

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES	
				J	1	7
2. AMENDMENT/MODIFICATION NO. 0002		3. EFFECTIVE DATE 08-Dec-2014	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY COMMANDING OFFICER - NAVFAC MARIANAS PWD GUAM PSC 455, BOX 195 FPO AP 96540-2937		CODE N40192	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X	9A. AMENDMENT OF SOLICITATION NO. N40192-15-Q-4444	
				X	9B. DATED (SEE ITEM 11) 19-Nov-2014	
					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 _____ 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.) Change RETREAT #1 date from 27-29 January to 21-23 JANUARY 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 09-Dec-2014	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

STATEMENT OF WORK (SOW)

Services for the delivery of **One** Marriage Enrichment Retreat (MER), **One** Personal Growth Retreat (PGR), and one option of **One** Family Enrichment Retreat (FER). **Three** retreat programs from **21 January 2015** to **26 June 2015** conducted by Chaplains Religious Enrichment Development Operation (CREDO) Japan.

1.0. BACKGROUND. CREDO Japan provides specialized forms of ministry and support services for Active Duty and Reserve members of the Navy, Marine Corps, and Coast Guard and their eligible family members. These sea service personnel are enabled to develop personal and spiritual resources and to grow toward increased functional ability, religious maturity, and acceptance of responsibility. Personnel are helped to resolve personal and professional concerns so as to be of greater useful service in their military occupations and relationships. The primary form of ministry CREDO uses is a retreat format. Retreats are held at civilian sites in order to remove participants from the pressures and entanglements of daily life. Marriage Enrichment Retreats, Personal Growth Retreats, and Family Enrichment Retreats are 48 hours in duration and are conducted in consecutive weekdays from Tuesday afternoon through Thursday afternoon.

1.1. The object of this contract is to secure retreat facilities and meals in order to conduct spiritual retreat programs.

2.0. GENERAL SPECIFICATIONS. The retreat site must be located on a beach-side resort in **Guam**.

2.1. The retreat site must provide privacy for participants dealing with personal, confidential issues. In addition to private rooms for sleeping, the retreat site must provide a meeting room as stated in paragraph 4.1.

2.2. The retreat site must have English-speaking staff personnel available throughout the retreat who are authorized to take immediate action to resolve site problems.

2.3. A telephone shall be available at the retreat site for receiving incoming and making outgoing calls limited to the local area. Retreat members are permitted to make outgoing calls outside of the local areas. Any extra charges for telephone usage are the responsibility of the individual. CREDO Japan will NOT be responsible for any charges incurred by retreat participants for calls outside of the local area.

2.4. All retreat facilities used by CREDO Japan must be clean and neat upon arrival.

2.5. Heating and ventilation must have the capacity to maintain temperature between 68 and 75 degrees Fahrenheit in all indoor retreat facilities.

2.6. The retreat site shall have year-round inside and or outside recreational facilities and equipment. This can consist of a workout room, swimming pools, and brochures of nearby walking paths, or information on nearby recreational activities.

2.7. The contractor will brief the Retreat Leader or Group Point-of-Contact (POC) on resources for use in an emergency situation, such as fire extinguishers, first aid devices, etc.

2.8. The contractor shall comply with all local fire and sanitation regulations.

2.9. Smoking shall be allowed in designated areas near to the meeting rooms. Contractor shall provide receptacles for smoking materials.

2.10. The contractor shall provide notification (verbal or written) to the CREDO Director or POC two weeks in advance of any disruption of retreat facilities or retreat atmosphere. This disruption can include but is not limited to construction, power outages, staffing issues, food issues, or pest control issues.

3.0. BERTHING SPECIFICATIONS.

3.1.1. Marriage Enrichment Retreats (MERs) require private rooms be provided for each couple. Queen or King beds are preferred for couples, but a double bed is acceptable. Additional 5 rooms with single beds will be required for the CREDO staff/facilitators.

12 couples x 12 rooms (24 persons)

4 staff x 4 rooms (4 persons)

Total guests: 28

3.1.2. Personal Growth Retreats (PGRs) require two beds (regardless of size) in a room with 2 persons sharing each room.

20 guests x 10 rooms (20 persons)

4 staff x 4 rooms (4 persons)

Total guest: 24

3.1.3. Family Enrichment Retreat (FER) requires two double beds or larger with an availability of a pullout sofa or a rollaway bed for families larger than four. Each family is composed of 2 parents and 1 or 2 children ages 4 to 17 years old.

