

**TITLE:** Job Corps Support Services

The U.S. Department of Labor, Employment and Training Administration (DOL/ETA), is soliciting proposals to select a contractor to provide support services to Job Corps centers. These support services include career development and placement, transition services, pre and post separation services and mentoring.

**You are invited to submit a proposal/bid in accordance with the requirements of the following Solicitation:  Request for Proposal,  Invitation for Bid. Proposals/Bids must be received by the Government no later than the local time on the Due Date stated in the table below. Potential offerors/bidders are asked to complete and submit a proposal/bid intent form**

**See Section L (Section C if SF 1449 is used) for proposal/bid instructions**

**ALL AMENDMENTS TO THIS SOLICITATION WILL BE MADE AVAILABLE THROUGH THE GOVERNMENT HOMEPAGE AT <http://www.doleta.gov/sga/rfp.cfm>**

**IT IS THE OFFEROR'S RESPONSIBILITY TO CHECK THIS SITE PERIODICALLY FOR OFFICIAL UPDATES/ AMENDMENTS TO THE SOLICITATION.**

Solicitation Number:	DOL051RP20027
Issue Date:	03-25-2005
Due Date:	04-29-2005
Time:	2:00 p.m. E.S.T
Program Office:	1630
Contracting Officer:	Keith A. Bond
Contact Point:	Lance E. Purvis
Phone:	202-693-3143
Fax:	202-693-3846
E-Mail:	purvis.lance@dol.gov
Set Aside:	N/A

### **PERTINENT TECHNICAL SECTIONS OF SOLICITATION**

Offerors are encouraged to carefully read the entire Solicitation by scrolling downward. The Solicitation includes all pertinent technical sections imbedded in the document as well as the terms, conditions and instructions required for submitting a proposal. For your convenience, the pertinent technical sections of the Solicitation have also been linked directly below (in WordProcessing and Adobe PDF format):

Section B - Supplies or Services and Price/Costs  
Section C - Statement of Work  
Section F - Deliverables or Performance  
Section L - Instructions, Conditions, and Notices  
Section M - Evaluation Criteria

<b>SOLICITATION, OFFER AND AWARD</b>		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING N/A		PAGE OF 1		PAGES 106	
2. CONTRACT NUMBER		3. SOLICITATION NUMBER DOL051RP20027		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED 03-25-2005		6. REQUISITION/PURCHASE NUMBER 05-0371	
7. ISSUED BY ETA Division of Contract Services U.S. Department of Labor, Room N-4472 200 Constitution Avenue, NW  Washington DC 20210				CODE ETA		8. ADDRESS OFFER TO (If other than Item 7)			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

### SOLICITATION

9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Section L.8 until 2 pm local time local time 05-05-2005  
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All Offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:		A. NAME Lance E. Purvis		B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202-693-3143		C. E-MAIL ADDRESS purvis.lance@dol.gov	
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### OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)		10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:		AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR		CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)	
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT.		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE		17. SIGNATURE	
				18. OFFER DATE	

### AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED		20. AMOUNT		21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(a) ( ) <input type="checkbox"/> 41 U.S.C. 253(c) ( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)		ITEM	
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY ETA Division of Accounting U.S. Department of Labor, Rm N4702 200 Constitution Avenue, NW Washington DC 20210		CODE ETA	
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA  (Signature of Contracting Officer)		28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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**PART I - THE SCHEDULE**

**SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS**

**SERVICES ORDERED**

Title: "Job Corps Support Services"

The U.S. Department of Labor, Employment and Training Administration (DOL/ETA), Office of Job Corps, is soliciting proposals to select a contractor to provide support services to Job Corps centers nationwide. These support services include career development and placement, transition services, pre and post separation services and mentoring.

A cost-reimbursement type contract is contemplated being awarded. The method of procurement is unrestricted.

Solicitation No. is RFP DOL051RP00027.

Period of Performance is twelve (12) months from the date of contract execution by the government, plus four 1-year options to extend at the discretion of the Government.

The method of procurement is unrestricted.

Please be advised that offerors submitting proposals under this solicitation should submit a Small Business subcontracting plan pursuant to FAR 52-219-9. Offerors who fail to include a subcontracting plan in their proposal may be determined technically unacceptable and eliminated from the competition.

A cost reimbursement type contract is contemplated for this requirement.

Closing time and date are April 29, 2005, at 2:00 p.m. local time.

The incumbent contractor under this solicitation is Joint Action in Community Service of Washington, DC Contract Number AE102040000030. The contract was awarded on April 1, 2000 in the amount of \$4,197,913. The total amount awarded under this contract was \$20,913,108 inclusive of options.

Offerors please be advised that the Department of Labor, Employment and Training Administration seeks to place a fair portion of its contract dollars with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns as defined by FAR 52.219-8. For this procurement the Contracting Officer has made an assessment that 25% to 40% of the total dollar value of the contract be subcontracted to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small

business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

REQUESTS FOR CLARIFICATION (RFC) MUST BE RECEIVED NO LATER THAN 5:00 PM LOCAL TIME

April 8, 2005.

Only electronic submission of requests will be accepted. They shall be submitted to Lance E. Purvis at [purvis.lance@dol.gov](mailto:purvis.lance@dol.gov). Should any RFC be received after the date stated above, the Government reserves the right not to provide an answer. If, however, the Government determines the RFC raises an issue of significant importance, the Government will respond electronically.

The Government will not provide any information concerning requests for clarifications in response to telephone calls from offerors. All requests will be answered electronically and will be available to all offerors at the DOLETA Internet site (<http://www.doleta.gov/sga/rfp.cfm>).

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

**SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK****NATIONAL OFFICE STATEMENT OF WORK****C.1 PURPOSE**

The Workforce Investment Act (WIA) requires the Job Corps program to implement a number of operational and administrative changes to achieve long-term labor market attachment for its students at sustainable wages. Included among these changes is the provision of continued service to graduates, including providing counseling regarding the workplace for up to one year after the date of initial placement. Job Corps has met the requirement by developing a system-wide approach to career development. This approach, the Career Development Services System (CDSS), is the primary vehicle that all regions and centers will use to ensure that Job Corps graduates and former enrollees receive those services available.

As Job Corps developed and fully implemented the CDSS program during the last two years, tasks were realigned to be consistent with goals and requirements of the WIA and CDSS. The tasks identified in the Statement of Work (SOW) will be carried out, in accordance with those regional CDSS plans that have incorporated the service provider as part of a comprehensive array of services provided to former enrollees and/or graduates. Job Corps reserves the right to modify these tasks if necessary.

The contractor shall provide all necessary administrative and training personnel, services, administrative facilities and materials, and staff travel and subsistence required to accomplish the work described in this statement and in accordance with Title I, Subtitle C of the WIA Act of 1998, implementing regulations; the Job Corps Policy and Requirements Handbook (PRH) and other instructions and policy issuances; the Career Development Services System (CDSS) and the contractor and appropriate regional and/or center operators.

For regions in which the service provider will be placing students, either graduates or former enrollees, the provider will adhere to Job Corps' guidelines for documenting and reporting placements as cited in PRH 4.5. Furthermore, the service provider will be held accountable for all applicable Outcome Measurement Standards (OMS) and performance goals.

Other related duties specified in this contract shall include the oversight of the Harpers Ferry Memorial Scholarship Fund Award. This scholarship was established in 1996 to commemorate the memory of eight Harpers Ferry Job Corps students who perished in the MARC/AMTRAK train collision. A scholarship in the amount of \$1000 is presented annually to an eligible Job Corps student in order to help defray the costs of academic and/or vocational training. Funds for this scholarship are donated to a special bank account, which shall be administered by the service provider.

Further tasks the contractor shall focus on are requirements of transportation re-verification and establishing standardized oversight procedures. These activities relate to Department of Labor (DOL)-paid tickets for student travel.



Each region has developed its CDSS program. Within some regions, programs vary by centers. For your information, we have included an attachment containing examples of transitional support services that are commonly needed. To accommodate the variety of activities and for the purpose of this contract statement of work, each region's activities is attached. The service provider shall carry out, but is not limited to, the attached Statement of Works assigned by the Job Corps National and Regional Offices.

## **C.2 REPORTING**

On or before the 15th of each month, the service provider's National Office will be responsible for ensuring that each DOL Regional Office receives a monthly narrative report detailing specific accomplishments, for the previous month, as outlined in the Statement of Work coinciding with each Region's CDSS plan. Additional information should demonstrate efforts to support each Region's CDSS plan. The contractor will also be responsible for providing a quarterly numeric report to the DOL National Office. The quarterly report will be in an approved spreadsheet format that measures established variables. A copy of each monthly and quarterly report should be forwarded to the attention of the service provider's Government Authorized Representative at the National Office of Job Corps.

For regions in which the service provider will be placing students, either graduates or former enrollees, they will adhere to and be held accountable for applicable outcome measurement standards and performance goals.

The service provider will adhere to applicable policies contained in the Policy and Requirements Handbook (PRH).

## **C.3 TRANSPORTATION VERIFICATION ASSISTANCE/OVERSIGHT**

The contractor should be aware that this task may be modified, reduced or eliminated during the contract period, as policy changes occur in the program. The Government shall provide a 90-day notification period prior to any changes for this specific task.

The contractor shall be required to provide a National standardized plan in order to perform the following tasks:

To satisfy the DOL requirement for transportation verification assistance/oversight and other related duties, the contractor shall furnish staff at the levels indicated below. These activities relate to DOL-paid tickets for student travel. They do not relate to tickets that students furnish at their own expense.

### **C.3.1 STAFFING**

Staffing levels in order to perform transportation verification assistance/oversight functions shall be in accordance with the following requirement:

- a. The staffing requirements for this function are 5.5 FTEs.
- b. The Transportation Verifiers shall be located in a central location to provide maximum efficiency.
- c. The Transportation Verifiers shall be both trained and supervised by the contractor.

## C.4 SPECIFIC TASKS

The contractor shall furnish the necessary paid personnel, material, equipment and supplies to perform the following tasks:

1. Develop a Windows-based system compatible with procedures detailed in Job Corps policy and directives to track unused Job Corps student transportation tickets purchased via Job Corps credit accounts. The system shall provide tracking from the point a ticket is identified as not being used until the point at which a credit for refund of the unused ticket is posted to the appropriate credit card account, or it is determined that the ticket was either never issued or was voided prior to being charged to a DOL credit card account. The system shall be developed to track tickets by region, contractor, center and/or outreach & admission offices.
2. Operate the system to track all regions' unused Job Corps student transportation tickets that are purchased via Job Corps credit accounts. Contractor activities shall include the following tasks and information collection functions:
  - a. Identify unused tickets issued for new student input by receiving ticket and no-show data from Centers and Outreach and Admissions contractors via spreadsheets transmitted electronically, or the means specified by the Job Corps National Office.
  - b. Track organizational accountability for each unused ticket until credit is obtained or the status of the ticket is resolved. Operating within the procedures and using the documents established, track the whereabouts (e.g., the outreach and admissions office, center, regional office, travel agency) of each unused ticket until credit has been obtained or other resolution achieved.
  - c. Receive and process unused "hard copy" tickets from OA agencies and Job Corps centers for transmittal to the Job Corps primary travel agency.
  - d. Review monthly Job Corps credit card billing statements to identify unused, refunded tickets for which vendor credit has been obtained or to determine that voided tickets were not charged to the account. It is generally expected that for air and rail tickets, a credit shall appear in the appropriate credit card account within no more than three monthly billing cycles from the date that the ticket was received by the primary travel agency. For bus tickets, it is expected that the credit shall appear within no more than two monthly billing cycles. (Since charges and credits for bus tickets do not appear individually on the credit card statement, itemized Receipts for Accountable Documents (RADs) supplied by the primary travel agency shall be used to identify specific bus ticket credits. However, verification of such credits may occur only after the corresponding lump-sum charge from the RAD appears on a credit card statement.)
  - e. In accordance with national procedures, makes follow up contact as necessary with accountable person or organization concerning delinquencies in handling or processing of unused tickets. Provide reports of such delinquencies to appropriate Regional Officials.
3. Provide Job Corps Regional Offices and the National Office with a monthly report indicating, by region and contractor (e.g., identifying center or outreach and admissions office), the number and dollar value of tickets for which credit was obtained during the month, and the number and dollar value (in monthly increments) of unused tickets for which credit is still pending at the end of the

month. Transportation Verifiers are expected to handle all routine communication and contact with outreach and admission offices, Job Corps centers and the central travel agency unless otherwise directed by the respective Regional Office. If the Transportation Verifiers have difficulty in obtaining resolution of an issue with any of these parties, the matter is to be referred by the contractor to the appropriate Regional Office Official.

4. Provide special reports to the Regional Offices and National Office to assist with transportation management as requested.

5. Maintain electronic Windows-based archival data on resolved tickets from the time of resolution until the end of the third program year following the program year in which resolution occurred.

**Transportation Verification Assessment:**

To ensure quality services and accurate transportation verification data is collected, the contractor shall submit, within 30 days after the award of the contract, a plan to be approved by the GAR, which will include the following:

- A quality control system to ensure accuracy.
- A staff incentive system for quality performance.
- Standardized guidelines and procedures for transportation verification to be utilized nationwide.

**Attachment 1****Examples of Commonly Needed Transitional Support Services**

- 1) **Housing Assistance**  
Providing information or assistance in finding housing and signing a lease; the obligation of tenant and landlord; arranging for emergency, short-term housing or shelter.
- 2) **Transportation Assistance**  
Providing assistance with public transportation, insofar as bus scheduling and routing from residence to place of employment and/or other transportation needs. This includes the formation of or entering into existing car pools, and providing bus tokens or bus passes, or information on buying a car.
- 3) **Post-Separation Center**  
Assisting in recovery of personal belongings, class rings, GED certificates, completion certificates, etc.
- 4) **Child Care**  
Assisting with finding affordable, safe child care services where needed, including how to interview child care workers.
- 5) **Health Services**  
Finding and making referrals for health services - clinics, hospitals, health centers, private practitioners for medical, dental or mental health problems.
- 6) **Social Services**  
Providing assistance in obtaining SSI, general assistance, food stamps, or other referrals to counseling on personal adjustment problems, family planning, marriage counseling, etc.
- 7) **Legal Services**  
Providing information and referrals on workers= rights, legal rights and legal assistance; help with claims, worker=s compensation, etc.
- 8) **Emergency Services**  
Providing methods for securing subsistence sponsorship of students through existing community agencies (e.g., referrals to food/clothing bank), or student loans or grants.
- 9) **Advice**  
Providing general counsel or advice to former Job Corps students; encouraging them to pursue worthy goals, etc.
- 10) **Citizenship Information**  
Providing assistance in acquiring a drivers= licenses, ID cards, birth certificates, insurance, etc.; information on purchasing or consumer laws; local, state and federal taxes and other laws; assistance or referral in filing income tax returns and Selective Service and voter registration procedures.
- 11) **Other Training Opportunities**  
Providing information about eligibility criteria and current openings with programs appropriate for particular Job Corps students and the availability of such training programs.

- 12) **Other Educational Opportunities**  
Providing assistance in returning to or enrolling in high school, basic education, vocational schools, college, etc.
- 13) **Job Corps Alumni Association**  
Assisting students to locate a National Job Corps Alumni Association local chapter and/or members.
- 14) **Other Community Services**  
Providing advice on recreational facilities, youth clubs, location of various churches, etc.
- 15) **Transitional Living Funds**  
Providing assistance in tracking transitional living checks that have not been properly received by terminating Job Corps students.
- 16) **Job Assistance**  
Providing advice on local employment opportunities; pinpoint local employment opportunities through use of local resources (e.g., job bank, employment agencies, one-stop centers, etc.). Assist with additional information on filling out job applications, resume preparation or updating, obtaining letters of referral, employment skills, employment tools, uniforms, shoes, etc. While these tasks are normally the function of Job Corps center and CDSS staff, numerous students may need further assistance after they depart the center.
- 17) **Job Placement**  
Providing direct assistance which results in the Job Corps student=s employment (i.e., advisor on-center person contacts a potential employer and arranges for the student to be interviewed, resulting in the student being hired).  
As in #16, while these tasks are normally the function of Job Corps center and CDSS staff, numerous students may need further assistance. They may also need related information, such as planning for the future, by, for example, setting up a retirement plan and/or establishing 401 K accounts.
- 18) **Budget Planning**  
Providing information and advice on budget for rent, clothes, entertainment, etc.; good shopping practices; cost of credit; help or advice about banking practices, setting up personal checking or savings accounts, etc. will be reinforced.

**SECTION C**  
**DALLAS REGION**

<b>Staffing:</b>	<b>Regional Office:</b>	<b>2.5 FTE</b>
	<b>Center Staff:</b>	<b>10.5 FTE</b>
	<b>Total:</b>	<b>13.0 FTE</b>

The service provider will provide placement services, on an as-needed basis, to former enrollees from 13 specified Job Corps Centers who have been on center 60 days or more and do not qualify as graduates. The service provider will:

1. Provide a half-time staff person, who will be called the Former Enrollee Case Manager, at the following centers – Albuquerque, Carrasco, Cass, Ouachita, Roswell, Shreveport, Treasure Lake, Burdick, Boxelder, Anaconda and Kicking Horse. In addition, provide one full-time Former Enrollee Case Manager at the Carville, Guthrie JCC and four full-time Former Enrollee Case Managers at the Gary JCC.
2. Provide two full-time management staff and one half-time support staff at the service provider’s Regional Office in Dallas, TX, Rent and equipment for this office is paid for by the Dallas Regional Office of Job Corps.
3. Recruit, train and manage the Former Enrollee Case Managers to provide placement services (to include verification of placements) and follow-up services to all former enrollees from their assigned centers under the direction of the Center Director
4. Ensure the placement of an undetermined number of former enrollees.
5. Recruit, train, deploy and support a network of volunteers who will render assistance to former enrollees as assigned by the service provider’s Former Enrollee Case Managers
6. Adhere to Job Corps guidelines for documenting and reporting placements
7. Provide Monthly Performance Reports and other reports as may be required to the Job Corps Regional Office.
8. Service provider’s National Office will provide transportation verification services as described by the Job Corps’ National Office SOW.

