

AMENDMENT III - RFP-DCS-02-40

September 30, 2002

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 3
RFP-DCS-02-40

Additional information has been requested by prospective offerors and it has been determined by the Contracting Officer that this information be made available to all bidders. The closing date and time for the receipt of proposals is still October 11, 2002, by 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment(s)

AMENDMENT III - RFP-DCS-02-40

14. *RESPONSES TO TECHNICAL QUESTIONS*

Based on the questions received, many offerors appear confused over the format, meaning, and conduct of the Oral Presentation. Therefore, to respond to all of the questions concerning this area, and to avoid repetition, the following clarification is provided.

In accordance with Section L.7, the oral presentation and the question and answer session are not part of the offer and are not themselves offers. The sole purpose of the oral presentation and questions and answer session is to test an offeror's understanding of the work that the Government will require under the prospective contract.

However, in accordance with Sections L.7 and L.8, the offeror shall submit, as part of their offer, a set of overhead transparencies and five (5) copies in a sealed package. These transparencies, which are part of the offeror's technical proposal, shall form the basis of the offeror's Oral Presentation. Both the transparencies and the Oral Presentation will be used to evaluate the offeror's capability to perform the contract (See Section M.2 (A)).

The sealed package containing the offeror's transparencies will not be open until the scheduled date for an offeror's presentation, in the presence of the Contract Specialist and a representative of the offeror.

The Government will provide blank flipchart paper and an overhead projector for the offeror to use during the presentation caucus time period (1/2 hour before oral presentation) as stated in Section L.7, item 8 – Documentation. The purpose of the flipchart paper is for the offerors convenience if they wish to use them during their presentation to clarify points, during the caucus period, and or the question and answer session. The clarifying or explanatory charts and transparencies will be left with the Government following the oral presentation. The Government will not accept for evaluation any additional documentation that may or may not have been referenced during the presentation.

Offerors shall use black and white overhead transparencies (slides) to document key points of its presentation. The purpose of limiting the use of

black and white overhead transparencies is to reduce the bid and proposal costs, keep focus on content, and to keep the playing field level.

1. Has a contract been awarded for this project? If so, who is the incumbent? What is the contract number? What is the approximate value? When was the contract awarded
 - a. The incumbent contractor providing evaluation and technical assistance for youth offenders is Research and Evaluation Associates, of Chapel Hill, North Carolina. The contract was awarded on June 20, 2001, in the amount of \$1,234,425. The total amount awarded to date is \$1,734,393. The contract number is AF-11762-01-30.
2. If a contract has not been awarded, what is a projected award date?
 - a. The anticipated award date for this RFP is January 2003.
3. Reference F.3 LEVEL of EFFORT – “the level of effort for this project is estimated at between 28 and 30 professional person years.” Please specify the required labor categories.
 - a. The level of effort for this project is estimated to be between 28 and 30 professional person years. The Division of Contract Services’ definition of “professional year” is estimated to be between \$90,000 and \$100,000. This includes all costs.
 - b. The Key Personnel required for this RFP are the following:
 - i. Project Manager/Director - time commitment is 60-80%. This person shall be a qualified professional capable of supervising activities involved in support of each task; be qualified to coordinate all project related personnel matters; communicate both orally and in writing with all levels of ETA personnel; be a qualified professional capable of working independently and providing guidance

to lower level personnel. It is expected that this position will require between 60 and 80 percent of the proposed individual's time. However, if more than one individual is proposed to direct the technical assistance activities (i.e., divided between the Reentry Grant sites and the Demonstration Grant sites), this amount of time may be divided accordingly. The Project Director/Manager(s) should have a Bachelor's degree in economics, public administration, business administration or related subjects; and have a minimum of 5 years experience in related work.

- ii. Assistant Project Director – time commitment is 40-50%. This individual will work with the project director (manager) to ensure the successful day-to-day implementation and oversight of the contract, including the work of the site facilitators. The person in this position should have a minimum of two years college education and a minimum of three years experience in participating in the management of national, multi-site programs.
 - iii. Task Leaders for the technical assistance tasks, i.e. Logistical Coordinator and Site Facilitator. These persons are responsible for (1) Grantee Conferences; (2) Monitoring Grantees Technical Assistance needs; and (3) Providing On-going Technical Assistance. It is our expectation that these positions will require between 20 – 50% of the proposed individuals' time. The persons in these positions should have a minimum of three years experience in related work.
4. Referenced L.8 SUBMISSION OF PROPOSAL (A) Part 2(2) – General Instructions for Proposal Submission states Offerors shall submit an original and three copies of resumes of all “professional personnel” (See Section M.2 (B)). Except for the Project Director the RFP does not indicate labor hours or labor categories of the referenced professional personnel. Please clarify.

- a. Offerors are required to submit resumes for each professional personnel proposed. DCS' definition of "professional personnel" is all staff excluding administrative staff and consultants.
 - b. Please see 3a regarding other key personnel positions.
5. Do I put health insurance cost in my budget or wait until negotiations?
 - a. Yes, offerors should propose health insurance as part of their fringe benefit package.
6. Must I purchase equipment first and seek reimbursement after?
 - a. Equipment should be proposed in the offerors business management proposal.
7. Are vehicles provided through compensation or provided by the DOL/ETA and the contractor pays the insurance?
 - a. The tasks to be performed under this RFP do not require the use of vehicles, nor will the Government provide them.
8. Can we use the DOL approved consultant rate for reimbursement method for the staff work that is accomplished via the two subgrantess that are planned to be a part of this effort (Levitan Center and the Juvenile Reintegration and Aftercare Center)? Many of the functions that will be provided by these two organizations will be accomplished by contractual and/or consultant staff.
 - a. Offerors should use their business judgment in responding to this question.
9. In that we do not have a federally approved indirect rate and we want to make sure we do not budget resources for G and A, that will not be ultimately approved, is a 5% G and A acceptable/

- reasonable for a budget submission of this type? We understand that the final will be set based on additional information that is submitted in the 90-day post award period by the winning vendor.
- a. Offerors should use their business judgment in responding to this question.
10. Is profit an allowable cost -- we are assuming that it is based on the OMB circulars -- and are there profit guidelines that DOL wishes vendors to follow?
- a. Profit is an allowable cost. DOL does not recommend profit guidelines.
 - b. Profit is used when the contract is a fixed-price type. Fee is the amount paid to a contractor beyond costs under a cost-reimbursement contract. In government contracting, fee is the term of an art for the profit the government agrees to apply on a cost-reimbursement contract.
11. The number of round three awardees is 29 and the RFP states that "the contractor will work primarily with 29 Round Three grantees. They are expected to assist some of the previous Youth Offender Demonstration Project grantees; ... and 15-20 state and local workforce agencies in improving services to youth offenders. " On page F-1 the RFP calls for the budgeting of 40-50 days of work for the site facilitators, our question is should we plan on only 29 sites (approximately 1450 days) or the 29 sites plus an additional 20 state and local workforce agencies (for a total of 49 sites and approximately 2450 days)?
- a. Offerors should plan to provide technical assistance for up to 57 sites (29 Round Three grantees, 6-8 Round Four grantees, and an additional 15-20 state and local workforce agencies), with priority on the 29 Round Three grantees and 6-8 Round Four grantees. The additional 15-20 state and local sites may receive technical assistance if it is needed.

