

# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
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2. AMENDMENT/MODIFICATION NO.	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
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6. ISSUED BY <span style="float: right;">CODE</span>	7. ADMINISTERED BY (If other than Item 6) <span style="float: right;">CODE</span>
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)	(X)	9A. AMENDMENT OF SOLICITATION NO.
		9B. DATED (SEE ITEM 11)
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 11)
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 \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your 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)

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

CHECK ONE	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.)

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)
15B. CONTRACTOR/OFFEROR  <span style="float: right;">(Signature of person authorized to sign)</span>	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA  <span style="float: right;">(Signature of Contracting Officer)</span>	16C. DATE SIGNED

## INSTRUCTIONS

Instructions for items other than those that are self-explanatory, are as follows:

(a) Item 1 (Contract ID Code). Insert the contract type identification code that appears in the title block of the contract being modified.

(b) Item 3 (Effective date).

(1) For a solicitation amendment, change order, or administrative change, the effective date shall be the issue date of the amendment, change order, or administrative change.

(2) For a supplemental agreement, the effective date shall be the date agreed to by the contracting parties.

(3) For a modification issued as an initial or confirming notice of termination for the convenience of the Government, the effective date and the modification number of the confirming notice shall be the same as the effective date and modification number of the initial notice.

(4) For a modification converting a termination for default to a termination for the convenience of the Government, the effective date shall be the same as the effective date of the termination for default.

(5) For a modification confirming the contracting officer's determination of the amount due in settlement of a contract termination, the effective date shall be the same as the effective date of the initial decision.

(c) Item 6 (Issued By). Insert the name and address of the issuing office. If applicable, insert the appropriate issuing office code in the code block.

(d) Item 8 (Name and Address of Contractor). For modifications to a contract or order, enter the contractor's name, address, and code as shown in the original contract or order, unless changed by this or a previous modification.

(e) Item 9, (Amendment of Solicitation No. - Dated), and 10, (Modification of Contract/Order No. - Dated). Check the appropriate box and in the corresponding blanks insert the number and date of the original solicitation, contract, or order.

(f) Item 12 (Accounting and Appropriation Data). When appropriate, indicate the impact of the modification on each affected accounting classification by inserting one of the following entries.

(1) Accounting classification \_\_\_\_\_  
Net increase \$ \_\_\_\_\_

(2) Accounting classification \_\_\_\_\_  
Net decrease \$ \_\_\_\_\_

NOTE: If there are changes to multiple accounting classifications that cannot be placed in block 12, insert an asterisk and the words "See continuation sheet".

(g) Item 13. Check the appropriate box to indicate the type of modification. Insert in the corresponding blank the authority under which the modification is issued. Check whether or not contractor must sign this document. (See FAR 43.103.)

(h) Item 14 (Description of Amendment/Modification).

(1) Organize amendments or modifications under the appropriate Uniform Contract Format (UCF) section headings from the applicable solicitation or contract. The UCF table of contents, however, shall not be set forth in this document

(2) Indicate the impact of the modification on the overall total contract price by inserting one of the following entries:

(i) Total contract price increased by \$ \_\_\_\_\_

(ii) Total contract price decreased by \$ \_\_\_\_\_

(iii) Total contract price unchanged.

(3) State reason for modification.

(4) When removing, reinstating, or adding funds, identify the contract items and accounting classifications.

(5) When the SF 30 is used to reflect a determination by the contracting officer of the amount due in settlement of a contract terminated for the convenience of the Government, the entry in Item 14 of the modification may be limited to --

(i) A reference to the letter determination; and

(ii) A statement of the net amount determined to be due in settlement of the contract.

(6) Include subject matter or short title of solicitation/contract where feasible.

(i) Item 16B. The contracting officer's signature is not required on solicitation amendments. The contracting officer's signature is normally affixed last on supplemental agreements.

**CONTRACTS MANAGEMENT BRANCH  
NATIONAL INSTITUTE OF NEUROLOGICAL DISORDERS AND STROKE**

**REQUEST FOR PROPOSAL NUMBER: RFP-NIH-NINDS-06-01  
Amendment No. One (1)**

- a. THE GOVERNMENT RECEIVED THE FOLLOWING QUESTIONS FROM POTENTIAL OFFERORS REGARDING RFP-NIH-NINDS-06-01:

Question #1: What is the daily honorarium rate that NINDS pays its consultants?

*Answer #1: The current daily honorarium rate authorized by NIH is \$200/day. We do however expect the Contractor selected for award to demonstrate their knowledge and be familiar with NIH and Federal Travel Regulations allowances and policies.*

Question #2: What is the typical length of the audio-conference calls specified in the Statement of Work (SOW) on page 9, number 5?