10 families (up to 4 people) x 10 rooms (40 people max)

4 staff x 4 rooms (4 people)

Total guests: 44 max

3.1.4. There is no minimum size requirement for each room, but the rooms will be required to have an alarm clock.

3.2. Each private room must have its own separate toilet and bathing/showering facilities. Facilities in each room must be in sanitary and good working condition.

3.3. The berthing spaces shall be furnished with blankets, linens, and towels. The towels shall be changed daily.

3.4. The rooms shall be non-smoking only.

4.0. MEETING ROOMS SPECIFICATIONS.

4.1. A plenary meeting room with a minimum 1,000 square feet in which 100 people can sit comfortably must be provided. The plenary room requires plenty of floor space to conduct team-building exercises. See diagram (section 5) for details.

4.2. The plenary meeting room must be self-contained and separate from any other personnel or facility users who may be using the retreat site. The room must provide freedom from any outside distractions or interference during the retreat process. Note: CREDO Japan furnishes and plays recorded music throughout the retreat. Adequate distance from other facility users should be ensured in order to preclude potential disagreements between parties.

4.3. Portable chairs shall be provided for the plenary meeting room: MER-30 PGR-25 FER-45.

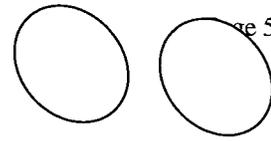
4.4. A projector screen shall be provided of an adequate size and location to be able to be viewed by all participants. Two (2) wireless microphones and a sound system for playing music/video shall be provided by the hotel. The overhead projector and DVD player may be provided by the hotel upon request of the CREDO Japan Director of POC. All these plenary room equipment shall be inclusive of the plenary room rental fee.

4.5. Three portable tables (approximately 3 feet by 6 feet) shall be provided.

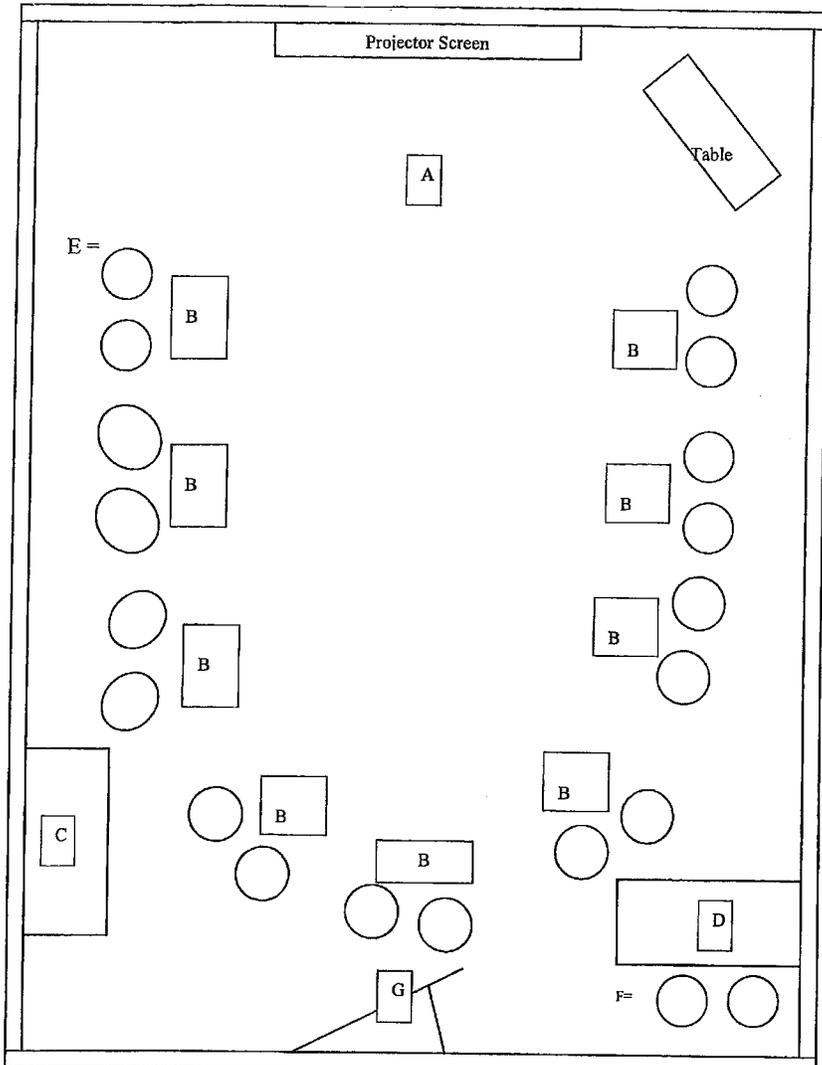
4.6. If the plenary room has windows (not required), either operable curtains or blinds shall be in place in order to provide relief from outside distractions. The plenary room listing must be able to be dimmed dark enough for showing of videos. The room can be dimmed via operable curtains, blinds, and/or dimming light switch. The CREDO Japan staff must be taught how to and given the free hand to operate these.