12. The RFP states that in "FY2002, DOL/ETA plans to award a fourth round of Youth Offender Demonstration grants that will use a state-based administrative approach to..." and on page C-5 (item C.6 Tasks) it states that the contractor will coordinate TA for Rounds 3 and 4 grantees. Our question is how many round 4 awards are anticipated and what is the level of TA days that should be planned for each of these sites?
 - a. DOL expects to award 6-8 Round Four sites. The level of TA days should remain the same as it is for the Round Three sites.
13. In follow-up to the expectation listed on page C-6 that the project Director will be located at DOL, are all office costs (phone, equipment, parking etc.) associated with the Director covered by DOL or should they be budgeted as a part of the proposal?
 - a. The Department of Labor will cover basic office costs such as phone, fax, computer, and postage. The Department does not cover parking or other transportation-related expenses
14. Regarding the required October 30, 2002 conference noted on page C-6, since the responses to this RFP are not due until Sept. 23, and assuming that an award will take four to six weeks, is that date fixed?
 - a. The date of the introductory conference to provide an orientation to the grantees will be held October 22-25, 2002. Because the Department will not have identified a new contractor by that date, the new contractor is not responsible for any costs associated with the introductory conference.
15. If the October conference date is fixed, how will the winner of this contract be able to make the logistical arrangements since these generally require 6 to 8 weeks advance notice with a hotel or conference center?

- a. The date of the October conference is October 22-25, 2002. The Department has arranged with another contractor to handle the logistical arrangements for the meeting.

16. If the October conference date is fixed, are all 3 rounds of grantees required to participate in the planned grantee meeting, or only Round 3 awardees?
 - a. Only Round Three grantees are required to participate in the October conference.

17. For future system-wide conferences, are all (Round 1, 2, 3 and eventually 4) grantees expected to send up to 4 representatives to each meeting or only the new grantees (Round 3 and eventually round 4)?
 - a. The spring 2003 conference will involve up to four (4) representatives from the Round 2 and Round 3 sites only.

18. Task 8 refers to ongoing communication with the "national evaluator". Has a national evaluator been identified? Is so, who is evaluator?
 - a. A national evaluator for the Round 3 and 4 sites has not yet been identified.

19. On page I 6. Section I1.4 Limitations on Subcontracting it states: "at least 50% of the cost of contract performance incurred for personnel shall be expended for employees of the concern" does this include the consultants who will be paid directly by the prime contractor to provide TA to the 29+ sites? We plan to use consultant contracts for this staff and the IRS does not consider these individuals as "employees" of the prime so if they are not considered a part of the 50% it presents issues with actually "employing" these staff.
 - a. Employees of the concern does not include consultants.

20. Need clarity on: Cost plus Fixed-Fee. We have had time and materials and fixed fee contracts, but never a Cost plus Fixed-Fee. Searched the FARs - found the Fixed Fee but not the other.
 - a. Please see FAR 16.3.

21. L5 - Solicitation Provisions Incorporated by Reference. May we just type out the information needed in the blocks that relate to us and this proposal on our own stationery? Going to the FARs and then going into each referenced item and paragraph is going to take hours and we are under the gun to complete this. We have already accessed them electronically and read them.
 - a. Offerors are not required to respond to this section. Section L.5 is for information purposes only.

22. F.3 Level of Effort Coordination with National Evaluation. Who is the national evaluation contractor? Do we need to know to make the first cut and before the oral presentation?
 - a. Research and Evaluation Associates is the incumbent contractor.

23. We have the list of the awarded grantees for the three rounds of the Youth Offender Initiative. But of course, we do not have their individual accepted grant applications or proposed programs. Our expectations is that these would be provided after being selected as the contractor and to be worked with during the first 3 weeks of preparing the final BPF work plan from the preliminary plan, in conjunction with the COTR and staff. Has there already been an introduction and orientation meeting of the 29 grantees? We are putting in our proposal an orientation seminar/workshop for the Site Facilitators and the 29 grantees. We want to provide our assistance and services in conjunction with what has already been planned and done by the DOL/ETA.
 - a. The Department will provide the new contractor with copies of the grant applications and work plans. The introduction and

orientation meeting for the new Round 3 grantees is scheduled for October 22-25. The Department has made arrangements for the current technical assistance contractor to handle the logistics for that event. The new contractor will be expected to pay for and handle arrangements for a spring conference, tentatively scheduled for April 22-24, 2003. The Department will brief the new contractor about the outcomes of the October introductory grantees meeting and the status of arrangements for the spring 2003 conference.

24. Has an MIS software or some system already been determined and in place for the collection of data and reporting by the 29 different grantees?
 - a. DOL does not prescribe any specific management information system or software for the Round Three sites. Grantees are responsible for implementing their respective individual MIS.

25. What is meant by making "the range" with our written proposal in order to be invited to make the "oral presentation" for the final competitive selection?
 - a. "The range" is referring to the competitive range. (See FAR 15.306(c)). Based on the evaluation of factors B – Individual Staff Experience and Qualifications, D – Technical Approach, E – Letters of Commitment, and F – Price, a competitive range consisting of the most highly rated proposals will be established. Only those offerors who make this range will be invited to give an oral presentation (Evaluation Factor A) and have their Past Performance references checked.

26. I do not seem to be able to find the Proposal/bid intent form on the ETA website.
 - a. Offerors are not required to submit the Proposal/bid intent form.

27. Could you define "100% Small Business Set-Aside" that is discussed in Section B of the RFP?
 - a. Only Small Profit Making Businesses are allowed to submit proposals for RFP-DCS-02-40. Also, please see Section K.5 of the solicitation for the definition of a Small Business.

28. In the RFP it stated that insurance for each person needed to meet federal requirements. If staff used their own cars that part of the insurance costs would be paid. On form 1411 Section 10 it asks if the contractor requires any government property in the performance of the work. Does this mean that the contractor will need to request the cars at no cost or will the contractor pay a share of that cost?
 - a. Please see answer 7a.

29. Section C.6 Tasks – Task 1. What is the expectation for the Project Director's presence at the Department, that is, what does co-locate mean?
 - a. The Department will make office space available to the project director within the Office of Youth Services (OYS). The project director is expected to participate as a member of Division of Field Services and Technical Assistance Team. As a team member, the project director participates in information sharing and problem solving with other OYS staff that serves as project officers for related discretionary grant programs such as the Youth Opportunity Grants.

30. Section C.6 Tasks – Task 3. Must site facilitators be sub-contractors? May not core staff also serve as facilitators?
 - a. No. Site facilitators may be either be from the prime or subcontractor(s).

31. Section M.2. B. Individual Staff Experience and Qualifications – (1)
"If more than one individual is proposed to direct technical

- assistance activities (i.e. divided between Reentry grant sites and the Demonstration Grant sites) this amount of time may be divided accordingly.” Is this sentence intended for a specific potential contract only? Are there other circumstances where the director’s time might be divided?
- a. The project director will only be responsible for coordinating technical assistance for the Demonstration Grant Project sites. The Department of Justice has identified a separate contractor that is coordinating technical assistance for grantees under the Serious and Violent Offender Reentry Initiative.
32. We plan to submit a proposal on the referenced RFP. We were wondering if we could submit our proposal using our approved rates contract under our GSA Schedule? This would simplify pricing and costing for the proposal. We listed under FSC Group 520, which covers NACIS Code 541611.
- a. The Government intends to award a Cost Plus Fixed-Fee Type Contract using the acquisition procedures in FAR Part 15 – Contracting by Negotiation. Offerors should submit their technical and business management proposals in accordance with the instructions in Section L of the solicitation.
33. Section C, C.5, page C-5 states: “The DOL/ETA will identify a cadre of site facilitators who have “on the ground” experience in collaboration, problem solving, and demonstrate at least one core area of expertise (e.g., supervision, workforce development, substance abuse, quality management, mental health).” Section C, C.6, page C-6 states: “... (2) managing a pool of site facilitators, chosen by the contractor in consultation with DOL/ETA, to work with grantees in building multi-system partnerships to support service delivery to the targeted population;” Section C, C.6, Task 3., page C-7 states: “the contractor in consultation with DOL/ETA (*fn12) will identify a pool of site facilitators who will be available to work with the grantees to identify and address a range of technical assistance needs that emerge during project planning and implementation. Section C, C.9 Footnotes, #12, page C-10

