

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE OF PAGES 1 19	
2. AMENDMENT/MODIFICATION NO. A001		3. EFFECTIVE DATE 04/13/2016	4. REQUISITION/PURCHASE REQ. NO. 4930277		5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE			7. ADMINISTERED BY (If other than Item 6) CODE			
Contracting Officer Embassy of the United States of America P.O. Box 94309 Riyadh 11693, Saudi Arabia Tel.: 488-3800 Fax: 488-7939 Email: RiyadhContracting@state.gov			N/A			
8. NAME AND ADDRESS OF CONTRACTOR (NO., street, city, county, State, and ZIP Code)			9a. AMENDMENT OF SOLICITATION NO. SSA70016R0001			
			X 9b. DATED (SEE ITEM 11) 02/23/2016			
			10a. MODIFICATION OF CONTRACT/ORDER NO.			
			10b. DATED (SEE ITEM 13)			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<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</p> <p>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 one (1) copy 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.</p> <p>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)						
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, [X] is required to sign this document and return 01 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 to solicitation no. SSA70016R0001 is to corrections and changes to the following;						
1. The Table of Contents has been revised to include references to all exhibits (i.e. attachments).						
2. Section 1 – The Schedule, Prices, Block 23 is deleted in its entirety and a revised Section 1 – The Schedule, Prices, Block 23 is included, identified as A001 (See continuation page Block 14)						
3. Schedule of Supplies/Services, Block 20 is deleted in its entirety and a revised Schedule of Supplies/Services, Block 20 is included, identified as A001 (See continuation page Block 14)						
4. Attachment 2 – Locally Employed Staff Members Location is deleted in its entirety and a revised Attachment 2 – Locally Employed Staff Members Location is included, identified as A001						
5. Addition of Attachment 4 – Preventing Trafficking in Persons.						
6. Solicitation is amended to extend the submission date of proposal from Thursday, April 7, 2016 to Monday April 25, 2016, 17:00 Saudi Arabian Standard time.						
7. This amendment includes the Questions and Answers, see attachment A.						
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 James E. Barclay 	
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 4-13-2016

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Standard Form 30 (revised 10/83)
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SECTION 1 - THE SCHEDULE

**CONTINUATION TO SF-1449
RFQ NUMBER SSA70016R0001
PRICES BLOCK 23**

1.0 SCOPE OF SERVICES

- 1.1 Scope. The Contractor shall provide pick up and drop off services for Locally Employed Staff Members of the Embassy of the United States of America in Riyadh, Saudi Arabia who are unable to obtain a driver's license (e.g. women, disabled, etc.) in accordance with the Statement of Work in this contract.
- 1.2 Period of Performance. This contract shall include one base year and four (4) option years. Total period of performance under this contract is five (5) years.
- 1.3 Notice to Proceed. After contract award and submission of acceptable insurance certificates, the Contracting Officer (CO) shall issue a Notice to Proceed. The Notice to Proceed will establish a date (a minimum of ten (10) days from start date listed in Notice to Proceed unless the Contractor agrees to an earlier date) on which performance shall start.
- 1.4 Definitions.

Contracting Officer's Representative - The Contracting Officer's Representative (COR) is responsible for validating requests from vehicle users, and providing instruction for vehicle use to the Contractor on a daily or less frequent basis. The COR does not have authority to issue task orders under this contract. The COR will be designated by the Contracting Officer through a written letter and a copy will be given to the Contractor.

Round-trip – Consists of one vehicle that safely seats a minimum of six passengers picking up all employees on the scheduled route at their home and dropping them off at the US Embassy. Then, at the end of the day, picking them up at the US Embassy and returning them to their home for that route.

Route – A way or course taken in getting from a starting point to a destination. The vendor is responsible for developing a route that conforms to the specifications in the contract.

Run – Transportation for the employees from their home to the Embassy one-half of a round-trip.

Workday – The typical work day at the Embassy is 9 hours, with one hour dedicated to lunch.

Workweek - The days of work in a calendar week. The typical workweek for Embassy personnel is Sunday through Thursday.

Unauthorized Passengers – Unauthorized passengers are not permitted in the vehicle. This includes children, spouses, relatives, employees, friends, or others who are not employed by the United States Government. This also includes transferring employees from vehicle to vehicle

without the knowledge of the dispatchers or the director. Employees requesting a ride in the vehicle must receive advance approval from the Contracting Officer.