**SAN FRANCISCO REGION**

**NOTE**

**San Francisco’s SOW consist of two documents to include the SOW for the formerly Seattle Region.**

<b>Staffing:</b>	<b>Regional Office:</b>	<b>3.0 FTE</b>	<b>(Total Incl. Seattle = 5.5)</b>
	<b>Center Staff:</b>	<b>3.0 FTE</b>	<b>(Total Incl. Seattle = 6.5)</b>
	<b>Total:</b>	<b>6.0 FTE</b>	<b>(Total Incl. Seattle = 12.0)</b>

The service provider will provide a comprehensive array of services including region-wide transitional support services to Job Corps students as defined by the Region’s Career Development Services System (CDSS) and in alignment with each Job Corps Center’s CDSS Plan.

The service provider will perform these services, which may include, but are not limited to the following:

- \*Pre-Separation Services
  - Encompasses transitional assistance to students while they are on center.
- \*Post-Separation Services
  - Encompasses assistance to students who have left the Job Corps training program and returned to the community.

Based upon the National Contract/Regional Statement of Work, the service provider and the region’s center operators with the service provider’s Transition Specialists will develop Memorandum of Understanding (MOUs). These MOUs will concern the on-center (pre-separation) Transition Specialist responsibilities and performance, as well as the post-center (post-separation) staff and volunteer responsibilities and performance. The center operators will be responsible for evaluating the service provider Pre-Separation Services provided by the Transition Specialist on centers, and the service provider Post-Separation Services on a quarterly basis [Appendix 1 (pre-separation) and 2 (post-separation)].

Specific tasks are as follows:

**On-Center Transition Specialists**

The service provider’s on-center Transition Specialists are placed at Regional Job Corps Centers as follows:

<b>Center Name and Location:</b>	<b>FTE:</b>
Treasure Island JCC, San Francisco, CA	0.5
Long Beach JCC, Long Beach, CA	0.5
Phoenix JCC, Phoenix, AZ	1.0
Hawaii JCC, Waimanalo, HI	0.5
Maui JCC, Makawao, HI	0.5

The Regional Job Corps Director, service provider's Regional Director, and Job Corps Center Directors shall develop the roles and responsibilities of on-center Transition Specialists cooperatively, in support of the Regional CDSS plan. Transition Specialists training and support roles may include but are not limited to the following functions:

1. Conduct classes, workshops and group activities that support students' employability and/or ability to live independently. See Appendix 3 for a list of CTS class options, and the PRH requirements addressed. These workshops may include service provider's developed independent living skills curriculum: and components of the "V-street Social Learning" curriculum.
2. Assist students individually in developing transition plans. Work closely with trainees during the last 60 days on center assisting them in the development of realistic transition planning. This may include assistance in locating affordable housing and transportation options, childcare assistance, etc.
3. Identify follow-up resources and provide resource referrals to trainees as assigned.
4. Transport students to job fairs, job interviews, and apartment hunting as needed and as Transition Specialist time allows.
5. Assist in the follow-up tracking of placements of graduates, as assigned (Long Beach JCC only).
6. Manage a caseload of Former Enrollees and place them in employment (Phoenix JCC only).

### **Regional Office Staff**

1. Provide transitional support services (referrals and direct assistance) to all former enrollees and graduates from the Treasure Island, Long Beach, Phoenix, and Hawaii (including Maui satellite site) Job Corps Centers.
2. Provide Career Transition Services by recruiting, training, deploying, and supporting a network of transitional support volunteers throughout the region. Coordinate all service providers' volunteer contact with Job Corps students.
3. Train all on-center staff and provide oversight for the provision of Career Transition classes, workshops, group activities, and individual counseling which addresses the transitional needs and employability of students on center. Provide on-center staff with curriculum, training materials, and resources related to life skills education and transition planning.
4. Assure that regional office contact with trainees is entered into the CTS case note system and is done accurately and in a timely manner.
5. Provide Job Corps with monthly program reports.
6. The service provider's National Office will provide transportation verification services as described in "National Tasks: Transportation Verification Assistance/Oversight".



**SAN FRANCISCO (SERVICE PROVIDER) CON'T.  
(Formerly Seattle Region)**

<b>Staffing:</b>	<b>Regional Office:</b>	<b>2.5 FTE</b>
	<b>Center Staff:</b>	<b>3.5 FTE</b>
	<b>Total:</b>	<b>6.0 FTE</b>

The service provider will provide region-wide transitional support services to Job Corps students as defined by the Seattle Region Career Development Services System (CDSS) and in alignment with each Job Corps Center's CDSS Plan.

Specific tasks are as follows:

Regional Office Staff:

1. Provide administrative support and technical assistance to Job Corps Center Directors in the placement of 3.5 transitional services staff, one per center, at 5 Job Corps Center.
2. Provide Career Transition Services by recruiting, training, deploying and supporting a network of transitional support volunteers throughout the region.
3. Provide, through volunteers and staff, referrals and direct assistance, transitional services to male and female graduates and former enrollees when requested in accordance with executed MOU between service provider, the Region, and the CTS contractor.
4. Coordinate all service provider volunteer contact with Job Corps students.
5. Develop written cooperative agreements and/or memoranda of understanding with appropriate social service agencies for the purpose of providing transitional support resources to Job Corps students.
6. Train on-center service provider staff and provide oversight for the provision of Career Transition classes, workshops, group activities and individual counseling which addresses the transitional needs and employability of students on center.
7. Provide on-center staff with curriculum, training materials and resources related to life skills education and transition planning.
8. Provide oversight for the entry of data into the CIS system as it relates to assistance provided to students, adhering to JCDC directives and notifications.
9. Assure that data entry into the CIS system is done accurately and in a timely manner.
10. Provide Job Corps with monthly program reports.

- 11. Develop a self-evaluation plan for approval by the Job Corps Region 6-Seattle Regional Director, and perform semi-annual self evaluations. The evaluation plan shall include performance measures, a performance standard for each measure, and a system for collecting data related to each performance measure, and will be submitted for approval to the Region by March of each year.

On-center Transition Specialists

The service provider’s On-center Transition Specialists will be placed at the following Job Corps centers:

- Tongue Point JCC (1.0)
- Cascades JCC (1.0)
- Angell JCC (.5)
- Curlew JCC (.5)
- Wolf Creek JCC (.5)

The Regional Director, service provider’s Regional Director, and Center Directors shall develop the roles and responsibilities of on-center staff cooperatively, in support of the Regional CDSS plan. Transition Specialists training and support roles may include but are not limited to the following functions:

- 1. Conduct classes, workshops, and group activities, which support students’ employability and/or ability to live independently. See Appendix 3 for a list of CTS class options, and the PRH requirements addressed.
- 2. Assist students individually in developing transition plans.
  - a. Work closely with students during the last 60 days on center, assisting students in the development of realistic transition planning. This may include calls to potential employers, assistance in locating affordable housing, identifying transportation options, etc.
  - b. Assess student’s transitional needs in the areas of Housing, Transportation, Childcare, and work closely with center and CTS contractor case managers and CTS liaison staff in providing referrals and transition services.

The service provider’s National Office will provide transportation verification services as described in “National Tasks: Transportation Verification Assistance/Oversight”.

**APPENDIX 1**

CTS Classes  
(not limited to)

<b>Class</b>	<b>PRH Requirements</b>
Individual Career Counseling	3.3 R1, R2
Center Introduction	2.2 R1
Employment Necessities	3.24 R2, R4, R7
Visit to One Stop	4.3 R3
Introduction to Career Transition	3.24 R2, R5
Practicing Interviews	3.24 R2
Career Goals / Employability	3.24 R2 and 3.3 R2
Resumes and Cover Letters	3.24 R2 and 3.3 R2
Healthcare and Wellness	3.24 R5 and 4.3 R4
Housing	3.24 R5 and 4.3 R4
Budgeting	3.24 R5 and 4.3 R4
Leisure Time Activities	3.24 R5 and 4.3 R4
Transportation Searches	3.24 R5 and 4.3 R4
Job Retention Strategies	

**APPENDIX 2**

**PRE-SEPARATION SERVICES**

Quarterly Effectiveness Rating

For the quarter ending \_\_\_\_\_

( ) **EXCEEDS EXPECTATIONS**

Communication between the center and the on-center SERVICE PROVIDER Transition Specialist is exceeding expectations. Both parties collaborate effectively in terms of goals, policies, changes and performance. Systems are in place and are followed regarding placement, record keeping, reporting, and verification in accordance with center procedures. The memorandum of understanding between the center operator and SERVICE PROVIDER has been fully implemented. The on-center SERVICE PROVIDER Transition Specialist works very well with students and other center personnel. The SERVICE PROVIDER Transition Specialist is professional and is an outstanding role model.

( ) **MEETS EXPECTATIONS**

Communications between the center and the SERVICE PROVIDER Transition Specialist is meeting expectations. Both parties collaborate on a regular basis in terms of goals, policies, changes and performance. Systems are in place and are generally followed regarding placement, record keeping, reporting and verification in accordance with center procedures. The memorandum of understanding between the center operator and SERVICE PROVIDER has been mostly implemented. The on-center SERVICE PROVIDER Transition Specialist works with students and other center personnel. The on-center SERVICE PROVIDER Transition Specialist serves as a good role model.

( ) **NEEDS IMPROVEMENT**

Communications between the center and the on-center SERVICE PROVIDER Transition Specialist needs improvement. Collaboration in terms of goals, policies, changes and performance is infrequent. Systems are in place but are not followed in a consistent manner regarding placement, record keeping, reporting and verification in accordance with center procedures. The memorandum of understanding between the center operator and SERVICE PROVIDER has not been implemented to the extent possible. The on-center SERVICE PROVIDER Transition Specialist does not work well with students and other center personnel. The on-center SERVICE PROVIDER Transition Specialist could do a better job in serving as a role model.

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At the end of each calendar quarter, center operators are asked to provide both the Job Corps Regional Office as well as SERVICE PROVIDER with an effectiveness rating as to services provided. The rating assigned to SERVICE PROVIDER must be either needs improvement, meets expectations or exceeds expectations. The center operator must provide a written narrative when assigning a rating of either needs improvement or exceeds expectations.

\_\_\_\_\_  
Signature of Center Operator/Center Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Job Corps Center

**Appendix 2****POST-SEPARATION SERVICES**

Quarterly Effectiveness Rating

For the quarter ending \_\_\_\_\_

**( ) EXCEEDS EXPECTATIONS**

Communication between the center and the SERVICE PROVIDER regional office is exceeding expectations. Both parties collaborate effectively in terms of goals, policies, changes and performance. Systems are in place and are followed regarding the assignment of trainees to the regional office, and subsequently to regional SERVICE PROVIDER volunteers, and the reporting of information back to the center operator through the established CDSS application. The memorandum of understanding between the center operator and SERVICE PROVIDER concerning support services to trainees has been fully implemented. Student performance outcomes are greatly enhanced as a result of this arrangement between the center operator and SERVICE PROVIDER.

**( ) MEETS EXPECTATIONS**

Communications between the center and the SERVICE PROVIDER regional office is meeting expectations. Both parties collaborate on a regular basis in terms of goals, policies, changes and performance. Systems are in place and are generally followed regarding the assignment of trainees to the regional office, and subsequently to regional SERVICE PROVIDER volunteers, and the reporting of information back to the center operator through the established CDSS application. The memorandum of understanding between the center operator and SERVICE PROVIDER concerning support services to trainees has been mostly implemented. Student performance outcomes are greatly enhanced as a result of this arrangement between the center operator and SERVICE PROVIDER.

**( ) NEEDS IMPROVEMENT**

Communication between the center and the SERVICE PROVIDER regional office needs improvement. Collaboration in terms of goals, policies, changes and performance is infrequent. Systems are in place but are not followed in a consistent manner regarding the assignment of trainees to the regional office, and subsequently to regional SERVICE PROVIDER volunteers, and the reporting of information back to the center operator through the established CDSS application. The memorandum of understanding between the center operator and SERVICE PROVIDER concerning support services to trainees has not been implemented to the extent possible. Student performance outcomes are not enhanced as a result of this arrangement between the center operator and SERVICE PROVIDER.

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At the end of each calendar quarter, center operators are asked to provide both the Job Corps Regional Office as well as SERVICE PROVIDER with an effectiveness rating as to services provided. The rating assigned to SERVICE PROVIDER must be either needs improvement, meets expectations or exceeds expectations. The center operator must provide a written narrative when assigning a rating of either needs improvement or exceeds expectations.

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 Signature of Center Operator/Center Director

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 Date

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 Name of Job Corps Center

### **APPENDIX 3**

#### **SERVICE PROVIDER CTS Classes**

<b>Class</b>	<b>PRH Requirement</b>
Individual Career Counseling	3.3 R1, R2
Center Orientation	2.2 R1
Employment Necessities	3.24 R2, R4, R7
Visit to One Stop	4.3 R3
Introduction to Career Transition	3.24 R2, R5
Practicing Interviews	3.24 R2
Career Goals/Employability	3.24 R2 and 3.3 R2
Resumes and Cover Letters	3.24 R2 and 3.3 R2
Healthcare and Wellness	3.24 R5 and 4.3 R4
Housing	3.24 R5 and 4.3 R4
Budgeting	3.24 R5 and 4.3 R4
Leisure Time Activities	3.24 R5 and 4.3 R4
Transportation Searches	3.24 R5 and 4.3 R4
Job Retention Strategies	3.24 R2

## BOSTON REGION

**NOTE:**

Boston's SOW consist of two documents to include the SOW for the formerly New York Region.

<b>Staffing:</b>	<b>Regional Office:</b>	<b>3.5 FTE</b>	<b>(Total Incl. NY = 6.5)</b>
	<b>Center Staff:</b>	<b>1.5 FTE</b>	<b>(Total Incl. NY = 4.0)</b>
	<b>Total:</b>	<b>5.0 FTE</b>	<b>(Total Incl. NY = 10.0)</b>

The service provider will provide a comprehensive array of services including region-wide transitional support services to Job Corps students as defined by the Region's Career Development Services System/Plan (CDSS) and in alignment with each Job Corps Center's CDSS Plan. The contractor will perform these services, which may include, but are not limited to the following:

The service provider's Career Coordinator, located on three centers (Loring, Northlands, Penobscot, and Shriver):

1. Provide Career Preparation and/or Transitional services to 300 students per month (total for all three centers);
2. Assist Job Corps centers' career management teams with the provision of transitional and placement services to **Graduates and Former Enrollees**;
3. The roles and responsibilities of center-assigned service provider's Career Coordinators will be determined by the Center Director and the service provider's Regional Director as appropriate. The Career Coordinators role and responsibilities will be documented in a MOU agreed to and signed by individual Center Directors and the service provider's Regional Director.

Regional Office Staff:

1. Recruit, train, deploy and support volunteers to assist in the provision of transitional services to former Job Corps students.
2. Provide placement and tracking services to Job Corps graduates returning to the Greater Boston area for up to 12 months following initial placement.
3. Provide placement and support services to Job Corps graduates returning to the Greater Boston area for up to 12 months following initial placement.
4. Adhere to Job Corps guidelines for documenting placements.
5. Provide Job Corps **Regional Office** with a monthly performance report.

The service provider's National Office will provide transportation verification services as described in the Job Corps' National Office SOW.

**BOSTON REGION (THE SERVICE PROVIDER) CON'T.  
(Formerly New York Region SOW)**

<b>Staffing:</b>	<b>Regional Office Staff:</b>	<b>3.0 FTE</b>
	<b>Center Staff:</b>	<b>2.5 FTE</b>
	<b>Total:</b>	<b>5.5 FTE</b>

The New York Region identified Job Corps center operators as primary providers of Career Development Services. Transitional services are coordinated with the service provider and various other youth serving agencies to provide support services to graduates and former enrollees. (See Attachment 1 for commonly needed transitional support services.)

Based on the National Contract/Regional Statement of Work, the service provider and the New York Region center operators will develop MOUs concerning on-center the service provider's **Transitional Specialists' (TS)** responsibilities and performance. The center operators will be responsible for evaluating the on-center service provider's Specialists and the service provider's Volunteer Program on a quarterly basis (Appendix 2-2 and 2-3).

The service provider's **TS** responsibilities for the **TS** located on five centers (Arecibo, Barranquitas, Iroquois, Ramey, and South Bronx) may include but are not limited to the following:

1. Provide CDSS counseling to a specific caseload of male and female students assigned to the service provider's **TS** by the Center Director or the designee.
2. Provide transition support services to male and female former enrollees returning to the local areas of any of the five centers (listed above).
3. Determine number of students in case load and/or number of former enrollees as well as type of service and area of service through a Memorandum of Understanding (MOU) developed by each of the five centers CDSS Managers and the service provider's regional staff. Twelve months total of former enrollees not to exceed 516.
4. Report quarterly to the five centers the results for the quarter and the circumstances, which facilitated or hindered their accomplishment. Results to include number referred and number served.
5. The roles and responsibilities of center-assigned service provider **Transition Specialists** will be determined by the Center Director, CDSS team, Case Manager, and the service provider's Regional Director as appropriate.

The service provider regional office staff tasks may include but are not limited to the following:

1. Recruit, train, deploy and support a volunteer network coordinated by the CDSS managers on centers and the service provider's regional staff.
2. Provide the Regional Office of Job Corps on a quarterly basis an updated list of volunteers. The list will include the volunteer's last name, city, and state.



3. Render assistance (with volunteers or staff) to selected graduates who are specifically identified by CDSS managers from any of the region's centers. Number not to exceed 50% of center's graduates in any given month. Twelve month total for the region not to exceed 50% of graduates. (The MOU's will address the provision of transitional support service to graduates.) See Appendix 2-1, A Graduates and Non-Graduates by Contracts.
4. Report quarterly to the Job Corps Regional Office the results for the quarter and the circumstances, which facilitated or hindered their accomplishment. Results to include number referred and number served. The center operators will be responsible for evaluating the volunteers and the service provider's regional office staff.
5. Promote consolidation of services by **locating** the service provider's New York Regional Office to the CDSS One Stop located in the Brooklyn Job Corps Academy.
6. Maintain current tasks listed below:
  - a. Supervise the service provider's programs, which include the on-center and volunteer transitional support services, and student transportation services provided to New York Region students;
  - b. Develop a Memorandum of Understanding with each New York Region center;
  - c. Coordinate a selected graduate caseload between CDSS managers and volunteers;
  - d. Maintain Job Corps automated CDSS case notes for referred youth;
  - e. Supervise the service provider's staff;
  - f. Manage budget;
  - g. Monitor outcome data in relation to target outcomes;
  - h. Report quarterly;
  - i. Initiate corrective action plans based on performance indicators;
  - j. Initiate volunteer outreach; and
  - k. Maintain close community relations ties with on-center CDSS managers, program direction and center operators.
7. Provide Job Corps **Regional Office** with a monthly performance report.

