

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE <b>S</b>	PAGE OF PAGES <b>1   6</b>
2. AMENDMENT/MODIFICATION NO. <b>0002</b>	3. EFFECTIVE DATE <b>16-Nov-2011</b>	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY REGIONAL CONTRACTING OFFICE (RCO) BOGOTA CARRERA 45 NO. 24B-27 USMILGP CONTRACTING BOGOTA	CODE <b>W913FT</b>	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. <b>W913FT-12-T-0001</b>	
		X	9B. DATED (SEE ITEM 11) <b>18-Oct-2011</b>	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<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:</p> <p>(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.</p>				
12. ACCOUNTING AND APPROPRIATION DATA (If required)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
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.)				
a. This amendment is issued to respond to questions from prospective offerors, clarify proposal instructions for past performance and extend the solicitation due date.				
b. All other terms and conditions 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	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		<b>16-Nov-2011</b>

**SECTION SF 1449 - CONTINUATION SHEET****SOLICITATION/CONTRACT FORM****SUMMARY OF CHANGES**

The required response date/time has changed from 21-Nov-2011 10:00 AM to 28-Nov-2011 10:00 AM local time (Bogota).

**The following have been added by full text:**

**MODIFICATION TO ADDENDUM TO FAR 52.212-1 INSTRUCTIONS TO OFFERORS –  
COMMERCIAL ITEMS**

**Par 2.c (2)(c) is changed to read:**

(c) Section 3 – Past Performance Information Questionnaire. For all contracts identified in Section 1, Offeror shall complete and submit a Past Performance Information Questionnaire for each past performance reference. Offeror shall complete only Part I of the questionnaire to include the offeror/company name and address and send the questionnaire to the past performance reference. Point of contact references shall be instructed to electronically complete Part II of the questionnaire and return via email to the Contracting Officer. Offeror shall ensure that the reference POC's e-mail address and contact information is current. The past performance reference shall e-mail the questionnaire response directly to the Contracting Officer at [annabelle.miller@tcsc.southcom.mil](mailto:annabelle.miller@tcsc.southcom.mil) or [annabelle.miller@us.army.mil](mailto:annabelle.miller@us.army.mil) no later than **five days prior to solicitation closing date**.

**PERFORMANCE WORK STATEMENT**

**Par 3.1.3 of the PWS is changed to read:**

**3.1.3 Travel:** The Government will reimburse temporary travel and duty (TDY) costs incurred by Contractor personnel based on the Travel provisions in this PWS under Para 7.4 when travel is at the written direction of the Government. Estimated number of trips per year is five. Each TDY trip is estimated to be for five days for one personnel. Projected TDY areas include but are not limited to Cartagena (2 trips), U.S. – Miami, Florida (3 trips). Other areas will be identified as the requirement arises.

W913FT-12-T-0001  
Questions and Answers 1  
Administrative Support Services

- 1) Question: Section 3.1.3 of the PWS references paragraph 9.4, but there is not 9.4 elsewhere in the PWS. Do we have everything we need to bid or would 9.4 provide additional, necessary information?

Response: Reference should be Para 7.4.

- 2) Question: PWS 2.2.1: “New and/or updated equipment may be introduced during the performance period of the contract. Therefore, Contractor personnel shall be required to remain current in his/her training on all equipment they are assigned to use.” What type of equipment of equipment is applicable in the performance of this contract? Does the Government have a list of GFP/GFE that can be provided to the Offerors?

Response: Normal office equipment is used under this contract, i.e. computers, calculators. Historically, there has been no added equipment other than the normal office equipment.

- 3) Question: PWS 3.1: “The contractor shall provide employees, who are fully qualified, possess the training, skills, and experience necessary to satisfactorily perform the required services without the direct supervision of the Government. The contractor shall be responsible for providing an adequate number of personnel to meet the Government’s needs. Therefore, the contractor should anticipate the need to increase and decrease personnel as necessary to meet unforeseen increases and decreases in workload.” Since this is a Requirements-type FFP contract and Task Orders may be written against the contract (RFQ Par 52.212-1, A.1, Basis for Award), will the Government expect a full workforce to report for work on the Contract start date or will there be initial task orders issued for less than a full workforce?

