

April 19, 2005

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1  
DOL051RP20027

Additional information has been requested by prospective offerors and it has been determined by the Contracting Officer that this information be made available to all bidders. The closing date and time for the receipt of proposals is still April 29, 2005, 2:00 p.m. local time.

*Keith A. Bond*

KEITH A. BOND  
Contracting Officer

Attachment(s)

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGES

1

6

2. AMENDMENT/MODIFICATION NO.  
0001

3. EFFECTIVE DATE  
April 19, 2005

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY  
ETA Division of Contract Services  
U.S. Department of Labor, Rm N-4472  
200 Constitution Avenue, NW  
Washington DC 20210

ETA

7. ADMINISTERED BY (If other than Item 6)

CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

To all Offerors/Bidders

(X)

9A. AMENDMENT OF SOLICITATION NO.

DOL051RP20027

X

9B. DATED (SEE ITEM 11)  
03-25-2005

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

**11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS**

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers  is extended,  is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning 0 copies of the amendment; (b) By acknowledging receipt of this amendment of each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

N/A

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

(X) A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

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

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

(See Attachment)

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

KEITH A. BOND  
Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY \_\_\_\_\_  
(Signature of Contracting Officer)

#### **14. RESPONSES TO TECHNICAL QUESTIONS**

1. Standard Form 33 – Solicitation, Offer and Award – (top right corner) states that the RFP has 106 pages; only 102 pages were in the .PDF document. Are there any missing pages?
  - a. The .PDF document is correct. There are only 102 pages.
2. In the Dallas SOW (page C-7), based on the listing of centers where Former Enrollee Case Managers are to be placed, the total number of “center staff” adds up to 11.5 FTE. The RFP lists 10.5 FTE for center staff. Which number is correct?
  - a. 10.5 FTE is the correct number. Carville should not have been listed in the content as one of the FTEs for Former Enrollee Case Manager.
3. The Dallas SOW (page C-7) states that the rent and equipment will be paid for by the Dallas Job Corps regional office. Can the same be said for offices in San Francisco, Boston, Atlanta, Chicago, Philadelphia and Seattle?
  - a. The service provider will be responsible for office space and equipment rental in Boston, Chicago and San Francisco. The regional office pays for space and equipment rental in Atlanta and Dallas. The regional office pays for space in Philadelphia; however, equipment rental is shared between the service provider and the region.
4. The Boston SOW (page C-16) has a number of inconsistencies in regards to center staffing. The SOW mentions “Career Coordinators” at three centers, but list four in parentheses. We further understand that there is a fifth center with a Career Coordinator in Boston at the Grafton Job Corps center. Please advise if the total FTEs is 1.5, 2.0 or 2.5 and at which centers these are assigned.
  - a. The number of centers listed in the content should have been five instead of the listed four. Grafton was left off the content list. As a result, the correct Regional FTE should be 2.5 and not 3.5. The correct center FTE should be 2.5 and not 1.5. These numbers were reversed.
5. On page C-16, the total number of all staff is calculated at 10.0 FTE. However, adding the Boston and New York staff allotments yields a total of 10.5 FTE. Please advise which the correct number is.
  - a. The correct “TOTAL” number for the Boston region (including NY) should be 10.5 FTE and not 10.0. The Boston Regional Office FTE was reduced from 3.5 to 2.5, thus bringing the total including NY to 5.5 instead of 6.5. The Boston Center staff was increased from 1.5 to 2.5, thus increasing the total including NY from 4.0 to 5.0. These numbers were also reversed.
6. In the Atlanta SOW (page C-28), the staffing allocation indicates 2.0 FTE in “CTS Contract Offices”. Further down the page, it states that “two and one half service provider staff will be out-stationed to regional CTS contractors.” Please advise which is correct.
  - a. The correct number for Contractor CTS is 2.0 FTE. In the SOW’s content it should read two service provider staff will be out-stationed to regional CTS contractors instead of “two and a half”.
7. Section J lists a number of standard forms to be completed as attachments. Where does one obtain these forms, especially J7, J8 and J9?

