AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT Page 1 of Pages

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1. CONTRACT ID CODE | **3. EFFECTIVE DATE 4/11/2001**

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2. AMENDMENT/MODIFICATION NO. 1

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4. REQUISITION/PURCHASE REQ. NO.

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5. PROJECT NO. (If applicable)

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6. ISSUED BY N CODE

U.S. Department of Labor, ETA/OGCM
Division of Contract Services
200 Constitution Avenue, NW
Room S-4203
Washington DC 20210

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7. ADMINISTERED BY (If other than Item 6) N CODE

U.S. Department of Labor, ETA

200 Constitution Avenue, NW
Room
Washington DC 20210

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8. NAME AND ADDRESS OF CONTRACTOR (No. Street, County, State and ZIP Code)

[X]9A. AMENDMENT OF SOLICITATION NO RFP-DCS-01-18
9B. DATED (See Item 11) 03-07-2001

[ ]10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (See Item 13)

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11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [X] is extended, [ ] is not extended.< ** HOUR & DATE for Receipt of Offers is EXTENDED to: 2:00 PM,

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 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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.

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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.

[ ] 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 data,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).

THE CLOSING TIME AND DATE OF APRIL 20, 2001 AT 2:00 PM IS BE ING EXTENDED TO APRIL 27, 2001 AT 2:00 LOCAL TIME.

< See Continuation Sheet

Except as provided herein, all terms & conditions of the document referenced in Item 9A or 10A, as heretofore changed, remain unchanged & in full force & 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	16B. UNITED STATES OF AMERICA
(Signature of person authorized to sign)	(Signature of Contracting Officer
15C. DATE SIGNED	16C. DATE SIGNED

STANDARD FORM 30 (REV.10-83)

CONTINUATION PAGE

Request for Clarification - DOL Solicitation No. RFP-DCS-01-18

Questions:

1) What is DOL's preference for site selection? The RFP indicates it could be up to 5 States or up to 20 sub-state sites. Selection of one or the other may dramatically increase project costs and time lines.

ANSWER: The evaluation design shall present a methodology(ies) for identifying States or local areas that have made a significant commitment to self-service.

2) How many days does DOL anticipate that data collection teams will be on-site collecting data?

ANSWER: The evaluation design shall present a methodology(ies) for site visits that will be sufficient to fulfill the information gathering requirements.

3) Will DOL and/or local representatives assist the contractor in identifying individuals/groups for interviews? If so, how many interviews and/or groups are anticipated?

ANSWER: Yes. The evaluation design shall present a methodology(ies) sufficient to fulfill the information gathering requirements. This includes identifying the appropriate subjects for interview.

4) In terms of analysis and reporting of findings, what is DOL's preference for information on impact and cost effectiveness at the State level or sub-state level or at the Individual level? It appears we will be collecting data at multiple levels: individual users of the self-directed One- stop services (e.g., customer satisfaction, pre-use, current-use, and post-use), employers who use the self-directed services (customer satisfaction), and, States/sites that provide these services. To be able to do any meaningful statistical analyses on impact and show correlations, we need clarification on level of analysis and reporting expected by the DOL.

ANSWER The evaluation design shall present a methodology(ies) sufficient and statistically robust to measure costs and benefits and returns on investment of self-directed services to the State, the local area, and the individual as specified in the requirements.

5) What data, if any, does DOL already collect on States/sites that may help site selection or save time requesting it from

States/sites?

ANSWER: All data will be available from the States contained in State reports. Also, see Training and Employment

Guidance Letter (TEGL) 14-00 and attachments. This can be found at www.usworkforce.org/documents/tegl/tegl-14-00.pdf.

6) Will DOL identify the appropriate criteria for selecting a program to include in the analysis?

ANSWER: No. The Self-service function will vary from area to area. The evaluation

design shall present a methodology(ies) for identifying States or local areas that have a significant commitment to self-service.

