days from award, the options will be exercised sequentially upon the Government's determination that the requirement is necessary and that the funds are available. The Government is not obligated to exercise/award the options but reserves the right to do so.
44	Does the government intend that all PowerPoint files need to be converted to Microsoft Word for delivery, or should they retain the original source file type? RFP Section Section 2.1.1.1 and 2.1.1.6, "Documents are generally MS PowerPoint slides" "Files shall be submitted in Microsoft Word 2007 format (or compatible version)."	They should remain is source files type.
45	Should the offeror assume the page quantities in Table 2 for each CLIN will be the basis for measuring +/-10%? RFP Section 2.0 and 2.1.1.5; Table 1 and Table 2	Correct

46	Should the offeror assume that the ratio of words to pages, as indicated in Table 1, also applies to Table 2 which lists pages only? RFP Section 2.0 and 2.1.1.5; Table 1 and Table 2	Correct
47	Does the government know the approximate number of attendees for each Interpretation event? RFP Section CLINs 0007-0012; Interpretation	It is anticipated that between 4 and 10 will attend.
48	Will there be graphics that require translation? RFP Section 2.1.1.1; "Documents are generally MS PowerPoint slides"	Slides with graphics are editable.
49	Can the government provide any indication of the amount of graphics or other non-textual content might be part of the documents? RFP Section 2.1.1.1; "Documents are generally MS PowerPoint slides"	Many of the slides have graphics, The CTR will not be required to re-create the graphic.
50	Should the offeror overwrite the default format of the source documents, or maintain source document formats? RFP Section 2.1.1.7; "Pagination is to be centered at the bottom of each page"	They should remain is source files type
51	Should the offeror overwrite the default format of the source documents, or maintain source document formats? RFP Section 2.1.1.8; "Translation documents shall be in Times New Roman 12 point font"	They should remain is source files type

The following have been modified:

STATEMENT OF WORK

PERFORMANCE WORK STATEMENT (PWS)

1.0 OVERVIEW

Naval Facilities Engineering Command Europe Africa Southwest Asia (NAVFAC EURAFSWA) manages facility project planning and design, including all related acquisition, construction, leasing, environmental, maintenance, and contingency support required by the Navy and Department of Defense commands where the Navy is designated as the lead agent in Europe, Southwest Asia, and the Gulf of Guinea, Africa, and the Horn of Africa. Subordinate Public Works Departments provide facilities support service to each installation throughout the area of responsibility.

NAVFAC EURAFSWA has five Business Lines (BLs): Asset Management (AM); Capital Improvements (CI); Contingency Engineering (CE); Environmental (EV); and Public Works (PW). All BLs have at least one Product Line. Each Product Line consists of a group of products and services delivered to Supported Commands.

NAVFAC EURAFSWA has four Support Lines (SLs): Acquisition (ACQ), Command Information Office (CIO), Office of General Counsel (OGC), and Financial Management (FM). A SL provides services internal to NAVFAC EURAFSWA that support delivery of NAVFAC EURAFSWA products and services.

Specific groups of functions, activities, and tasks that are accomplished within NAVFAC EURAFSWA to support delivery of NAVFAC EURAFSWA products and services are termed Functional Areas (FAs). These include: Business Department (BD), Inspector General Office (IG), Mixed Commission, Operations Department (OPS), National Political Advisor, Public Affairs and Communications Office (PAO), and a Safety Office.

1.1 PURPOSE

The objective of this PWS is to describe the objectives and standards the contractor shall meet in providing interpretation and translation services supporting the Business Lines, Support Lines, and Functional Areas of NAVFAC EURAFSWA.

1.2 SCOPE / MISSION

The contractor shall provide all personnel, facilities, equipment, tools, materials, supervision, and other items as necessary to interpret and/or translate from the Specified Contract Required Languages (SCRL) to English in support of this effort. The Requiring Activity (RA) for this task order is the Commander, NAVFAC EURAFSWA, PSC 817 Box 108 FPO AE 09622-0108 (Naples, Italy).