Response: Historically, a task order has been issued for at least 90% of the estimated maximum amount on the resulting requirements contract.

- 4) Question: PWS 5.10, Payment of Wages/Salaries: “The contractor shall be responsible for payment of all, family subsistence and all other entitlements required by Colombian labor laws.” For this FFP contract, what is ‘family subsistence’ and ‘other entitlements’?

Response: Offeror is responsible for making that determination.

- 5) Question: PWS 5.10, Payment of Wages/Salaries: “Additionally, the Contractor will make a good faith attempt to provide reasonable wages to maintain stability in the workforce for critical positions.” Other than the one key position, Program Manager, what are the ‘critical positions’?

Response: The PWS (Par 5.10) has been amended to delete “critical positions”.

- 6) Question: PWS 6.2, Overall Management and Staffing Plan: “The plan shall identify how personnel will be staffed for all functions identified in the PWS and provide a detailed narrative explanation with supporting documentation in the form of tables, charts or any other form of support.” Will the offeror be allowed to provide graphics, charts, and tables in a font-size no smaller than 9 Times New Roman or Arial?

Response: Yes.

- 7) Question: PWS 8.5: “The Contractor shall furnish the name, telephone number and address of key personnel to be contacted during other than normal duty hours for emergency response. This list shall be provided to the COR and KO five days after the start of the phase-in period.” What does the Government anticipate the transition/phase-in period to be prior to contract start?

Response: Phase-in period is anticipated to be one-month prior to contract start date.

- 8) Question: PWS 9.1: “Within fifteen (15) days of contract award, the Contractor shall submit his/her final staffing plan of key and relevant personnel outlining qualifying skill sets, experiences and certifications.” Does the government mean “Within fifteen (15) days of contract start” versus “Within fifteen (15) days of contract award”?

Response: Government means “within 15 days of contract award” as stated in the PWS.

- 9) Question: PWS 10.2: “The Contractor shall provide and maintain gauges and tools and, other testing equipment to assure that contract requirements are met. The devices shall be calibrated against certified measurement standards that are traceable back to national/international standards.” This requirement appears to be out of scope for this Administrative Support effort. Please clarify.

Response: PWS Par 10.2 is deleted in its entirety.

- 10) Question: RFQ, FAR 52.212-1, Additional Instructions and Information, Para 1e: “Volumes I and II shall not exceed 50 pages total, front and back (including attachments, appendices and addendums) and shall be limited to Arial or Times New Roman 12-point font size for all text, and a minimum of one inch margin on all four sides.” Does the term “front and back” mean that the proposal shall be 50 pages of double-sided printing?

Response: Fifty pages refers to the total number of pages whether these are printed on one side or double sided.

- 11) Question: RFQ, FAR 52.212-1, Additional Instructions and Information, Para 1d: “Offerors shall place their proposals in 3-ring binders that will permit substitution of pages should revisions be required.” This requirement appears to conflict with the requirement to produce the proposal ‘front and back’. If the proposal is produced ‘front and back’ (e.g., double-sided), the substitution of revised pages will be cumbersome. Will the government allow the proposal to be 100 pages single-sided with the Cover Page and Table of Contents excluded from the page count?

Response: No. The total number of pages is 50, whether it is printed on one side or double sided. Cover page and Table of Contents are not included in the count.

- 12) Question: RFQ, FAR 52.212-1, Additional Instructions and Information, Para 2c(1), Volume I-Technical: The RFQ does not provide proposal instructions for Key Personnel or the Key Personnel Resume nor does it have Key Personnel evaluation criteria. Please provide the missing information.

Response: Key personnel is not an evaluation factor. The resume will be provided to the COR for review and acceptance during the phase-in period.