- states: "While the contractor will recommend individuals to serve as site facilitators, based on their experience and qualifications, the Department of Labor will make the final decision." Section C, C.7, (5) Site Facilitator, page C-8 states: "The Department of Labor/Employment and Training Administration will select the site facilitators. However, the technical assistance (TA) contractor may recommend prospective facilitators who demonstrate experience and expertise for the project." Does the DOL/ETA currently have a list of prospective "facilitators"?
- a. No, the Department does not have a list of prospective facilitators.
34. Are prospective TA providers to propose a list of "facilitators" in the RFP response?
- a. The RFP instructs offerors to submit the names of proposed site facilitators and provide documentation of the individual's qualifications and areas of expertise (e.g., resumes). (Section C.6. Task 3)
35. If offers in response to the RFP are to include prospective "facilitators", should the entire requirement be met or only examples supplied.
- a. The Department leaves it up to the offeror to decide how many site facilitators to propose in the response. The Department, in consultation with the contractor, will make the final selection of the site facilitators.
36. If specific individuals are to be suggested for the facilitator's role, are resumes and letters of intent required for each?
- a. M.2 EVALUATION CRITERIA AND BASIS FOR AWARD, Section B. INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS, states that the offeror must submit both resumes and letters of intent for each professional personnel.

37. The total number of grantees to be covered appears to be as follows: 29 Round Three FY; 15-20 State and Local Workforce Agencies; 12-20 Round Four; 10-15 Previous Round Grantees (this is just a guess since no numbers are provided).
- a. The number of grantees to be covered is:
 - 29 Round Three sites;
 - 6-8 Round Four sites; and
 - 15-20 state and local workforce agencies.
38. Section I, I.4, page I-6 states: (1) SERVICES (EXCEPT CONSTRUCTION). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern. A range of 66 – 84 grantees to receive technical assistance. Using the 40 – 50 day estimate for each grantee over the life of the contract, the range of required days of site facilitator assistance appears to be 2,640 – 4,200. Using 239 days as a standard FTE year, the FTE requirement for facilitators will range from 11.0 to 17.6. Using the government’s estimate of 28 to 30 professional person years over the life of the contract, the facilitators’ level of effort would equal 36.8% - 62.8% of the total estimated effort for the contract. If the contractor is required to accept all “facilitators” as subcontractors, will the work of the “facilitators” be counted against the 50 percent work content requirement for the prime contractor? May the prime contractor hire some of the “facilitators” to meet the contracting requirement of 50 percent for the prime?
- a. Section F.3 - Level of Effort refers to the Government’s estimate for this project. The level of effort for this project is estimated to be between 28 and 30 professional person years. The Division of Contract Services’ definition of “professional year” is estimated to be between \$90,000 and \$100,000. This includes all costs.
 - b. Offerors can determine their own labor mix. However, pursuant Section I.6, at least 50 percent of the cost of contract performance incurred for personnel shall be expended for

employees of the concern. Offerors should propose costs within the government's proposed estimate.

39. Section M, M.2, page M-4 states: "...demonstrated knowledge of techniques used and skills applied in the development, design, implementation, and evaluation of a successful Marketing Outreach Campaign. Is this a misprint or is Marketing Outreach a part of the RFP requirement?
 - a. This statement is an error and therefore, Section M.2 is deleted in its entirety and is replaced with Attachment I.

40. Section C, C6, page C-6 states: DOL/ETA expects that the TA contractor's project director will be co-located at the Department. Section C, C.8, page C-9 states: "The key personnel positions and their required time commitment are listed as follows: Project Direct (sic) (60 – 80%). Section L, L.7, page L7 states: "The Project Director who will have a 100% time operational responsibility for contract performance shall be present ..." Is the time requirement for the Project Director 60-80% or 100%? If less than 100% will the DOL/ETA still provide appropriate workspace, etc. to the Project Director under the co-location requirement?
 - a. The Department expects that the work related to managing and coordinating the contract (i.e., providing technical assistance to 29 grantees, those sites to be funded in Round 4 and other communities that may request it) will require 60 - 80 percent of the project director's time.
 - b. The time commitment for the Project Director, also known as a Project Manager, is 60 – 80%. The Government's definition of "full time operational responsibility," means having "overall responsibility." Therefore, the Project Director/Manager should be assigned as having a full time operation responsibility, but does not have to be committed full-time (100%) to this project.

41. As a result of the extensive list of questions raised by the RFP, will the DOL/ETA consider a one-week extension in the due date to allow for proper accounting for the responses.
 - a. The due date for receipt of proposals is October 11, 2002, by 2:00 p.m. local time.

42. On the submission of the proposals it says proposals specifying less than 120 days of government acceptance may be considered not acceptable. On task two it says the introductory conference must be set up and arranged by October 30, 2002. Do you mean that only the proposal must not make reference to the 120-day rule and the presentation material can. During the presentation procedure it requires dates, if dates are used past that will the proposals be amended any closer dates of approval?
 - a. The Government anticipates a January 2003 award date. Therefore, offerors will not be responsible for the introductory conference to be arranged by October 30, 2002.
 - b. As stated in Section L.8, proposal specifying less than one hundred twenty (120) days Government Acceptance may be considered not acceptable.

43. May I request vehicles from the government to perform the tasks or must I rely on insurance to compensate employees? If the government approves them are there any hidden cost I need to know about?
 - a. Please see answer 7a.

44. This work has been previously conducted by REA under a task order. Why is it now being competitively bid?
 - a. The government has determined that this requirement must be competed.

45. Is it anticipated that, if a new contractor is selected for the work, REA will continue as the evaluator?
- a. Yes.
46. At one point in the RFP, (p11, par 2), it says that the contractor in consultation with DOL will select the facilitators. At another place, (p 10, par 8), it says that DOL will "identify" the facilitators. Are these two statements saying the same thing or is there a contradiction?
- a. The TA contractor may recommend specific individuals to serve as site facilitators for the project. After reviewing the list of the contractor's proposed site facilitators and other qualified individuals whom the Department has identified, the Department and the contractor will consult and jointly select the facilitators.
47. On pages 15 and 64 it says that the project director is anticipated to be 60-80% FTE. On page 61 it says 100%. Would you clarify?
- a. Please see answer 40 a and b.
48. On page 12 the RFP calls for an initial meeting of grantees on October 30? Is that still the case given that you do not anticipate offeror selections until after mid October.
- a. The date of the introductory conference to provide an orientation to the grantees will be held October 22-25, 2002. Because the Department will not have identified a new contractor by that date, the new contractor is not responsible for any costs associated with the introductory conference. The Department has arranged for the current technical assistance contractor to handle logistics for that meeting.
49. One page 60 you note that commitment letters from personnel will be required only from offerors who fall into the competitive range.

Does that mean that such letters are not to be submitted until the competitive offerors are selected?

