

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE J	PAGE OF PAGES 1 6
2. AMENDMENT/MODIFICATION NO. 0005	3. EFFECTIVE DATE 02-Jun-2016	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVFAC SOUTHWEST SPECIALTY CONTRACTS CORE CODE RAQ30 1220 PACIFIC HWY, BLDG 127 SAN DIEGO CA 92132-5190	CODE N62473	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. N62473-16-R-0201	
		X	9B. DATED (SEE ITEM 11) 28-Apr-2016	
			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. 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.) Title: N62473-16-R-0201. Contract Labor Support Services for Professional Support Services for NAVFAC Southwest, San Diego, California The description of this Amendment continues on page 2. All other terms and conditions of this solicitation remain unchanged and in effect. 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-Jun-2016

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 0005**1. The purpose of Amendment 0005 is to provide questions and answers:**

QUESTION 1: Can submissions of the proposal be hand carried to the required address vice mailing due to the number of volumes that need to be produced and that May 30th Memorial Day is a Holiday?

ANSWER 1: Proposals may be hand carried to the delivery address in accordance with the date and time set for receipt of proposals.

QUESTION 2: Does “(b) Representations and other instructions” refer to Representations made by the Contractor, or Representations made by the Government? Is it possible to be more specific in regard to which “Representations” are referred to here, e.g., pinpoint specific document titles, or cite specific sections within specific documents?

ANSWER 2: See Section K of the solicitation for a list of representations.

QUESTION 3: Must the Program Manager be available to meet face-to-face/in person within 24 hours of any emergency or urgent contract matter, or will it suffice for the Program Manager to be available to meet via teleconference technologies within 24 hours of any emergency or urgent contract matter?

ANSWER 3: See Section C paragraph 3.15.3 to comply with the requirement of the RFP.

QUESTION 4: At which time or on what date does the Contractor furnish the name of the Program Manager and the two (2) alternates to the KO?

ANSWER 4: Within 10 calendar days of contract award.

QUESTION 5: Upon which date is the Communication Plan to be submitted to the Government for review?

ANSWER 5: Within 15 calendar days of contract award.

QUESTION 6: How many days after contract award is the Kickoff Meeting?

ANSWER 6: Kick-Off Meeting” is the same as the “Orientation Briefing.” See Section C paragraph 3.3.

QUESTION 7: Do these meetings always have to be in person, or can they be a mix of in-person and teleconference meetings? 17.37 Required Conferences and Meetings.

ANSWER 7: Section C paragraph 17.37 refers to contractor employees assigned to Task Orders. Whether a contractor employee attends the meetings in-person or via teleconference is on a case by case basis.

QUESTION 8: Do these meetings always have to be in person, or can they be a mix of in-person and teleconference meetings? E.3 PERFORMANCE EVALUATION MEETINGS. The header refers to meetings, but the paragraph text under the header refers to performance evaluations completed using PAR forms, not meetings. Can this discrepancy be corrected?

ANSWER 8: E.3 is an evaluation of the contractor's performance.

QUESTION 9: This clause states "above insurance coverages are to extend to Contractor personnel operating Government owned equipment and Vehicles;" however, a conflicting clause on page 39 (Section C, paragraph 10.4) states "Government does not allow white collar Contractor employees to operate Government vehicles." Can you either clarify or resolve this apparent discrepancy so that Offerors can adjust their insurance coverages accordingly? H.1 INSURANCE - WORK ON A GOVERNMENT INSTALLATION

ANSWER 9: There is no discrepancy.

QUESTION 10: The electronic proposal documents submitted on the CDRoms require duplexing (printing double sided pages). Typically, with all versions of Microsoft Word, duplexing cannot be forced, meaning Word software (even Word 2016) does not have a duplexing setting to ensure duplexing occurs at all times. Duplexing is typically controlled by printer hardware, and not the Word software; in Microsoft Word, when a user goes to print a file, the user must manually select the duplexing option from his or her Print menu. The option selected is not retained by the file when the print job is completed. In other words, the ability to duplex print is dependent upon the Government end user's unique printer hardware. Bearing this in mind, does the Government want to change the verbiage of its instructions to offerors as pertains to the issue of duplexing? Please advise as to how offerors should proceed when developing files in Microsoft Word.

ANSWER 10: No. Submit proposals in accordance with L.6 PROPOSAL FORMAT/SUBMISSION REQUIREMENTS.

QUESTION 11: This clause states "electronic and paper submittal page sizes shall be 8.5" x 11". Font size shall be 10 or 12 point;" does this mean all spreadsheets must be formatted to print only on 8.5" x 11" paper using font size no smaller than 10 point? Section L - Instructions, Conditions and Notices to Bidders L.6(d)c.1 and L.6(g).

ANSWER 11: Provide as stated in the RFP, with the exception of the following: 11 X 17 inches landscaped folded paper is allowed for submission of Attachment J-08 ONLY. This shall be included in Volume 2 (Binder 2) of the Price Proposal.

QUESTION 12: The clause states "Volume #1 - Submit (2) two electronic copies and (5) five paper copies in a separate binder;" does each paper copy need to be in its own separate binder, or do we place all five paper copies into one binder?

ANSWER 12: A separate binder for every copy.

QUESTION 13: The clause states "Volume #2 - Submit (1) one electronic copy, and (2) two paper copies in a separate binder;" does each paper copy need to be in its own separate binder, or do we place all five paper copies into one binder?

ANSWER 13: A separate binder for every copy.

QUESTION 14: The RFP states proposal margins must be 1" around on all four sides. If we opt to insert a company logo onto a page, can the logo be positioned inside a margin, or should it be positioned within the body of the document instead (so the margins are completely empty/blank)?