2.0 TYPE OF CONTRACT

Standard Services

The contract type shall be a fixed-price indefinite delivery/indefinite quantity (IDIQ) contract type for standard services, billed per number of round-trips, as further defined in paragraph 1.4 above. Estimated dates of service are set forth in Attachment 1.

3.0 PRICING

- 3.1 VALUE ADDED TAX. Value Added Tax (VAT) is not applicable to this contract and shall not be included in the CLIN rates or Invoices because the US Embassy has a tax exemption certificate from the host government.
- 3.2 Standard Services. The price for Standard Services shall include all direct and indirect costs for equipment and labor, including but not limited to: labor and overtime for employees, benefits, all social insurance to include any severance liabilities required by law, licenses, communication equipment and its expenses (radio or cell phones), vehicles, vehicles maintenance & repair, all operating costs associated with the services, fuel, and profit.
- 3.3 BASE YEAR. This base period of performance shall commence on date specified in "Notice to Proceed" and continue for a period of twelve (12) months. See paragraph 1.2 above.

The Contractor shall provide vehicles to transport US Embassy Locally Employed Staff Members from home to office and office to home on regular working days.

4.0 MINIMUM AND MAXIMUM AMOUNTS

The minimum guarantee is SAR 3,750. During the entire contract performance period, the Government is required to order and the contractor is required to furnish this minimum amount of services. This shall not be considered the minimum amount for each year should any option years be exercised. It is the minimum amount of services that must be ordered during the entire contract performance period (base year plus any option years). Funding will be at the task order level.

This is a single award indefinite delivery, indefinite quantity (IDIQ) contract awarded to a single contractor with an overall ceiling of SAR 5,625,000. The maximum aggregated number of services ordered at the task order level during the base period plus all option period exercised cannot exceed this ceiling.

The Government does not guarantee the number of passengers during each period, should any option periods be exercised.

5.0 PRICING

Standard Services

Base Year Prices:

Estimated Number of Round Trips per Passenger	X	Fixed Price (SAR)	X	Business Days Per Month	=	Total Cost (SAR)
45				20		

NOTE: The Contractor will submit price per passenger per month.

A. Total price for base year: _____ X 12 : SAR _____
Monthly price

First Option Year Price:

Option Term: Twelve (12) Months

Estimated Number of Round Trips per Passenger	X	Fixed Price (SAR)	X	Business Days Per Month	=	Total Cost (SAR)
45				20		

NOTE: The Contractor will submit price per passenger per month.

B. Total price for first option year: _____ X 12 : SAR _____
Monthly price

Second Option Year Price:

Option Term: Twelve (12) Months

Estimated Number of Round Trips per Passenger	X	Fixed Price (SAR)	X	Business Days Per Month	=	Total Cost (SAR)
45				20		

NOTE: The Contractor will submit price per passenger per month.

C. Total price for second option year: _____ X 12 : SAR _____
Monthly price

Third Option Year Price:

Option Term: Twelve (12) Months

Estimated Number of Round Trips per Passenger	X	Fixed Price (SAR)	X	Business Days Per Month	=	Total Cost (SAR)
45				20		

NOTE: The Contractor will submit price per passenger per month.

D. Total price for third option year: _____ X 12 : SAR _____
Monthly price

Fourth Option Year Price:

Option Term: Twelve (12) Months

Estimated Number of Round Trips per Passenger	X	Fixed Price (SAR)	X	Business Days Per Month	=	Total Cost (SAR)
45				20		

NOTE: The Contractor will submit price per passenger per month.

E. Total price for fourth option year: _____ X 12 : SAR _____
Monthly price

Base Year Total Price:	SAR _____
1 st Option Year Total Price	SAR _____
2 nd Option Year Total Price	SAR _____
3 rd Option Year Total Price	SAR _____
4 th Option Year Total Price	SAR _____
Grand Total:	SAR _____

*This estimated amount is based on total estimated Government requirements.

CONTINUATION TO SF-1449,
RFQ NUMBER **SSA70016R0001**
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20
DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

I. Statement of Work

A. Services

A1. Background: The United States Government operates a shuttle service for female employees and those with disabilities to travel between their residences and the Embassy of the United States in Riyadh, Saudi Arabia.