- a. Sections L.6, 7, 8, 9, and 10 are hereby deleted in their entirety and replaced with Attachment II.
50. In RFP Section L.7, par. 4, the narrative states that, "Offerors may not use company senior or general managers...to make any part of the oral presentation." What is the rationale for such a requirement and will an exception be granted if a senior manger is to be involved in the oversight and delivery of services?
- a. The Government is aware that in small businesses corporate officials are often the individuals designated to manage the contracts. Our concern is corporate officials or others making the oral presentation that will not manage the projects or will be not part of the performance team. If a company senior manager is proposed as the Project Manager/Director, or other key personnel and is designated in the budget for the requirement, then yes, that person will be allowed to present at the oral presentation.
51. Has the date, time and location for the introductory conference for grantees been pre-established? If yes, could you please share the details of the itinerary?
- a. The introductory conference for grantees will take place October 22-25, 2002 in Kansas City, MO. The details of the itinerary have not yet been finalized.
52. Is a job description or general overview, which includes the salary range available for Site Facilitators?
- a. The Department does not have a job description or general overview that includes the salary range for site facilitators. The RFP provides the following "overview" of the role of the site facilitators: " Each grantee will have access to a pool of national practitioners who may serve as facilitators to help the

grantee/community successfully implement their program. The TA contractor, in consultation with the Federal partners, will assign a site facilitator who will serve in an advisory role. The DOL/ETA will identify a cadre of site facilitators who have "on the ground" experience in collaboration, problem solving, and demonstrate at least one core area of expertise (e.g., supervision, workforce development, substance abuse, quality management, mental health). While the site facilitators may be a practitioner expert in one field, they should be open to bringing in other perspectives reflected in the multi-system partnership." (C.5 OBJECTIVES OF TECHNICAL ASSISTANCE).

53. Please describe the current process in which grantees apply/request technical assistance.
 - a. The current process for technical assistance in Round Two involves a written or verbal request by the grantee. The technical assistance contractor then reviews the request and determines the best course of action (telephone call, site visit, etc.).
54. Please rank the most and least effective forms of Technical Assistance provided for round one and two grantees: conferences, site visits, telephone conversations, conference calls and email correspondences.
 - a. While DOL believes that all forms of technical assistance are equally valuable, Rounds One and Two grantees have greatly benefited from conferences, telephone conversations, and technical assistance site visits.
55. Do grantees evaluate the effectiveness of the Technical Assistance provided? If yes, is this evaluation data available through your office or a FOIA request?
 - a. DOL has no data on the effectiveness of technical assistance provided to previous grantees. However, DOL has a final technical assistance report from Round One sites that

summarizes and discusses lessons learned about effective practices for delivering technical assistance. This report may be found at

<http://wdr.doleta.gov/opr/fulltext/document.asp?docn=6165>.

56. How many hours a week must a youth offender work to qualify for employment status under Department Of Labor requirements?
 - a. DOL has no hours of employment requirement for this demonstration. Each site determines employment status locally.

57. Are Department Of Labor evaluations of Avon Park, Florida and Indianapolis, Indiana, through your office or a FOIA request?
 - a. The National Council on Crime and Delinquency, through the U.S. Department of Justice, is conducting the evaluation of Avon Park. The Department of Labor is conducting the evaluation of Indianapolis.

58. Please describe the review and evaluation process for the Project Director and the Site Facilitators.
 - a. Please see Section M.2.B - INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS for the criteria used to review and evaluate the qualifications of the project director and site facilitators.

59. We are on the GSA Schedule for Financial and Business Solutions. Our contract covers NACIS Code 541611, which the solicitation is being issued under. Can we submit our proposal using GSA approved rates?
 - a. The Government intends to award a Cost Plus Fixed-Fee Type Contract using the acquisition procedures in FAR Part 15 – Contracting by Negotiation. Offerors should submit their technical and business management proposals in accordance with the instructions in Section L of the solicitation.

60. Sections L.8 and M.3 appear to conflict regarding Letters of Commitment and Letters of Intent. Section L.8 describes the contents of "Letters of Commitment." Section M.2.B.4.d.(iii) requires "Letters of Intent" but does not describe their contents. Are these the same? Section L.9 states that proposed key personnel require letters of commitment, as do contingency hires. Section M.2.B.4.d.(iii) requires "Letters of Intent for each professional personnel." Must every professional employee provide a letter, or only key individuals and contingency hires? Section L.9 states that "letters will be required from ONLY those offerors who make the competitive range." Section M.2.B.4.d.(iii.) states that letters must be provided as part of the proposal. Are letters to be provided with the proposal, or only after notification that the offer has made the competitive range?
- a. Offerors are required to submit "Letters of Intent" for each professional personnel. Professional personnel are defined as all staff excluding administrative staff and consultants, unless the consultants are in key positions. "Letters of Intent" are to be submitted in Part II of the offeror's Technical Proposal (See Section L.8 and M.2.B - Attachments II & I respectively).
 - b. Letters of Commitment are to be submitted for the five presenters participating in the oral presentation as well as those persons proposed in key personnel positions. These letters are to be submitted with the offeror's Technical Proposal (See Section L.8 and M.2.E – Attachments II and I respectively).

Attachment I

M.1 BASIS FOR AWARD (BEST VALUE)

The Government intends to evaluate proposals using a two-step methodology. The first step will involve the evaluation of the offeror's INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS, TECHNICAL APPROACH, LETTERS OF COMMITMENT, and PRICE (evaluation factors B, C, E and F listed below). Based on these evaluations, a Competitive Range (FAR Part 15) consisting of the most highly rated proposals will be established.

The second step will involve evaluation of CONTRACTOR'S PAST PERFORMANCE and an ORAL PRESENTATION presented by each of the offerors within the Competitive Range. Evaluation of CONTRACTOR'S PAST PERFORMANCE will be in accordance with Section L.6 of the solicitation and evaluation factor D listed below. Evaluation of oral presentations will consist of the offeror's CAPABILITY TO PERFORM THE WORK in accordance with evaluation factor A listed below. Therefore, each offer should contain the best terms from a cost or price and technical standpoint.

A cost realism analysis will be performed for all technically acceptable offerors. Contract award will be based on the combined evaluations of the Contractor's Capability to Perform the Work Technical Approach, Individual Staff Experience and Qualifications, Contractor's Past Performance, Letters of Commitment and Price. The contract resulting from this solicitation will be awarded to the responsible offeror whose offer, conforming to the solicitation, is determined to provide the "best value" to the Government, which may not necessarily be the proposals offering the lowest cost nor receiving the highest technical score. It should be noted that cost is not a numerically weighted factor.

Although non-cost factors are significantly more important than cost, cost is an important factor and should be considered when preparing responsive offers (proposals). The importance of cost as an evaluation factor will

increase with the degree of equality of the proposals in relation to the remaining evaluation factors.

When the offerors within the competitive range are considered essentially equal in terms of technical, past performance and other non-cost factors (if any), or when cost is so significantly high as to diminish the value of the technical superiority to the Government, cost may become the determining factor for award. In summary, cost/no-cost trade offs will be made, and the extent to which one may be sacrificed for the other if governed only by the tests of rationality and consistency with the established factors.

Prospective contractors are advised that the selection of a contractor for contract award is to be made, after a careful evaluation of the offers (proposals) received, by a panel of specialists chosen by DOL/ETA. Each panelist will evaluate the proposals for technical acceptability using a range of scores assigned to each factor. The factors are presented in the order of emphasis that they will receive (i.e., Factor A has the greatest weight, Factor B the second greatest weight, etc.). The scores will then be averaged to select a contractor for award on the basis of their proposal being the most advantageous to the Government, price and other factors considered.

M.2 EVALUATION CRITERIA AND BASIS FOR AWARD (BEST VALUE)

A. CONTRACTOR'S CAPABILITY TO PERFORM THE CONTRACT (40 points)

The Government will evaluate each offeror's capability to perform the contract on the basis of its oral presentation and the responses it gives during the question and answer session that will follow the oral presentation. In making this evaluation, the government will consider an offeror's: (1) knowledge of the content of the work in terms of constituent activities, their inputs and outputs, and their interrelationships and interdependencies (See Section L.7 (5b)); (2) recognition of the appropriate sequence and realistic duration of the work activities (See Section L.7 (5c)); (3) knowledge of the appropriate types of resources required to perform the work activities (See Section L.7 (5d)); (4) familiarity with the difficulties, uncertainties, and risks associated with the work (See Section L.7 (5e)); and

(5) knowledge of the personnel and subcontractor qualifications necessary to the performance of the work (See Section L.7 (5f).

B. INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS (30 points)

This section of the proposal shall include sufficient information for judging the quality and competence of staff proposed to be assigned to the project to assure that they meet the required qualifications. Successful performance of the proposed work depends heavily on the qualifications of the individuals committed to this project, and the adequacy of the time commitment for each individual in relation to the specific tasks that they will perform. Accordingly, the Government, in its evaluation of the contractor's proposal, will place considerable emphasis on the contractor's commitment of personnel qualified for the work involved in accomplishing the assigned tasks.

This section of the proposal shall provide the current employment status of personnel proposed for work under this RFP--i.e., whether these personnel are currently employed by the contractor or are dependent upon planned recruitment or subcontracting. Where subcontractors or outside assistance are proposed, organizational control shall be clearly delineated so as to demonstrate and ensure responsiveness to the needs of the Government.

The following information shall also be furnished:

1. The proposed Project Director;
2. The proposed project organization;
3. Letters of Intent for each professional personnel. Professional personnel is defined as all staff, excluding consultants and administrative staff;
4. A resume for each professional personnel to be assigned to the project. At a minimum, each resume shall include:
 - a. The individual's current employment status and previous work experience, including position title, dates in position, duties

performed, and employing organization. Duties shall be clearly defined in terms of the role performed, i.e., management, team leader, consultant. Also, indicate whether each individual is currently employed by the contractor, and (if so) for how long.

- b. A statement of the work that the individual has completed or which is currently underway for work that is relevant to the proposed work on the demonstration project.
 - c. The individual's educational background;
 - d. The position to which the individual would be assigned for the project and the type of work that they would perform in that capacity.
5. The time commitment of all professional personnel assigned to the project (the number of hours per month that each individual will devote to the project over its life).

PLEASE BE ADVISED THAT OFFERORS SHALL BE EVALUATED UNDER THIS FACTOR BASED ON THE FOLLOWING:

1. The experience and qualifications of the proposed Project Director and the amount of time committed to the project. Project Manager/Director - time commitment is 60-80%. This person shall be a qualified professional capable of supervising activities involved in support of each task; be qualified to coordinate all project related personnel matters; communicate both orally and in writing with all levels of ETA personnel; be a qualified professional capable of working independently and providing guidance to lower level personnel. It is expected that this position will require between 60 and 80 percent of the proposed individual's time. However, if more than one individual is proposed to direct the technical assistance activities (i.e., divided between the Reentry Grant sites and the Demonstration Grant sites), this amount of time may be divided accordingly. The Project Director/Manager(s) should have a Bachelor's degree in economics, public

- administration, business administration or related subjects; and have a minimum of 5 years experience in related work.
2. The experience and qualifications of the proposed Assistant Project Director(s) - (40-50% time commitment). This individual will work with the project director (manager) to ensure the successful day-to-day implementation and oversight of the contract, including the work of the site facilitators. The person in this position should have a minimum of two years college education and a minimum of three years experience in participating in the management of national, multi-site programs.
 3. Logistical Coordinator(s), and Site Facilitator(s) - (20 - 50% time commitment). Task Leaders for the technical assistance tasks are responsible for (1) Grantee Conferences; (2) Monitoring Grantees Technical Assistance needs; and (3) Providing On-going Technical Assistance. The person proposed as the Assistant These persons should have a minimum of three years experience in related work. It is our expectation that these positions will require between 20 - 50% of the proposed individuals' time.
 4. Letters of Intent for each professional personnel positions. All professional personnel must devote a full time effort on this project except where percentage of time of professional personnel is designated in the RFP. Letters of Intent must be signed (by employee/contingency hire), and dated. The Offeror shall provide letters of intent from current employees that state they: (1) will remain employed by the Offeror; and (2) will work for at least six months on the resultant contract if awarded to the Offeror. Letters of intent must also be submitted for contingency hires, defined as persons not currently employed but who have executed a binding letter of commitment for employment with the Offeror, if the Offeror receives award under subject solicitation.
 5. A resume for each professional personnel to be assigned to the project. At a minimum, each resume shall include:

- a. The individual's current employment status and previous work experience, including position title, dates in position, duties performed, and employing organization. Duties shall be clearly defined in terms of the role performed, i.e., management, team leader, consultant. Also, indicate whether each individual is currently employed by the contractor, and (if so) for how long.
 - b. A statement of the work that the individual has completed or which is currently underway for work that is relevant to the proposed work.
 - c. The individual's educational background; and (d) The position to which the individual would be assigned for the project and the type of work that they would perform in that capacity;
6. Staffing charts listing names, qualifications, and experience of professional personnel (including outside consultants), staff time/time loading charts showing the amount of time each staff person will devote to each task and sub-task, and an indication of how staff will be allocated to perform all necessary field work during the project.

C. TECHNICAL APPROACH (25 Points)

Your technical proposal should be specific and complete. It should reflect a thorough understanding of the requirements outlined under Section C, "Statement of Work." The technical proposal includes Parts A and B, below:

PART A - DESCRIPTION OF TECHNICAL APPROACH

The description of your technical approach should not exceed 20 double-spaced single-sided, numbered pages. Please use a font size of at least twelve (12) pitch.

Please organize the presentation of your technical approach as follows:

Your approach should reflect an understanding of : (1) the goals of the Youth Offender Demonstration Grant Project; (2) objectives and guiding principles for technical assistance, as outlined in Section C.3, "Objectives of Technical Assistance;" (3) your knowledge and experience with related projects; and (4) your understanding of the multi-system programs and services that grantees are expected to operate. The approach should include, but not be limited to:

- a. Discussion of specific types of technical assistance that are likely to be needed at various phases of project development and implementation;
- b. Methods that you will use to identify technical assistance needs, including how you plan to engage the grantees, lead project officers, site facilitators and COTR in this process;
- c. Description of training methodologies you propose to use to deliver technical assistance;
- d. Methods for managing, monitoring, tracking and assessing the impact of technical assistance;
- e. Approach to managing and coordinating the work of site facilitators;
- f. Strategies to promote information sharing and problem-solving across project sites, among site facilitators, and with federal project officers;
- g. Examples of approaches that you will use in providing technical assistance that builds the capacity of staff, both in the lead agency and among its service providers, to deliver services that are age, gender, and culturally appropriate.
- h. Discussion of how expert assistance will be made available in the areas of community supervision; job training, placement and support; mental health treatment; substance abuse treatment;

- i. Discussion of proposed activities to support sites in building their capacity to collect, organize and use data for improving site operations as well as reporting the required data for the national evaluations and the Government;
- j. The main challenges you expect to face in providing technical assistance to grantees under the Young Offender Initiative: Demonstration Grant Project and how you will address them; and
- k. Plans to ensure that technical assistance contributes to local capacity-building and sustainability beyond the Federal grant.

PART B. PRELIMINARY WORK PLAN

The work plan should show how you plan to implement each required task, outlined in Section C.6, and develop the deliverables, described in Section C.6. The work plan should include, but not be limited to:

- Specific subtasks and activities to accomplish the required tasks;
- A time line or targeted dates for completing the tasks;
- Benchmarks or indicators that you will use to monitor progress in accomplishing the tasks;
- Who will be engaged in completing the task and what role they will play; and
- Factors, events, or other conditions that may affect accomplishing the tasks, as planned, and how you will address them.