7) I would like clarification about the 100% Small Business Set Aside. My firm qualifies as a small business, but I would like to team with a firm that does not. Under the arrangement, my firm would be the prime, and our partner would be a subcontractor. Is that possible? If so, what are the conditions?

ANSWER: Yes. See I.4 of the Solicitation, LIMITATIONS ON SUBCONTRACTING

8) I had a difficult time understanding which tasks were to be performed in which years. The RFP calls for one year plus three option years. After receiving each of the two interim reports, it appears DOL would make a decision about funding the next option year. After the second interim report, the final report is due 180 days before the end of the contract. So I concluded the schedule is as follows:
Option Year 1: Interim Report 1 (process analysis)
Option Year 2: Interim Report 2 (evaluation report)
Option Year 3: Final Report

Is that sequence correct?
ANSWER: YES.

9) Should we provide a bid for only the costs associated with the initial methodological design or would you like a bid for the full multi-year evaluation?

ANSWER: OFFERORS SHOULD BID FOR THE BASE YEAR ONLY!

10) The RFP (Sections L.9 and M.2) stipulates that the Project Director and Senior Researchers must have a degree in "economics, public administration or business administration." We believe that individuals with degrees in related social science disciplines are also qualified to serve in these roles. Would DOL consider expanding the degree requirement to incorporate related social science disciplines?

ANSWER: YES.

11) Can extensive relevant experience substitute for the specific

degree requirements of these key personnel?

ANSWER: NO.

12) The RFP (in the same two sections) suggests that one Senior Researcher should be assigned to the project full-time and another should be assigned half-time. We anticipate that, over the course of the evaluation, there might be substantial slack times (e.g., while waiting for data to become available) and that devoting a senior person full-time to the project, or even half-time, would for this reason be inefficient and potentially wasteful of project resources. We believe that both senior researchers could be effective if their average time commitments over the life of the project were in the 25% to 35% range, reflecting full-time involvement during periods of peak project activity and much lower levels of involvement during slack periods. In light of this, would DOL reconsider this stipulation?

ANSWER: YES. Offerors shall propose one Senior Researcher at 75% time commitment and the other Senior Researcher at 25% time commitment.

13) Section L.8 requires letters of commitment for key personnel. Are these letters of commitment to be submitted with the proposal or at a later time, such as in response to negotiations or at contract award?

ANSWER: Please be advised that letters of commitment are required pursuant to Section L.8 of the solicitation.

14) Pages L-8 and 9 of the RFP state that the technical proposal (Part 2) should include a description of the offeror's past experience, and that Part 3 of the proposal also includes past performance information. What is the difference between the past experience information in the technical proposal and the past performance information in Part 3? How is the past experience information in the technical proposal (Part 2) incorporated in the evaluation criteria in Section M?

ANSWER: (a) Experience refers to similar work liken to that in the RFP. Past performance is information provided by the references, who are provided by the offeror, about the offerors work experience. (b) Refer to Section M.2 (C).

15). In assessing the impact and cost-effectiveness of self-directed labor exchange services does the government intend for the contractor to use a randomly assigned control group?

ANSWER: The evaluation design shall present a methodology(ies) sufficient and statistically robust to measure costs and benefits and returns on investment of self-directed services to the State, the local area, and the individual as specified in the requirements.

16) The RFP asks for the contractor to compute impacts and conduct cost-benefit analyses for self-directed job search. Such analyses involve comparing the treatment of interest, self-directed job search, to some other status, either no treatment or an

alternative treatment such as assisted job search. What was the intended counter-factual in this RFP?

ANSWER: DOL does not wish to compare self-directed

service to staff assisted service. The evaluation design shall present a methodology(ies) sufficient and statistically robust to measure costs and benefits and returns on investment of self-directed services to the State, the local area, and the individual as specified in the requirements.

17) Does the government anticipate other deliverable products during the base contract period besides the evaluation design report, OMB clearance package, and progress reports? For budgeting purposes, should the contractor assume that an interim report will be submitted during each of the first two option years, with a final report submitted during the final option year?

