

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE		PAGE 1 OF 3 PAGES
2. AMENDMENT/MODIFICATION NO. <b>A001</b>		3. EFFECTIVE DATE <b>November 18, 2014</b>		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY  American Embassy – GSO 91 Vas. Sophias Avenue 101 60 Athens		7. ADMINISTERED BY (If other than Item 6) <b>CODE</b>	
8. NAME AND ADDRESS OF CONTRACTOR (NO., street,city,county,State,and ZIP Code)			<input checked="" type="checkbox"/>		9a. AMENDMENT OF SOLICITATION NO. <b>SGR100-15-Q-0001</b>
					9b. DATED (SEE ITEM 11) <b>10/23/2014</b>
					10a. MODIFICATION OF CONTRACT/ORDER NO.
					10b. DATED (SEE ITEM 13)
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<p>[ X ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [X] is extended, [ ] is not extended. Offers 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. <b>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.</b> If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.</p>					
12. ACCOUNTING AND APPROPRIATION DATA (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b)					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. <b>IMPORTANT:</b> Contractor [X] 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.)					
The purpose of this amendment is to make the following changes to the solicitation:					
1. The hour and date for receipt of offers is extended to November 26, 2014 at 12.00 hours (local time).					
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 OF CONTRACTING OFFICER <b>Eric T. Lind</b>		
15B. NAME OF CONTRACTOR/OFFEROR  BY _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED

2. Section 1 - The Schedule, Paragraph 1-Specifications, is revised to read as follows:

**1. Specifications:**

1.1 The Contractor will reconstruct monthly salaries and related IKA, TSMEDE calculations by providing data processing services on the basis of Government bi-weekly pay data of the comprehensive payroll for personnel of the United States Diplomatic Mission in Greece, estimated to be 300 (three hundred) in number. The Contractor also agrees to prepare the monthly reports of IKA and back up of CD's.

The basic process involves converting a multiple pay periods salary amount for each employee into a calendar month salary amount. Based on this salary amount the contractor will calculate the IKA and TSMEDE monthly amounts for each employee.

1.2 The Contractor agrees to provide the following services to the Government at the intervals outlined below:

a) Revise master file of all input entries on a monthly basis including name, ID number, IRS tax number, date of hire, date of termination, employment category, etc.

b) Once a month:

i. Report of contractual monthly earnings and IKA, TSMEDE, etc. deductions compared to State Department FSC Charleston deductions with resulting differences.

c) Once every month:

i. Report contributions to Social Security carriers (IKA, TSMEDE, etc.) by uploading data onto the appropriate carrier system, then provide electronic copy of this report to the Embassy payroll section.

ii. Consolidated accounts of employees.

iii. Issue social security reports.

d) Once a year:

i. Issue the annual net earnings report by employee (for each calendar year) and the annual net earnings in invoices for all employees for tax reporting.

The Contractor agrees to prepare the above at the Contractor's offices within three (3) working days from the date the Government furnishes the required information to him. The Government agrees to take delivery of the Contractor's output under this contract at the Contractor's offices. The Contractor will carry out work under this Contract on the basis of written authorizations (task orders) issued by the COR. All data transmissions will be submitted electronically to the COR, as well as in hard copy, if requested.

1.3 The Government will make available the following information to the Contractor, so that the Contractor may prepare the data outlined under Article 1.2, above:

Bi-weekly pay data of FSC Charleston's comprehensive payroll, including bonus payments.

1.4 Consulting services

The Contractor agrees to provide consulting services on Greek labor law issues via help desk, on an as needed basis. The COR will contact directly the Contractor to ask for advice/support.

## **1.5 Confidential Information**

1. All written and oral information and materials disclosed or provided by the U.S. Embassy Athens to the Contractor under this contract is Confidential Information regardless of whether it was provided before or after the date of this contract or how it was provided to the Contractor.
2. Contractor acknowledges that may be making use of, acquiring or adding information about certain matters and things which are confidential to the U.S. Embassy and which information is the exclusive property of the U.S. Embassy Athens.
3. 'Confidential Information' means all payroll related data and information including but not limited to, the following:
  - a. Employee Name
  - b. ID Number
  - c. IKA Number
  - d. AMKA
  - e. IRS Number

## **1.6 Confidential Obligations**

1. Except as otherwise provided in this contract, Contractor must keep the Information Confidential, regardless of the format of the information.
2. Except as otherwise provided in this contract, the Confidential Information will remain the exclusive property of the U.S. Embassy and will only be used by the Contractor for the permitted purpose. Contractor will not use the Confidential Information for any purpose that might be directly or indirectly detrimental to the U.S. Embassy or any of their affiliates or subsidiaries.
3. The obligations to ensure and protect the confidentiality of the Confidential Information imposed to the Contractor in this contract and any obligations to provide notice under this contract will survive the expiration or termination, as the case may be, of this contract and those obligations will last indefinitely.
4. Contractor may disclose any of the Confidential Information:
  - a. To such of their employees in order to provide contracted services.
    - i. such personnel agree to be legally bound to the same burdens of confidentiality and non-use as Contractor;
    - ii. Contractor agrees to take all necessary steps to ensure that the terms of this contract are not violated by such personnel; and
    - iii. The Contractor agrees to be responsible for and indemnify the U.S. Embassy for any breach of this contract by their personnel.
  - b. To the extent required by law or by the request or requirement of any judicial, legislative, administrative or other governmental body.
  - c. Only as directed by the US Embassy Athens.
5. The Contractor agrees to turn over, upon request of the Contracting Officer or the COR, any and all records, correspondence or other materials furnished to or generated by the Contractor in performance of work under this contract.