NOTE: Please be as specific as possible. The technical assistance contractor will develop a final work plan in consultation with the COTR and Federal partners.

PLEASE BE ADVISED THAT OFFERORS WILL BE EVALUATED UNDER THIS FACTOR BASED ON THE FOLLOWING:

PART A

1. The approach demonstrates a capacity to marshal a range of expertise and resources to help sites build local multi-system partnerships involving criminal and juvenile justice, workforce development, mental health, substance abuse, and other stakeholder groups that can support effective reentry and young offender programs.
2. The technical approach embodies the Objectives and Guiding Principles listed in section C.5 of the Statement of Work.
3. The approach facilitates local capacity building and staff training.
4. The approach reflects an understanding of the goals and requirements of the Demonstration Grant Project, including the different needs of younger (14-17) and older (18-24) youth offenders and at-risk youth.

PART B

- (1) The proposed work plan covers all required tasks and deliverables.

D. CONTRACTOR'S PAST PERFORMANCE (20 Points)

This criterion shall represent up to 20% of the total score of the proposal. Award may be made from the initial offers without discussions. However, if discussions are held offerors will be provided the opportunity to address unfavorable reports of past performance, if the offeror has not had a previous opportunity to review the rating. Past Performance shall include evaluating offerors with no relevant performance history, and shall provide offerors an opportunity to identify past or current contracts (Federal, State, and local government and private) for efforts similar to the Government requirement.

Information on problems encountered on the identified contracts and the offeror's corrective actions. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the offeror's past performance.

The Contracting Officer shall determine the relevance of similar past performance information. Offers shall submit past performance information regarding predecessor companies, professional personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition. Offerors without relevant past performance history or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance. In this instance the offeror would receive a neutral score.

E. LETTERS OF COMMITMENT - KEY PERSONNEL (10 Points)

Offerors are required to submit Letters of Commitment for the key personnel described in answer 3(b) of Amendment No. 3 and the five (5) presenters participating in the oral presentation (excluding observers). The Letters of Commitment for the key personnel must include binding signed employment contracts in accordance with Clause L.9 of the solicitation. The Letters of Commitment for the five (5) presenters should "only" include the presenters' position/title for the project and state if they are employees of the prime contractor or subcontractor.

PLEASE BE ADVISED THAT OFFERORS WILL BE EVALUATED UNDER THIS FACTOR BASED ON THE FOLLOWING:

1. Letters of Commitment provided for the five (5) presenters participating in the oral presentation. These Letters of Commitment should only include the presenters' position/title for the project and state if they are employees of the prime contractor or subcontractor. (PLEASE NOTE: These Letters of Commitment are to be submitted with the offerors Technical Proposal – Part 2 (See Section L.8)).

2. Letters of Commitment for the key personnel inclusive of the binding employment contracts. (PLEASE NOTE: Due to the information provided in the binding employment contracts, offerors are to submit these Letters of Commitment inclusive of the binding employment contracts with their Business Management Proposal.)

Note: If presenters and key personnel are one in the same, offerors should respond to each of the Letters of Commitment requirements separately i.e. if the Project Director is a presenter and a key personnel designate, offerors should submit a Letter of Commitment for the Project Director as a presenter and a Letter of Commitment for the Project Director, inclusive of a binding employment contract as a key personnel designate.

F. PRICE

Cost Realism will be performed as part of the proposal evaluation process. The purpose of this evaluation shall be (a) to verify the offeror's understanding of the requirement; (b) to assess the degree to which the cost/price proposal reflects the approaches and/or risk assessments made in the technical proposal as well as the risk that the offeror will provide the services for the offered prices/cost; and (c) assess the degree to which the cost reflected in the cost/price proposal accurately represents the work effort included in the technical offer (proposal).

M.3 DETERMINING BEST OVERALL VALUE

In order to determine which offeror represents the best overall value, the Contracting Officer will make a series of paired comparisons among only those offerors that submitted acceptable offers (proposals). If, in any paired comparison, the offeror with the higher expected value also has the lower price, then the Contracting Officer will consider that offeror to represent the better overall value. If the offeror with the higher expected value has the higher price, then the Contracting Officer will decide whether the difference in expected value is worth the difference in price. If the Contracting Officer decides that it is, then they will consider the offeror with the higher expected value and the higher price to represent the better overall value. If not, then the Contracting Officer will consider the offeror(s) with the lower expected value and the lower price to represent

the better value. The Contracting Officer will continue to make paired comparisons in this way until they have identified the best overall value.

Pursuant to FAR Subpart 52.215-1 Instructions to Offerors - Competitive Acquisition, the Contracting Officer reserves the right to award without discussion to the source(s) whose offer is the most advantageous to the Government, price and other factors considered.

L.6 PAST PERFORMANCE

Offerors shall submit the following information as part of their proposal for both the offeror and proposed major subcontractors:

1. A list of five (5) "relevant" contracts and subcontracts completed during the past three (3) years and all contracts and subcontracts currently in process. The reference should be on project/work similar in nature. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments and commercial customers. Offerors that are newly formed entities without prior contracts should list contracts and subcontracts as required above for all key personnel. Include the following information for each contract and subcontract:
 - a. Name of contracting activity
 - b. Contract number
 - c. Contract type
 - d. Total contract value
 - e. Contract work
 - f. Contracting officer and telephone
 - g. Program manager and telephone
 - h. Administrative contracting officer, if different from #6 and telephone number
 - i. List of major subcontractors

PLEASE NOTE: Offerors are to use Attachment J.7 - Past Performance Reference Information when providing this information.

2. The offeror may provide information on problems encountered on the contract and subcontracts identified in A above and corrective actions taken to resolve those problems. Offerors should not provide general information of their performance on the identified contracts. General performance information will be obtained from the references.

3. The offeror may describe any quality of awards or certifications that indicate the offeror possess a high quality process for developing and producing the product or service required.

Identify what segment of the company (one division or the entire company) that received the award or certification. Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply.

4. Each offeror will be evaluated on his/her performance under existing and prior contracts for similar products or services. Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to assure best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. The contractor's reference questionnaire form identified in Section J.8 will be used to collect this information. References other than those identified by the offeror may be contacted by the Government with the information received used in the evaluation of the offeror's past performance. The Government also reserves the right to decide not to contact all of the references provided by the offeror. Names of individuals providing reference information about an offeror's past performance shall not be disclosed. Offerors are advised to provide the correct point of contact and telephone numbers of past performance references.

L.7 ORAL PRESENTATION

After the receipt of offers (proposals) by the Government, every eligible offeror must make an oral presentation to the Government's evaluation panel and participate in a question and answer session. The sole purpose of the oral presentation and question and answer session is to test an offeror's understanding of the work that the Government will require under the prospective contract.

The oral presentation and the question and answer session are not part of the offer and are not themselves offers. The oral presentation and the question and answer session will not constitute discussions, as defined by FAR Part 15, and will not obligate the Government to determine a competitive range, conduct discussions, or solicit to entertain revised or final offers.

Statements made by the offeror during the oral presentation or the question and answer session will not become a part of any contract resulting from this RFP, unless the Government and the offeror agree to make it part of an offer during discussions. If the Government decides to conduct discussions the Government will not solicit or entertain revisions to the oral presentations or to the answers given during the question and answer session.