The Regional Director may review progress of the service provider's contracts at which point the statement of work may be further modified.

The service provider's National Office will provide transportation verification services as described in the Job Corps' National Office SOW.

Appendix 2-1

GRADUATES AND NON-GRADUATES BY CONTRACTS  
(TABLE REVISED 12/2000 TO INCLUDE 60% GRADUATE RATE)

CENTER	# OF GRADUATES/YR	# OF ELIGIBLE FORMER ENROLLEES/YR
ARECIBO	187	78
BARRANQUITAS	243	101
CASSADAGA	253	105
DELAWARE VALLEY	371	154
EDISON	496	207
GLENMONT	318	133
IROQUOIS	239	99
ONEONTA	346	144
RAMEY	314	131
SOUTH BRONX	257	107
BROOKLYN ACADEMY	197	82
VIRGIN ISLANDS	168	56
<b>Total:</b>	<b>3,389</b>	<b>1,397</b>

\* Graduate Rate Formula:  $OBS \times 0.03 (AWTR) \times 52 \text{ weeks} \times 0.6 (\text{grad. rate})$

Eligible Former Enrollee Formula:  $OBS \times 0.03 (AWTR) \times 52 \text{ weeks} \times 0.25 (\text{non-grad. rate})$

Appendix 2-2

FORMER ENROLLEE SERVICE  
Quarterly Effectiveness Rating  
For the quarter ending \_\_\_\_\_

( ) EXCEEDS EXPECTATIONS

Communication between the center and the on-center Transitional Support Specialist employed by THE SERVICE PROVIDER is exceeding expectations. Both parties collaborate effectively in terms of goals, policies, changes and performance. Systems are in place and are followed regarding placement, record keeping, reporting, and verification in accordance with center procedures. The memorandum of understanding between the center operator and THE SERVICE PROVIDER has been fully implemented. The center is exceeding expectations as to student performance outcomes relating to former enrollees. The on-center Transitional Support Specialist employed by THE SERVICE PROVIDER works very well with students and other center personnel. The on-center Transitional Support Specialist is professional and is an outstanding role model.

( ) MEETS EXPECTATIONS

Communication between the center and the on-center Transitional Support Specialist employed by THE SERVICE PROVIDER is meeting expectations. Both parties collaborate on a regular basis in terms of goals, policies, changes and performance. Systems are in place and are generally followed regarding placement, record keeping, reporting and verification in accordance with center procedures. The memorandum of understanding between the center operator and THE SERVICE PROVIDER has been mostly implemented. The center is meeting expectations as to student performance outcomes relating to former enrollees. The on-center Transitional Support Specialist employed by THE SERVICE PROVIDER works with students and other center personnel. The on-center Transitional Support Specialist serves as a good role model.

( ) NEEDS IMPROVEMENT

Communication between the center and the on-center Transitional Support Specialist employed by THE SERVICE PROVIDER is needing improvement. Collaboration in terms of goals, policies, changes and performance is infrequent. Systems are in place but are not followed in a consistent manner regarding placement, record keeping, reporting and verification in accordance with center procedures. The memorandum of understanding between the center operator and THE SERVICE PROVIDER has not been implemented to the extent possible. The center needs improvement as to student performance outcomes relating to former enrollees. The on-center Transitional Support Specialist employed by THE SERVICE PROVIDER does not work well with students and other center personnel. The on-center Transitional Support Specialist could do a better job in serving as a role model.



At the end of each calendar quarter, center operators are asked to provide both the Job Corps Regional Office as well as THE SERVICE PROVIDER with an effectiveness rating as to services provided. The rating assigned to THE SERVICE PROVIDER must be either needs improvement, meets expectations or exceeds expectations. A written narrative, including number of students referred to the on-center Transitional Support Services Specialist, as well as the actual number of students served during the reported period must be provided by the center operator when assigning a rating of either needs improvement or exceeds expectations.

\_\_\_\_\_  
Center Operator

\_\_\_\_\_  
Date

Appendix 2-3

VOLUNTEER PROGRAM  
Quarterly Effectiveness Rating  
For the quarter ending \_\_\_\_\_

( ) EXCEEDS EXPECTATIONS

Communication between the center and the SERVICE PROVIDER regional office is exceeding expectations. Both parties collaborate effectively in terms of goals, policies, changes and performance. Systems are in place and are followed regarding the assignment of volunteers and the reporting of information back to the center operator through the established CDSS application. The memorandum of understanding between the center operator and THE SERVICE PROVIDER concerning volunteers for graduates has been fully implemented. Student performance outcomes are greatly enhanced as a result of this arrangement between the center operator and THE SERVICE PROVIDER.

( ) MEETS EXPECTATIONS

Communication between the center and the SERVICE PROVIDER regional office is meeting expectations. Both parties collaborate on a regular basis in terms of goals, policies, changes and performance. Systems are in place and are generally followed regarding the assignment of volunteers and the reporting of information back to the center operator through the established CDSS application. The memorandum of understanding between the center operator and THE SERVICE PROVIDER concerning volunteers for graduates has been mostly implemented. Student performance outcomes are enhanced as a result of this arrangement between the center operator and THE SERVICE PROVIDER.

( ) NEEDS IMPROVEMENT

Communication between the center and THE SERVICE PROVIDER regional office needs improvement. Collaboration in terms of goals, policies, changes and performance is infrequent. Systems are in place but are not followed on a consistent manner regarding the assignment of volunteers and the reporting of information back to the center operator through the established CDSS application. The memorandum of understanding between the center operator and THE SERVICE PROVIDER concerning volunteers for graduates has not been implemented to the extent possible. Student performance outcomes are not enhanced as a result of this arrangement between the center operator and THE SERVICE PROVIDER.



At the end of each calendar quarter, center operators are asked to provide both the Job Corps Regional Office as well as THE SERVICE PROVIDER with an effectiveness rating as to services provided. The rating assigned to THE SERVICE PROVIDER must be either needs improvement, meets expectations or exceeds expectations. A written narrative including number of graduates referred to volunteers, as well as the actual number of students served during the reported period must be provided by the center operator when assigning a rating of either needs improvement or exceeds expectations.

Center Operator

Date

**PHILADELPHIA REGION**

<b>Staffing:</b>	<b>Regional Office:</b>	<b>4.5 FTE</b>
	<b>Center Staff:</b>	<b>None</b>
	<b>Total:</b>	<b>4.5 FTE</b>

The service provider will provide a comprehensive array of pre and post-separation services to Job Corps graduates from designated centers. Currently, the designated centers are Blue Ridge, Keystone, and Philadelphia. The contractor, through its regional office staff, will perform the following activities designed to enhance the 6 and 12 month retention in the labor market outcomes for students from the designated centers:

1. The service provider will assist the designated centers to administer the transitional needs assessment and transition planning portion of the career transition readiness programs to students who have been identified as nearing graduation, or students in the “graduate” category who are leaving for disciplinary, AWOL, or health reasons. The following conditions and parameters will apply:
  - a. Each center will appoint a staff liaison person who will provide all necessary student information to the service provider and will arrange all face to face and telephonic meetings with students.
  - b. The staff liaison will utilize the center’s pending termination report, center OMS committee projections, or any other means to identify students nearing completion status for referral for the service provider’s services. The wellness manager, the CSO, and the records manager will notify the center liaison regarding “graduates” who are leaving for medical, disciplinary reasons, or AWOL status but who will still need transitional and placement services.
  - c. The service provider’s staff will hold at least two meetings with pre-separation students, either in person or on the telephone, to conduct a transitional needs assessment and develop a transition plan. The service providers’ staff will enter the transition plan into CIS.
  - d. The service provider’s staff will have access to office space with telephone for their use during on-center visits with students.
2. The service provider will render mentoring services (utilizing volunteers as well as The service provider’s Regional Office staff); to graduates from the designated centers. As part of the mentoring process, the service provider will perform the following:

- a. In accordance with the transitional support plan that has been developed connect students to local community resources, and teach students how to access these services thereby promoting confidence and competence in graduates.
- b. Where needed, and in concert with CTS provider, arrange for needed services through effective local community resources.
- c. Maintain monthly contact with graduates for the first three months after they separate from the center, and quarterly contact for the remainder of the 12 month service period for unplaced grads. Following placement, the service provider will provide contact on months 2, 5, 8 and 11.
- d. If the service provider becomes aware that a student has lost their job or is no longer in school, the service provider will contact CTS so that CTS can facilitate placement for the 6 and 12 month follow up.

### 3. Recruit, train, deploy and support volunteers:

- A. Maintain a network of volunteers who will provide support services to male and female graduates from the designated centers to supplement the services provided by the CTS contractors;
  - Train and assign volunteers;
  - Post volunteer actions into the case notes.

4. Maintain weekly contact with the designated Job Corps centers and make monthly visits, (where feasible), familiarize center staff with the service and support activities available through the service provider and the importance of maintaining periodic contact with the service provider staff and volunteers;

5. Maintain contact with CTS providers, where needed, to facilitate student services.

Record into the CTS case note system pertinent information related to each graduate contact. Pertinent information includes the service provided by the service provider's staff and volunteers, those services arranged for by the service provider's staff and volunteers, updated contact information, and updated employment information.

### 6. Collect Data

Provide Job Corps Regional Office with monthly performance reports including names of students served, types of service provided, number of center visits and OMS analysis of long-term attachment for each site.

7. The service provider's National Office will provide transportation verification services as described by Job Corps National Office SOW.



**CHICAGO/KANSAS CITY REGION**

<b>Staffing:</b>	<b>Regional Office:</b>	<b>6.0 FTE</b>
	<b>Center Staff:</b>	<b>4.0 FTE</b>
	<b>Total:</b>	<b>10.0 FTE</b>

**Overview:**

The service provider will provide a comprehensive range of services in accordance with the Chicago/Kansas City Regional Supplement to the Policy and Requirements Handbook.

**Part I: Former Enrollee Placement:**

The service provider shall employ a sufficient number of Career Development Specialists to work in a coordinated and collaborative manner with designated Job Corps centers and designated Career Transition Specialist in providing services as outlined in the PRH, Chapter 4.4. The designated Job Corps centers shall execute a memorandum of understanding with the service provider outlining roles and responsibilities of each party relating to former enrollee placement. There shall be collaboration on a regular basis in terms of goals, policies, changes and performance between the service provider and the designated Job Corps centers. Systems shall be in place and followed regarding placement, record keeping, reporting and verification in accordance with center procedures. The center student performance outcomes as to former enrollees shall exceed the national average. The on-center Career Development Specialist employed by the service provider works with students and other center personnel in a coordinated and collaborative manner. The on-center career development specialist serves as a good role model.

The designated Job Corps centers are as follows:

- Chicago Paul Simon, Cincinnati, Cleveland, Dayton, Golconda, Joliet, Mingo and Pine Ridge.

**Part II: Graduate Mentoring Program:**

Designated Job Corps centers shall execute a memorandum of understanding with the service provider as to activating and receiving mentoring services for program graduates. There shall be collaboration on a regular basis in terms of goals, policies, changes and performance between the service provider and the designated Job Corps centers. Systems are in place and are followed regarding the assignment of mentors and the reporting of information back to the center operator through the established CDSS application. Centers will determine the need for mentoring services for each graduate. Such referrals will be made, if necessary, no later than the beginning of the career transition readiness phase of the Career Development Period.

The service provider shall recruit and train a sufficient number of volunteers in designated service areas to serve as mentors to serve graduates referred to them. Upon receipt of a graduate referral from a Job Corps center, the service provider's regional office will assign a volunteer mentor to the graduate who needs such services

in accordance with the executed memorandum of understanding between the service provider and the center operator.

The service provider designated service areas are as follows:

- All workforce investment areas in Missouri, Kansas, Nebraska and Iowa for male graduates. All workforce investment areas in Ohio and Illinois for all graduates.

The designated Job Corps centers are as follows:

- Excelsior Springs, St. Louis, Mingo, Denison, Pine Ridge, Flint Hills, Dayton, Cincinnati, Cleveland, Joliet, Golconda and Chicago Paul Simon.

### **III. Management Oversight:**

The service provider's Regional Office is responsible for the management and oversight associated with former enrollee placement and graduate mentoring programs in the Chicago/Kansas City region. At a minimum, the service provider's Regional Office will

1. Provide technical assistance and support to the on-center Career Development Specialists employed by the service provider who are working with designated Job Corps Centers to serve former enrollees.
2. Provide technical assistance and support as well as to recruit and train volunteers to serve as mentors to Job Corps graduates.
3. Work in a cooperative and collaborative manner with designated Job Corps centers in meeting or exceeding their expectations as to services provided to them.
4. The service provider's Regional Office, headquartered in the City of Chicago, Illinois, shall consist of 6.0 FTE. The field staff, located at designated Job Corps Centers, shall consist of 4.0 FTE.
5. The service provider's National Office will provide transportation verification services as described by the Job Corps National Office SOW.

ATLANTA REGION

<b>Staffing:</b>	<b>Regional Office:</b>	<b>2.5 FTE</b>
	<b>Center Staff:</b>	<b>6.0 FTE</b>
	<b>CTS Contract Offices:</b>	<b>2.0 FTE</b>
	<b>Total:</b>	<b>10.5 FTE</b>

Service provider will provide a comprehensive array of services including region-wide transitional support services to Job Corps students as defined by the Region’s Career Development Services System/ Plan (CDSS) and in alignment with each Job Corps Center’s CDSS Plan. Service provider shall perform these services, which may include, but are not limited to the following:

- \* Pre-Separation Services
  - Which encompass assistance to students while they are on center.
  
- \* Post-Separation Services
  - Which involves assistance to students who have left the program-training site and returned to the community.

The roles and responsibilities of center-assigned service provider Transition Specialist will be determined by the Center Director, CDSS team, Career Manager and service provider Regional Director ( as appropriate).

Six (FTE) service provider staff will provide services to students at ten (10) centers. They will be expected to reach 815 students per month to provide services. Two and one half service provider staff will be out-stationed to regional CTS contractors (exact location to be determined by the Regional office). They will manage the volunteer networks in the states assigned and will contact no fewer than 300 students per month. The Center Director or CDS Manager will determine final schedules. Centers with FTEs are as follows:

Brunswick	(.5)	Oconaluftee	(.5)
Gadsden	(.5)	Schenck	(.5)
Gainesville	(.5)	Turner	(1.0)
Jacobs Creek	(.5)		
Kittrell	(.5)		
Montgomery	(.5)		
Miami	(1.0)		

1. On-Center Transition Specialists (TS) will conduct transitional needs assessments with new and departing students to identify transitional service needs ensuring that students separating from the program have the skills and resources needed to make a successful transition to the workforce. The TS will also perform the following duties:
  - Assess student’s independent living and employability skills during orientation.
  - Counsel and encourage students to complete Job Corps.
  - Document student’s transitional support needs.
  - Counsel and assist students in developing a plan to meet transition needs.

- Advise students about the availability of volunteers to assist them upon their separation from Job Corps.
- The TS will assist CDS Managers with non-graduates as specified by the Center Director.
- The TS will assist centers with retention, social development and CDSS as specified by the Center Director.
- The roles and responsibilities of center-assigned service provider Transition Specialists will be determined by the Center Director, CDSS team, Career Manager, and service provider Regional Director as appropriate.
- Conduct individual and group counseling for career development purposes.
- Teach and promote skill development for independent living, pre-employment, and transition to home and work.

## 2. Mentors

- Will serve as at least one local responsible adult who is committed to the students' well-being.
- Will assess the needs of students, listen actively helping students define their problems.
- Will work in consultation with the CDSS Managers to connect students with basic care and strategic service networks.
- Will counsel informally; promote confidence and competence in students.

## 3. Regional CDSS Resource Center

Regional Office will maintain a region-wide database of civic organizations, community action agencies and other human service organizations, designed to assist students with needed services.

## 4. Support Service Volunteer

- Recruit, train, deploy and support volunteers.
- Network and database will be maintained and coordinated by the Regional Office. The volunteer network will deliver local support service volunteers for the Regional CDSS.
- The volunteer will deliver local support services to centers and students in need. Services to include emergency and transitional services.

The service provider will have 2.5 regional office staff (2.5 FTEs): Regional Director, Deputy Director and .5 Administrative Specialists.

5. Provide Job Corps Regional Office with monthly performance reports.

The service provider's National Office will provide transportation verification services as described by National contract.

Tasks: Transportation Verification Assistance/Oversight".

**SECTION D - PACKAGING AND MARKING**

**[FOR THIS SOLICITATION, THERE ARE NO CLAUSES IN THIS SECTION]**

**SECTION E - INSPECTION AND ACCEPTANCE**

**E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.246-5	INSPECTION OF SERVICES--COST-REIMBURSEMENT	APR 1984

**SECTION F - DELIVERIES OR PERFORMANCE**

**F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.242-15	STOP-WORK ORDER ALTERNATE I (APR 1984)	AUG 1989

**F.2 PERIOD OF PERFORMANCE**

The period of performance shall be twelve (12) months from the date of contract execution, plus four 1-year options to extend at the discretion of the Government.

**F.3 LEVEL OF EFFORT**

The level of effort for this project is estimated between 40 and 42 professional person years. A professional person year is estimated to be between \$90,000 and \$100,000. The level of effort for each option year period is equal to the base year plus inflation. The inflation rate will be determined by the Bureau of Labor Statistics.

**F.4 REPORTS/DELIVERABLES**

The contractor shall submit to the Government Authorized Representative (GAR) designated in the contract the following reports.

Quarterly reports (one copy) summarizing qualitatively the performance and for the quarter on pre- and post-separation service, national statistical information and narrative on the post center survey operation, and transportation verification information. This report is due to the GAR no later than 30 days after the end of each quarter. The format for the report must be approved by the GAR during the first month after the effective date of the contract. Among other information, reports will address quarterly progress on tasks specified in the Statement of Work, plans for the resolution of any problems which may arise, and if necessary an updated workplan for the remainder of the contract.

Six-month summary reports are to be submitted to the GAR twenty (20) days after the first six months (6) of the contract and each six months (6) thereafter showing total progress on all tasks during the



previous six months (6). An annual report will be provided twelve months (12) after contract execution. The reports will also include a discussion of creative, innovative counseling techniques demonstrating work that goes beyond traditional emphasis, and lessons learned from replication of successful initiatives.