ANSWER 14: See Section L paragraph L.6(g).

QUESTION 15: The RFP states proposal margins must be 1" around on all 4 sides. Should page numbers be inserted inside the margins, or should they be positioned within the body of the document instead (so the margins are completely empty/blank)?

ANSWER 15: See Section L paragraph L.6(g).

QUESTION 16: Does the Government have a preferred file naming convention for naming the Cover Letter in Volume #1?

ANSWER 16: No.

QUESTION 17: What is the page limit for the Recent Relevant Experience Project Data Sheets?

ANSWER 17: See Section L paragraph L.6(h)(2).

QUESTION 18: What is the page limit for the Past Performance Questionnaires?

ANSWER 18: See Section L paragraph L.6(h)(2).

QUESTION 19: What are the page limits for each of the tabs A through F in Volume 2?

ANSWER 19: None.

QUESTION 20: What is the file naming convention for the Cover Letter in Volume I and in Volume II?

ANSWER 20: None.

QUESTION 21: The phrasing that describes the file naming convention is vague. Is each Tab simply labeled "Tab A," "Tab B," "Tab C," or should the longer file name variations be used instead, such as "Tab A -- Section J, Attachment J-10 (9 page limit)," "Tab B--Section J, Attachment J-11 (9 page limit for Past Performance Questionnaire. No page limit for CPARS evaluations)," etc. Please bear in mind that long file names are sometimes truncated by Windows-based programs, and some of the characters shown in L.6.h(b) might not be allowable in software file names. Also, please distinguish between labeling of paper Tabs/dividers and electronic file names when you specify the file naming convention(s).

ANSWER 21: "Tab A", "Tab B", etc. is sufficient.

QUESTION 22: The phrasing that describes the file naming convention is vague. Is each Tab simply labeled "Tab A," "Tab B," "Tab C," or should the longer file name variations be used instead, such as "Tab A -- Signed Standard Form (SF) 33 (Solicitation, Offer and Award)," "Tab B-- Section J, Attachment J-07, IDIQ ELINS Worksheets" etc. Please bear in mind that long file names are sometimes truncated by Windows-based programs, and some of the characters shown in L.6.h(b) might not be allowable in software file names. Also, please distinguish between labeling of paper Tabs/dividers and electronic file names when you specify the file naming convention(s).

ANSWER 22: "Tab A", "Tab B", etc. is sufficient.

QUESTION 23: This clause states "Two (2) CDROMs of all data in Volume 1 Five (5) paper copies of all data in Volume 1" are required, but what are the requirements for Volume 2?

ANSWER 23: See Section L paragraph L.6(c)(3).

QUESTION 24: Under which Tab or Tabs should the proposal Table of Contents be inserted?

ANSWER 24: On top of Tab A.

QUESTION 25: Under which Tab or Tabs should the proposal List of Acronyms be inserted?

ANSWER 25: On top of Tab A.

QUESTION 26: Under which Tab or Tabs should the proposal List of Tables and/or Figures be inserted?

ANSWER 26: On top of Tab A.

QUESTION 27: Does each 3-ring binder require a Cover Page inserted into the plastic sleeve on the binder cover? If yes, what are the specifications for the Cover Page format, text, layout and design?

ANSWER 27: No.

QUESTION 28: Can the indirect rate percentages currently displayed on the spreadsheet be changed? Specifically, can the Health and Welfare, FICA, FUTA, G&A and profit percentages be changed from what is currently displayed on the spreadsheet?

ANSWER 28: See Amendment 0004 for revised Attachment J-08 Burdened Rate Breakout. The rates are included as examples. Use all statutory rates and factors including FICA, FUTA, and SUTA when completing Attachment J-08. For all non-statutory rates and factors (including Workers Compensation) use your best competitive rate for the current year and for all years where forward pricing is required. All non-statutory rate factors submitted with the proposal for the basic contract (Ex. worker's compensation), shall be used on all future contract modifications. No adjustment will be allowed on these rates over the contract duration. Future modifications that include Federal unemployment tax and California Unemployment shall be based only on the first \$7,000.00 of income. When modifications involve other states, that specific state ceiling shall be observed. No FUTA/SUTA adjustments will be allowed on wages that exceed the statutory ceilings.

QUESTION 29: NAVFAC Past Performance Questionnaire Form PPQ-0 is a 3-page form. Does the 9-page limit mean only up to a maximum of three (3) PPQ-0 forms may be submitted in each proposal, in addition to an unlimited number of CPARS evaluation pages?

ANSWER 29: Yes.

QUESTION 30: Does "Past Performance Questionnaires and/or copies of CPARS evaluations" mean each Offeror can decide for itself whether it will supply Questionnaires, CPARS or a mix of both? Please specify what the Government would like to receive.

ANSWER 30: See Amendment 0001, Section M, Paragraph M.5 Factor 3 (a).

QUESTION 31: When selecting CPARS to provide the Government in the proposal, should each Offeror provide all CPARS for relevant contracts from the 3 most recent years in operation, the 5 most recent years in operation or a different time period?

ANSWER 31: See Amendment 0001, Section M, Paragraph M.5 Factor 3 (a).

QUESTION 32: Can the Government provide a clean/blank copy of the NAVFAC Past Performance Questionnaire Form PPQ-0 form that is editable in MS Word to enable data entry?

ANSWER 32: No.

- 2. The deadline for submission of Requests for Information (RFI's) for questions has expired. All outstanding RFI questions and answers will be posted via an Amendment no later than June 8, 2016.**
- 3. The proposal due date has been extended until June 16, 2016 at 2:00 PM local time.**
- 4. Offerors shall state their acknowledgement of this Amendment when submitting proposals.**

(End of Summary of Changes)