1. Schedule for presentation: Oral presentations will commence approximately three weeks after the receipt of proposals. The Contract Specialist will notify offerors of the scheduled date and time of their presentation within two weeks of the receipt of offerors. The order in which offerors will make presentations will be determined by drawing lots by the Contract Specialist. Once notified of their scheduled presentation date and time, offerors shall complete their presentations on the scheduled date and time. Requests from offerors to reschedule their presentations will be entertained only in emergency situations. The Government reserves the right to reschedule an offeror's oral presentation at the discretion of the Contract Specialist.
2. Form of presentation: Offerors will make their oral presentations in person, at the Department of Labor/ETA, 200 Constitution Ave., NW, Washington, D.C., to the Technical Evaluation Panel, Contract Specialist, and other representatives of the Government. Submission of videotapes or other forms of media containing the presentation for evaluation are not authorized.
3. Time allowed for presentation: Offerors shall receive transparencies one half hour prior to the presentation to caucus and prepare for the actual presentation. Oral presentations, excluding the question and

answer session, will be limited to 90 minutes. The Contract Specialist will strictly enforce this time limit. Following the oral presentation there will be a recess of 1 hour. After the recess there will be a 1 hour question and answer session.

4. Offeror's presentation team: A maximum of five contractor personnel (prime and subcontractor) may participate. These individuals/ presenters will attend the oral presentation and the question and answer session and shall answer questions directed to them. The presentation shall be made by one or more of the personnel whom the offeror will employ to manage or supervise contract performance on a full time basis or as designated in Sections C.6 and L.10.

The Project Director who will have a 100% time operational responsibility for contract performance shall be present and shall, at a minimum, answer questions directed to him/her during the question and answer session.

Offerors may not use company senior or general managers or consultants to make any part of the oral presentation. In addition to the maximum of five individuals who will participate, the offeror may send two non-participating representatives to observe. Hence a total of seven contractor personnel will be permitted to attend (only five may participate) the presentation. No other officers, employees, consultants, agents, or other representatives of the offeror may attend.

5. Content of presentation: The presentation shall not encompass price or cost and fee. During the 90 minute oral presentation, the offeror's presenters must demonstrate the offeror's understanding of the work that will be required under the prospective contract by addressing the following topics, in the following order, in accordance with the following instructions:
 - a. Introduction: The offeror should provide some information about itself as a firm, briefly describing its organization, history, products and services. (10 minutes)

- b. Work Breakdown: Present an analysis of the statement of work. Subdivide statement of work tasks [identify selected tasks] into their constituent activities. Briefly describe each activity and its inputs and outputs. Briefly describe interrelationships and interdependencies among the activities. (20 minutes)

- c. Contract Work Schedule: Present a Gantt chart that illustrates the contract work schedule by [week, month, quarter, or year]. Show the starting date and ending date of each activity identified in the work breakdown analysis. Describe the interrelationships and interdependencies among the tasks. (10 minutes)

- d. Contract Resource Allocations: Describe the types of professional, administrative, clerical and other labor that will be required to perform the contract work. Briefly describe each classification of professional and blue-collar labor, including position title(s) and grades, journey-person level qualification requirements, typical journey-person level duties and responsibilities. Describe the total number of hours of each of these professional and blue-collar labor classifications that will be allocated to each of the activities identified in the work breakdown analysis from start to finish. Also identify the types and hours of administrative and clerical labor that will be required for each activity. (10 minutes)

- e. Performance Risk Analysis: Identify contingent events that could, if they were to occur, endanger satisfactory performance. Focus on critical events that are realistically likely to occur and that would pose serious problems. (Do not try to identify every event that could cause some minor difficulty.) Briefly describe the nature of each such event, each work activity with which it is associated, the estimated likelihood of its occurrence, its likely effect on performance if it were to occur, its likely causes, and plans to prevent its occurrence and to respond in the event that it does occur. (20 minutes)

- f. Responsibility Assignments: Identify the components of the offeror's organization that will have primary support responsibility for the performance of each of the activities identified in the work breakdown analysis. Include affiliates, subsidiaries, and subcontractors. Also, identify the individual managers of each such organization. Briefly describe the qualifications of each such organizational component and person, including education and training and especially their experience doing such work. (10 minutes)
- g. Conclusion: The offeror should summarize the main points of its presentation and state why the Government should select the offeror for contract award. (10 minutes)

An offeror may address any other topic, as well, within the 90-minute limit. The Contract Specialist will strictly enforce the 90-minute time limit.

- 6. Clarification of oral presentation points: After completion of the oral presentation, the Government may request clarification of any points addressed which are unclear and may ask for elaboration by the offeror on any point which was not supported. Any such interchange between the offeror and the Government will be for clarification only, and will not constitute discussions within the meaning of FAR Part 15. The time required for clarification will not be counted against the offeror's presentation time limit.

- 7. Government Personnel:

Contract Specialist and/or Contracting Officer.

Federal Staff to assist in the administration of the presentations.

The Technical Evaluation Panel consisting of (3) individuals with expertise in employment and training programs administered by the Department of Labor/ETA.

- 8. Documentation: The Government will provide blank flip chart paper for the offeror to use during the presentation caucus time period. An

overhead slide projector will be provided by the Government for offeror use during the presentation. At the close of the presentation, the offeror shall provide the Technical Evaluation with a listing of the names, firms, and position titles of all presenters, along with all flip charts and/or overhead slides used during the presentation. The Government will not accept for evaluation any additional documentation which may or may not have been referenced during the presentation.

Each offeror shall use black and white overhead transparencies (slides) to document key points of its presentation. The Government will provide one overhead projector, one flip-chart pad, and marker pens for the offeror's use during the oral presentation. The offeror may not use or submit any other media documents. "The offeror shall submit its set of overhead transparencies and five (5) paper copies to the Government in a sealed package with its offer" (see L.7). Failure to submit the overhead transparencies and paper copies by the date established for receipt of offers will cause the offer to be rejected as non-responsive.

Thirty (30) minutes before the presentation, the Contract Specialist will give the transparencies to the offeror for its use during the presentation. The overhead transparencies must be 8.5 by 11 inches. The legibility and clarity of the transparencies is the responsibility of the offeror. The transparencies submitted will be considered the offeror's technical proposal. If there is a discrepancy between any of the transparencies and what is verbally stated during the presentation, the information that appears on the transparency will take precedence over what the presenters say.

There is no limit to the number of overhead transparencies that an offeror may use during its presentation. However, when evaluating the offeror's presentation, the Government will consider only the information on the transparencies that were actually projected during the presentation. The production and use of an excessive number of slides may be detrimental to an offeror's interests. The presentations will be audio taped by the Government.

Offerors should mark slides in accordance with FAR 52.215-1 (e), Restrictions on Disclosure and Use of Data, as appropriate.

L.8 SUBMISSION OF PROPOSAL

(A) - General Instructions:

Each offeror must submit an offer (proposal) and other written information and make an oral presentation in strict accordance with these instructions. When evaluating an offeror, the Government will consider how well the offeror complied with the letter and spirit of these instructions. The Government will consider any failure on the part of an offeror to comply with both the letter and spirit of these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, the Government encourages offerors to contact the Contracting Officer by telephone, facsimile transmission, e-mail, or mail in order to request an explanation of any part of these instructions.

Your proposal must be submitted in three (3) separate and distinct parts as outlined below, consisting of the number of stated copies and accompanied by the required supportive materials to insure that the proposal will be considered responsible to the Request for Proposals.

Part 1

Original and two (2) signed copies of completed Standard Form 33, Solicitation, Offer and Award, Original and two (2) signed copies of Section K, the Representations, Certifications and other Statements of Offerors, and all attachments thereto except those items required in Part 2 and 3 will be submitted as outlined in their respective parts.

Legible copies are acceptable. (All copies shall be ink-signed.)