#### Contractors Operating Plan (COP)

The contractor will be required to develop an operating plan which will clearly define how the scope of work will be accomplished. This plan should include such items as the flow of documents, e.g., regarding notice of separation: the methods and procedures for assignment of the TSS to assist the former students: procedures designed for contracting the former students and follow up; methods for transportation verification; the methods of ensuring survey reliability; staff communications, training, ect. In order to provide maximum support services to the former student at the lowest price possible, the maximum use of volunteers is encouraged to provide the services, as well as to assist the TSS on center which training and other activities where feasible. The operating plan should show the number and type of paid staff and the number of active volunteers, if any, who are available and how other volunteers will be recruited, selected and trained. The plan should also address ongoing training techniques used to ensure volunteer maximum performance, from all staff, including volunteers. The COP shall be submitted to the GAR for review and approval within twenty (20) calendar days of the effective date of the contract.

#### Communications Responsibilities:

The contractor, both on a national and regional level, must develop and maintain close coordination of contract activities with Job Corps Regional Offices.

The contractor must develop and maintain close coordination of post center survey operations with the Job Corps National Office. The contractor will develop and maintain ongoing communication with other support services, one-stop centers and resource agencies operating in their locale, as well as other support contractors.

The contractor shall make every effort to coordinate with appropriate youth-service agencies available in the area(s) being served to enhance referral and explore all placement possibilities.

The contractor will provide a plan for communication with each of the above-referenced entities, and will include a plan for regular field visits by the contractor's national director to assess performance of contractor regional personnel and regional contract activities.

**SECTION G - CONTRACT ADMINISTRATION DATA****G.1 IDENTITY AND AUTHORITY OF THE CONTRACTING OFFICER'S REPRESENTATIVE (GOVERNMENT AUTHORIZED REPRESENTATIVE)**

(A) The authorized representative of the Contracting Officer is To Be Determined whose authority to act on behalf of the Contracting Officer is limited to the extent set forth in (B) below. Under no circumstances is the Government Authorized Representative (GAR) authorized to sign any contractual documents or approve any alteration to the contract involving a change in the scope, price, terms or conditions of the contract or order.

(B) The Government Authorized Representative is authorized to:

- (1) Monitor and inspect Contractor's performance to ensure compliance of the scope of work.
- (2) Make determinations relative to satisfactory or unsatisfactory performance, including acceptance of all work performed and/or all products produced under the terms of the contract.
- (3) Review and approve invoices.
- (4) Review and approve Contractor's project staff as may be called for on the contract.
- (5) Recommend program changes to the Contracting Officer as a result of monitoring or as may be requested by the Contractor.
- (6) Review, coordinate changes or corrections, if any, and accept all reports (including any final reports) required under the contract.

**G.2 INVOICE REQUIREMENTS**

Contractor will prepare and submit proper invoices (as defined in C below) in accordance with the criteria outlined below. (Also, see Clause 52.232-8 "Discount for Prompt Payment", contained in Section I of the contract.):

A. (1) If the contract is a cost-reimbursement type contract, the contractor will submit three (3) ink-signed copies of the invoice, Cost Contractor's Invoice, (ETA 3100-1), together with a detailed report of expenditures, Cost Contractor's Detailed Statement of Costs (ETA 3-2), to the Government Authorized Representative (GAR), U.S. Department of Labor, not more frequently than monthly, unless otherwise so authorized in the contract.

(2) If the contract is a fixed-price type contract, the contractor may submit SF-1034, Public Voucher, or the equivalent thereto; i.e., contractor's own invoice, in lieu of the forms described in A(l) above.

(3) Invoices should be submitted to the individual listed below:

U.S. Department of Labor, ETA  
200 Constitution Avenue, NW, Room TBD  
Washington, D.C. 20210

B. The Detailed Report of Expenditures (ETA 3-2) submitted with the Invoice (ETA 3100-1) must include the same budget line items or cost categories as appears in the contract, including any modifications thereto.

C. To constitute a proper invoice, the invoice, must include the following information and/or attached documentation:

(1) Name and address of the Contractor;

(2) Invoice date;

(3) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(4) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(5) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms. Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(6) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(7) Name (where practicable), title, telephone number and mailing address of person to be notified in event of a defective invoice.

(8) Any other information or documentation required by other requirements of the contract.

In addition to the above, invoices should be numbered consecutively. All final invoices shall be clearly marked Final Invoice.

### **G.3 METHOD OF PAYMENT**

A. Payments under this contract will be made either by check or electronic funds transfer (through the Treasury Fedline Communications System (FEDLINE) or the Automated Clearing House (ACH)), at the option of the Government. After award, but no later than 14 days before an invoice or contract financing request is submitted, the Contractor shall designate a financial institution for receipt of

electronic funds transfer payments. The contractor shall submit this designation to the Contracting Officer or other Government official as directed.

B. For payments through FEDLINE, the Contractor shall provide the following information:

(1) Name, address, and telegraphic abbreviation of the financial institution receiving payment.

(2) The American Bankers Association 9-digit identifying number of the financing institution receiving payment if the institution has access to the Federal Reserve Communications System.

(3) Payee's account number at the financial institution where funds are to be transferred.

(4) If the financial institution does not have access to the Federal Reserve Communications System, provide the name, address, and telegraphic abbreviation of the correspondent financial institution through which the financial institution receiving payment obtains electronic funds transfer messages. Provide the telegraphic abbreviation and American Bankers Association identifying number for the correspondent institution.

C. For payments through ACH, the Contractor shall provide the following information:

(1) Routing transit number of the financial institution receiving payment (same as American Bankers Association identifying number used for FEDLINE).

(2) Number of account to which funds are to be deposited.

(3) Type of depositor account ("C" for checking, "S" for savings).

(4) If the Contractor is a new enrollee to the ACH system, a "Payment Information Form," SF 3881, must be completed before payment can be processed.

D. In the event the Contractor, during the performance of this contract, elects to designate a different financial institution for the receipt of any payment made using electronic funds transfer procedures, notification of such change and the required information specified above must be received by the appropriate Government official 30 days prior to the date such change is to become effective.

E. The documents furnishing the information required in paragraphs B and C above must be dated and contain the signature, title, and telephone number of the Contractor official authorized to provide it, as well as the Contractor's name and contract number.

F. Contractor failure to properly designate a financial institution or to provide appropriate payee bank account information may delay payments of amounts otherwise properly due.

G. The Contractor shall forward the information required above to:

U.S. Department of Labor, ETA  
Division of Accounting, Room N-4702  
200 Constitution Avenue, NW  
Washington, DC 20210

**SECTION H - SPECIAL CONTRACT REQUIREMENTS****H.1 BUDGET LINE ITEM FLEXIBILITY**

Flexibility of Direct Costs will be allowed within the Prime Contract Budget, provided no single line item of cost shall be increased or decreased in excess of 20 percent and provided further that the total estimated cost of the Contract is not exceeded. This flexibility of cost does not apply to the wages, salaries and fringe benefits line items (including proposed changes by the Contractor in the mixture, number of hours, wages, and/or bonus or personnel paid under the contract) wherein no increase is permitted without the prior review and approval by the Contracting Officer.

In contracts with OPTION TO EXTEND SERVICES provisions, this clause is applicable to each yearly negotiated budget line item amounts, and not the accumulated budget line item totals.

**H.2 FRINGE BENEFITS**

Social Security, Worker's Compensation, Unemployment Compensation and any other fringe benefits are a normal practice of the Contractor at the time of final negotiations for this contract and are available to all employees. Fringe benefits from an immediate previous employer which may be continued while employed under this contract are an allowable cost. In no event will duplicate fringe benefits be allowable to an individual under this contract.

**H.3 VACATIONS, SICK-LEAVE HOLIDAYS**

The Contractor may grant leave in accordance with its established written policy, provided that policy is accepted by the Contracting Officer or, in the absence of an established policy, leave may be granted as follows:

Vacation: Maximum 2 weeks (10 working days)

Sick Leave: Maximum 2 weeks (10 working days)

Holiday: Maximum of paid holidays

Leave shall be accrued at the rate of 5/6 of 1 day per month for each month employed. If the term of this contract is for more than or less than 1 year, the above leave shall be adjusted accordingly.

**H.4 TRAVEL AND PER DIEM**

Travel policies as set forth in the Travel Regulations referred to below are required of the Contractor and consultants hereunder. Where the Contractor has a more restrictive travel policy than the Federal Travel Regulations, the more restrictive requirements shall apply.

It is the responsibility of the Contractor to authorize only such per diem allowances as justified by the circumstances affecting the travel. Care should be exercised to prevent fixing per diem rates in excess of those required to meet the necessary authorized subsistence expenses. To this end, consideration should be given to factors which reduce the expenses of the employee such as: known arrangements at temporary duty locations where lodging and meals may be obtained without cost or at prices advantageous to the traveler; established cost experience in the localities where lodging and meals are required; situations where special rates for accommodations have been made available for a particular meeting or conference; the extent to which the traveler is familiar with establishments providing lodging and meals at a lower cost in certain localities, particularly, where repeated travel is involved; and the use of methods of travel where sleeping accommodations are provided as part of the transportation expenses.

All travel shall be at tourist, coach, or less than first class unless itinerary or unavailability dictate otherwise. All temporary duty and local area automobile travel shall be allowed as prescribed by the applicable Travel Regulations.

Copies of applicable Travel Regulations can be obtained as follows at a fee:

- a. Federal Travel Regulations, prescribed by the General Services Administration, for travel in the conterminous 48 United States: Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, Stock No. 022-001-81003-7.
- b. Joint Travel Regulations, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and territories and possessions of the United States: Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 908-010-00000-1.
- c. Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in 1 and 2 above: Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 744-008-00000-0.

## **H.5 USE OF AND PAYMENT TO CONSULTANTS**

(a) Consultant(s) hired to perform under this contract may be compensated at a rate for time actually worked (e.g., amount per day, per week, per month, etc.), or at a fixed price for performance of a specific task, or at nominal compensation in accordance with Contractor's policies. However, for the use and payment to consultant(s) prior written approval must be obtained from the Contracting Officer.

(b) The amount or rate of payment will be determined on a case-by- case basis, taking into account (among any other relevant factors) the relative importance of the duties to be performed, the stature of the individual in his specialized field, comparable pay for positions under the Classification Act or

other Federal pay systems, rates paid by private employers and rates previously paid other experts or consultants for similar work.

(c) The contractor shall maintain a written report for the files on the results on all consultations charged to the contract. This report must include, as a minimum: (1) the consultant's name, dates, hours and amounts charged to the contract; (2) the names of the contractor's staff to whom the services are provided; and (3) the results of the subject matter of the consultation.

## **H.6 UNEMPLOYMENT INSURANCE COST**

Unemployment insurance costs shall be paid by the contractor as they are incurred.

However, in the event billings for Unemployment Insurance costs are received by the contractor after the expiration date of this contract and the billings cover the period that this contract was effective, the Government agrees to reimburse the contractor at the same rate that would have been applicable had the cost been paid as they were incurred.

## **H.7 ACCOUNTING AND AUDITING SERVICES**

### **(a) Accounting**

The contractor may procure and utilize such accounting services as are required to establish and maintain an accounting system which reflect accurate, current and complete financial transactions and which meet the standards of the Comptroller General of the United States and the Department of Labor.

### **(b) Auditing**

The contractor shall audit or have audited subcontractor financial records as may be required to determine, at a minimum, the fiscal integrity of financial transactions and compliance with laws, regulations and administrative requirements.

The U.S. Department of Labor shall be responsible for scheduling all audits of the prime contractor's books, documents, papers and records. The Department will use its own audit resources or shall use certified or public accountants under contract or auditors from another Federal agency.

Cost of Accounting Services and Audit of subcontractors as described herein are allowable cost under this contract. Costs for audits for which the U.S. Department of Labor is responsible are unallowable.

## **H.8 PRINTING**

Unless otherwise specified in this contract, the contractor shall not engage in, nor subcontract for, any printing (as that term is defined in Title 1 of the Government Printing and Binding Regulations in effect on the effective date of this contract) in connection with the performance of work under this contract: provided, however, that performance of a requirement under this contract involving the

reproduction of less than 5,000 production units of any one page or less than 25,000 production units in the aggregate of multiple pages, will not be deemed to be printing. A production unit is defined as one sheet, size 8 by 11 inches, one side only, and one color.

**H.9 KEY PERSONNEL**

The personnel specified below or in attachment to this contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer; Provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this clause. The below list or attachment to this contract may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

For the purpose of this contract, the key personnel positions are identified below as:

- 
- 
- 
- 
- 
- 

**H.10 CONTRACT NUMBER IDENTIFICATION**

The Contractor agrees to utilize the number of this contract on all correspondence, communications, reports, vouchers and such other data concerning this contract or delivered hereunder.

**H.11 SUBMISSION OF CORRESPONDENCE**

All correspondence relating to contractual aspects shall be directed to the Division of Contract Services, Attention: Division Chief.

**H.12 OTHER CONTRACTORS**

The Government may undertake or award other contracts for the same, essentially similar, or related work, and the Contractor shall fully cooperate with such other contractors and Government employees. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Government employees.



The foregoing paragraph shall be included in the contracts of all Contractors with whom this Contractor will be required to cooperate. The Government shall equitably enforce this clause as to all contractors, to prevent the imposition of unreasonable burdens on any contractor.

### **H.13 LAWS APPLICABLE**

The contractor will perform its duties in accordance with the applicable Act, and the regulations, procedures and standards promulgated thereunder. The Contractor will comply with all applicable Federal and State and Local laws, rules, and regulations which deal with or relate to the employment of persons who perform work or are trained under contract.

This contract in no way relieves the Contractor of responsibility for compliance with the provisions of the Fair Labor Standards Act, as amended.

### **H.14 DISPOSITION OF MATERIAL**

Upon termination or completion of all work under this contract, the Contractor shall prepare for shipment, deliver FOB destination, or dispose of all materials received from the Government and all residual materials produced in connection with the performance of this contract as may be directed by Contracting Officer, or as specified in other provisions of this contract. All materials produced or required to be delivered under this contract become and remain the property of the Government.

### **H.15 NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES**

(a) No person shall on the ground of race, religion, color, handicap, national origin, sex, age, political affiliation, or beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded or otherwise financially assisted, in whole or in part with funds made available hereunder. (b) In addition, this contract and any subcontract hereunder is subjected to Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations issued thereunder and found at 29 CFR 31. The Contractor agrees that any service, financial aid, or other benefit to be provided by it under this contract shall be furnished without discrimination because of race, color, sex, or national origin; and that his employment practices shall be subject to the same restrictions to ensure nondiscriminatory treatment of beneficiaries of assistance under the Act.

### **H.16 FEDERAL REPORTS**

In the event that it subsequently becomes a contractual requirement to collect or record information calling for answers to identical questions from 10 or more persons other than Federal employees, or for information from Federal employees which is to be used for statistical compilations of general public interest, the Paperwork Reduction Act of 1980 and 5 CRF 1320 shall apply to this contract. No plan, questionnaire, interview guide or similar device for collecting formation (whether repetitive or single-time) may be used without first obtaining clearance from the Office of Management and Budget (OMB).

The contractor shall obtain the required OMB clearance through the Project Officer before expending any funds or making public contracts for the collection of data. The authority to expend funds and to proceed with the collection of data shall be issued in writing by the Contracting Officer.

### **H.17 DISCLOSURE OF CONFIDENTIAL INFORMATION**

The Contractor agrees to maintain the confidentiality of any information regarding applicants, project participants or their immediate families which may be obtained through application forms, interviews, test reports from public agencies or counselors, or any other source. Without the permission of the applicant or participant, such information shall be divulged only as necessary for purposes related to the performance or evaluation of the contract and to persons having responsibilities under the contract, including those furnishing services to the projects under subcontracts.

### **H.18 ELIMINATION OF SEXIST LANGUAGE AND ART WORK**

All written materials issued by the Contractor or grantee shall conform to the following guidelines for eliminating sexist language and art work:

(a) Avoid the use of sex reference in job titles. Titles should conform to the Census Bureau's occupational classification system and the most recently published edition of the Dictionary of Occupational Titles.

-- Longshore workers instead of longshoremen.

(b) Avoid the use of male and female gender word forms.

-- Aviator to include men and women pilots, not aviatrix.

(c) Include both sexes by using terms that refer to people as a whole.

-- Human beings or people instead of mankind.

(d) Avoid the use of masculine and feminine pronouns or adjectives in referring to a hypothetical person or people in general. Change sentences such as: The average American worker spends 2 years of his life in the workforce.

-- By rewording to eliminate unnecessary gender pronouns and adjectives. (The average American worker spends 20 years in the workforce.)

-- By recasting into the plural. (Most Americans spend 20 years of their lives in the workforce.)

-- By replacing the masculine or feminine pronoun or adjective with "one", "you", "he or she", "her or him", or his or her". (An average American spends 20 years of his or her life in the workforce.)

(e) Refer to both men and women in such generic terms as economist, doctor, or lawyer. Identify sex through the use of pronouns.

-- The lawyer made her final summation.

(f) Avoid the use of stereotyped terms or expressions such as "man-sized" job.

-- Employee-years and employee-hours (or staff-hours) instead of man-years and man-hours.

(g) The use of art work in publications should conform to the following guidelines:

(i) Strive to use racially and sexually balanced designs.

(ii) Depict both men and women in art work on general subject matters.

(iii) Show men and women in a variety of roles in photographs, illustrations, and drawings.

-- Show women and men as managers and skilled laborers.

## **H.19 HAZARDOUS OCCUPATION ORDERS**

The Contractor shall comply with the Hazardous Occupation Orders issued pursuant to the Fair Labor Standards Act and set forth at 20 CFR 570.50 et seq. with respect to the employment of youths under 18 years of age and the Child Labor Standards of 29 CFR 570.31 et seq. with respect to the employment of youths aged 14 and 15.

## **H.20 INSURANCE REQUIREMENTS (FAR-SUBPART 28.3)**

In accordance with the Federal Acquisition Regulation, 48 CFR, Clause 52.228-7 entitled, "Insurance-Liability to Third Persons" the following kinds and amounts of insurance must be procured and maintained in force during the lifetime of the above numbered contract.

A. Worker's Compensation - In the amounts required by State law or the United States Longshoremen's and Harbor Workers' Compensation Act (33 U.S.C. 901).

B. Occupational Diseases Insurance - As required by applicable law. In any area where all occupational diseases are not compensable under applicable law, insurance for occupational diseases shall be secured under the employer liability section of your insurance policy, minimum per accident \$100,000.