The RA will maintain operational oversight of this task order effort, and will ensure at all times that support to the mission, within the confines of applicable laws and regulations, takes precedence over all other considerations.

The anticipated CLIN Structure is as follows:

CLIN STRUCTURE

CLIN Number	CLIN Title	CLIN Description
0001	Base Bid - T&D Level I Italian	Level I Treatment and Distribution translation services from English to Italian. Period of performance for base bid will be 60 days.
0002	Base Bid - T&D Level I Spanish	Level I Treatment and Distribution translation services from English to Spanish. Period of performance for base bid will be 60 days.
0003	Option 1 - T&D Level II Italian	Level II Treatment and Distribution translation services from English to Italian. A 5 day notification will be provided for Level 2 Transmission and Distribution document set translation services. Period of performance for base bid will be 60 days.

0004	Option 2 - T&D Level II Spanish	Level II Treatment and Distribution translation services from English to Spanish. A 5 day notification will be provided for Level 2 Transmission and Distribution document set translation services. Period of performance for base bid will be 60 days.
0005	Option 3 – T&D Level III Italian	Level III Treatment and Distribution translation services from English to Italian. A 5 day notification will be provided for Level 3 Transmission and Distribution document set translation services. Translation service will be completed within 60 days of receiving source documents.
0006	Option 4 – T&D Level III Spanish	Level III Treatment and Distribution translation services from English to Spanish. A 5 day notification will be provided for Level 3 Transmission and Distribution document set translation services. Translation service will be completed within 60 days of receiving source documents.
0007	Option 5 – Italian Level 1 Translation Course	On-site consecutive interpretation services for two week Level I course from English to Italian. Course will be held weekdays (Monday-Friday) 8 hours per day (0800-1700.) The unit price includes salary, travel, per diem, and miscellaneous expenses. A 30 day notification will be given before course interpretation services will be required.
0008	Option 6 – Level I Spanish Translation Course	On-site consecutive interpretation services for two week Level I course from English to Spanish. Course will be held weekdays (Monday-Friday) 8 hours per day (0800-1700.) The unit price includes salary, travel, per diem, and miscellaneous expenses. A 30 day notification will be given before course interpretation services will be required.
0009	Option 7 – Level II Italian Translation Course	On-site consecutive interpretation services for two week Level II course from English to Italian. Course will be held weekdays (Monday-Friday) 8 hours per day (0800-1700.) The unit price includes salary, travel, per diem, and miscellaneous expenses. A 30 day notification will be given before course interpretation services will be required.
0010	Option 8 – Level II Spanish Translation Course	On-site consecutive interpretation services for two week Level II course from English to Spanish. Course will be held weekdays (Monday-Friday) 8 hours per day (0800-1700.) The unit price includes salary, travel, per diem, and miscellaneous expenses. A 30 day notification will be given before course interpretation services will be required.
0011	Option 9 – Level III Italian Translation Course	On-site consecutive interpretation services for two week Level III course from English to Italian. Course will be held weekdays (Monday-Friday) 8 hours per day (0800-1700.) The unit price includes salary, travel, per diem, and miscellaneous expenses. A 30 day notification will be given before course interpretation services will be required.
0012	Option 10 – Level III Spanish Translation Course	On-site consecutive interpretation services for two week Level III course from English to Spanish. Course will be held weekdays (Monday-Friday) 8 hours per day (0800-1700.) The unit price includes salary, travel, per diem, and miscellaneous expenses. A 30 day notification will be given before course interpretation services will be required.

Pricing for the options above will be valid for the period of performance of the contract.

FAR 52.217-5, EVALUATION OF OPTIONS (JUL 1990)
Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s). The Government reserves the right to exercise the Options at any time during the contract period of performance.