A2. Scope of Contract. The Contractor shall provide roundtrip transportation services on official workdays (Sunday-Thursday) for Locally Employed Staff members of the Embassy of the United States of America in Riyadh, Saudi Arabia. The Contractor shall provide vehicles and management for a home-to-office and office-to-home shuttle service for locally employed U.S. Embassy staff members who begin or end their work between the hours of 07:00am and 07:00pm. The schedule may change during the year to accommodate government and religious holidays.

A3. General Requirements. The Contractor shall provide the transportation services for Embassy official working days (Sunday through Thursday), five (05) days per week, except holidays and other days specifically designated by the Embassy.

The designated route set forth by the awarded company shall have no more than six (6) employees in a vehicle. The vendor shall ensure that employees arrive/depart the chancery at/or before the required time as established in Attachment 2 (Locally Employed Staff Members' Location). Additionally, the vendor shall ensure that an employee does not spend more than 60-minutes one-way in a vehicle. The vendor shall take into account traffic conditions when developing potential routes.

Attachment 1: Combined List of Holidays

Attachment 2: Locally Employed Staff Members' Location

Attachment 3: General Orders

A4. Funding/Ordering. The Contracting Officer has the sole authority to issue orders for additional/emergency services to be performed under this contract. With few exceptions, the Contracting Officer will order these services by issuance of a written task order. If time does not permit, the Contracting Officer may issue an oral order, to be confirmed by a written order within 48 hours.

The contract maximum period of performance shall be five (5) years (base plus four options years).

The Contracting Officer's Representative (COR) issues instructions to the Contractor pertaining to specific dates, times, etc. for transportation services, as needed. Instructions may be issued orally or in writing.

A5. Estimated Level of Services. The Contractor shall provide vehicles with adequate seating and safety belts, for transporting employees between pick up/drop off points to their homes and the US Embassy.

A6. Scheduled Embassy Employees Transportation Services.

- a) Service shall be provided in accordance with the routes and schedules specified in Attachments 1, 2, and 3. Vehicles shall not depart the designated stops earlier than scheduled departure time or not later than five (5) minutes after the scheduled departure time. No services shall be required on Embassy holidays, or when Embassy is closed due to inclement weather or for any other reason as determined by the Embassy.
- b) The Contractor shall comply with appropriate station instructions regarding pick up and drop services of locally employed staff members, as specified in Attachment 2.
- c) Should the Embassy close early due to administrative decision, inclement weather or any other reason, the Contractor shall ensure employees are picked up within one hour after the decision has been announced that the Embassy will close.
- d) The Contracting Officer's Representative (COR) has the sole authority to cancel any transportation run after the decision has been announced that the Embassy will close. If the Contractor believes a transportation run should not occur, the COR must be contacted for final decision.
- e) Vehicle operators shall not transport unauthorized passengers, unless this is approved in advance by the CO.

B. Vehicle Requirements: Types, Capabilities, & Quantities

B1. Vehicles. The Contractor shall provide a sufficient number of vehicles to provide uninterrupted service under this contract and to furnish replacement vehicles, which shall meet all requirements under the contract. The Contractor shall provide vehicles with adequate seating for no more than six passengers per vehicle, and each passenger is safely accommodated without utilizing the front right passenger seat. Vehicles provided by the Contractor shall be no older than five (5) years of age.

Vehicles must meet the standards required by local and host country laws and regulations, and meet the safety inspection requirements. All vehicles must pass periodic inspections by Embassy mechanics and must carry an annual certification from the Motor Vehicle Periodical Inspection (MVPI). If any vehicle is determined to be unsafe or unsatisfactory, its use is prohibited until such unsafe or unsatisfactory conditions have been corrected. In such event, the Contractor must provide a safe and satisfactory replacement vehicle to maintain the schedule.