4.7. Separate toilet facilities for males and females (maintained in sanitary and good working condition) shall be provided. These facilities must be located within a one-minute walking distance of the plenary meeting room.

5.0. ROOM DIAGRAM. (Sample)



A



A= Projector; B= Participants table; C= Snacks/drink table; D= Staff table; E= chairs placed in pairs in U-shape form; number of chairs based on section 4.3 above. F=chairs for facilitators; G=door

D. BEVERAGES AND SNACKS.

- 1. Coffee (both regular and decaffeinated), tea, hot chocolate, cold juice, and water shall be available during retreat operational hours (see schedule on section 7) in the conference room. Sugar, a sugar substitute, cream, and a cholesterol free cream substitute shall be available.
- 2. The contractor shall provide cups, napkins, and plates.
- 3. Snacks shall be available. Snacks shall include an alternate item such as fruit or raw vegetables; coffee, water, soda, and an alternate beverage such as punch or fruit juice.
- 4. Beverages and snacks shall be served indoors within or immediately adjacent to the plenary meeting room.
- 5. See below for schedule.

D. MEALS.

1. MER/PGR/FER schedule shall be as follows:

<u>DAY</u>	<u>TIME</u>	<u>MEAL</u>
Tuesday	0900	CREDO staff set up meeting room
Tuesday	1130	Participants' Arrival/Lunch
Tuesday	1300	Conference room (Snacks)
Tuesday	1500	Room check-in
Tuesday	1515	Conference room
Tuesday	1800	Buffet dinner
Tuesday	1930	Conference room (Snacks)
Wednesday	0700	Breakfast buffet
Wednesday	0830	Conference room (Snacks)
Wednesday	1130	Lunch
Wednesday	1300	Afternoon free time
Wednesday	1800	Buffet Dinner (MER: Romantic Dinner)
Wednesday	1930	Conference room (Snacks)
Thursday	0700	Breakfast
Thursday	0900	Conference room (Snacks)
Thursday	1200	Lunch
Thursday	1300	Retreat ends

- 2. Meal times are approximate and should be flexible within 30 minutes at the discretion of the contractor.
- 3. Each meal period shall extend for one hour with all persons served within the first thirty minutes of the meal period.
- 4. The contract shall not pay any expense for alcoholic beverages or consumption of alcohol. The program discourages use of alcohol; however any charge for alcohol is the responsibility of the individual purchasing it.
- 5. The Contractor will provide balanced meals. The meals will consist of a buffet style breakfast, lunch, and dinner or optional vegetarian meal. For MER, the second night will be a "Romantic" 5- or 6-course dinner with couples to enjoy their "romantic" meal with a small flower/votive candles.

8.0. ADDITIONAL NOTES.

8.1. **Five** retreats will be conducted on the following dates:

Retreat 1, (MER) **21-23 January 2015**
Retreat 2, (PGR) 10-12 March 2015
Retreat 3, (FER) **24-26 June 2015** (Option 1)

8.2. The hotel cancellation policy for both rooms and banquet will be provided by the contractor.

9.0. POINT OF CONTACT

9.1. The Government Point-of-Contact for technical questions for these retreats is:

James A. Nilo
Program Support (Contractor)
Telephone 046-816-3526 (DSN 315-243-3526)
E-mail: james.nilo.ctr@fe.navy.mil

(End of Summary of Changes)