1.3 PERIOD AND PLACE OF PERFORMANCE

1.3.1 PERIOD OF PERFORMANCE

Period of performance will be as follows:

Bid Item	Period of Performance
Base Bid	60 days
Option 1	60 days
Option 2	60 days
Option 3	60 days
Option 4	60 days
Option 5	14 days
Option 6	14 days
Option 7	14 days
Option 8	14 days
Option 9	14 days
Option 10	14 days

Translation services for the base bid and Option 1 - Option 4 will be completed within 60 days. Courses (Option 5 – Option 10) will be completed within 14 days.

1.3.2 PLACE OF PERFORMANCE

1.3.2.1 The primary place of performance for on-site interpretation services varies. Courses will be given in either Rota, SP or Naples, IT.

1.3.2.2 The primary place of performance for translation services is off-site, preferably at a prime or subcontractor facility.

2.0 FOREIGN LANGUAGE SUPPORT OBJECTIVES

The Contractor shall provide all personnel, facilities, equipment, tools, materials, supervision, and other items and services necessary to complete the following:

Translation:

SCRL	Number of Pages/Slides	Average Number of Words Per Page/Max Per Slide	Total Number of Words
Italian	3000	250 per page/100 per slide	750000
Spanish	2000	250 per page/100 per slide	500000

Note: Bilingual (side by side) formatting/editing of contractual documents may be required.

Table 1–Translation Requirements

2.1 LANGUAGE SUPPORT REQUIREMENTS

2.1.1 TRANSLATION

2.1.1.1 The contractor shall provide translation of English to Spanish and Italian. Documents are generally MS PowerPoint slides which contain technical information pertaining to water treatment plant operation and maintenance training materials. Other documents will be test questions pertaining to the material shown on the PowerPoint slides.

2.1.1.2 Translations may be conducted by either U.S. Citizens or Foreign Nationals. The contractor shall NOT use machine translations. Translation of documents shall be performed off-site, preferably at the contractor's or one of its subcontractor facilities.

2.1.1.3 The Government will provide the contractor an electronic copy of source document(s). Source document(s), in Microsoft Office or Adobe Acrobat format, will be provided to the contractor. If the contractor receives a document in color, it shall be returned in the original color form with translations clearly shown.

2.1.1.4 The page word counts identified in paragraph 2.0 (Table 2) above are averages and may vary by as much as 10%.

2.1.1.5 The translated document delivery dates will vary based on urgency and size of document, general guidelines are:

Document	Quantity	Language Translated	Delivery Requirement Date
Level I T&D	400 pages	Spanish	60 Days
Level I T&D	400 pages	Italian	60 Days
Level 2T	685 slides	Italian	60 Days
Level 2D	501 slides	Spanish	60 Days
Level 2D	501 slides	Italian	60 Days
Level 2 T&D	400 pages	Spanish	60 Days
Level 2 T&D	400 pages	Italian	60 Days
Level 3T	**651 slides**	**Spanish**	**60 Days**
Level 3T	651 slides	Italian	60 Days
Level 3D	**501 slides**	**Italian**	**60 Days**
Level 3D	501 slides	Spanish	60 Days
Level 3 T&D	400 pages	Spanish	60 Days
Level 3 T&D	400 pages	Italian	60 Days

Note: Quantities may vary by up to 10%

Table 2 – Document Delivery Timelines

2.1.1.6 For each source language document the contractor shall provide one electronic copy of the translation. This copy must be camera-ready (i.e., formatted and presented like a magazine article or a book layout so that it can be duplicated and a user would not have any trouble reading it). Files shall be submitted in Microsoft Word 2007 format (or compatible version). Electronic files shall be sent to Ms. Karen Lassiter at karen.lassiter@eu.navy.mil as well as the COR.

2.1.1.7 Pagination is to be centered at the bottom of each page and placed on the line above the Footer. Pagination is to be consecutive.