*Answer #2: The length of conference calls will vary by case to case. Most seem to last between two to three hours.*

Question #3: Please clarify the Level of Effort chart that appears on page 40. Specifically, what labor categories are included in the Professional, Professional Support, and Administrative Support categories? Might the use of percentage signs be in error? Please elaborate on the use of percentage signs.

*Answer #3: Based on an offeror's understanding of the requirement, it is up to them to determine which types of positions should be included in each category. The percentage signs are correct. For example, under Professional, Year 1, 500%, means 5 individuals available to work 100% of their time on the contract. Also, please keep in mind that page 40 paragraph (h) of the RFP states the following: "Offerors are requested to furnish their estimates of personnel and effort based on the requirements of the RFP and the approach you propose to take for achieving the stated objectives." With regard to what labor categories are to be included, please refer to paragraph (B) Statement of Work – section entitled: Project Team and ARTICLE C.3. – Special Requirements/ Considerations.*

Question #4: On page 10, number 4b, the SOW specifies that supported participants' reimbursements are to be paid within two weeks of the point when all reimbursement procedures have been met by the participant. The Quality Assurance Surveillance Plan, page 27, notes that the standard for a PASS rating in this area is reimbursement of at least 80% of participants within 30 days and 100% within 60 days. Please clarify this variance.

RFP-NIH-NINDS-06-01  
Amendment No. One (1)

*Answer #4: This was a discrepancy and the last sentence on Page 10, paragraph 4(b) is amended to read as follows: "The Contractor shall provide to eligible "Event(s)" participants reimbursement for travel and per diem expenses allowed by the Government travel regulations, including economy airfare, train fare, or the Governments mileage rate for travel by automobile." In addition, please note that the standards for reimbursement of supported attendees shall be set forth in the QASP.*

Question #5: Does NINDS typically assess attendee registration fees to offset conference expenses (e.g., catering, materials)? If so, please provide examples(s) of these fees.

*Answer #5: No.*

Question #6: What percentage of its meetings does NINDS typically host on the campus of the National Institutes of Health annually? What types of meetings (e.g., council meetings) does NINDS prefer to hold on the NIH campus?

*Answer #6: Based on past experience and in an attempt to normalize cost estimates where practical -please plan for most, if not all events, to be held off the NIH campus.*

Question #7: Will NINDS consider conducting the DSMB and OSMB meetings at a Silver Spring location that offers the advantages of free meeting room rental, free parking, availability of needed audiovisual and teleconferencing equipment, and ease of access to full business services?

*Answer #7: We would be willing to consider any proposal in this regard.*

Question #8: Do any of the four technical and resource support contracts that NINDS has in place utilize a work assignment mechanism? Are these other contractors eligible to submit a bid for this work?

*Answer #8: You have misread or misinterpreted a statement in the RFP. We do not have four technical and resource support contracts. This RFP represents the fourth re-competition of such services. We do not believe that the current contractor is eligible to compete as a prime contractor in response to the solicitation.*

Question #9: Article C.1., Statement of Work (p.9, first two paragraphs): Regarding the approximately 2 conferences and 50 workshops/meetings that will be conducted per year, how many of these events will last 1 day versus 2 days (or 1 ½ days, if applicable).

*Answer #9: No additional information is available. The assumption estimates and guidelines provided in the RFP represent our best guesstimate for a range of days.*

Question #10: Site Selection and Reservation (p.9, #3a): Has space been reserved at NIH for any of the meetings that will be held under this contact?

*Answer #10: Again, this will be handled on a case by case basis as events are approved and initiated.*

Question #11: Mailing Lists (p.11, #7a): Regarding the master database that will be maintained by the Contractor, does a database exist? If so, will the Contractor receive the database upon contract award?

*Answer #11: Data on meeting participants from past meetings does exist, and this information could be provided after award.*

Question #12: Registration and Materials (p.11, #8 (b)): Regarding the meeting materials to be provided at the conferences and meeting/workshops, what is the approximate number of pages? What is the ratio of color pages to back-and-white?

*Answer #12: Unknown, this will vary from meeting to meeting. In terms of color paper, there is no requirement for color brochures.*

Question #13: General Meeting Services (p. 11, #9a,c), and Post-meeting Services (p. 12, #10a):

- a. Will session recording and the development of meeting reports (i.e., minutes, summaries, or proceedings) be required for all events, including conference calls?

*Answer #13a: Approximately fifty percent of the conferences/workshops and meetings may require meeting minutes. We do not expect the contractor to prepare meeting minutes for conference calls.*

- b. What is meant by "high-quality transcriptions" (#9a)? verbatim transcripts, or detailed meeting minutes?

*Answer #13b: We want, when required, complete and accurate transcriptions of meetings.*

Question #14: regarding "Conferences"

- a. Will only an estimated five (5) percent of the attendees be fully supported and reimbursed? The remaining meetings specify fifty (50) percent of attendees.