ANSWER: Yes. See Answer to Question No. 8.

18) If the contractor feels that the execution of the work plan would be strengthened by splitting the time of the full-time senior researcher across two or three senior researchers, can this be proposed? (e.g., this may permit greater flexibility and number of staff in terms of deploying a research team to conduct multiple site visits; may permit greater flexibility in terms of using a research team to conduct simultaneous tasks, and may bring a wider range of perspectives and expertise to the proposed research team).

ANSWER: No. See answer to question no. 8.

19) The requirements listed for key personnel for the evaluation of Self-Directed Labor Exchange Services includes for the Project Director and the Senior Researcher a graduate degree in economics, public administration, and business administration. My concern leading to a question is that many of the professional evaluators that have extensive experience in the job training and job services areas (including WIA) emerged from a range of diverse fields. This is the time period before graduate programs in evaluation existed. Thus, this requirement is fairly exclusive and rules out immediately a large number of highly qualified persons who may be interested in responding to this RFP.

Will DOL/ETA find acceptable graduate degrees in other areas (e.g., political science, labor relations); and extensive experience and expertise in general evaluation and national and state evaluations in the job training/job services areas in lieu of graduate degrees specifically in the fields of public admin, business admin, or economics?

ANSWER: YES.

20). As we have skilled Key Individuals in program management, surveying, statistical applications, evaluation, cost-benefit analysis, and process selection, may we utilize an advisory or focus group of experts to advise the project in WIA law requirements and various applications? We could work in concert with the WIA and Self-directed application experts to direct our researchers in their work. The advisory group would convene periodically and be within

the budget guidelines and limits set by DOL-ETA.

ANSWER YES.

21)   A broad range of skills and experience are required for the Project Manager and the Senior Researcher. Is it acceptable to meet the skill requirements through the entire key personnel team, although individuals proposed for specific positions may not have all the requirements individually?

ANSWER   NO. See answer to question no. 12.

22)   Do all of the research questions put forth in the Request For Proposal have to be addressed within a 12 month time frame?

ANSWER: NO

23)   Can a random sample of participants be used within each of the 5 states selected for participation, or must the entire population using self directed services be involved?

ANSWER: The evaluation design shall present a methodology(ies) sufficient and statistically robust to measure costs and benefits and returns on investment of self-directed services to the State, the local area, and the individual as specified in the requirements. Services cannot be withheld from any customer.

24). What are the rules governing former USDOL/ETA employees on participation in the project? Must they be separated from USDOL for a minimum amount of time?

ANSWER: (a) An individual may participate in the project provided he/she is working in a staff position and does not represent the offeror in its dealings directly with the Department in any manner. (b) There is no time restriction.

25)   Are associations or other similar groups that represent or are composed of, directly or indirectly, the government bodies that are to be evaluated eligible for the RFP competition?

ANSWER: YES. Provided they meet the specific small business eligibility requirements that are stipulated in Section K of the solicitation.

26) Per Section L.9 (SPECIAL REQUIREMENTS), please clarify if the educational requirements/experience for the Project Director and Senior Researcher as stated are the only acceptable levels of education and experience for these positions.

ANSWER: See answers to Question Nos. 10 & 11.

27) In section M.2 "Criteria for Award", Part A. is labeled "Technical Approach" and Part C. is labeled "Individual Staff Experience and Qualifications". However, there does not appear to be a Part B. Is this an error in numbering, or is Part B missing from the RFP?

ANSWER: There is a typographical error. CRITERIA B - INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS

28) In Part L.9 Special Requirements, the Project Director and the

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Senior Research (100% time) must have "graduate degrees in economics, public administration, or business administration" and the Senior Researcher (50%) must have a "bachelor's degree in economics, public administration, or business administration". Are other graduate degrees acceptable? For example, PhD in disciplines like political science, sociology, or psychology which require candidates to be trained in the latest statistical methodologies and utilize rigorous (and identical to those used by economists, MBAs and MPAs) evaluation methodologies.