2.1.1.8 Translation documents shall be in Times New Roman 12 point font.

2.1.1.9 Electronic-copy files shall use the document cover title as the naming convention.

2.1.1.10 Disposal of Material: Upon final acceptance of the document by the Government, the contractor shall destroy all material/waste generated during the translation. Scrap material/waste shall be destroyed in accordance with DoD regulations governing destruction of sensitive material/waste.

2.1.1.11 The contractor shall retain electronic files of the source documents for 90 days. After 90 days, the contractor shall delete all electronic files generated during the performance of this contract in accordance with DoD regulations governing destruction of sensitive data. The contractor shall certify in writing that these actions for each document have been accomplished.

Performance Objective	Performance Standard	Acceptable Quality Level
Documents are accurately and completely translated from the source language into English	98% accuracy and completeness of text translated from source document language to English	Contractor meets or exceeds the standard
Images are accurately and properly scanned and properly inserted into the documents	100% accuracy of images scanned from source document and inserted into translated document	Contractor meets the standard
Documents meet the PWS specified construction requirements.	95% of Camera Ready guidelines met in translated document deliverable	Contractor meets or exceeds the standard
Materials/Data Disposal/Destruction	Proper disposal/destruction of 100% of translated materials/data within 90 days	Contractor meets the standard

Table 3 – Translation Performance Standards

2.2 MANAGEMENT REQUIREMENTS

2.2.1 Contractor shall provide monthly status reports to the RA and COR/KO. Report will contain the source document number, percentage (%) of each document completed and expected delivery date. Any translation problems shall be done as a short narrative.

Performance Objective	Performance Standard	Acceptable Quality Level
Performance Meetings	98% of issues resolved on mutually agreed to timeline at no additional cost to Government	Meets or exceeds the standard
Reporting Requirements	All monthly reports submitted on time with 94% of the monthly	Meets or exceeds the standard

	reports accepted on initial submission	

Table 4 – Management Performance Standards

2.2.2 Minimum guarantee – The government guarantees that the following translations and interpretations will be acquired under this contract:

Translations – Minimum 1200 pages, 250 words (avg) each page;1687 slides, 100 words (max) each slide
The amounts specified in Table 1 above are the maximum quantities needed.

3.0 INSPECTION/ACCEPTANCE

3.1 The contractor shall electronically deliver the English language or SCRL language documents using the delivery due date timelines outline in paragraph 2.1.1.5 above.

3.2 The Government shall have (30) calendar days to review the deliverables for acceptance, during which time the Government must complete the quality assurance review and notify the Contractor of all errors that require correction. The Government will provide the Contractor written notification that will list all errors discovered and specify the corrective actions required to be taken by the Contractor in order to satisfy the Government's conditions for acceptance of the deliverable. If the Contractor does not receive such notification within thirty (30) calendar days of submission, the deliverables shall be considered to have been fully and unconditionally accepted by the Government.

3.3 Deliverables submitted to the Government may be found to be unacceptable, conditionally acceptable, or fully acceptable as the result of a Government quality assurance review.

3.3.1 Any translation document found to contain rejectionable errors during the course of a quality assurance review will be deemed to be unacceptable. The Contractor must correct and resubmit any rejected deliverable for quality assurance review. The Contractor shall obtain Government acceptance for that deliverable before the delivery requirements for that the translation contract line item can be considered to be satisfied.

3.3.2 A deliverable can be declared conditionally acceptable upon the discovery of minor errors in a document that the Contractor has submitted for acceptance. The Contractor shall correct and resubmit any conditionally acceptable deliverable for quality assurance review and the Government must determine that deliverable to be fully acceptable before the contract line can be judged fully acceptable.

3.3.3 The Government will provide to the Contractor written notification that a deliverable has been found to be unacceptable or conditionally acceptable. The modification will list all rejectionable and/or minor errors discovered and state the Government's rationale for determination of the error.

3.4 The Contractor shall complete all corrections to unacceptable deliverables, conduct all appropriate quality control checks, and resubmit the document for review within ten (10) business days of receipt of the Government's notification of rejection.