C. Employer Liability - This insurance is to cover any liability imposed upon an employer, by law, for damages on account of personal injuries, including death resulting therefrom, sustained by his employees by reason of accident.

D. General Liability Insurance (Bodily Injury) - This insurance protects the insured against claims arising from bodily injury or death to third parties occurring on its business premises or through its operations except those arising from motor vehicles away from the premises, those covered by any Workman's Compensation law, and other exclusions stated in the policy. The required coverage for bodily injury shall be \$200,000 per person and \$500,000 per occurrence.

E. Automobile Liability - The required coverage is \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

F. The policies evidencing such insurance as required under this contract shall contain the following endorsement:

"No cancellation, termination, or modification of this policy shall take effect prior to the expiration of 35 days after written notice of the cancellation, termination or modification together with suitable identification of the policy and name insured has been sent by registered letter to the Government representative at the address stated below:

Name of Contracting Officer: Keith A. Bond

Address: USDOL/ETA/DASET/OGCM/DCS  
200 Constitution Ave., N.W.  
Room N-5425  
Washington, D.C. 20210

The types and minimum limits reflected above for vehicle insurance shall apply to any vehicle operated or used in connection with performance of official business under this contract. In the event a privately-owned vehicle is used, the Government's share of insurance premiums, including any additional coverage required to conform with the above limits, shall be prorated in accordance with the vehicle's actual use while conducting business under the terms of this contract.

## **H.21 DATA COLLECTION FOR THE DEPARTMENT OF LABOR**

The Contractor shall be responsible for informing any grantee that they have been requested to collect information for the Department of Labor. The collection of such data shall be the responsibility of the Contractor solely. The Contractor may request assistance from ETA grantees in locating the data. However, the actual data gathering must be done by the Contractor.

## **H.22 PERFORMANCE STANDARDS**

The composition, workmanship, printing or reproduction and substantive content of all reports, evaluations, charts, tables, graphs, and other data to be furnished under this contract shall strictly conform to the generally accepted quality standards of the Contractor's profession and shall be suitable for dissemination and use without revision, to DOL, other Government agencies and the general public.

Reports shall include a complete disclosure of all data relevant to the work performed, the techniques developed, the investigations made, and shall be relevant to the materials studies and methods and processes employed.

## **H.23 RESTRICTION ON USE OF DOL FUNDS FOR LOBBYING**

In accordance with the cost principles incorporated in the Federal Acquisition Regulations (FAR) at 31.205-22, lobbying costs (direct or indirect) are unallowable under this agreement. The exclusion of lobbying costs using Department of Labor funds is not intended to penalize, discourage, or prevent lobbying activities by utilizing non-Federal funds.

**H.24 PUBLICATION OF MATERIALS**

The Contractor shall receive permission from the Contracting Officer prior to publishing any works performed under this contract. Further, the Contractor shall acknowledge the support of the Department of Labor whenever publicizing any work performed under this contract. To implement the foregoing, the Contractor shall include in any publication resulting from work performed under this contract, an acknowledgement substantially the same as follows:

"This project has been funded, either wholly or in part, with Federal funds from the Department of Labor, Employment and Training Administration under Contract Number the contents of this publication do not necessarily reflect the views or policies of the Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. Government."

**H.25 OPTION TO EXTEND THE TERMS OF THE CONTRACT - SERVICE (FAR 17.208(G))**

- 1. The Government may extend the terms of this contract by written notice to the Contractor at least 60 calendar days before the contract expires. This notice does not commit the Government to an extension.
- 2. If the Government exercises this option, the extended contract shall be considered to include this option provision.
- 3. The initial period of this contract may be extended by one year, at estimated costs and indirect costs as follows:

Option Year	Estimated Cost	Indirect Cost	Total Estimated Cost
1	\$0.00	\$0.00	\$0.00
2	\$0.00	\$0.00	\$0.00
3	\$0.00	\$0.00	\$0.00
4	\$0.00	\$0.00	\$0.00

The total duration of this contract, including the exercise of any options under this clause, shall not exceed years.

- 4. Estimated costs, including any indirect costs, for the options years shall be determined at the time of contract execution. Any anticipated deviations from total preestimated option year costs must be presented to the Contracting Officer in writing, with an explanation and justification of the anticipated deviation(s), 10 calendar days after receipt of notice by the contractor of the

Government's intention to exercise the option to extend the term of the contract. No deviations from the total pre-established option years estimated costs shall be permitted without the written consent of the Contracting Officer. Deviations which would increase the total pre-established option year estimated costs by more than 10 percent shall not be permitted under any circumstances.

**H.26 INDIRECT COSTS**

In order to avoid major audit problems, disallowed costs, and to receive timely reimbursement of indirect costs, contractors should take those necessary steps to comply with this clause as well as the critical timeframes for submission of indirect cost proposals.

You are governed by one of the categories of cost principles listed below. Please comply with your cost principles as appropriate to your organization. (1) Federal Acquisition Regulation (FAR) Subparts 31 and 42 apply to private-for-profit contractors. (2) OMB Circular A-87 applies to state and local governments and Federally-recognized Indian Tribes. States receiving JTPA formula-allocated funds can elect to waive A-87 coverage. (3) OMB Circulars A-21, A-88 and FAR 42.705-3 apply to educational institutions. (4) OMB Circular A-122 applies to nonprofit institutions excluding those addressed in the preceding as well as hospitals.

The total amount of contract funds will not be increased to reimburse organizations for higher indirect cost rates than those rates identified in this clause. Also, the contractor must obtain approval from the Contracting Officer to transfer funds from other budget line items to the indirect cost budget line items to accommodate higher indirect cost rates.

The foregoing does not relieve the contractor of any other administrative cost limitations regarding the contract.

Billing rates are only temporary for the 90 days period from the effective date of your contract. Failure to submit an acceptable indirect cost proposal to your cognizant agency for provisional rates within the aforementioned 90-day period means that you shall not receive any further reimbursement of your indirect billing rates until the provisional rate proposal is received. Also, action may be taken to recoup all indirect costs already paid to you.

A private-for-profit contractor is to submit an acceptable indirect cost proposal for final rates to its cognizant agency within 90 days after the end of its fiscal year. All other contractors must submit their final rate proposals within 6 months after the end of their fiscal year.

Block 1 or 2 is completed below as appropriate for affected new contracts or modifications.

**BLOCK 1**

Rate category: (check one)	Your rates and bases are:
Billing	Overhead
Provisional	Base:
Final	(And, if applicable)
See Attached Agreement	General and Admin.
Other (Explain)	Base:

Effective from to or if multi-year, please explain here:

BLOCK 2

(For special indirect cost ceilings)

Special percent ceiling is % for (usually overhead) and if applicable, % for General and Administrative. Base:

OR

Special dollar ceiling is \$ for (usually overhead) and if applicable, \$ for General and Administrative. Base:

Effective from to or if multi-year, please explain here:

If applicable for ceilings, please describe here any situation whereby the bases in Block 2 above differ from the bases in Block 1 above. Also, the maximum reimbursement for indirect costs under this contract will be based on the lower of the negotiated rates or ceilings.

If the Department of Labor (DOL) is your cognizant agency, proposals for indirect cost rates and supporting data and documentation should be sent to the Division of Cost Determination (DCD) Negotiator in the appropriate DOL Regional Office or if applicable, to the OCD National Office whose address and phone number is listed below. In addition, if you do not know your cognizant Federal agency, please call the phone number listed below:

Director, Division of Cost Determination (DCD)  
U.S. Department of Labor, OASAM  
200 Constitution Avenue, N.W.,  
Room S-1510  
Washington, D.C. 20210  
Tel. (202) 693-4102

(End of Clause)

**PART II - CONTRACT CLAUSES****SECTION I - CONTRACT CLAUSES****I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE**

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	JUL 2004
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	JUN 2003
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	OCT 2003
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JUL 1995
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.216-7	ALLOWABLE COST AND PAYMENT	DEC 2002
52.216-8	FIXED-FEE	MAR 1997
52.219-16	LIQUIDATED DAMAGES--SMALL BUSINESS SUBCONTRACTING PLAN	JAN 1999
52.222-3	CONVICT LABOR	JUN 2003
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER	DEC 2001



	ELIGIBLE VETERANS	
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-38	COMPLIANCE WITH VETERANS' EMPLOYMENT REPORTING REQUIREMENTS	DEC 2001
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	DEC 2003
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-14	RIGHTS IN DATA--GENERAL	JUN 1987
52.228-7	INSURANCE--LIABILITY TO THIRD PERSONS	MAR 1996
52.230-3	DISCLOSURE AND CONSISTENCY OF COST ACCOUNTING PRACTICES	APR 1998
52.230-6	ADMINISTRATION OF COST ACCOUNTING STANDARDS	NOV 1999
52.232-17	INTEREST	JUN 1996
52.232-18	AVAILABILITY OF FUNDS	APR 1984
52.232-22	LIMITATION OF FUNDS	APR 1984
52.232-23	ASSIGNMENT OF CLAIMS	JAN 1986
52.232-33	PAYMENT BY ELECTRONIC FUNDS--CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-3	PROTEST AFTER AWARD ALTERNATE I (JUN 1985)	AUG 1996
52.233-4	Applicable Law for Breach of Contract Claim	OCT 2004
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2001
52.242-4	CERTIFICATION OF FINAL INDIRECT COSTS	JAN 1997
52.242-13	BANKRUPTCY	JUL 1995
52.243-2	CHANGES--COST REIMBURSEMENT ALTERNATE I (APR 1984)	AUG 1987
52.244-2	SUBCONTRACTS ALTERNATE II (AUG 1998)	AUG 1998
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	JUL 2004
52.246-25	LIMITATION OF LIABILITY--SERVICES	FEB 1997
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-6	TERMINATION (COST-REIMBURSEMENT) (MAY 2004)	MAY 2004
52.249-14	EXCUSABLE DELAYS	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991

**I.2 52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT  
(MAR 2000)**

(a) The Government may extend the term of this contract by written notice to the Contractor within 60 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

### **I.3 52.219-4 NOTICE OF PRICE EVALUATION PREFERENCE FOR HUBZONE SMALL BUSINESS CONCERNS (OCT 2004)**

(a) Definition. HUBZone small business concern, as used in this clause, means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

(b) Evaluation preference.

(1) Offers will be evaluated by adding a factor of 10 percent to the price of all offers, except--

(i) Offers from HUBZone small business concerns that have not waived the evaluation preference;

(ii) Otherwise successful offers from small business concerns;

(iii) Otherwise successful offers of eligible products under the Trade Agreements Act when the dollar threshold for application of the Act is exceeded (see 25.402 of the Federal Acquisition Regulation (FAR)); and

(iv) Otherwise successful offers where application of the factor would be inconsistent with a Memorandum of Understanding or other international agreement with a foreign government.

(2) The factor of 10 percent shall be applied on a line item basis or to any group of items on which award may be made. Other evaluation factors described in the solicitation shall be applied before application of the factor.

(3) A concern that is both a HUBZone small business concern and a small disadvantaged business concern will receive the benefit of both the HUBZone small business price evaluation preference and the small disadvantaged business price evaluation adjustment (see FAR clause 52.219-23). Each applicable price evaluation preference or adjustment shall be calculated independently against an offeror's base offer. These individual preference amounts shall be added together to arrive at the total evaluated price for that offer.

(c) Waiver of evaluation preference. A HUBZone small business concern may elect to waive the evaluation preference, in which case the factor will be added to its offer for evaluation purposes. The agreements in paragraph (d) of this clause do not apply if the offeror has waived the evaluation preference.

[ ] Offeror elects to waive the evaluation preference.

(d) Agreement. A HUBZone small business concern agrees that in the performance of the contract, in the case of a contract for

(1) Services (except construction), at least 50 percent of the cost of personnel for contract performance will be spent for employees of the concern or employees of other HUBZone small business concerns;

(2) Supplies (other than procurement from a nonmanufacturer of such supplies), at least 50 percent of the cost of manufacturing, excluding the cost of materials, will be performed by the concern or other HUBZone small business concerns;

(3) General construction, at least 15 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other HUBZone small business concerns; or

(4) Construction by special trade contractors, at least 25 percent of the cost of the contract performance incurred for personnel will be spent on the concern's employees or the employees of other HUBZone small business concerns.

(e) A HUBZone joint venture agrees that in the performance of the contract, the applicable percentage specified in paragraph (d) of this clause will be performed by the HUBZone small business participant or participants.

(f) A HUBZone small business concern nonmanufacturer agrees to furnish in performing this contract only end items manufactured or produced by HUBZone small business manufacturer concerns. This paragraph does not apply in connection with construction or service contracts.

**I.4 52.219-25 SMALL DISADVANTAGED BUSINESS PARTICIPATION PROGRAM--  
DISADVANTAGED STATUS AND REPORTING (OCT 1999)**

(a) Disadvantaged status for joint venture partners, team members, and subcontractors. This clause addresses disadvantaged status for joint venture partners, teaming arrangement members, and subcontractors and is applicable if this contract contains small disadvantaged business (SDB) participation targets. The Contractor shall obtain representations of small disadvantaged status from joint venture partners, teaming arrangement members, and subcontractors through use of a provision substantially the same as paragraph (b)(1)(i) of the provision at FAR 52.219-22, Small Disadvantaged Business Status. The Contractor shall confirm that a joint venture partner, team member, or subcontractor representing itself as a small disadvantaged business concern, is identified as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-Net) or by contacting the SBA's Office of Small Disadvantaged Business Certification and Eligibility.

(b) Reporting requirement. If this contract contains SDB participation targets, the Contractor shall report on the participation of SDB concerns at contract completion, or as otherwise provided in this contract. Reporting may be on Optional Form 312, Small Disadvantaged Business Participation Report, or in the Contractor's own format providing the same information. This report is required for each contract containing SDB participation targets. If this contract contains an individual Small, Small Disadvantaged and Women-Owned Small Business Subcontracting Plan, reports may be submitted with the final Subcontracting Report for Individual Contracts (Standard Form 294) at the completion of the contract.

**I.5 52.232-25 PROMPT PAYMENT (FEB 2002)  
ALTERNATE I (FEB 2002)**

Notwithstanding any other payment clause in this contract, the Government will make invoice payments under the terms and conditions specified in this clause. The Government considers payment as being made on the day a check is dated or the date of an electronic funds transfer (EFT). Definitions of pertinent terms are set forth in sections 2.101, 32.001, and 32.902 of the Federal Acquisition Regulation. All days referred to in this clause are calendar days, unless otherwise specified. (However, see paragraph (a)(4) of this clause concerning payments due on Saturdays, Sundays, and legal holidays.)

(a) Invoice payments--

(1) Due date.

(i) Except as indicated in paragraphs (a)(2) and (c) of this clause, the due date for making invoice payments by the designated payment office is the later of the following two events:

(A) The 30th day after the designated billing office receives a proper invoice from the Contractor (except as provided in paragraph (a)(1)(ii) of this clause).

(B) The 30th day after Government acceptance of supplies delivered or services performed. For a final invoice, when the payment amount is subject to contract settlement actions, acceptance is deemed to occur on the effective date of the contract settlement.

(ii) If the designated billing office fails to annotate the invoice with the actual date of receipt at the time of receipt, the invoice payment due date is the 30th day after the date of the Contractor's invoice, provided the designated billing office receives a proper invoice and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(2) Contractor's invoice. The Contractor shall prepare and submit invoices to the designated billing office specified in the contract. A proper invoice must include the items listed in paragraphs (a)(3)(i) through (a)(3)(x) of this clause. If the invoice does not comply with these requirements, the designated billing office will return it within 7 days after receipt (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, dairy products, edible fats or oils, and food products prepared from edible fats or oils), with the reasons why it is not a proper invoice. The Government will take into account untimely notification when computing any interest penalty owed the Contractor.

(i) Name and address of the Contractor.

(ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.

(viii) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(ix) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision (e.g., 52.232-38, Submission of Electronic Funds Transfer Information with Offer), contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(x) Any other information or documentation required by the contract (e.g., evidence of shipment).

(3) Interest penalty. The designated payment office will pay an interest penalty automatically, without request from the Contractor, if payment is not made by the due date and the conditions listed in paragraphs (a)(4)(i) through (a)(4)(iii) of this clause are met, if applicable. However, when the due date falls on a Saturday, Sunday, or legal holiday, the designated payment office may make payment on the following working day without incurring a late payment interest penalty.

(i) The designated billing office received a proper invoice.

(ii) The Government processed a receiving report or other Government documentation authorizing payment, and there was no disagreement over quantity, quality, or Contractor compliance with any contract term or condition.

(iii) In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the Contractor.

(4) Computing penalty amount. The Government will compute the interest penalty in accordance with the Office of Management and Budget prompt payment regulations at 5 CFR part 1315.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance is deemed to occur constructively on the 7th day (unless otherwise specified in this contract) after the Contractor delivers the supplies or performs the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. If actual acceptance occurs within the constructive acceptance period, the Government will base the determination of an interest penalty on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The prompt payment regulations at 5 CFR 1315.10(c) do not require the Government to pay interest penalties if payment delays are due to disagreement between the Government and the Contractor over the payment amount or other issues involving contract compliance, or on amounts temporarily withheld or retained in accordance with the terms of the contract. The Government and the Contractor shall resolve claims involving disputes and any interest that may be payable in accordance with the clause at FAR 52.233-1, Disputes.

(5) Discounts for prompt payment. The designated payment office will pay an interest penalty automatically, without request from the Contractor, if the Government takes a discount for prompt payment improperly. The Government will calculate the interest penalty in accordance with the prompt payment regulations at 5 CFR part 1315.

(6) Additional interest penalty.

(i) The designated payment office will pay a penalty amount, calculated in accordance with the prompt payment regulations at 5 CFR part 1315 in addition to the interest penalty amount only if--

(A) The Government owes an interest penalty of \$1 or more;

(B) The designated payment office does not pay the interest penalty within 10 days after the date the invoice amount is paid; and

(C) The Contractor makes a written demand to the designated payment office for additional penalty payment, in accordance with paragraph (a)(7)(ii) of this clause, postmarked not later than 40 days after the invoice amount is paid.

(ii)(A) The Contractor shall support written demands for additional penalty payments with the following data. The Government will not request any additional data. The Contractor shall-- (1) Specifically assert that late payment interest is

due under a specific invoice, and request payment of all overdue late payment interest penalty and such additional penalty as may be required;

(2) Attach a copy of the invoice on which the unpaid late payment interest is due; and

(3) State that payment of the principal has been received, including the date of receipt.