- a) Vehicles, which, for any reason, do not meet minimum requirements specified, shall be replaced immediately so that service will not be delayed or interrupted.
- b) Maintenance Schedule: The Contractor shall maintain all vehicle equipment (vehicle, safety, and security) in good working order. The vehicle shall arrive clean, fully topped off (i.e. gasoline, oil, brake fluids, window washer fluids, etc.), and all lights (head, signal, parking, and back-up) shall be functional. The Contractor shall develop a checklist for daily and weekly maintenance inspections of the vehicles using the following criteria:

- (1) Daily Preventive Maintenance Schedule includes:
 - License Plates, Forms (including accident report template)
 - Lights, signals, windshield wipers, horn
 - Tools and safety equipment
 - Clean Vehicle
 - Engine Oil Level
 - Radiator coolant level and hoses
 - Tire condition and tread wear

- Battery fluid level
 - Power steering fluid level, hoses, and lines

 - Automatic transmission fluid level
 - Gauges and indicator lights
 - Fuel Level
- (2) Weekly Preventive Maintenance Schedule includes:
- Tension and condition of drive belts
 - Brake master cylinder fluid level
 - Tighten battery brackets and cables; clean and grease corroded terminals
 - Engine compartment and surface

Note: The Contractor shall keep maintenance checklists in their files for one year. The operator of a vehicle shall present the completed checklist immediately upon the request of the COR or Contracting Officer.

c) Every 6,000 kilometers or four months, whichever comes first: the Contractor shall conduct complete servicing, including, but not limited to changing fluids, checking the brakes and lights, inspecting the exhaust system for leaks, and examining all safety and security equipment to ensure operability. Every six months, or as needed, the Contractor will shampoo all the seats and seatbelts.

d) Safety/Security Requirements: Each vehicle shall have:

- Individual permanent seats and lap belts for each passenger
- Working environmental controls (air conditioning/heating)
- Emergency exit
- First aid kit
- Fire Extinguisher
- Triangle Reflector Kit
- All emergency road and safety equipment required by Saudi Arabian Traffic law.

e) Inspection: The Contractor agrees to submit vehicles, as requested, for periodic unannounced spot checks by Embassy mechanics.

B2. Communication Equipment. The Contractor shall furnish communication equipment, cell phones or radios, to all vehicle operators, in order to be in contact with the operator at all times and keep the COR informed on any incidents which might happen during the trips. Cell phones and radios will only be used in a safe manner (see section C. 12 below).

B3. Tinting on Windows. At the time of the contract award, the Contracting Officer will provide the contractor with a letter that sets forth permission from the host government for the vehicles to have tinting.

B4. Replacement Vehicles. In the event of an accident or failure of a vehicle, the Contractor shall ensure the safety of all passengers. The Contractor shall immediately dispatch a replacement vehicle to the location of the stranded passengers and notify the COR and or designated POC of the incident and any actions taken. The Contractor shall be required to repair or replace the inoperative vehicle within 1 hour, beginning from the time the vehicle is first determined to be inoperable. If the Contractor fails to repair or replace the inoperative vehicle with a similar vehicle within 2 hours, the United States Government at its option may elect to secure a replacement vehicle from other sources, regardless of the reason that caused the downtime. The Contractor shall be assessed for any cost incurred by U.S. Government in securing replacement services.

C. Vehicle Operators

All operators shall meet the following qualifications.

- C1. All operators shall be professional and meet all Kingdom of Saudi Arabia license requirements for operating a passenger vehicle, including a light driving license. Any such licenses shall be in the possession of the drivers when operating a vehicle under this contract. Any such licenses shall be available for inspection by the COR on request.
- C2. Five years or more of driving experience with no major accidents. ("Major" accidents being defined as accidents resulting in bodily injuries or property damage in excess of 3,750 SAR).
- C3. A thorough knowledge of Riyadh streets and traffic patterns.
- C4. All operators shall wear a distinctive nametag, emblem, or patch attached in a prominent place on an outer garment. Operators shall also display credentials in the vehicles identifying them as employees of the Contractor. When visiting Embassy property, the contractor employees shall comply with all Government escort rules and requirements. All Contractor employees shall identify themselves as Contractors when their status is not readily apparent and display all identification and visitor badges in plain view above the waist at all times.
- C5. Physical Examinations. The valid evidence of a current annual physical examination of operators who are proposed to work under this contract, shall be provided to the COR not later than two weeks prior to the beginning of the option year one of the contract. It must show the proposed driver to be free from communicable diseases and physical defects, which could hinder him from performing his duties. This physical and certification shall meet all statutory requirements for licensing and operation of the type of vehicle driven.
- C6. The operators are strictly prohibited from operating a vehicle while intoxicated. The Contractor guarantees that all operators are tested for drugs and alcohol use regularly. The Contractor shall immediately replace those operators who do not pass the test.
- C7. Operators shall be trained in the use of the first aid kits that are installed in the vehicles.
- C8. Operators must agree not to smoke, eat, or drink inside the vehicle at any time.
- C9. Operators shall possess sufficient ability in reading, writing, speaking, and understanding the English language to carry out the duties prescribed herein for the position.
- C10. The contractor shall provide the Contracting Officer with the full name, date of birth, place of birth, Iqama number of any operators employed under this contractor. This information shall be submitted two weeks prior to start of a new operator.
- C11. All operators will obey all traffic laws and operate the motor vehicle in a safe manner. The safety and well-being of the passengers is the priority. If any operator is discovered to be ignoring traffic laws, or operating the vehicle in an unsafe manner, that operator will be removed and replaced by a new qualified operator immediately upon the request made by the Contracting Officer's Representative.
- C12. Operators shall not use cell phones for voice or text communications while operating the vehicle. If a call must be placed for emergency purposes, the operator will pull the vehicle over to a safe place, and ensure the vehicle is in park and the brake is set before using the phone.