3.5 When all required errors discovered in the deliverable have been corrected by the Contractor, and the deliverables have been received and approved by the Government, then that contractor will be considered as having completed the final Government acceptance. The Contractor may submit an invoice for that

contract line item after the source and translated documents have been received and accepted by the Government.

4.0 OPERATING CONSTRAINTS

- Army Regulation 611-6 Army Linguist Management
- Army Regulation 715-9 Operational Contract Support Planning and Management
- Contract Linguist Personnel Security Investigation and Counterintelligence-Focused Security Review Program Policy, dated 20 Sept 2010.
- DoD Instruction (DODI) 3020.41, Operational Contract Support (DEC 2011)
- ILR Language Proficiency Skill Level Descriptions and Scale
- U.S. Host Country, local and international laws and regulations
- Treaties and international agreements (e.g. Status of Forces Agreements, Host Nation Support Agreements, and Defense Technical Agreements).

5.0 GLOSSARY of ACRONYMS

Administrative Contracting Officer (ACO) - The official Government representative delegated authority by the KO to administer a contract after its award.

Assistant Contracting Officer Representative (ACOR) – An individual designated and authorized in writing by the KO to assist the COR in the performance of specific technical or administrative functions.

Contracting Officer (KO) - The person duly appointed with the authority to enter into and administer contracts on behalf of the Government.

Contracting Officer's Representative (COR) - An individual designated in writing by the KO to act as an authorized representative of the KO to perform specific technical and contract administrative functions within the scope and limitations as defined by the KO. COR is attached to, and directly supervised by the Requiring Activity.

Interagency Language Roundtable (ILR) – Is a set of descriptions of abilities to communicate in a language. The descriptions comprise five levels of language proficiency, and are the standard grading scale for language proficiency in the Federal service.

Quality Assurance (QA) - Those actions taken by the Government to assure that the quality of purchased goods and services received are acceptable in accordance with established standards and requirements of the contract.

Quality Control (QC) - Actions taken by the Contractor to control the production of goods or services to meet the requirements of the contract.

Requiring Activity (RA) - For this task order the Requiring Activity is the Commander, NAVFAC EURAFSWA, PSC 817 Box 108 FPO AE 09622-0108 (Naples, Italy).

Strategic Language List (SLL) – The Strategic Language List is the list of foreign languages, published annually, in which the DoD has determined a critical need to meet current and projected requirements. The list includes Immediate Investment and Stronghold languages.

User – The U.S. Force, unit or organizations that receive the benefits of the services provided by this contract.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

The following have been modified:
SOLICITATION REQUIREMENTS

INSTRUCTIONS TO OFFERORS

The following applies to this RFP:

1. Proposal Submittal
Offers shall be delivered via email to Mrs. Cherie Mitchell at cherie.mitchell@eu.navy.mil and Mr. Stephen Astwood at stephen.astwood@eu.navy.mil . Be aware that the maximum size for a single email is 5MB. Files larger than 5MB may be broken into separate e-mails, identified by title of email as "Proposal Submission Part 1 of ?, Part 2 of ?", etc.

Offers are due by 1100 hours Central European Summer Time (CEST) on FRIDAY, September 11th 2015
Award of this contract, or any commitment for payment by the Government, is contingent upon the availability of funds. Any costs incurred prior to award (i.e. proposal preparation, travel, or investigation) cannot be reimbursed.

2. Price Schedule
The signed copy of the offer shall be provided by completing Block 12 – Block 18 of page 1 of the solicitation. Furthermore, the "Section B - Supplies or Services and Prices" section of the solicitation, pages 2 through page 7 must be completed..

3. Materially Unbalanced Offers
The Government may reject an offer's price if it is materially unbalanced. An offer is unbalanced when it is based on prices significantly less than the price for the some work and prices which are significantly overstated for other work.