(B) If there is no postmark or the postmark is illegible--

(1) The designated payment office that receives the demand will annotate it with the date of receipt, provided the demand is received on or before the 40th day after payment was made; or

(2) If the designated payment office fails to make the required annotation, the Government will determine the demand's validity based on the date the Contractor has placed on the demand, provided such date is no later than the 40th day after payment was made.

(iii) The additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation).

(b) Contract financing payment. If this contract provides for contract financing, the Government will make contract financing payments in accordance with the applicable contract financing clause.

(c) Fast payment procedure due dates. If this contract contains the clause at 52.213-1, Fast Payment Procedure, payments will be made within 15 days after the date of receipt of the invoice.

(d) Overpayments. If the Contractor becomes aware of a duplicate payment or that the Government has otherwise overpaid on an invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(e) Invoices for interim payments. For interim payments under this cost-reimbursement contract for services--

(1) Paragraphs (a)(2), (a)(3), (a)(4)(ii), (a)(4)(iii), and (a)(5)(i) do not apply;

(2) For purposes of computing late payment interest penalties that may apply, the due date for payment is the 30th day after the designated billing office receives a proper invoice; and

(3) The contractor shall submit invoices for interim payments in accordance with paragraph (a) of FAR 52.216-7, Allowable Cost and Payment. If the invoice does not comply with contract requirements, it will be returned within 7 days after the date the designated billing office received the invoice.

## **I.6 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

**PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS**

**SECTION J - LIST OF ATTACHMENTS**

<b>ATTACHMENT NUMBER</b>	<b>TITLE</b>	<b>DATE</b>	<b>NO. PAGES</b>
J.1	CONTRACT PRICING PROPOSAL COVER SHEET, SF 1411,		(1 PAGE)
J.2	COST AND PRICE ANALYSIS, ETA 8555,		(8 PAGES)
J.3	STATEMENT OF FINANCIAL CAPABILITY, ETA 8554,		(2 PAGES)
J.4	COST CONTRACTOR'S INVOICE, ETA 3100-1		(1 PAGE)
J.5	COST CONTRACTOR'S DETAILED STATEMENT OF COST, ETA 3-2		(1 PAGE)
J.6	VETS-100 - FEDERAL CONTRACTOR VETERANS EMPLOYMENT REPORT, OMB 1293-0005		(2 PAGES)
J.7	PAST PERFORMANCE REFERENCE INFORMATION		(2 PAGES)
J.8	PAST PERFORMANCE EVALUATION QUESTIONNAIRE		(2 PAGES)
J.9	ORAL PRESENTATION EVALUATION QUESTIONNAIRE		(2 PAGES)

**PART IV - REPRESENTATIONS AND INSTRUCTIONS****SECTION K - REPRESENTATIONS, CERTIFICATIONS AND  
OTHER STATEMENTS OF OFFERORS****K.1 NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED  
BY REFERENCE**

The following solicitation provisions pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the FAR provision at FAR "52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE" in Section L of this solicitation. See FAR 52.252-1 for an internet address (if specified) for electronic access to the full text of a provision.

NUMBER	TITLE	DATE
52.203-11	CERTIFICATION AND DISCLOSURE REGARDING PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	APR 1991

**K.2 52.204-5 WOMEN-OWNED BUSINESS (OTHER THAN SMALL BUSINESS) (MAY 1999)**

(a) Definition. Women-owned business concern, as used in this provision, means a concern that is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of its stock is owned by one or more women; and whose management and daily business operations are controlled by one or more women.

(b) Representation. [Complete only if the offeror is a women- owned business concern and has not represented itself as a small business concern in paragraph (b)(1) of FAR 52.219-1, Small Business Program Representations, of this solicitation.] The offeror represents that it [ ] is a women-owned business concern.

**K.3 52.209-5 CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
PROPOSED DEBARMENT, AND OTHER RESPONSIBILITY MATTERS  
(DEC 2001)**

(a)(1) The Offeror certifies, to the best of its knowledge and belief, that -

(i) The Offeror and/or any of its Principals -



(A) Are  are not  presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency;

(B) Have  have not , within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property; and

(C) Are  are not  presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in subdivision (a)(1)(i)(B) of this provision.

(ii) The Offeror has  has not , within a 3-year period preceding this offer, had one or more contracts terminated for default by any Federal agency.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND THE MAKING OF A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO PROSECUTION UNDER SECTION 1001, TITLE 18, UNITED STATES CODE.

(b) The Offeror shall provide immediate written notice to the Contracting Officer if, at any time prior to contract award, the Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) A certification that any of the items in paragraph (a) of this provision exists will not necessarily result in withholding of an award under this solicitation. However, the certification will be considered in connection with a determination of the Offeror's responsibility. Failure of the Offeror to furnish a certification or provide such additional information as requested by the Contracting Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly rendered an erroneous certification, in addition to other remedies available to the Government, the Contracting Officer may terminate the contract resulting from this solicitation for default.

#### **K.4 52.215-6 PLACE OF PERFORMANCE (OCT 1997)**

(a) The offeror or respondent, in the performance of any contract resulting from this solicitation, [ ] intends, [ ] does not intend [check applicable block] to use one or more plants or facilities located at a different address from the address of the offeror or respondent as indicated in this proposal or response to request for information.

(b) If the offeror or respondent checks "intends" in paragraph (a) of this provision, it shall insert in the following spaces the required information:

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Place of performance (street | Name and address of owner and  
 (street address, city, state, | operator of the plant or facility  
 county, code) | if other than offeror or respondent

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**K.5 52.219-1 SMALL BUSINESS PROGRAM REPRESENTATIONS (MAY 2004)**

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is-- .

(2) The small business size standard is .

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b) Representations. (1) The offeror represents as part of its offer that it [ ] is, [ ] is not a small business concern.

(2) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents, for general statistical purposes, that it [ ] is, [ ] is not, a small disadvantaged business concern as defined in 13 CFR 124.1002.

(3) (Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.) The offeror represents as part of its offer that it [ ] is, [ ] is not a women-owned small business concern.

(4) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents as part of its offer that it [ ] is, [ ] is not a veteran-owned small business concern.

(5) [Complete only if the offeror represented itself as a veteran-owned small business concern in paragraph (b)(4) of this provision.] The offeror represents as part of its offer that it [ ] is, [ ] is not a service-disabled veteran-owned small business concern.

(6) [Complete only if the offeror represented itself as a small business concern in paragraph (b)(1) of this provision.] The offeror represents, as part of its offer, that--

(i) It [ ] is, [ ] is not a HUBZone small business concern listed, on the date of this representation, on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration, and no material change in ownership and control, principal office, or HUBZone employee percentage has occurred since it was certified by the Small Business Administration in accordance with 13 CFR part 126; and

(ii) It [ ] is, [ ] is not a joint venture that complies with the requirements of 13 CFR part 126, and the representation in paragraph (b)(6)(i) of this provision is accurate for the HUBZone small business concern or concerns that are participating in the joint venture. [The offeror shall enter the name or names of the HUBZone small business concern or concerns that are participating in the joint venture:\_\_\_\_\_.] Each HUBZone small business concern participating in the joint venture shall submit a separate signed copy of the HUBZone representation.

(c) Definitions. As used in this provision--

Service-disabled veteran-owned small business concern--

(1) Means a small business concern-- (i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern, as used in this provision, means a concern, including its affiliates, that is independently owned and operated, not dominant in the field of operation in which it is bidding on Government contracts, and qualified as a small business under the criteria in 13 CFR Part 121 and the size standard in paragraph (a) of this provision.

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

Women-owned small business concern, as used in this provision, means a small business concern--

(1) That is at least 51 percent owned by one or more women; or in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Notice. (1) If this solicitation is for supplies and has been set aside, in whole or in part, for small business concerns, then the clause in this solicitation providing notice of the set-aside contains restrictions on the source of the end items to be furnished.

(2) Under 15 U.S.C. 645(d), any person who misrepresents a firm's status as a small, HUBZone small, small disadvantaged, or women- owned small business concern in order to obtain a contract to be awarded under the preference programs established pursuant to section 8(a),8(d), 9, or 15 of the Small Business Act or any other provision of Federal law that specifically references section 8(d) for a definition of program eligibility, shall--

(i) Be punished by imposition of fine, imprisonment, or both;

(ii) Be subject to administrative remedies, including suspension and debarment; and

(iii) Be ineligible for participation in programs conducted under the authority of the Act.

#### **K.6 52.219-22 SMALL DISADVANTAGED BUSINESS STATUS (OCT 1999)**

(a) General. This provision is used to assess an offeror's small disadvantaged business status for the purpose of obtaining a benefit on this solicitation. Status as a small business and status as a small disadvantaged business for general statistical purposes is covered by the provision at FAR 52.219-1, Small Business Program Representation.

(b) Representations.

(1) General. The offeror represents, as part of its offer, that it is a small business under the size standard applicable to this acquisition; and either--

[ ] (i) It has received certification by the Small Business Administration as a small disadvantaged business concern consistent with 13 CFR 124, Subpart B; and

(A) No material change in disadvantaged ownership and control has occurred since its certification;

(B) Where the concern is owned by one or more disadvantaged individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(C) It is identified, on the date of its representation, as a certified small disadvantaged business concern in the database maintained by the Small Business Administration (PRO-Net); or

(ii) It has submitted a completed application to the Small Business Administration or a Private Certifier to be certified as a small disadvantaged business concern in accordance with 13 CFR 124, Subpart B, and a decision on that application is pending, and that no material change in disadvantaged ownership and control has occurred since its application was submitted.

(2)  For Joint Ventures. The offeror represents, as part of its offer, that it is a joint venture that complies with the requirements at 13 CFR 124.1002(f) and that the representation in paragraph (b)(1) of this provision is accurate for the small disadvantaged business concern that is participating in the joint venture. [The offeror shall enter the name of the small disadvantaged business concern that is participating in the joint venture: \_\_\_\_\_.]

(c) Penalties and Remedies. Anyone who misrepresents any aspects of the disadvantaged status of a concern for the purposes of securing a contract or subcontract shall:

(1) Be punished by imposition of a fine, imprisonment, or both;

(2) Be subject to administrative remedies, including suspension and debarment; and

(3) Be ineligible for participation in programs conducted under the authority of the Small Business Act.

#### **K.7 52.222-22 PREVIOUS CONTRACTS AND COMPLIANCE REPORTS (FEB 1999)**

The offeror represents that--

(a) It  has,  has not participated in a previous contract or subcontract subject to the Equal Opportunity clause of this solicitation; the clause originally contained in Section 310 of Executive Order No. 10925, or the clause contained in Section 201 of Executive Order No. 11114;

(b) It  has,  has not filed all required compliance reports; and

(c) Representations indicating submission of required compliance reports, signed by proposed subcontractors, will be obtained before subcontract awards.

**K.8 52.222-25 AFFIRMATIVE ACTION COMPLIANCE (APR 1984)**

The offeror represents that--

(a) It  has developed and has on file,  has not developed and does not have on file, at each establishment, affirmative action programs required by the rules and regulations of the Secretary of Labor (41 CFR 60-1 and 60-2), or (b) It  has not previously had contracts subject to the written affirmative action programs requirement of the rules and regulations of the Secretary of Labor.

**K.9 52.227-15 STATEMENT OF LIMITED RIGHTS DATA AND RESTRICTED COMPUTER SOFTWARE (MAY 1999)**

(a) This solicitation sets forth the work to be performed if a contract award results, and the Government's known delivery requirements for data (as defined in FAR 27.401). Any resulting contract may also provide the Government the option to order additional data under the Additional Data Requirements clause at 52.227-16 of the FAR, if included in the contract. Any data delivered under the resulting contract will be subject to the Rights in Data--General clause at 52.227-14 that is to be included in this contract. Under the latter clause, a Contractor may withhold from delivery data that qualify as limited rights data or restricted computer software, and deliver form, fit, and function data in lieu thereof. The latter clause also may be used with its Alternates II and/or III to obtain delivery of limited rights data or restricted computer software, marked with limited rights or restricted rights notices, as appropriate. In addition, use of Alternate V with this latter clause provides the Government the right to inspect such data at the Contractor's facility.

(b) As an aid in determining the Government's need to include Alternate II or Alternate III in the clause at 52.227-14, Rights in Data--General, the offeror shall complete paragraph (c) of this provision to either state that none of the data qualify as limited rights data or restricted computer software, or identify, to the extent feasible, which of the data qualifies as limited rights data or restricted computer software. Any identification of limited rights data or restricted computer software in the offeror's response is not determinative of the status of such data should a contract be awarded to the offeror.

(c) The offeror has reviewed the requirements for the delivery of data or software and states [offeror check appropriate block]--

None of the data proposed for fulfilling such requirements qualifies as limited rights data or restricted computer software.

Data proposed for fulfilling such requirements qualify as limited rights data or restricted computer software and are identified as follows:

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Note: "Limited rights data" and "Restricted computer software" are defined in the contract clause entitled "Rights in Data--General."

### **K.10 52.230-1 COST ACCOUNTING STANDARDS NOTICES AND CERTIFICATION (JUNE 2000)**

#### **NOTE:**

This notice does not apply to small businesses or foreign governments.

This notice is in three parts, identified by Roman numerals I through III.

If the offeror is an educational institution, Part II does not apply unless the contemplated contract will be subject to full or modified CAS coverage pursuant to 48 CFR 9903.201-2(c)(5) or 9903.201-2(c)(6), respectively.

Offerors shall examine each part and provide the requested information in order to determine Cost Accounting Standards (CAS) requirements applicable to any resultant contract.

#### **I. DISCLOSURE STATEMENT-COST ACCOUNTING PRACTICES AND CERTIFICATION**

(a) Any contract in excess of \$500,000 resulting from this solicitation will be subject to the requirements of the Cost Accounting Standards Board (48 CFR Chapter 99), except for those contracts which are exempt as specified in 48 CFR 9903.201-1.

(b) Any offeror submitting a proposal which, if accepted, will result in a contract subject to the requirements of 48 CFR, Chapter 99 must, as a condition of contracting, submit a Disclosure Statement as required by 48 CFR 9903.202. When required, the Disclosure Statement must be submitted as a part of the offeror's proposal under this solicitation unless the offeror has already submitted a Disclosure Statement disclosing the practices used in connection with the pricing of this proposal. If an applicable Disclosure Statement has already been submitted, the offeror may satisfy the requirement for submission by providing the information requested in paragraph (c) of Part I of this provision.

**CAUTION:** In the absence of specific regulations or agreement, a practice disclosed in a Disclosure Statement shall not, by virtue of such disclosure, be deemed to be a proper, approved, or agreed-to practice for pricing proposals or accumulating and reporting contract performance cost data.

(c) Check the appropriate box below:

[ ](1) Certificate of Concurrent Submission of Disclosure Statement. The offeror hereby certifies that, as a part of the offer, copies of the Disclosure Statement have been submitted as follows: (i) original and one copy to the cognizant Administrative Contracting Officer (ACO) or cognizant Federal agency official authorized to act in that capacity (Federal official), as applicable, and (ii) one copy to the cognizant Federal auditor.

(Disclosure must be on Form No. CASB DS-1 or CASB DS-2, as applicable. Forms may be obtained from the cognizant ACO or Federal official and/or from the loose-leaf version of the Federal Acquisition Regulation.)

Date of Disclosure Statement:

Name and Address of Cognizant ACO or Federal Official Where Filed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the Disclosure Statement.

[ ](2) Certificate of Previously Submitted Disclosure Statement. The offeror hereby certifies that the required Disclosure Statement was filed as follows:

Date of Disclosure Statement:

Name and Address of Cognizant ACO or Federal Official Where Filed:

The offeror further certifies that the practices used in estimating costs in pricing this proposal are consistent with the cost accounting practices disclosed in the applicable Disclosure Statement.

[ ](3) Certificate of Monetary Exemption. The offeror hereby certifies that the offeror, together with all divisions, subsidiaries, and affiliates under common control, did not receive net awards of negotiated prime contracts and subcontracts subject to CAS totaling \$50 million or more in the cost accounting period immediately preceding the period in which this proposal was submitted. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

[ ](4) Certificate of Interim Exemption. The offeror hereby certifies that (i) the offeror first exceeded the monetary exemption for disclosure, as defined in (3) of this subsection, in the cost accounting



period immediately preceding the period in which this offer was submitted and (ii) in accordance with 48 CFR 9903.202-1, the offeror is not yet required to submit a Disclosure Statement. The offeror further certifies that if an award resulting from this proposal has not been made within 90 days after the end of that period, the offeror will immediately submit a revised certificate to the Contracting Officer, in the form specified under subparagraphs (c)(1) or (c)(2) of Part I of this provision, as appropriate, to verify submission of a completed Disclosure Statement.

CAUTION: Offerors currently required to disclose because they were awarded a CAS-covered prime contract or subcontract of \$50 million or more in the current cost accounting period may not claim this exemption (4). Further, the exemption applies only in connection with proposals submitted before expiration of the 90 day period following the cost accounting period in which the monetary exemption was exceeded.

II. COST ACCOUNTING STANDARDS--ELIGIBILITY FOR MODIFIED CONTRACT COVERAGE

If the offeror is eligible to use the modified provisions of 48 CFR subpart 9903.201-2(b) and elects to do so, the offeror shall indicate by checking the box below. Checking the box below shall mean that the resultant contract is subject to the Disclosure and Consistency of Cost Accounting Practices clause in lieu of the Cost Accounting Standards clause.

The offeror hereby claims an exemption from the Cost Accounting Standards clause under the provisions of 48 CFR 9903.201- 2(b) and certifies that the offeror is eligible for use of the Disclosure and Consistency of Cost Accounting Practices clause because during the cost accounting period immediately preceding the period in which this proposal was submitted, the offeror received less than \$50 million in awards of CAS-covered prime contracts and subcontracts. The offeror further certifies that if such status changes before an award resulting from this proposal, the offeror will advise the Contracting Officer immediately.

CAUTION: An offeror may not claim the above eligibility for modified contract coverage if this proposal is expected to result in the award of a CAS-covered contract of \$50 million or more or if, during its current cost accounting period, the offeror has been awarded a single CAS-covered prime contract or subcontract of \$50 million or more.