C13. Operators shall comply with all applicable Government regulations, policies and procedures (e.g., fire, safety, sanitation, environmental protection, security, "off limits" areas, and possession of weapons) when visiting or working at Embassy facilities. The Contractor shall ensure Contractor employees present a professional appearance at all times and that their conduct shall not reflect discredit on the United States or the Embassy of the United States of America. The Project Manager shall ensure Contractor employees understand and abide by Department of State established rules, regulations and policies concerning safety and security.

D. Proof of Insurance

D1. The Contractor shall submit to the United States Government Contracting Officer's Representative (COR) and to the Contracting Officer with proof of insurance for damage to property of injury to persons prior to commencement of contract. Such insurance shall be in the amount of SAR 10,000,000 and shall be secured from an insurance company authorized by law to transact business in the Kingdom of Saudi Arabia.

E. Removing Employees for Misconduct or Security Reasons

E1. The Embassy may, at its sole discretion (via the Contracting Officer), direct the Contractor to remove any Contractor employee from the contract for misconduct or security reasons. Removal does not relieve the Contractor of the responsibility to continue providing the services required under the contract.

F. Supervision

F1. The Contractor shall have a Project Manager who shall supervise the contractor's work force and be the point of contact for the U.S. Government regarding day-to-day operations. The Project Manager shall possess sufficient ability in reading, writing, speaking, and understanding the English language to carry out the duties prescribed herein for the position. The Embassy requires that the Contractor guarantee a response within no more than one business day when the Contracting Officer Representative (COR) submits an inquiry or change request.

G. Government Furnished Items

G1. The Embassy shall provide shuttle service cards that must be presented by the riders to show that they are authorized to use the shuttle service.

H. Assumptions and Clarifications

H1. Additional vehicles may be required from time to time and will be priced on a per day basis when needed.

H2. Pick up and drop off points will be approved by the Contracting Officer's Representative (COR) or designee. Contractor vehicles will generally stay on the main roads and streets when picking up or dropping off riders.

H3. The contractor will respond to any inquiry from the COR within 24 hours on the normal work-week schedule. If the manager, or point-of-contact for the contractor is absent, that person will notify the COR of who can be notified for questions/inquiries/complaints during his/her absence.

H4. Within ten (10) days of receiving the Notice to Proceed, Contractor shall provide the vehicles as described above, per regularly scheduled workday for transporting Locally Employed Staff Members of the Embassy of United States of America between individual employees' homes and the US Embassy in accordance with Attachment 2.

H5. The contract will be for a one base year period from the date of the contract award, with four (4) one-year options.

I. Security

I1. The Contractor shall provide to the Contracting Officer's Representative (COR) not later than three weeks prior to the beginning of the contract, a list of all drivers who will perform under this contract and will also provide updated lists as necessary to the COR. The list will include data of approved primary and substitute drivers. The Contractor shall agree not to substitute drivers other than those listed. All drivers must pass the Embassy's background check. The list will include:

1. Name,
2. Date of birth, place of birth,
3. Passport number (if a driver is not of local country nationality),
4. Spouse name and date and place of birth
5. Father and mother names, dates, and places of birth (even if they are deceased).

