

March 28, 2008

NOTICE TO ALL OFFERORS

REFERENCE NO. AMENDMENT NO. 1
RFP DOL081RP20143

Additional information has been requested by prospective offerors and it has been determined by the Contracting Officer that this information is made available to all bidders. The closing date and time for the receipt of proposals remains April 14, 2008, by 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO. 1. CONTRACT ID CODE PAGE 1 OF PAGES 4

2. AMENDMENT/MODIFICATION NO. 0001 3. EFFECTIVE DATE March 28, 2008 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)

6. ISSUED BY CODE ETA 7. ADMINISTERED BY (If other than Item 6) CODE U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room N-4655 Washington DC 20210

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders (X) 9A. AMENDMENT OF SOLICITATION NO. DOL081RP20143 9B. DATED (SEE ITEM 11) March 7, 2008 10A. MODIFICATION OF CONTRACT/ORDER NO. 10B. DATED (SEE ITEM 13) CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning ___0___ 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) N/A

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A. B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b). C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return ___0___ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

See 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) 15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) 15 C. DATES SIGNED 16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) KEITH A. BOND, Contracting Officer 16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer) 16 C. DATES SIGNED 3/27/2008

CONTINUATION PAGE

14. DESCRIPTION OF AMENDMENT (CONT'D)

ANSWERS TO REQUESTS FOR CLARIFICATION

- a. Item C.4-3 "will a government facility provide audio-conference-site and equipment?"

Answer: No.

- b. Will DOL provide web page for contractor and maintain based on info provided by contractor?"

Answer: No.

- c. If it is determined a contractor does not meet the criteria for the solicitation, how may they be placed on a list for consideration as a sub-contractor for this work?

Answer: Offerors should have submitted their name to be on the bidders' list based on the instructions in RFP DOL081RP20143. Section B of the RFP clearly stated that "Offerors interested in being placed on a bidders list and networking for the above referenced RFP, please provide the Name and Address of Organization, Telephone Number and Point of Contact electronically to Mr. David Houston at houston.david@dol.gov by 2:00 pm, March 21, 2008." Once it has been determined that an offeror is ineligible for award, it is too late to be put on the bidders list. The receipt of proposal date for RFP DOL081RP20143 remains April 14, 2008 at 2:00 PM local time.

- d. The RFP, under key personnel, lists project Director/PI 50%, Principal Coordinator 100%, and Technical Assistance Associates/Task Leaders (2) 100%; Can any of these positions be a composite of multiple staff whose time equals the stated parentage?

Answer: No.

- e. Can key personnel be split between the prime and sub as long as Prime has at least 51% of the budget?

Answer: Yes, but the Project Director must be employed by the prime contractor.

- f. Is there a page limit to the proposal?

Answer: No.

- g. Section H.7 (a), Accounting, requires that the contractor establish and maintain an accounting system that meeting the standards of the Comptroller General of the United States and the Department of Labor. Would it be possible to provide a list of commercial accounting packages that meet these standards?

Answer: No it would not.

- h. Section H.13, Laws Applicable, states that the contractor will perform its duties in accordance with the applicable Act. Please identify the Act to which this requirement refers.

Answer: The Contract (Applicable Law) Act of 1993 - www.gibraltarlaws.gov.gi/articles/1993-27o.pdf

- i. Section H.26, Indirect Cost, addresses awardees "receiving funds from multiple sources. Please define multiple sources. Would multiple Federal agencies be considered one source (the Federal government) or multiple sources?

Answer: Multiple sources could be various Federal agencies, State agencies, or private sector organizations.

- j. Section I.3 (b) (1), Services (Except Construction), states that at least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern? What elements are included in this cost calculation? Is it just salaries, or does it also include in benefits?"

Answer: Salaries, fringe benefits, and applicable indirect costs.

- k. Section I.5 on the Service Contracts Act references "any wage determination attached to this contract? Will there be any wage determination already attached to the contract?

Answer: No. Each offeror should lookup their perspective state and county to find the wage determination pertaining to them.

<http://www.wdol.gov/sca.aspx#0>

- l. Section L.5, Past Performance, paragraph A requires a list of five relevant contracts "completed" during the past three years. May we include contracts during the past three years that are ongoing rather than completed?

Answer: Yes, as long as they are relevant and at least 12 months in durations.

- m. Is there a limit to the number of partners a small business can include as part of their proposal?

Answer: No.

- n. Is there a minimum effort that a small business must demonstrate in response to this solicitation?

Answer: RFP DOL081RP20143 was released pursuant to FAR 52.219-14 LIMITATIONS ON SUBCONTRACTING (DEC 1996). (b) By submission of an offer and execution of a contract, the offeror/contractor agrees that in performance of the contract in the case of a contract for - (1) SERVICES (EXCEPT CONTRUCTION). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

- o. What is meant by 100% small business set-aside?

Answer: Pursuant to FAR 19.501 (a), the purpose of small business set-asides is to award certain acquisitions exclusively to small business concerns. A small business "set-aside for small business" is the reserving of an acquisition exclusively for participation by small business concerns. A small business set-aside may be open to all small businesses. A small business set-aside of a single acquisition or a class of acquisitions may be total or partial. The above-referenced RFP is a 100% or total small business set-aside.

- p. Pursuant to Section I.1, Notice Listing Contract Clauses Incorporated by Reference, FAR Clause **52.222-42, Statement of Equivalent Rates for Federal Hires**, is hereby incorporated by reference.