4. Instructions for Submitting Pre-Proposal Inquiries (PPI)
Questions or Pre-Proposal Inquiries (PPI) regarding the solicitation shall be submitted in writing via electronic mail to Ms. Cherie Mitchell, Contract Specialist, at cherie.mitchell@eu.navy.mil. Verbal queries will not be entertained. Responses to the Pre-Proposal Inquiries will be provided as an attachment to an amendment and will be posted on the Federal Business Opportunities (FBO) website at https://www.fbo.gov. The last date for Pre-Proposal Inquiries is **, August 31st 2015.** Please state clearly in the subject of the email the following "PPI – Solicitation N33191-15-R-0834."

5. CAGE/NCAGE CODE
A CAGE/NGAGE Code is required for all Offerors, including JV Offerors. JV Offerors must acquire a CAGE/NCAGE Code registered in the JV name.

U.S. Offerors, including Joint Venture Offerors: U.S. Offerors must obtain a CAGE Code prior to registering in the SAM database, which is part of the SAM registration process.

Non-U.S. (foreign) Offerors ONLY: Non-U.S. Offerors must obtain a NATO CAGE (NCAGE) Code instead of a CAGE Code prior to registering in the SAM database. NCAGE codes may be obtained at the NCAGE. Website: http://www.dlis.dla.mil/Forms/Form_AC135.asp.

6. Amendments

Amendments will be posted to the FBO website https://www.fbo.gov. It is highly recommended that firms register on FBO as plan holders. It is the Offeror's responsibility to check the FBO website periodically for any amendments to the solicitation.

7. Evaluation Criteria and Basis of Award

The Government reserves the right to eliminate from consideration for award any or all proposals not in the competitive range at any time prior to award; to negotiate with offerors within the competitive range; to perform price realism analysis and to award the task order to the offeror submitting the proposal determined to represent the lowest reasonable price technically acceptable to the government.

8. Discussions

The Government intends to evaluate proposals and award the contract without discussions with offerors. Therefore, initial proposal should contain the Offeror's best price. The Government reserves the right to conduct discussions upon the determination and recommendation of the Contracting Officer.

9. The Contract will be awarded to the responsible Offeror whose proposal is the best value to the Government based on the lowest price technically acceptable (LPTA) evaluation method. In addition to Price, the following non-price evaluation factors shall be used to evaluate offers: Past Performance.

10. When the proposal is evaluated as a whole, the technical factor and past performance/performance confidence assessment factor combined (i.e., the Non-Price Evaluation Factors) are approximately equal to Price.

11. Proposals will be rated as "ACCEPTABLE" or "UNACCEPTABLE." An overall non-price factor rating must be at least "ACCEPTABLE" in order to be eligible for award. An "UNACCEPTABLE" rating in any factor results in the overall non-price factor rating being rated "UNACCEPTABLE" unless corrected through discussions. An overall non-price factors rating of "UNACCEPTABLE" makes a proposal ineligible for award.

Solicitation Submittal Requirements:

In order to be considered responsive, the following need to be submitted with the Offeror's proposal:

A cover letter completed with all the information identified in FAR 52.215-1(c)(2), including Solicitation Number; name, address, telephone and e-mail address of the Offeror; in case the Offeror is a JOINT VENTURE (JV), the name of the JV MUST BE CLEARLY IDENTIFIED; Name, title, and signature of the person authorized to sign the proposal; DUNS Number and CAGE or NCAGE Code of the Offeror, in case the Offeror is a JOINT VENTURE (JV), provide a DUNS Number for each member of the JV. Registration in the System for Award Management (SAM) at ***https://www.sam.gov*** at time of proposal submission is required. Registration will include the completion of the Represenatations and Certifications portion of the website.

Completed (Blocks 12 through 18), signed and dated Standard Form (SF) 33, Solicitation, Offer, and Award.

Acknowledgement of all amendments.

Price Submittal Requirements – "Section B - Supplies or Services and Prices" section of the solicitation, pages 2 through page 7 must be completed.