J. Permits

J1. Without additional cost to the United States Government, the Contractor shall obtain all permits, licenses, and appointments required for the execution of work under this contract. The Contractor shall obtain these permits, licenses, and appointments in compliance with applicable host country laws. The Contractor shall provide evidence of possession or status of application for such permits, licenses, and appointments to the Contracting Officer with its quotation and shall provide any updates, as they become available, to the Contracting Officer. Application, justification, fees, and certifications for any licensure required by the host government are entirely the responsibility of the offeror.

K. Subcontracting Services

This contract permits the use of a subcontractor.

K1. The recruited employee will not be charged recruitment or any similar fees. The Contractor or employer pays the recruitment fees for the worker if recruited by the contractor or subcontractor to work specifically on Department of State jobs.

K2. The Contractor and subcontractors shall only use bona fide licensed recruitment companies. Recruitment companies shall only use bona fide employees and not independent agents.

K.3 The Department of State contractor and subcontractors will treat employees with respect and dignity by taking the following actions:

- a. Contractor may not hold employee passports and other identification documents longer than 48 hours without employee concurrence. Contractors and subcontractors are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document to prevent or restrict the person's liberty to move or travel in order to maintain the services of that person, when the person is or has been a victim of a severe form of trafficking in persons.
- b. Contractor shall provide employees with signed copies of the/their employment contracts, in English and the employee's native language, that define the terms of employment, compensation, job description, and benefits. Contracts must be provided prior to employee departure from their countries of origin.

- c. Contractor shall provide all employees with a “Know Your Rights” brochure and document that employees have been briefed on the contents of the brochure. The English language version is available at <http://www.state.gov/j/tip> or from the Contracting Officer.
- d. Contractor shall brief employees on the requirements of the FAR 52.222-50 Combating Trafficking in Persons including the requirements against commercial sex even in countries where it is legal and shall provide a copy of the briefing to the Contracting Officer Representative (COR).
- e. Contractor shall display posters in worker housing advising employees in English and the dominant language of the Third Country Nationals being housed of the requirement to report violations of Trafficking in Persons to the company and the company’s obligation to report to the Contracting Officer. The poster shall also indicate that reports can also be submitted to the Office of the Inspector General (OIG) Hotline at 202-647-3320 or 1-800-409-9926 or via e-mail at OIGHotline@state.gov.
- f. Contractor and subcontractors shall comply with sending and receiving nation laws regarding transit, entry, exit, visas, and work permits. Contractors are responsible for repatriation of workers imported for contract performance.
- g. Contractor will monitor subcontractor compliance at all tiers. This includes verification that subcontractors are aware of, and understand, the requirements of FAR 52.222-50 Combating Trafficking in Persons and this clause. Contractors specifically agree to allow U.S. Government personnel access to contractor and subcontractor personnel, records, and housing for audit of compliance with these requirements.
- h. The Contractor agrees to include this clause in all subcontracts over 562,500SAR involving recruitment of third country national for subcontractor performance.

L. Quality Assurance and Surveillance Plan (QASP)

L1. This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work Para	Performance Threshold
<p><u>Services.</u> Performs all transportation services for the Locally Employed Staff Members of the US Embassy set forth in the scope of work.</p>	A1 thru K3	All required services are performed and no more than two (2) customer complaints are received per month.
<p>The COR is notified if the driver is unable to pick-up a passenger, or the vehicle fails.</p>	A6 and B4	The Contractor will pay in full for the employees' taxi expenses.