III. ADDITIONAL COST ACCOUNTING STANDARDS APPLICABLE TO EXISTING CONTRACTS

The offeror shall indicate below whether award of the contemplated contract would, in accordance with subparagraph (a)(3) of the Cost Accounting Standards clause, require a change in established cost accounting practices affecting existing contracts and subcontracts.

YES                       NO

**K.11 SIGNATURE BLOCK**

I, the undersigned, do hereby attest that all representations and certifications made in this Section K are true.

Also, I, the undersigned, am aware of the penalties prescribed in 18 U.S. Code 1001 for making false statements in offers; and I am legally authorized to bind the company or organization represented.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Solicitation Number)

\_\_\_\_\_  
(Name of Company/Organization Represented)

\_\_\_\_\_  
(Address, including Zip Code)

\_\_\_\_\_  
(Telephone Number, including Area Code)

**SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS**

**L.1 NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED BY REFERENCE**

The following solicitation provisions pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the FAR provision at FAR "52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE" in Section L of this solicitation. See FAR 52.252-1 for an internet address (if specified) for electronic access to the full text of a provision.

NUMBER	TITLE	DATE
52.215-16	FACILITIES CAPITAL COST OF MONEY	JUN 2003
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999

**L.2 52.216-1 TYPE OF CONTRACT (APR 1984)**

The Government contemplates award of a (Cost Plus Fixed Fee) contract resulting from this solicitation.

**L.3 52.233-2 SERVICE OF PROTEST (AUG 1996)**

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Keith A. Bond  
Contracting Officer

Hand-Carried Address:

Division of Contract Services  
U.S. Department of Labor/ETA  
200 Constitution Avenue, NW  
Room N-5425  
Washington DC 20210

Mailing Address:

Division of Contract Services  
U.S. Department of Labor/ETA  
200 Constitution Avenue, NW  
Room N-5425  
Washington DC 20210

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

#### **L.4 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)**

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

#### **L.5 52.215-1 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION (JAN 2004)**

(a) Definitions. As used in this provision--

Discussions are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

In writing, writing, or written means any worded or numbered expression that can be read, reproduced, and later communicated, and includes electronically transmitted and stored information.

Proposal modification is a change made to a proposal before the solicitation's closing date and time, or made in response to an amendment, or made to correct a mistake at any time before award.

Proposal revision is a change to a proposal made after the solicitation closing date, at the request of or as allowed by a Contracting Officer as the result of negotiations.

Time, if stated as a number of days, is calculated using calendar days, unless otherwise specified, and will include Saturdays, Sundays, and legal holidays. However, if the last day falls on a Saturday, Sunday, or legal holiday, then the period shall include the next working day.

(b) Amendments to solicitations. If this solicitation is amended, all terms and conditions that are not amended remain unchanged. Offerors shall acknowledge receipt of any amendment to this solicitation by the date and time specified in the amendment(s).

(c) Submission, modification, revision, and withdrawal of proposals.

(1) Unless other methods (e.g., electronic commerce or facsimile) are permitted in the solicitation, proposals and modifications to proposals shall be submitted in paper media in sealed envelopes or packages (i) addressed to the office specified in the solicitation, and (ii) showing the time and date specified for receipt, the solicitation number, and the name and address of the offeror. Offerors using commercial carriers should ensure that the proposal is marked on the outermost wrapper with the information in paragraphs (c)(1)(i) and (c)(1)(ii) of this provision.

(2) The first page of the proposal must show--

(i) The solicitation number;

(ii) The name, address, and telephone and facsimile numbers of the offeror (and electronic address if available);

(iii) A statement specifying the extent of agreement with all terms, conditions, and provisions included in the solicitation and agreement to furnish any or all items upon which prices are offered at the price set opposite each item;

(iv) Names, titles, and telephone and facsimile numbers (and electronic addresses if available) of persons authorized to negotiate on the offeror's behalf with the Government in connection with this solicitation; and

(v) Name, title, and signature of person authorized to sign the proposal. Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the issuing office.

(3) Submission, modification, revision, and withdrawal of proposals.

(i) Offerors are responsible for submitting proposals, and any modifications or revisions so as to reach the Government office designated in the solicitation by the time specified in the solicitation. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office on the date that proposal or revision is due.

(ii)(A) Any proposal, modification or revision received at the Government office designated in the solicitation after the exact time specified for receipt of offers is "late" and will not be considered unless it is received before award is made, the Contracting Officer determines that accepting the late offer would not unduly delay the acquisition; and--

(1) If it was transmitted through an electronic commerce method authorized by the solicitation, it was received at the initial point of entry to the Government infrastructure not later than 5:00 p.m. one working day prior to the date specified for receipt of proposals; or

(2) There is acceptable evidence to establish that it was received at the Government installation designated for receipt of offers and was under the Government's control prior to the time set for receipt of offers; or

(3) It is the only proposal received.

(B) However, a late modification of an otherwise successful proposal that makes its terms more favorable to the Government, will be considered at any time it is received and may be accepted.

(iii) Acceptable evidence to establish the time of receipt at the Government installation includes the time/date stamp of that installation on the proposal wrapper, other documentary evidence of receipt maintained by the installation, or oral testimony or statements of Government personnel.

(iv) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume.

(v) Proposals may be withdrawn by written notice received at any time before award. Oral proposals in response to oral solicitations may be withdrawn orally. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision at 52.215-5, Facsimile Proposals. Proposals may be withdrawn in person by an offeror or an authorized representative, if the identity of the person requesting withdrawal is established and the person signs a receipt for the proposal before award.

(vi) Notwithstanding paragraph (c)(3)(i) of this provision, a late modification or revision of an otherwise successful proposal that makes its terms more favorable to the Government will be considered at any time it is received and may be accepted.

(vii) Proposals may be withdrawn by written notice or telegram (including mailgram) received at any time before award. If the solicitation authorizes facsimile proposals, proposals may be withdrawn via facsimile received at any time before award, subject to the conditions specified in the provision entitled "Facsimile Proposals." Proposals may be withdrawn in person by an offeror or an authorized representative, if the representative's identity is made known and the representative signs a receipt for the proposal before award.

(viii) If an emergency or unanticipated event interrupts normal Government processes so that proposals cannot be received at the office designated for receipt of proposals by the exact time specified in the solicitation, and urgent Government requirements preclude amendment of the solicitation or other notice of an extension of the closing date, the time specified for receipt of proposals will be deemed to be extended to the same time of day specified in the solicitation on the first work day on which normal Government processes resume. If no time is specified in the solicitation, the time for receipt is 4:30 p.m., local time, for the designated Government office.

(4) Unless otherwise specified in the solicitation, the offeror may propose to provide any item or combination of items.

(5) Offerors shall submit proposals in response to this solicitation in English, unless otherwise permitted by the solicitation, and in U.S. dollars, unless the provision at FAR 52.225-17, Evaluation of Foreign Currency Offers, is included in the solicitation.

(6) Offerors may submit modifications to their proposals at any time before the solicitation closing date and time, and may submit modifications in response to an amendment, or to correct a mistake at any time before award.

(7) Offerors may submit revised proposals only if requested or allowed by the Contracting Officer.

(8) Proposals may be withdrawn at any time before award. Withdrawals are effective upon receipt of notice by the Contracting Officer.

(d) Offer expiration date. Proposals in response to this solicitation will be valid for the number of days specified on the solicitation cover sheet (unless a different period is proposed by the offeror).

(e) Restriction on disclosure and use of data. Offerors that include in their proposals data that they do not want disclosed to the public for any purpose, or used by the Government except for evaluation purposes, shall--

(1) Mark the title page with the following legend: This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used, or disclosed--in whole or in part-- for any purpose other than to evaluate this proposal. If, however, a contract is awarded to this offeror as a result of--or in connection with-- the submission of this data, the Government shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to this restriction are contained in sheets [insert numbers or other identification of sheets]; and

(2) Mark each sheet of data it wishes to restrict with the following legend: Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal.

(f) Contract award. (1) The Government intends to award a contract or contracts resulting from this solicitation to the responsible offeror(s) whose proposal(s) represents the best value after evaluation in accordance with the factors and subfactors in the solicitation.

(2) The Government may reject any or all proposals if such action is in the Government's interest.

(3) The Government may waive informalities and minor irregularities in proposals received.

(4) The Government intends to evaluate proposals and award a contract without discussions with offerors (except clarifications as described in FAR 15.306(a)). Therefore, the offeror's initial proposal should contain the offeror's best terms from a cost or price and technical standpoint. The Government reserves the right to conduct discussions if the Contracting Officer later determines them to be necessary. If the Contracting Officer determines that the number of proposals that would otherwise be

in the competitive range exceeds the number at which an efficient competition can be conducted, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

(5) The Government reserves the right to make an award on any item for a quantity less than the quantity offered, at the unit cost or prices offered, unless the offeror specifies otherwise in the proposal.

(6) The Government reserves the right to make multiple awards if, after considering the additional administrative costs, it is in the Government's best interest to do so.

(7) Exchanges with offerors after receipt of a proposal do not constitute a rejection or counteroffer by the Government.

(8) The Government may determine that a proposal is unacceptable if the prices proposed are materially unbalanced between line items or subline items. Unbalanced pricing exists when, despite an acceptable total evaluated price, the price of one or more contract line items is significantly overstated or understated as indicated by the application of cost or price analysis techniques. A proposal may be rejected if the Contracting Officer determines that the lack of balance poses an unacceptable risk to the Government.

(9) If a cost realism analysis is performed, cost realism may be considered by the source selection authority in evaluating performance or schedule risk.

(10) A written award or acceptance of proposal mailed or otherwise furnished to the successful offeror within the time specified in the proposal shall result in a binding contract without further action by either party.

(11) If a post-award debriefing is given to requesting offerors, the Government shall disclose the following information, if applicable:

(i) The agency's evaluation of the significant weak or deficient factors in the debriefed offeror's offer.

(ii) The overall evaluated cost or price and technical rating of the successful and the debriefed offeror and past performance information on the debriefed offeror.

(iii) The overall ranking of all offerors, when any ranking was developed by the agency during source selection.

(iv) A summary of the rationale for award.

(v) For acquisitions of commercial items, the make and model of the item to be delivered by the successful offeror.

(vi) Reasonable responses to relevant questions posed by the debriefed offeror as to whether source-selection procedures set forth in the solicitation, applicable regulations, and other applicable authorities were followed by the agency.



**L.6 52.219-8 UTILIZATION OF SMALL BUSINESS CONCERNS (MAY 2004)**

(a) It is the policy of the United States that small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns shall have the maximum practicable opportunity to participate in performing contracts let by any Federal agency, including contracts and subcontracts for subsystems, assemblies, components, and related services for major systems. It is further the policy of the United States that its prime contractors establish procedures to ensure the timely payment of amounts due pursuant to the terms of their subcontracts with small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, HUBZone small business concerns, small disadvantaged business concerns, and women-owned small business concerns.

(b) The Contractor hereby agrees to carry out this policy in the awarding of subcontracts to the fullest extent consistent with efficient contract performance. The Contractor further agrees to cooperate in any studies or surveys as may be conducted by the United States Small Business Administration or the awarding agency of the United States as may be necessary to determine the extent of the Contractor's compliance with this clause.

(c) Definitions. As used in this contract--

HUBZone small business concern means a small business concern that appears on the List of Qualified HUBZone Small Business Concerns maintained by the Small Business Administration.

Service-disabled veteran-owned small business concern--

(1) Means a small business concern--

(i) Not less than 51 percent of which is owned by one or more service-disabled veterans or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more service-disabled veterans; and

(ii) The management and daily business operations of which are controlled by one or more service-disabled veterans or, in the case of a service-disabled veteran with permanent and severe disability, the spouse or permanent caregiver of such veteran.

(2) Service-disabled veteran means a veteran, as defined in 38 U.S.C. 101(2), with a disability that is service-connected, as defined in 38 U.S.C. 101(16).

Small business concern means a small business as defined pursuant to Section 3 of the Small Business Act and relevant regulations promulgated pursuant thereto.

Small disadvantaged business concern means a small business concern that represents, as part of its offer that--

(1) It has received certification as a small disadvantaged business concern consistent with 13 CFR part 124, subpart B;

(2) No material change in disadvantaged ownership and control has occurred since its certification;

(3) Where the concern is owned by one or more individuals, the net worth of each individual upon whom the certification is based does not exceed \$750,000 after taking into account the applicable exclusions set forth at 13 CFR 124.104(c)(2); and

(4) It is identified, on the date of its representation, as a certified small disadvantaged business in the database maintained by the Small Business Administration (PRO-Net).

Veteran-owned small business concern means a small business concern--

(1) Not less than 51 percent of which is owned by one or more veterans (as defined at 38 U.S.C. 101(2)) or, in the case of any publicly owned business, not less than 51 percent of the stock of which is owned by one or more veterans; and

(2) The management and daily business operations of which are controlled by one or more veterans.

Women-owned small business concern means a small business concern--

(1) That is at least 51 percent owned by one or more women, or, in the case of any publicly owned business, at least 51 percent of the stock of which is owned by one or more women; and

(2) Whose management and daily business operations are controlled by one or more women.

(d) Contractors acting in good faith may rely on written representations by their subcontractors regarding their status as a small business concern, a veteran-owned small business concern, a service-disabled veteran-owned small business concern, a HUBZone small business concern, a small disadvantaged business concern, or a women-owned small business concern.

#### **L.7 52.219-9 SMALL BUSINESS SUBCONTRACTING PLAN (JAN 2002) ALTERNATE II (OCT 2001)**

(a) This clause does not apply to small business concerns.

(b) Definitions. As used in this clause--

Commercial item means a product or service that satisfies the definition of commercial item in section 2.101 of the Federal Acquisition Regulation.

Commercial plan means a subcontracting plan (including goals) that covers the offeror's fiscal year and that applies to the entire production of commercial items sold by either the entire company or a portion thereof (e.g., division, plant, or product line).

Individual contract plan means a subcontracting plan that covers the entire contract period (including option periods), applies to a specific contract, and has goals that are based on the offeror's

planned subcontracting in support of the specific contract, except that indirect costs incurred for common or joint purposes may be allocated on a prorated basis to the contract.

Master plan means a subcontracting plan that contains all the required elements of an individual contract plan, except goals, and may be incorporated into individual contract plans, provided the master plan has been approved.

Subcontract means any agreement (other than one involving an employer-employee relationship) entered into by a Federal Government prime Contractor or subcontractor calling for supplies or services required for performance of the contract or subcontract.

(c) Proposals submitted in response to this solicitation shall include a subcontracting plan that separately addresses subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns. If the offeror is submitting an individual contract plan, the plan must separately address subcontracting with small business, veteran-owned small business, service-disabled veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns, with a separate part for the basic contract and separate parts for each option (if any). The plan shall be included in and made a part of the resultant contract. The subcontracting plan shall be negotiated within the time specified by the Contracting Officer. Failure to submit and negotiate a subcontracting plan shall make the offeror ineligible for award of a contract.

(d) The offeror's subcontracting plan shall include the following:

(1) Goals, expressed in terms of percentages of total planned subcontracting dollars, for the use of small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns as subcontractors. The offeror shall include all subcontracts that contribute to contract performance, and may include a proportionate share of products and services that are normally allocated as indirect costs.

(2) A statement of -

(i) Total dollars planned to be subcontracted for an individual contract plan; or the offeror's total projected sales, expressed in dollars, and the total value of projected subcontracts to support the sales for a commercial plan;

(ii) Total dollars planned to be subcontracted to small business concerns;

(iii) Total dollars planned to be subcontracted to veteran-owned small business concerns;

(iv) Total dollars planned to be subcontracted to HUBZone small business concerns;

(v) Total dollars planned to be subcontracted to small disadvantaged business concerns.

(vi) Total dollars planned to be subcontracted to women-owned small business concerns.

(3) A description of the principal types of supplies and services to be subcontracted, and an identification of the types planned for subcontracting to--

- (i) Small business concerns;
- (ii) Veteran-owned small business concerns;
- (iii) HUBZone small business concerns;
- (iv) Small disadvantaged business concerns; and
- (v) Women-owned small business concerns.

(4) A description of the method used to develop the subcontracting goals in (1) above.

(5) A description of the method used to identify potential sources for solicitation purposes (e.g., existing company source lists, the Procurement Marketing and Access Network (PRO-Net) of the Small Business Administration (SBA), veterans service organizations, the National Minority Purchasing Council Vendor Information Service, the Research and Information Division of the Minority Business Development Agency in the Department of Commerce, or small, HUBZone, small disadvantaged, and women-owned small business trade associations). A firm may rely on the information contained in PRO- Net as an accurate representation of a concern's size and ownership characteristics for the purposes of maintaining a small, veteran- owned small, HUBZone small, small disadvantaged, and women-owned small business source list. Use of PRO-Net as its source list does not relieve a firm of its responsibilities (e.g., outreach, assistance, counseling, or publicizing subcontracting opportunities) in this clause.

(6) A statement as to whether or not the offeror included indirect costs in establishing subcontracting goals, and a description of the method used to determine the proportionate share of indirect costs to be incurred with--

- (i) Small business concerns;
- (ii) Veteran-owned small business concerns;
- (iii) HUBZone small business concerns;
- (iv) Small disadvantaged business concerns; and
- (v) Women-owned small business concerns.

(7) The name of the individual employed by the offeror who will administer the offeror's subcontracting program, and a description of the duties of the individual.

(8) A description of the efforts the offeror will make to assure that small business, veteran-owned small business, HUBZone small business, and small disadvantaged business concerns have an equitable opportunity to compete for subcontracts.

(9) Assurances that the offeror will include the clause of this contract entitled "Utilization of Small Business Concerns" in all subcontracts that offer further subcontracting opportunities, and that the offeror will require all subcontractors (except small business concerns) that receive subcontracts in

excess of \$500,000 (\$1,000,000 for construction of any public facility) to adopt a subcontracting plan that complies with the requirements of this clause.

(10) Assurances that the offeror will--

(i) Cooperate in any studies or surveys as may be required;

(ii) Submit periodic reports so that the Government can determine the extent of compliance by the offeror with the subcontracting plan;

(iii) Submit Standard Form (SF) 294, Subcontracting Report for Individual Contracts, and/or SF 295, Summary Subcontract Report, in accordance with paragraph (j) of this clause. The reports shall provide information on subcontract awards to small business concerns, veteran-owned small business concerns, service-disabled veteran-owned small business concerns, small disadvantaged business concerns, women-owned small business concerns, and Historically Black Colleges and Universities and Minority Institutions. Reporting shall be in accordance with the instructions on the forms or as provided in agency regulations.