Non-Price Submittal Requirements – Three (3) Past Performance Reports/Questionnaires

Non-Price Factor – Past Performance Submittal Requirements

(a) **Solicitation Submittal Requirements:**
To meet the submittal requirement for the Non-Price Factor, Past Performance, Offerors are to submit a total of three (3) Past Performance Reports. If a completed Contractor Performance Assessment Report (CPARS) evaluation is available, it shall be submitted with the proposal for Factor 1 (Past Performance). If there is not a completed CPARS evaluation then, the Offeror shall submit three (3) Past Performance Questionnaires (Attachment B).

The Offeror should provide completed Past Performance Questionnaire (PPQ) with the proposal. Offerors shall not incorporate by reference into their proposal PPQs previously submitted for other RFPs. However, this does not preclude the Government from utilizing previously submitted PPQ information in the past performance evaluation. If the Offeror is unable to obtain a completed PPQ from a client before the proposal closing date, the Offeror shall complete and submit with the proposal the first page of the PPQ, which will provide contract and client information for the respective project(s). The Government may make reasonable attempts to contact the client noted for that PPQ. However, Offerors should follow-up with clients/references to help ensure timely submittal of questionnaires. If the client requests, questionnaires may be submitted directly to the Government's point of contact, Cherie Mitchell, cherie.mitchell@eu.navy.mil . Offerors may address any adverse past performance issues. Explanations shall not exceed two (2) double-sided pages (or four (4) single-sided pages) in total.

The Government reserves the right to contact references for verification or additional information. The Government's inability to contact any of the Offeror's references or the references unwillingness to provide the information requested may affect the Government's evaluation of this factor. Performance award or additional information submitted will not be considered.

(b) **Basis of Evaluation:**
This evaluation focuses on how well the Offeror performed in the past. In addition to the above, the Government 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. Other sources may include, but are not limited to, past performance information retrieved through the Past Performance Information Retrieval System (PPIRS) using all CAGE/DUNS numbers of Contractors who are part of a partnership or joint venture identified in the Offeror's proposal, inquiries of owner representative(s), Federal Awardee Performance and Integrity Information System (FAPIIS), Electronic Subcontract Reporting System (eSRS), and any other known sources not provided by the Offeror.

This evaluation is separate and distinct from the Contracting Officer's responsibility determination. The assessment of the Offeror's past performance will be used as a means of evaluating the Offeror's probability to successfully meet the requirements of the RFP.

Offerors lacking relevant past performance history will not be evaluated favorably or unfavorably in past performance and will receive an Unknown Confidence rating. An Offeror who receives an "Unknown Confidence" rating, will be rated for evaluation purposes as "Acceptable."

Price Submittal Requirements

(a) **Solicitation Submittal Requirements:**
Complete the Price Schedule (Price Schedule Page 1 & Price Schedule Page 2) provided in this Request for Proposal including acknowledgement of any amendments. Failure to provide a completed Price Schedule or acknowledgement of the Amendments will result in the offeror being ineligible for award.

(b) **Basis of Evaluation:**
The price for all Contract Line Items (CLIN0001-CLIN0012) will be evaluated to ensure a fair and reasonable price. Analysis may be performed by one or more of the following techniques:

1. Comparison of proposed prices received in response to the RFP.
2. Comparison of proposed prices with the independent Government estimate.
3. Comparison of proposed prices with available historical information.
4. Comparison of proposed prices to market research.

The Government reserves the right to perform a price realism analysis of Offerors' proposed prices, using comparison of proposed prices received in response to the solicitation or comparison of the proposed prices with the Independent Government Estimate, to assess risk to the Government. A price determined to be unrealistically low may be rejected as possessing an unacceptable risk to the Government

BASIS OF AWARD

The Government will evaluate each proposal as a whole on the basis of price (total submitted price for all CLINs) and award the task order to the contractor whose proposal represents the lowest price to the Government.

(End of Summary of Changes)