- a. Offerors can download the attachments listed in Section J at <http://www.doleta.gov/sga/rfpforms.cfm>
8. Section L.9 (page L-17) references "The Offeror shall submit its set of overhead transparencies and five (5) paper copies to the Government in a sealed package with its offer." Further, on page L-18, it states that offerors shall submit seven (7) paper copies. Please advise how many copies of the transparencies must be submitted.
  - a. Offerors are to submit seven (7) paper copies and one (1) original set of the overhead transparencies.
9. Page L-18 refers to a 30-page limit. Is the required 3-page Executive Summary included in that limit? Do the required charts (e.g. project organization chart referenced in section M.2.D.) also count against the 30 page limit?
  - a. PLEASE NOTE: Pursuant to Section L.10, the 30-page limitation shall be disregarded. There is no page limitation for this RFP.
10. How does RFP DOL051RP0027 support the Employment and Training Administration's (ETA) focus on a demand driven, integrated workforce investment system?
  - a. The service provider will collect data and other employability related information on graduate and long-term placements which will help develop the academic and vocational programs at the centers. This information will help the centers and graduates to keep abreast of the ever-changing employment market ensuring that the Job Corps program maintains an active investment role into the workforce.
11. The SOW states that "Job Corps reserves the right to modify the tasks if necessary". If the offeror has an approach that will meet the intent of the RFP, particularly related to advancing CDSS and ETA/Job Corps's new strategic plan, can staffing requirements on a center by center basis be changed?
  - a. These kinds of discussion are encouraged between the service provider and the regions during the development of each MOU.
12. Can volunteers to advance the purpose of this RFP be enlisted from many sources?
  - a. It is the responsibility of the service provider to recruit and train its volunteers. It is also the responsibility to ensure that all volunteers are suitable for rendering services to a program like Job Corps.
13. Please define professional personnel. Is the offeror expected to name each staff member (full or part-time) that supports each region?
  - a. Pursuant to Section F.3 – Level of Effort, the level of effort for this project is between 40 and 42 professional years. A professional person year is estimated to be between \$90,000 and \$100,000. This includes all costs. These government provided estimates are provided for contractor planning guidance only and do not bind the government to a specific level of effort nor are they guaranteed or warranted by the government in any manner. The contractor must use its best judgment to determine an appropriate level of effort for the contract work regardless of the accuracy of these estimates." There are 2080 hours in a work year, this includes hours for vacation, sick leave and holidays. Offerors should use their best business judgment when proposing the number of hours for this project.

14. If the offeror proposes a cost-effective system to track students transportation tickets, must the system be "Windows-based"?
  - a. It can also be web-based
15. The RFP only lists 5 Tasks- all related to transportation. Are they the only tasks that require Task leaders and what the RFP will evaluate?
  - a. This RFP allows 5.5 FTE for this portion of the contract. The RFP does not require task leaders; however, they will be held accountable for the tasks.
16. What are the overall organizing principles and outcome for page C-7 through C-11?
  - a. The overall organizing principles and outcomes are listed in the SOW tasks.
17. With the consolidation of the NY/Boston and Seattle/San Francisco Regions, is the assigned number of Regional staff outlined separately in this RFP assigned to the original Regional office or the new combined Regional office location?
  - a. Regional staff will be assigned to the new combined Regional office location.
18. Are required FTEs for each Region located at the Job Corps Regional Office or is the offeror expected to acquire office space and equipment?
  - a. The service provider will be responsible for office space and equipment rental in Boston, Chicago and San Francisco. The regional office pays for space and equipment rental in Atlanta, Dallas. The regional office pays for space in Philadelphia; however, equipment rental is shared between the service provider and the region.
19. On pages C-10 and C-11, the stated number of staff is 3.5, but then references one staff per center at 5 centers. Which is correct?
  - a. The correct number is 3.5 as stated. Two of the five centers (Tongue Point & Cascades) have 1 FTE as stated on page C-11.
20. On page C-16, the text refers to services provided at 3 centers, but four centers are named. Which is correct?
  - a. The Career Coordinator should be located on five centers instead of the listed four. Grafton should have been the fifth center listed.
21. Each of the Regional SOWs is different (and even different within the consolidated regions of Boston and San Francisco). In Seattle, the offeror is evaluated by center operators while in San Francisco's SOW; the offeror does a self –evaluation. In the Atlanta and Dallas Regions, there are no evaluation criteria. Since this RFP is a national contract, what are the national goals and evaluation criteria for the Tasks?
  - a. Though this is a national contract, the SOW is developed, implemented and evaluated by each region. Unless otherwise stated in the SOW, the performance of each regional SOW is evaluated by that particular region.

22. There is reference to documenting placements, but the SOW does not elaborate on responsibility for entering data to the JC Data Center. Are these direct efforts in combination with center or CTS providers? Where direct placement activities are required are there separate Job Corps reports that demonstrate the outcomes of the offeror's efforts?
- a. Centers and CTS providers will have the direct responsibility of entering data to the JC Data Center not the service provider. However, it would be the expectation for the service provider to establish a positive working relationship with appropriate center staff and CTS providers and provide any and all information relating to the reporting of data for that task. The Job Corps program collects several types of data reflecting the results of the program. However there are no reports generated that demonstrate the outcomes of the service provider's efforts. However, the service provider will be evaluated by the center/region on their ability to perform the tasks outlined in the SOW.
23. On page M-5, the RFP indicates that Evaluation Factor D. Management Plan must include "a timeline or schedule of task and subtask starts, endings, and milestones." The SOW stipulates different requirements for each of the Job Corps regions and does not include definitive objectives or tasks that are conducive to such a schedule. Does DOL want to see a schedule for each separate region or for the entire nation?
- a. By region.
24. On page M-6, the RFP indicates that Evaluation Factor F. Subcontracting Plan must show that 25-40% of the entire contract is subcontracted to small businesses. It further shows a breakdown of percentages for different categories of small businesses. Is DOL requiring that offerors include subcontracting for every category of small business (i.e., small disadvantaged businesses, woman-owned businesses, HUBZone businesses, veteran-owned, and service-disabled veteran owned)?
- a. Yes, only one subcontracting plan for all subcontractors need be provided.
25. If the answer is "Yes," to Question 24, why is this one contract being required to address so many different subcontracting areas?
- a. Please see Federal Acquisition Regulation 19.704 Subcontracting plan requirements.