

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE		PAGE 1 OF 4
2. AMENDMENT/MODIFICATION NO. A001		3. EFFECTIVE DATE 04/22/2011	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY American Embassy Baghdad Iraq			7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (NO., street, city, county, State, and ZIP Code)			9a. AMENDMENT OF SOLICITATION NO. S-IZ100-11-Q-0173		
			X 9b. DATED (SEE ITEM 11) 04/13/2011		
			10a. MODIFICATION OF CONTRACT/ORDER NO.		
			10b. DATED (SEE ITEM 13)		
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 Offers <input type="checkbox"/> is extended, <input type="checkbox"/> 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. 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:					
X D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return <u> 1 </u> 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 amend Section 1 – The Schedule to read as per the attachment.					
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 Smith Charles		
15B. NAME OF CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
BY _____ (Signature of person authorized to sign)			BY  (Signature of Contracting Officer)		4/24/11

**SECTION 1 - THE SCHEDULE
CONTINUATION TO SF-1449
REQUEST FOR QUOTES S-IZ100-11-Q-0173
PRICES, BLOCK 23**

1. Scope of Services –

General Terms And Conditions:

- 1) The contractor shall provide simultaneous interpretation, catering services, sound equipment, conference space, conference materials and reimburse lodging and transportation costs for Workshops to be held at the Judicial Development Institute for the U.S. Embassy Baghdad as .
- 2) This is a firm-fixed price type purchase order. The price listed below shall include all labor, materials, overhead, profit, and transportation necessary to furnish the services to the American Embassy in Baghdad.
- 3) All prices are in U.S. Dollars.

1.1 Formal Simultaneous Translation

The Contractor shall:

- 1.1.1 Interpret from and into English, possibly using the consecutive and the simultaneous technique as required, in structured or unstructured settings, in private or in public, with high level officials on difficult or sensitive assignments, using a wide range of standard and non-standard terminology but specializing in legal and economic terminology, for official or unofficial statements. The Contractor shall perform instant analysis in order to understand correctly the substance of the words and information to be interpreted, including attention to detail and nuances. The Contractor shall adapt to constantly changing circumstances, personalities, and work environments.
- 1.1.2. Display fluent spoken and written English and Arabic, covering a wide range of terminology in many fields, as well as thorough knowledge of the government, history, and culture of the United States and of the cultural differences between the languages. The Contractor shall also possess sufficient specialized knowledge to be able to handle, with personal research and/or topical briefings by the Government, any technical subject of high complexity, and be able to bridge terminology gaps, incongruent methodologies, different measurement systems, and similar disparities.
- 1.1.3. Perform interpreting with clarity, accuracy, and professional, poised delivery. The Contractor shall perform interpreting services with the desired tenor of a public statement or the goals to be reached in a negotiation.
- 1.1.4. Trace, analyze, and define previously unknown concepts and theories, developing equally sophisticated counterparts that have the equivalent meaning and impact in a different cultural environment.
- 1.1.5. Adjust to the demands of diplomatic protocol, protective security requirements, and similar considerations. The Contractor may be required to take on a public relations or mediating role as part of the interpreting, so as not to jeopardize policies and program objectives and in order to obtain the desired results.
- 1.1.6 Serve as official note taker, when needed.
- 1.1.7 Transportation. The Contractor is responsible for transportation to and from all locations and events. Transportation arrangements to venues outside of Baghdad will be made on a case to case basis.

1.1.8. Special Requirements

- a) Permits. Without additional cost to the Government, the Contractor shall obtain all permits, licenses, and appointments required for the prosecution of work under this contract.
- b) Release Of Information. All information furnished to the Contractor and developed by the Contractor in connection with this transaction shall be considered privileged. The Contractor shall make no public announcements, including news or press releases about this Agreement.
- c) Standards Of Conduct. The Contractor shall maintain satisfactory standards of competency, conduct, cleanliness, appearance and integrity. Each Contractor employee is expected to adhere to standards of conduct that reflect credit on themselves and the United States Government. Interpreters must at all times use politeness and courtesy in the course of their duties.