Part 2

1. A set of overhead transparencies and five (5) paper copies in a sealed package. These transparencies shall form the basis of the offeror's Oral Presentation. PLEASE NOTE: The sealed package

containing the transparencies will not be opened until the scheduled date for an offeror's presentation, in the presence of the Contract Specialist and a representative of the offeror. Both the transparencies and the Oral Presentation will be used to evaluate the offeror's capability to perform the contract (See section M.2(A));

2. Offerors shall submit an original and three copies of resumes, letters of intent for all "professional personnel," staffing, and staff/time loading charts, etc., (See Section M.2(B));
3. Offerors shall submit an original and three copies of their technical approach (See Section M.2(C)). (PLEASE NOTE: There is a page limit not to exceed 20 double-spaced, single-sided pages with 1 inch margins. Text type shall be at least 12 pitch or larger. Responses under this evaluation criteria that do not meet the requirements will be determined technically unacceptable and not considered for award.)
4. Offerors shall submit an original and three copies of relevant past performance information (See Section L.6 and M.2(D)); and
5. Offerors shall submit an original and three copies of Letters of Commitment for the five (5) presenters participating in the oral presentation (excluding observers). The Letters of Commitment for the five (5) presenters should "only" include the presenters' position/title for the project and state if they are employees of the prime contractor or subcontractor.

The Technical Proposal shall not make reference to cost or price data so that an independent technical evaluation may be made on the basis of technical merit alone. Failure to comply with this requirement will result in a determination of nonresponsiveness. Proposals specifying less than one hundred twenty (120) days Government Acceptance may be considered not acceptable. Any exceptions taken by a proposer to any provisions of this Request for Proposals or any condition placed upon a proposal may result in a finding of not acceptable. Only one proposal may be submitted by each respondent.

Part 3

A detailed Business Management Proposal as further outlined in the below instructions and consisting of:

- a. Three (3) copies of Attachment J.2 - Cost and Price Analysis, ETA 8555 (Mar. 1981);
- b. One (1) copy of Attachment J.3 - Statement of Financial Capability, ETA 8554 (Mar. 1981);
- c. One (1) each Accounting System Certification which is a statement certifying that the offeror has an established accounting system with internal controls adequate to safeguard their assets, insure that funds are accounted for by cost categories, check the accuracy and reliability of the accounting data, promote operating efficiency and permit compliance with Government requirements and accounting procedures with respect to Cost Reimbursement types of contracts.

The statement shall be executed by a certified public accountant (CPA), licensed public accountant, a bona-fide accounting or audit organization such as Defense Contract Audit Agency (DCAA) or an entity of equivalent status acceptable to the Government. Failure to include the above stated supportive materials with your proposal will be a basis for determination of not being acceptable.

- d. Letters of Commitment inclusive of Binding Signed Contracts for personnel proposed for the following key personnel positions: Project Manager/Director, and Task Leaders for the technical assistance tasks, i.e. Logistical Coordinator, Conference Planner, etc.

NOTE: Parts 1, 2, and 3 should be sealed in separate envelopes and included in one master package. The RFP number and related Part numbers outlined above, if applicable, must be shown in the upper left hand corner of each of the envelopes as well as the master package.

The Government warns offerors that taking exception to any term or condition of the RFP (including submitting any alternative proposal that requires a relaxation of a requirement), will make an offer unacceptable, and the offeror ineligible for award, unless the RFP expressly authorizes

such an exception with regard to that specific term or condition. The Government will consider any exception to a term or condition of the RFP that is not expressly authorized by the RFP to be a deficiency, as defined in FAR Part 15.

An offeror may eliminate a deficiency in its offer only through discussions, as defined and prescribed in FAR Part 15. However, the Government intends to award a contract without discussions, as authorized by FAR Part 15. Therefore, any offeror planning to take exception to a term or condition of the RFP should consult with the Contracting Officer prior to submitting an offer, unless the RFP expressly authorizes such an exception.

Notwithstanding its plan to award without discussions, the Government reserves the right to conduct technical and cost discussions with offers in a competitive range, if necessary, and to permit such offerors to revise their proposals. The government also reserves the right to change any terms and conditions of their RFP by amendment at any time prior to contract award and to allow offerors to revise their offers accordingly, as authorized by FAR Part 15.

The offeror shall complete and submit all certifications included in or attached to this Request for Proposal.

The Cost Analysis (Attachment J.2) and Financial Capability Forms (Attachment J.3) support information shall be augmented as follows:

Offerors are required to submit cost proposals fully supported by cost and pricing data adequate to establish the reasonableness of the proposed costs.

1. Most current published annual balance sheet and profit or loss statement.
2. The offeror shall furnish a total cost breakdown utilizing the enclosed cost and price analysis form.

- a. Include the backup data to support the type of labor and estimated numbers of hours within each category.
 - b. Include a breakdown of the amount estimated for travel including destination, duration, purpose and cost (per diem and transportation).
 - c. Include backup data to support the estimated amount of material and subcontracting (if applicable) including description of materials to be procured, basis for proposed subcontract, type of subcontract and amounts proposed.
3. List the names and addresses of any subcontractor* the offeror intends to use in the performance of a resulting contract. Include the following information about the subcontract(s).
- a. How subcontractor was selected?
 - b. Has the subcontractor submitted a cost proposal?
 - c. Will he be able to start performance at the start of the contract period?
 - d. What is the total cost of (each) subcontract?
 - e. What services (skills) will the subcontract provide?
 - f. What experience do they have in this technical area?

*Also provide the above information for consultants you intend to use in the performance of a resulting contract.

Consultants: Persons who are members of a particular profession or possess a special skill and who are not officers or employees of the contractor.

L.9 LETTERS OF COMMITMENT INCLUSIVE OF BINDING SIGNED EMPLOYMENT CONTRACTS

For those key personnel listed in Section M.2.A and designated by the Contracting Officer, require a binding signed contingent employment contract between the key person(s) and the employer/offeror contingent upon DOL awarding the employer/offeror the resultant contract must be provided with the offeror's business management proposal (See Section L.7).

PLEASE BE ADVISED THAT IN ORDER FOR THE PROPOSAL TO BE CONSIDERED RESPONSIVE OR TECHNICALLY ACCEPTABLE, the employment contract must:

1. be for at least six months from the date of the award of the contract by DOL to the employer/offeror;
2. state that the employee will work full time, or the percentage of time designated in the RFP, on the resultant contract if awarded to the employer/offeror; and
3. the employment contract must address salary and benefits, and position. Offerors should address salary and benefits in detail i.e. salary (\$65,000) and benefits (leave policy, bonuses, health benefits, etc.).

Please Note: New hires may not be proposed for key personnel. (A new hire is defined as specified or unspecified persons to fill an empty position who are neither identified as a current employee of the Offeror, or proposed subcontractor, nor as a contingency hire.)

L.10 SPECIAL REQUIREMENTS

The contractor shall be required to provide the necessary personnel to accomplish each task listed above. The key personnel positions and their required time commitment are - Project Director/Manager (60-80%); Assistant Project Director (40-50%); Logistical Coordinator(s) (20 - 50%); and Site Facilitator (20-50%).

Please be advised that it is the sole responsibility of the offeror to continually view the website for any amendments to this solicitation.

BIDDERS' LIST

Global Systems Technologies, Inc.
Rupali Bhattacharya
109 Floral Vale Boulevard
Yardley, Pennsylvania 19067
215-579-8200

Creative Collaborations Consulting, Inc.
Celia Szelwach
P.O. Box 14459
Bradenton, Florida 34280-4459
941-795-0928

Exceed Corporation
Dawne D. Woods
8100 Professional Place
Suite 211
Lanham, Maryland 20785
301-731-3790

BestPersonnelFit
Marie J. Ripley
P.O. Box 4701
Scottsdale, Arizona 85261
480-314-7461