ANSWER: See answers to Question Nos. 10 & 11 and 12.

29) Please define "sub-state areas" (in Section C.3)

ANSWER: See "Workforce Investment Act of 1998 (P.L. 105-220) Section 116 "Local

Workforce Investment Areas"

30) Section L.9 SPECIAL REQUIREMENTS, is deleted in its entirety and replaced with the following:

The key personnel positions and their required time commitment are listed as follows:

PROJECT DIRECTOR -- Must have a graduate degree in economics, public administration or business administration and 5 years of relevant experience in managing a project of this level of complexity. They must possess knowledge and skills in the area of WIA implementation,One-Stop operations, evaluation study design and the application of the latest statistical methodologies. The Project Director must have the knowledge, skills and abilities to engage in interviewing senior policy makers and developing and carrying out a complicated work plan within a scheduled timetable. Further, they must have demonstrated the ability to manage staff with varied backgrounds and specialty skill-sets. Time commitment - 25%.

SENIOR RESEARCHER -- One who has demonstrated both knowledge and experience in the area of WIA implementation, One-Stop operations, evaluation study design and the application of the latest statistical methodologies. Must have a graduate degree in economics, public administration or business administration or a related social science and three years of relevant experience in related work. Time Commitment - 75%.

SENIOR RESEARCHER -- One who has demonstrated both knowledge and experience in the area of WIA implementation, One-Stop operations, evaluation study design and the application of the latest statistical methodologies. Must have a bachelor's degree in economics, public administration or business administration or a related social science and three years of relevant experience in related work. Time Commitment - 25%.

31) Section M.2(C) INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS is

deleted in its entirety and replaced with the following:

C. INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS (25 points)

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

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

The following information shall also be furnished:

(1) The proposed Project Director

(2) The proposed project organization, including key personnel

(3) 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) A resume for each professional personnel to be assigned to the project. At a minimum, the resume shall include:

(a) The individual's current employment status and previous work experience, including position title, dates in position, duties performed, and employing organization. Duties shall be clearly defined in terms of the role performed, e.g., management, team leader, consultant for technical assistance, lead investigator, chief analyst.

(b) A statement of the work that the individual has completed or which is currently underway for work that is relevant to the proposed work.

(c) The individual's educational background.

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. It is our expectation that this position will require 25% of the proposed individual's time. The Project Director must have a graduate degree in economics, public administration or business administration and a

minimum of five years relevant experience in managing related work. They must possess knowledge and skills in the area of WIA implementation, One-Stop operations, evaluation study design and the application of the latest statistical methodologies. The Project Director must have the knowledge, skills and abilities to engage in interviewing senior policy makers and developing and carrying out a complicated work plan within a scheduled timetable. Further, they must have demonstrated the ability to manage staff with varied backgrounds and specialty skill-sets.

(2) The experience and qualifications of the two senior researchers and the amount of time committed to the project. It is our expectation that these positions will require one senior researcher at 75% time commitment and one at 25% time commitment. They must possess knowledge and skills in the area of WIA implementation, One-Stop operations, evaluation study design and the application of the latest statistical methodologies. The senior researcher designated at 75% time commitment must have a graduate degree in economics, public administration or business administration or a related social science. The senior researcher designated at 25% time commitment have a bachelor's degree in economics, public administration or business administration or a related social science. Both senior researchers must have three years relevant experience in related work.

(3) The time commitment of all personnel assigned by name to the project, according to task and subtask, (the number of hours per month that each individual will devote to each aspect of the project over its life).

(4) An explanation of how the proposed staff deployments are in line with the contractor's design and approach for undertaking the tasks outlined in ETA's proposed statement of work.

(5) The qualifications and experience of staff (including outside consultants) along with brief resumes for each professional person assigned to the project.

RFP-DCS-01-18

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