

February 21, 2003

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 5
 RFP-DCS-03-07

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 information is provided in the attached SF-30. The closing date and time for receipt of proposals has been extended to a new closing date of February 28, 2003 at 2:00 p.m. local time.

KEITH A. BOND
Contracting Officer

Attachment

TMGP: JMatz 2/20/2003
Room C-4310 693-3315
Cc: Bond/Matz/File

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE	PAGE 1	OF PAGES 3
2. AMENDMENT/MODIFICATION NO. 5	3. EFFECTIVE DATE Execution	4. REQUISITION/PURCHASE REQ. NO. jlm 03-255	5. PROJECT NO. (If applicable) N/A	
6. ISSUED BY CODE U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room C-4310 Washington DC 20210	7. ADMINISTERED BY (If other than Item 6) CODE U.S. Department of Labor, ETA 200 Constitution Avenue, NW Washington DC 20210			
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders		(X)	9A. AMENDMENT OF SOLICITATION NO. RFP-DCS-03-07	
		X	9B. DATED (SEE ITEM 11) 12-18-2002	
			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. **** HOUR & DATE for Receipt of Offers is EXTENDED to: 2/28/2003 2p.m. EST**

12. ACCOUNTING AND APPROPRIATION DATA (If required)

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

(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.)

Please see attached

CONTINUATION PAGE

14. *RESPONSES TO TECHNICAL QUESTIONS*

1. Section L.7, SUBMISSION OF PROPOSAL, Part 3 is hereby corrected as follows:

Part 3

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

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

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

- d. Letters of Commitment inclusive of Binding Signed Contracts for all oral presentation presenters and personnel proposed for the following key personnel positions: Project Director and Communications Coordinator.
2. Section L.8 LETTERS OF COMMITMENT INCLUSIVE OF BINDING SIGNED EMPLOYMENT CONTRACTS, is hereby corrected as follows:

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

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

3. The closing date and time for the receipt of proposals is extended to February 28, 2003, by 2 p.m. local time.