1.2 Catering Services

1.2.1 Morning and Afternoon Breaks. Provide two (2) breaks (A.M. and P.M.) daily; times may vary based on conference agenda.

- a) A.M. Break: To be provided approximately 20 minutes (times to be determined based on agenda): The contractor shall provide coffee, tea, water, fruit juices, and pastries (varied daily) at the venue specified in paragraph 2.1 for 35 persons
- b) P.M. Break: To be provided approximately 20 minutes (times to be determined based on agenda): The contractor shall provide coffee, tea, water, fruit juices, and pastries (varied daily) at the venue specified in paragraph 2.1 for 35 persons.

1.2.2 Lunch. The contractor shall provide meals, and beverages for lunch on two days, to be determined by the agenda, for approximately 35 attendees at the venue specified in paragraph 2.1. All meals and beverages for lunch should be provided buffet style if possible, and must be made available for 90 minutes (exact time each day will depend on the conference agenda. The quotation shall include typical menus offered by the hotel for this type of lunch service, including prices.

2. Delivery Location and Time

2.1. The contractor shall deliver all ordered items to the U.S. Embassy. The address for Commercial Attaches Workshop, Judicial Conference and Strategic Partnership Conference is:

Judicial Development Institute
International Zone
Baghdad, Iraq

The address for the Unitization Conference is:
Prime Minister's Advisory Committee Offices
International Zone
Baghdad, Iraq

3. Lodging

The contractor shall provide lodging in Baghdad for up to 10 participants for three nights. Lodging rooms shall include private bath, heating and air conditioning, and telephone, in hotel located nearby to the conference venue.

The Government shall be liable for the price of each room ordered but not used, unless the Contracting Officer gave the contractor an oral or written cancellation no less than one day before to the anticipated effective date of the cancellation.

4. Conference Materials

The contractor shall provide conference materials including carrying cases, name badges, table tents, note pads, flash drives, and approximately 150 pages of materials for each of the 25 participants, and two conference hanging type banners 6 meters wide and 2 meters high. The design will be furnished by the Government after contract award.

5. Disbursement of meals and incidental expenses (M&IE)

The contractor shall disburse USD 11.00 of meals and incidental expenses (M&IE) per day to each participant of the conference who is not based in Baghdad. Participants from Baghdad are not eligible.

Funds may be disbursed to no more than 10 participants to whom the contractor who do not reside in Baghdad. The contractor shall obtain a receipt (see Attachment 2) from the conference participant to whom the M&IE funds were disbursed to. The receipt shall be signed by the recipient and the contractor. The contractor shall be reimbursed for no more than 10 persons under this line item and only if the original signed receipts (Attachment 2) are submitted with the contractor's invoice.

6. Transportation

The contractor shall reimburse up to 10 participants not based in Baghdad for transportation costs from their city of residence to Baghdad and back to their city of residence after the ending of the conference. The travelers shall be reimbursed the actual cost of their travel but not to exceed the equivalent of USD 75.00 at the official rate of exchange on the day of reimbursement. The contractor shall be reimbursed for no more than 10 persons under this line item and only if the original signed receipts (Attachment 2) are submitted with the contractor's invoice

The disbursement shall be recorded on Attachment 2 of this contract and the signed original must be submitted with the final invoice in order to be paid to the contractor.

Any appropriate commercial mode of transportation is authorized (air, bus, taxi or rail, but no private aircraft chartering).

7. Simultaneous Translation Equipment

7.1 The contractor shall provide the following equipment for the duration of the conference:

- a) Translation booth - 1 each
- b) Wireless headsets for participants - 35
- c) PA system – 1 each, to connect microphones to interpretation booth, main conference table and audience for Q&As
- d) Wireless microphones - 3 each for the main conference table and 2 each for the audience.

7.2 The contractor shall have a qualified audio visual technician present the whole time of the conference to set up the equipment and monitor levels to ensure the proper operation of all of the equipment. Transportation and setup fees for the equipment shall be included in the price of the contract.