Attachment 2 – Locally Employed Staff Members’ Location

For Evaluation and Informational Purposes Only

Employee	Locations	Arrival Time	Departure Time
1	34 Street, King Abdullah Quarter	7:00 AM	4:00 PM
2	Bldg # 3 Wadi Al-Rimmah, Rayyan Area	7:00 AM	4:00 PM
3	Al-Nahdha Street, Al-Rabwa District	7:00 AM	4:00 PM
4	Al Naqrah Street, King Fahad District	7:00 AM	4:00 PM
5	Al Zahoor Street	7:00 AM	4:00 PM
6	Faydat Alsadriyyah Street, Alwizarat District	7:00 AM	4:00 PM
7	Al Ma'ather Street, Ma'ather District	7:00 AM	4:00 PM
8	Al Fath bin Hajaj Street, Dhabab Street (behind Mama Noura)	7:00 AM	4:00 PM
9	Near German Hospital	7:00 AM	4:00 PM
10	Bldg # 9, Prince Bander Ibn Abdul-Aziz, Khuris road Exit 28 - Al Khaleej Area	8:00 AM	5:00 PM
11	Al Fath bin Hajaj Street, Dhabab Street (behind Mama Noura)	8:00 AM	5:00 PM
12	Bldg # 13, Jabeir (Khatila) Street, Ma'ather District	8:00 AM	5:00 PM
13	Al Daery Road, Hai Al Moroge	8:00 AM	5:00 PM
14	Prince Naif Street, King Fahad Dist.	8:00 AM	5:00 PM
15	Prince Naif Street, King Fahad Dist.	8:00 AM	5:00 PM
16	Bldg # 2888, Prince Nayef Street, King Fahad District (Near Al-Owais Market)	8:00 AM	5:00 PM
17	Bldg # 21, Abi Firas Al Hamadani, Al Raed Area	8:00 AM	5:00 PM
18	Al Bustan Compound, Jalawi Street, King Abul Aziz road, Al Arid Area	8:00 AM	5:00 PM
19	Suwayd Ibn Harithan Street, Heten District, Exit 2	8:00 AM	5:00 PM
20	Hattin District	8:00 AM	5:00 PM
21	Ajyad Street, Olaya	8:00 AM	5:00 PM
22	Abdulhameed Al-Kateb Street, Suleimania	8:00 AM	5:00 PM
23	Akaria Compound - Gate # 10, Olaya	8:00 AM	5:00 PM
24	Ibrahim Alghaznawi Street, Alrafeaa District	8:00 AM	5:00 PM
25	Al Seif Street, Al Raff'ah District	8:00 AM	5:00 PM
26	Bldg # 5/1, Hyderabad Street, Khalidiya Area	8:00 AM	5:00 PM
27	Al Ahsa Street, Malaz	8:00 AM	5:00 PM
28	Musaab Al Omair Street, Malaz	8:00 AM	5:00 PM
29	Tamim Ibn Bishr Street, Malaz	8:00 AM	5:00 PM
30	Iskan Housing Bldg # 10, Dhabab Street	8:00 AM	5:00 PM
31	Near Gharnata Mall	8:00 AM	5:00 PM
32	Qurtubah District	8:00 AM	5:00 PM
33	Dirar Ibn Al Khattab, Al Muruj	8:00 AM	5:00 PM
34	Prince Sultan Bin Salman Street, Olaya	8:00 AM	5:00 PM
35	Wadi Leban	8:00 AM	5:00 PM
36	Bldg # 21, Abi Firas Al Hamadani, Al Raed Area	9:00 AM	6:00 PM

Attachment 4 – Preventing Trafficking in Persons

If the Contractor is required to provide room and board for any of its workers, the vendor is required to include at a minimum the following items: single size bed and bedding assigned to each individual, an adequate ratio of bathroom facilities to occupants, lounge area, common area and kitchen area with storage available for each worker. These facilities shall be cleaned and maintained to minimize the potential health risks by the Contractor. Equipment to maintain the facilities such as brooms, dustpans, vacuums, fire extinguishers shall be provided for workers' usage, if required.

Housing Plan

1. The Contractor will submit a Housing Plan if the Contractor intends to provide employer furnished housing for TCN s. The Housing Plan must describe the location and description of the proposed housing. Contractors must state in their plan that housing meets host country housing and safety standards and local codes or explain any variance.
2. Contractor shall comply with any Temporary Labor Camp standards contained in this contract. In contracts without a Temporary Labor Camp standard, fifty square feet is the minimum amount of space per person without a Contracting Officer waiver. Contractor shall submit proposed changes to their Housing Plan to the Contracting Officer for approval.
3. Contractor provided housing shall meet International Building Code or local code residential standards for multi-occupancy buildings.
4. Contractor provided housing shall provide security, peace and dignity, and at a minimum, meet the following measurable standards:
 - 36 to 50 square feet of living space per employee;
 - Running hot and cold water for sinks and showers;
 - Electricity adequate for occupancy to ensure lighting and safe operation of appliances;
 - Stoves and ovens with at one fully functioning burner for every eight occupants;
 - Full size refrigerator with temperature appropriate for safely storing food;
 - All appliances shall be kept fully functioning and shall be maintained according to the manufacturer's maintenance schedule;
 - Working toilets to accommodate the number of workers in the residence at a ratio of 1:8;
 - Air conditioning during the summer months; air conditioning units shall be installed according to the manufacturer's recommended space per air conditioning unit;
 - Premises shall be kept clean and sanitary; Kitchen and work spaces shall be kept clean and in good condition;
 - Premises shall be free of rodents and vermin;
 - Premises shall have sufficient egress in case of fire;
 - Workers shall have access to clean drinking water;
 - All plumbing shall meet international building code or local building code and shall be leak free and operating correctly;
 - All roofing shall meet international building code or local building code and shall be leak free.
 - No exposed copper or aluminum wiring.