(iv) Ensure that its subcontractors agree to submit SF 294 and SF 295.

(11) A description of the types of records that will be maintained concerning procedures that have been adopted to comply with the requirements and goals in the plan, including establishing source lists; and a description of the offeror's efforts to locate small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns and award subcontracts to them. The records shall include at least the following (on a plant-wide or company-wide basis, unless otherwise indicated):

(i) Source lists (e.g., PRO-Net), guides, and other data that identify small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns.

(ii) Organizations contacted in an attempt to locate sources that are small business, veteran-owned small business, HUBZone small business, small disadvantaged business, or women-owned small business concerns.

(iii) Records on each subcontract solicitation resulting in an award of more than \$100,000, indicating--

(A) Whether small business concerns were solicited and, if not, why not;

(B) Whether veteran-owned small business concerns were solicited and, if not, why not;

(C) Whether HUBZone small business concerns were solicited and, if not, why not;

(D) Whether small disadvantaged business concerns were solicited and, if not, why not;

(E) Whether women-owned small business concerns were solicited and, if not, why not; and

(F) If applicable, the reason award was not made to a small business concern.

(iv) Records of any outreach efforts to contact--

(A) Trade associations;

(B) Business development organizations;

(C) Conferences and trade fairs to locate small, HUBZone small, small disadvantaged, and women-owned small business sources; and

(D) Veterans service organizations.

(v) Records of internal guidance and encouragement provided to buyers through--

(A) Workshops, seminars, training, etc.; and

(B) Monitoring performance to evaluate compliance with the program's requirements.

(vi) On a contract-by-contract basis, records to support award data submitted by the offeror to the Government, including the name, address, and business size of each subcontractor. Contractors having commercial plans need not comply with this requirement.

(e) In order to effectively implement this plan to the extent consistent with efficient contract performance, the Contractor shall perform the following functions:

(1) Assist small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns by arranging solicitations, time for the preparation of bids, quantities, specifications, and delivery schedules so as to facilitate the participation by such concerns. Where the Contractor's lists of potential small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business subcontractors are excessively long, reasonable effort shall be made to give all such small business concerns an opportunity to compete over a period of time.

(2) Provide adequate and timely consideration of the potentialities of small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business concerns in all "make-or-buy" decisions.

(3) Counsel and discuss subcontracting opportunities with representatives of small business, veteran-owned small business, HUBZone small business, small disadvantaged business, and women-owned small business firms.

(4) Provide notice to subcontractors concerning penalties and remedies for misrepresentations of business status as small, veteran-owned small business, HUBZone small, small disadvantaged, or women-owned small business for the purpose of obtaining a subcontract that is to be included as part or all of a goal contained in the Contractor's subcontracting plan.

(f) A master plan on a plant or division-wide basis that contains all the elements required by paragraph (d) of this clause, except goals, may be incorporated by reference as a part of the subcontracting plan required of the offeror by this clause; provided-- (1) the master plan has been

approved, (2) the offeror ensures that the master plan is updated as necessary and provides copies of the approved master plan, including evidence of its approval, to the Contracting Officer, and (3) goals and any deviations from the master plan deemed necessary by the Contracting Officer to satisfy the requirements of this contract are set forth in the individual subcontracting plan.

(g) A commercial plan is the preferred type of subcontracting plan for contractors furnishing commercial items. The commercial plan shall relate to the offeror's planned subcontracting generally, for both commercial and Government business, rather than solely to the Government contract. Commercial plans are also preferred for subcontractors that provide commercial items under a prime contract, whether or not the prime contractor is supplying a commercial item.

(h) Prior compliance of the offeror with other such subcontracting plans under previous contracts will be considered by the Contracting Officer in determining the responsibility of the offeror for award of the contract.

(i) The failure of the Contractor or subcontractor to comply in good faith with (1) the clause of this contract entitled "Utilization Of Small Business Concerns," or (2) an approved plan required by this clause, shall be a material breach of the contract.

(j) The Contractor shall submit the following reports:

(1) Standard Form 294, Subcontracting Report for Individual Contracts. This report shall be submitted to the Contracting Officer semiannually and at contract completion. The report covers subcontract award data related to this contract. This report is not required for commercial plans.

(2) Standard Form 295, Summary Subcontract Report. This report encompasses all of the contracts with the awarding agency. It must be submitted semi-annually for contracts with the Department of Defense and annually for contracts with civilian agencies. If the reporting activity is covered by a commercial plan, the reporting activity must report annually all subcontract awards under that plan. All reports submitted at the close of each fiscal year (both individual and commercial plans) shall include a breakout, in the Contractor's format, of subcontract awards, in whole dollars, to small disadvantaged business concerns by North American Industry Classification System (NAICS) Industry Subsector. For a commercial plan, the Contractor may obtain from each of its subcontractors a predominant NAICS Industry Subsector and report all awards to that subcontractor under its predominant NAICS Industry Subsector.

## **L.8 PAST PERFORMANCE**

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

A. A list of five "relevant" contracts and subcontracts completed during the past three (3) years. 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:

1. Name of contracting activity
2. contract number
3. Contract type
4. total contract value
5. contract work
6. contracting officer and telephone
7. program manager and telephone
8. administrative contracting officer, if different from #6  
and telephone number
9. list of major subcontractors

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

B. 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.

C. 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.

D. 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.9 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 one 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 Section L.12. 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.10). 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.10 SUBMISSION OF PROPOSAL**

(A) - General Instructions:

Each offeror must submit a proposal and other written information and make an oral presentation in strict accordance with these instructions. When evaluating a proposal, 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.

The 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 responsive 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. All attachments thereto except those items required in Part 2 and 3 will be submitted as outlined in their respective parts. Original and two (2) copies of the Small Business Subcontracting Plan (see Section M.2(F)).

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

#### Part 2

(1) Offerors shall submit an original and five (5) copies of their technical proposal, which includes resumes, letters of intent for all "professional personnel", understanding, and management plan, etc. (See Section M.2 (B, E and F)). Responses under these evaluation criteria that do not meet the requirements will be determined technically unacceptable and not considered for award.

The proposal shall include a table of contents, a table cross-referencing the evaluation criteria and the relevant sections of the proposal and an executive summary not to exceed three pages covering the technical approach only.

(2) Offerors shall submit an original and three copies of relevant past performance information (See Section L.8 and M.2(C)).

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 non-responsiveness. Proposals specifying less than one hundred twenty (120) days Government Acceptance may be considered not acceptable. Any exceptions taken by an offeror 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 offeror.

Offerors please be advised that failure to adhere to the page limitation stipulation may cause your proposal to be determined technically unacceptable. Offerors are also advised that if they exceed the 30 page limit, only pages 1-30 will be evaluated.

(3) Offerors shall submit seven (7) paper copies of overhead transparencies in a sealed package. The transparencies shall form the basis of the offeror's Oral Presentation. The presentation can be supplemented by additional transparencies that respond to the questions posed by the Evaluation

Review Panel. Seven (7) copies of any additional transparencies shall be distributed during the Oral Presentation. Both the transparencies and the Oral Presentation will be used to evaluate the offeror's capability to perform the terms of the contract (See section M.2 (A));

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) for the prime and subcontractor(s);

(b) One (1) copy of Attachment J.3 - Statement of Financial Capability, ETA 8554 (Mar. 1981) for the prime and subcontractor;

(c) Two (2) copies of the contractor's subcontracting plan in accordance with FAR 52.219-9 and Section L.7.

(d) 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.

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 and 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.11 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 is - Project Director/Manager (100%).

#### **L.12 REQUEST FOR CLARIFICATION (RFC)**

All Requests for Clarification (RFC) must be received no later than 5:00 p.m. local time, April 8, 2005.

Only electronic submission of requests will be accepted. They shall be submitted to Mr. Lance E. Purvis at [purvis@lance@dol.gov](mailto:purvis@lance@dol.gov). Should any RFC be received after the date stated above, the Government reserves the right not to provide an answer. If, however, the Government determines that the RFC raises an issue of significant importance, the government will respond electronically.

The Government will not provide any information concerning requests for clarifications in response to telephone calls from offerors. All requests will be answered electronically and will be available to all offerors at the DOLETA Internet site <http://www.doleta.gov/sga/rfp.cfm>.

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

**SECTION M - EVALUATION FACTORS FOR AWARD****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, MANAGEMENT PLAN, UNDERSTANDING, SUBCONTRACTING PLAN and PRICE (evaluation factors A, B, E, F and G 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 of each offeror within the Competitive Range. Past Performance will be evaluated in accordance with Section L.8 of the solicitation and evaluation factor C listed below. The second step will also involve evaluation of an ORAL PRESENTATION presented by each of the offerors within the Competitive Range. Evaluation of oral presentations will consist of the offeror's CAPABILITY TO PERFORM THE WORK (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 and a Field Pricing Review will be performed for all technically acceptable offerors. Contract award will be based on the combined evaluations of the Technical Approach, Individual Staff Experience and Qualifications, Contractor's Past Performance, Contractors Capability to Perform the Work, Management Plan, Understanding, 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/non-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 TERMS OF THE CONTRACT (45 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 the quality of: (1) the evaluation design, methodologies, tasks, deliverables and other activities, as well as of interrelationships and interdependencies among different parts, and whether these are likely to lead to successfully meeting evaluation objectives (See Section L.9 (5b)); (2) the sequence and realistic duration of the work activities (See Section L.9 (5c)); (3) the adequacy of resources required to perform the work activities (See Section L.9 (5d)); (4) the knowledge of the difficulties, uncertainties, and risks associated with the work and the quality of the plans to address or mitigate these risks (See Section L.9 (5e)); and (5) knowledge of the personnel and subcontractor qualifications necessary to the performance of the work (See Section L.9 (5f)).

### **B. INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS (35 POINTS)**

This section of the proposal shall provide 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.

The proposal shall include 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 and specific responsibilities with respect to all tasks shall be clearly delineated so as to demonstrate and ensure responsiveness to the needs of the Government.

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. Accordingly, the following information shall be furnished:

- (1) The proposed Project Director
- (2) The proposed project organization, including key personnel, which includes all task leaders
- (3) A proposed plan for deploying personnel and resources including: staffing charts listing names, project roles, qualifications, and experience of all 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

- (4) Modified resumes for all key personnel, with information that will make it possible for reviewers to determine if the criteria have been met. An example of the modified resume follows Section M. In addition to standard information on individuals' work history, educational background, honors and awards, and publications, modified resumes should include the following:
  - a. Proposed title/position(s), component or task of the evaluation in which these will be performed, functional role(s), activities, number of hours and percentage (of 10,400 hour) for each functional role, and total hours and total percentage of hours for the individual. Each position in the project should be separately listed.
  - b. Current employment status, title, and the activities or projects on which the individual is currently working;
  - c. Start and stop dates (by month/year) and roles for each item under work experience and a brief description of activities for each role.
- (5) Signed letters of intent for all professional staff, including consultants (excluding clerical staff) with a countersignature from the contractor/offeror.
- (6) Loading charts showing the number and percentage of hours for each staff for the total duration of the project (based on a total of 10,400 hours), staff time for each year (based on a year of 2,080 hours) and staff time by task or project subpart (as per the management plan).

**PLEASE BE ADVISED THAT OFFERORS WILL 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. This person shall be a qualified professional capable of supervising activities involved in support of each task order; be qualified to coordinate all project related personnel matters communicate both orally and in writing with all levels of ETA personnel; develop and implement staffing plans, and otherwise manage the project; be a qualified professional capable of working independently and providing guidance to lower level personnel. The Project Director 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. (time commitment - 100%);
- (2) The experience and qualifications of all other proposed project professional staff in relation to their role in the project. Professional personnel should have a minimum of three years experience in related work and the technical expertise for their role in the project(s). These individuals shall be specifically identified with respect to responsibility for tasks. Their education and previous similar work experience, specifically with respect to their proposed task responsibilities, shall be discussed. Each task leader must demonstrate at least three years prior experience directly relevant to their proposed role and graduate education in an area relevant to their role in the project.
- (3) The adequacy of the time commitment of all personnel assigned to the project, according to task and sub task (the number of hours per month that each individual will devote to each aspect of the project over its life.)

- (4) A modified resume for each person involved in the project. At a minimum, the resume shall include:
- a. The title and position to which the individual would be assigned for the project;
  - b. The individual's current employment status and a list or description of the activities or projects on which the individual is currently working;
  - c. The individual's previous work experience, to include position title, dates in position, employing organization, duties performed, and role performed, e.g., management, task leader, lead investigator, chief analyst, etc., and how these are relevant to the tasks and duties in this project;
  - d. The titles of the individual's previous or in process written products or reports, with their date of completion or publication and other authors noted; and the relevance of these works to the tasks and duties in this project; and
  - e. The individual's educational background and a brief description of its relevance to the individual's role in the project. The overall staffing plan is reasonable and likely to support the technical approach.
- (5) Letters of intent are provided for each professional person, including employees, contractors or contingency hires (defined as persons not currently employed but who have executed a binding letter for commitment for employment with the offeror, if the offeror receives award under this solicitation). Letters of intent must be dated and include signatures from the individual and the offeror/contractor. The letter must state that the individual will be available for at least six months.
- (6) Loading charts showing the number and percentage of hours for each staff for the total duration of the project (based on a total of 10,400 hours), staff time for each year (based on a year of 2,080 hours) and staff time by task or project subpart (as per the management plan). These charts shall be reasonable and likely to support the technical approach.

### **C. CONTRACTOR'S PAST PERFORMANCE (25 POINTS)**

Offerors shall submit past and current contracts (Federal, State and local government and private) for efforts similar to the Government requirement. Past performance information regarding predecessor companies, key personnel who have relevant experience, and subcontractors that will perform major or critical aspects of the project shall be provided. The required information shall include the name and identifying contract number of the project, the contracted amount, the tasks accomplished under the project, the period of performance for the contract and a contact with telephone number at the contracting entity. In addition, offerors shall describe any 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. Offerors shall submit past performance information regarding predecessor companies, key and subcontractors that will perform major or critical aspects of the requirement. Offerors without relevant past performance history or for whom information on past performance is not available may not be evaluated favorably or unfavorably on past performance. In this event that the offeror has no relevant past performance information the offeror would receive a neutral score.

**D. MANAGEMENT PLAN (20)**

A management plan must be provided that includes the following:

- A chart showing how the project will be organized, including all tasks and deliverables and the overall leadership, business management, task or team leaders, and staff for each part. Please note that the organization of the project does not have to conform strictly to the tasks in Section C, but must clearly show all tasks and deliverables and who will be responsible for them.
- A timeline or schedule of task and subtask starts, endings, and milestones;
- A list of key products, their delivery dates and the lead person responsible for each.
- A brief overview of how the project will be managed.

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

- (1) The organizational plan covers all parts of the evaluation design and is likely to be effective and efficient with reporting relationships that are clear and reasonable;
- (2) The timeline and schedule cover all major tasks, are reasonable, and appear likely to result in meeting all deadlines.

**E. UNDERSTANDING (20 POINTS)**

The proposal should provide clear evidence of the offeror's knowledge and understanding of the Job Corps Supportive Services program as well as the scope of work of this evaluation. Specifically, the proposal shall include:

1. A statement of the scope of work involved in the offeror's own words; and
2. A description of related programs, services and community-wide approaches for improving support services to Job Corps centers nationwide which include career development and placement, transition services, pre and post separation services and mentoring.

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

1. The offeror's complete understanding of the intent and requirements under this contract as demonstrated in the technical approach; and
2. The offeror's understanding of the initiative and its relevance for improving services to Job Corps centers nationwide which include career development and placement, transition services, pre and post separation services and mentoring.

**F. SUBCONTRACTING PLAN (20 Points)**

Offerors are required to submit a Small Business subcontracting plan pursuant to FAR 52-219-9. Offerors who fail to include a subcontracting plan in their proposal may be determined technically unacceptable and eliminated from the competition. Offerors, please be advised that it is mandatory for the offeror to subcontract 25-40% of the entire contract dollar value each year to small businesses. (Proposals from small businesses are exempted from this requirement). Of the amount subcontracted, 70-80% must be subcontracted to small businesses, 15-20% to small disadvantaged businesses, 10-15% to woman-owned small businesses, and at least 3% each to HUBZone, veteran-owned, and service disabled veteran-owned businesses.

Compliance with the subcontracting requirements will be a considered factor in the exercise of option years for the contract.

**G. PRICE**

Cost Realism will be performed as part of the proposal evaluation process. The purpose of this evaluation shall be to (a) 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 price/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. Please be advised that in the event that the offerors within the competitive range are essentially technically equal in terms of technical, past performance other non-cost factors, and price, the Government reserves the right to award multiple contracts under this solicitation.

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.

**Example of a Modified Resume:**

**Plato Jones  
Ideal Research Associates  
Ether, CO**

**Proposed Position(s) in UI Evaluation:** Task Leader and Team Member

**Position # 1:**

Proposed title: Task Leader  
Task Area: UI Reciprocity Study  
Functional role: Leader, coordinator and analyst  
Activities: Will provide direction and coordinate team of researchers, communicate with Project Director, analyze data on non-filers, and be part of writing and editorial team producing interim report  
Time Commitment Over 5-Years: 2,080 hours, or 20% of 10,400

**Position # 2**

Proposed Title: Team Member  
Task Area: Final Synthesis Paper  
Functional Role: Analyst and Writer  
Activities: Will review other components of project and as part of a team will write and edit section on UI reciprocity and its implications for future research. Will also edit and review other sections of the report  
Time Commitment Over 5 years: 520 hours, or 5 percent of 10,400

**Total Time Commitment Over 5 years:** 2,600 or 25% of 10,400

**Relationship to Proposer Organization:** Member of subcontractor organization

**Current Title and Role:** Senior Research Analyst, Project Manager

**Current Work/Projects:** CO UI studies on...

**Experience:**

September 03 to Present – Project Director, Social Science Research Section, Ideal Research; coordinates with all team members, manages development of site visit protocol etc.  
Aug 1999-Sept. 03 – Senior Analyst at Ideal Research

**Papers:**

Jones, Plato and Troy, Helen, UI in the Mountains: Shifts in reciprocity during off-peak seasons, 1999, Principal Author

Jones, Plato and Smith, Aristotle, Is Empiricism Dead or Just Sleeping?, 1994, Contributed to literature search.

**Education:** (as per typical resume).....

**Awards:** (as per typical resume) ....