- 13) Question: RFQ, FAR 52.212-1, Additional Instructions and Information, Para 2c(2), Volume II-Past Performance Information: “For each listed contract and/or subcontract, the offeror will provide the following: Section 2 – Performance” Is the government’s instruction for the offeror to provide descriptions for Quality of Service, Schedule/Timeliness of Performance, Business Relations, Management of Personnel, and Respect of Stewardship of Government Funds? These items seem to be responses of the Past Performance Questionnaires. Please instruct the offeror as to how to respond to Section 2 – Performance.

Response: No. The Government only requires contract descriptions and performance.

- 14) Question: RFQ, FAR 52.212-1, Instructions to Offerors, Section 3 Past Performance Questionnaires: Is the offeror required to include the questionnaires submitted to the government into Volume II? If so, can the offeror include only the information up to and including " Section 1" of RFQ Exhibit B (Past Performance Questionnaire)?

Response: No. The responses to the Past Performance Questionnaires should be sent directly to the Contracting Officer by the individual completing the questionnaire no later than five days prior to the solicitation due date. Refer to Addendum to FAR 52.212-1 Par 2.c (2)(c).

- 15) Question: Exhibit A, American and Colombian Holidays: Twenty-one (21) holidays are identified. Will the entire workforce (American and Colombian) take ALL 21 holidays? Or, will Americans and Colombians only take their respective holidays?
- Response: The entire workforce takes all 21 holidays IAW the US Embassy schedule of holidays. The number of holidays varies from year to year. A schedule of holidays observed by the US Embassy is published every year and will be provided to the contractor.
- 16) Question: RFQ, FAR 52.225-19, Page 73 of the solicitation makes reference to arming of contractor personnel as follows:  
(i) Weapons. (1) If the Contracting Officer, subject to the approval of the Combatant Commander or the Chief of Mission, authorizes the carrying of weapons--  
(i) The Contracting Officer may authorize an approved Contractor to issue Contractor-owned weapons and ammunition to specified employees; or  
(ii) The Contracting Officer Representative in coordination with the Regional Security Officer and written authorization from the Contracting Officer may issue Government-furnished weapons and ammunition to the Contractor for issuance to specified Contractor employees. Will contractor personnel supporting this contract be placed in a situation to be armed? If no, CSC requests this requirement be deleted from the solicitation.
- Response: Historically, personnel supporting this contract have not been placed in a situation where they have to be armed. The clause is required and cannot be deleted.
- 17) Question: Does the Program Manager have to live in Colombia? If the PM does not have to reside in Colombia, is there a schedule already of the meetings and conferences that he has to attend set so the we can arrange a travel schedule?
- Response: The offeror will make this determination. Please review the PWS for PM responsibilities.
- 18) Question: Can his/her college degree be in something different than business? We have employees in Colombia that are US Citizens and would certainly qualify for the position, but their degrees are from Colombian Universities and are not in business.
- Response: No. The requirement is for a degree in business.
- 19) Question: Since one can hire the incumbent employees (if you are the successful low bidder) and under the labor laws of Colombia you are not supposed to lower people's wages, is it possible to know the base salaries of the positions currently occupied under the previous contract? Not what the current incumbent is charging the Army, but what the average salary of the employee is only.
- Response: No. This information is proprietary to the incumbent contractor.
- 20) Question: Is there some type of prevailing wage or a percentage of the US wages as with the reimbursement for travel expenses?
- Response: No. Travel expenses are reimbursed IAW the Joint Federal Travel Regulation (JFTR).
- 21) Question: Since the offer is in US dollars and the wages will be paid in Colombian Pesos, is there a provision for abrupt changes in the exchange rate?
- Response: No.
- 22) Question: Can there be provisions for changes in Colombian labor laws?
- Response: The offeror shall make that determination.

23) Question: Are the employees that we are providing going to be required to wear uniforms? And if so are they being supplied by us at our own cost?

Response: No.

24) Question: Request extension of solicitation due date.

Response: Solicitation due date will be extended to 28 Nov 2011, 1000 am local time (Bogota).

(End of Summary of Changes)