The Department of State Contractor will treat employees with respect and dignity by taking the following actions:

- a) Contractor may not destroy, conceal, confiscate, or otherwise deny access to an employee's identity documents or passports. Contractors are reminded of the prohibition contained in Title 18, United States Code, Section 1592, against knowingly destroying, concealing, removing, confiscating, or possessing any actual or purported passport or other immigration document to prevent or restrict the person's liberty to move or travel in order to maintain the services of that person, when the person is or has been a victim of a severe form of trafficking in persons. Contractor must be familiar with any local labor law restrictions on withholding employee identification documentation. Contractor shall provide a secure safe for storage of workers' passports and shall allow workers access to them at any time.
- b) Contractor shall provide employees with signed copies of their employment contracts, in English and the employee's native language, that define the terms of employment, compensation including salary, overtime rates, allowances, salary increases, job description, description of any employer provided housing, benefits including leave accrual, and information on whether hazardous working conditions are anticipated. These contracts must be provided prior to employee departure from their countries of origin. Contractors will provide workers with written information on relevant host country labor laws. Fraudulent recruiting practices, including deliberately misleading information, may be considered a material breach of this contract.
- c) Contractor shall provide all employees with a "Know Your Rights" brochure and document that employees have been briefed on the contents of the brochure. The English language version is available at <http://www.state.gov/j/tip> or from the Contracting Officer.
- d) The Contractor shall brief employees on the requirements of the FAR 52.222-50 Combating Trafficking in Persons including the requirements against commercial sex even in countries where it is legal and shall provide a copy of the briefing to the Contracting Officer Representative (COR).
- e) Contractor shall display posters in worker housing advising employees in English and the dominant language of the Third Country Nationals being housed of the requirement to report violations of Trafficking in Persons to the company and the company's obligation to report to the Contracting Officer. The poster shall also indicate that reports can also be submitted to the Office of the Inspector General (OIG) Hotline at 202-647-3320 or 1-800-409-9926 or via email at OIGHOTLINE@STATE.GOV.
- f) Contractor shall comply with sending and receiving nation laws regarding transit, entry, exit, visas, and work permits. Contractors are responsible for repatriation of workers imported for contract performance except an employee legally permitted to remain in the country of work and who chooses to do so; or an employee who is a victim of trafficking seeking victim services or legal redress in the country of employment or a witness in a trafficking-related enforcement action.
- g) Contractor will monitor subcontractor compliance at all tiers. This includes verification that subcontractors are aware of, and understand, the requirements of FAR 52.222-50 Combating Trafficking in Persons and this clause. Contractors specifically agree to allow U.S. Government personnel access to Contractor and subcontractor personnel, records, and housing for audit of compliance with the requirements of this clause.
- a) The Contractor agrees to include this clause in all subcontracts over \$150,000 involving recruitment of third country nationals for subcontractor performance. On contracts for other than commercially available off the shelf items, Contractor will certify with the submission of their proposal and annually thereafter that the Contractor and subcontractors have a compliance plan in place appropriate to the size and nature of the program to prevent trafficking activities and to comply with the provisions of this

clause. The certification will confirm that, to the best of its knowledge and belief, neither the prime nor subcontractor have engaged in any trafficking related activities described in section 106(g) of the Trafficking Victims Protection Act (TVPA) or the prohibitions of this clause. Contracting Officer Representatives (CORs) shall evaluate Housing Plan compliance with random, at least semiannual inspections. Inspections shall be coordinated with Regional Security Officers to ensure the safety of inspection personnel. Inspections should include a common sense evaluation of living conditions taking into account local standards, contract requirements, and the Contractor's Housing Plan. CORs may consider local government inspection and certification of housing if available, but final evaluation and determination of acceptability rests with the COR.