*Answer #14a: Again, the RFP estimates on page 9 we believe are clear.*

- b. Is it known in what city or cities/general location(s) will these conferences be held? If not, may Washington, DC be used as a model for costing purposes?

*Answer #14b: See Statement of Work in RFP on page 8, last sentence of first paragraph under C.1.*

- c. Will the conferences be held in hotels, or is a Federal facility of some type preferred?

*Answer #14c: If space is available at a Federal facility, and the facility meets the Government's requirement, the conference will be held at a Federal facility. If not, the Project Officer and/or the Work Assignment Originator determines the location of the conference, based on hotel recommendation procedures as specified in the Statement of Work as provided by the Contractor.*

- d. Are speakers included in the estimated attendee total of 525-625 people? If they are not included, approximately how many speakers will there be per conference, and approximately what percentage of them will be supported?

*Answer #14d: Yes.*

Question #15 regarding "Workshops/Meetings"

- a. Is it known in what city or cities/general location(s) will these workshops/meetings be held? If not, may Washington, DC be used as a model for costing purposes?

*Answer #15a: See Statement of Work in RFP on page 8, last sentence of first paragraph under C.1.*

- b. Will the workshops/meetings be held in hotels, or is a Federal facility of some type preferred?

*Answer #15b: If space is available at a Federal facility, and the facility meets the Government's requirement, the workshops/meetings will be held at a Federal facility. If not, the Project Officer and/or the Work Assignment Originator determines the location of the conference, based on hotel recommendation procedures as specified in the Statement of Work as provided by the Contractor.*

- c. Are speakers included in the estimated attendee total of 45-55 people? If they are not included, approximately how many speakers will there be per

workshop/meeting, and approximately what percentage of them will be supported?

*Answer #15c: Yes.*

Question #16 regarding "DSMB and OSMB Meetings"

- a. Will only an estimated fifty (50) percent of the attendees be fully supported and reimbursed? If yes, may it be assumed that the remaining 50% are Federal employees, and therefore not eligible for support?

*Answer #16a: Yes, this applies to workshops/meetings, DSMBs OSMBs and conference calls.*

- b. Is it known in what city or cities/general location(s) will these conferences be held? If not, may Washington, DC be used as a model for costing purposes?

*Answer #16b: No. Conferences are not required for DSMBs or OSMBs. However, DSMB and OSMB meetings may be outside the Bethesda area. For estimating purposes, use approximately 50% of these meetings as being held in the central part of the continental United States.*

- c. Will the conferences be held in hotels, or is a Federal facility of some type preferred?

*Answer #16c: No. Conferences are not required for DSMBs or OSMBs. However, DSMB and OSMB meetings may be held in a meeting room of an airport that is convenient for all DSMB and OSMB members. Meeting room locations may vary.*

- d. Are speakers/presenters included in the estimated attendee total of 5-10 people? If they are not included, approximately how many speakers/presenters will there be per DSMB/OSMB, and approximately what percentage of them (if any) will be supported?

*Answer #16d: DSMBs and OSMBs do not involve speakers/presenters.*

Regarding "Conference Calls"

Question #17: Please elaborate on what type of "support" will be provided to the 50% of attendees who will be "supported." Will they receive honoraria for participating, or some other type of support?

*Answer #17: Supported participants shall receive an honorarium of \$200/day.*

Regarding "Graphic and Design Support Services"

Question #18: Is it known approximately how many copies of an individual CD would need to be provided at one time?

*Answer #18: Unknown at this time. This is based on the needs of the Work Assignment Originator.*

Question #19: Will NINDS provide the artwork for any required medical illustrations, or will the contractor be required to provide these illustrations?

*Answer #19: If necessary, the artwork will be provided by NINDS.*

Question #20: Are the statements of reference and work samples requested (page 56 of the RFP) included in the 50 page limit for the Technical Volume, or may they be added in Appendices?

*Answer #20: If they are presented as attachments, then they are excluded from the 50 page limitation.*

- b) RFP changes: Article C.1. paragraph 4 (b), last sentence was amended to read as follows: “The Contractor shall provide to eligible “Event(s)” participants reimbursement for travel and per diem expenses allowed by the Government travel regulations, including economy airfare, train fare, or the Government mileage rate for travel by automobile.”

**NOTICE: ANY ADDITIONAL QUESTIONS REGARDING RFP-NIH-NINDS-06-01 MUST BE RECEIVED BY AUGUST 15, 2005. QUESTIONS RECEIVED AFTER THIS DATE MIGHT NOT BE ANSWERED IN TIME FOR OFFERORS TO CONSIDER AS PART OF THEIR PROPOSAL RESPONSE DUE AUGUST 25, 2005.**