

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO. AMENDMENT #0001	3. EFFECTIVE DATE 10/032007	4. REQUISITION/PURCHASE REQ. NO. B-7-B4-14-BF-A63 000	5. PROJECT NO. (If applicable)	
6. ISSUED BY Internal Revenue Service 6009 Oxon Hill Road, Suite 500 Oxon Hill, MD 20745 DINELL D. COOK 202-283-1131		7. ADMINISTERED BY (If other than Item 6) See Item 6	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)			(x)	9A. AMENDMENT OF SOLICITATION NO. TIRNO-07-R-00021
			X	9B. DATED (SEE ITEM 11) 10/25/2007
				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 **2** 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 DATA 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 data specified.

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.)

Solicitation No. TIRNO-07-R-00021 for Personnel Support Services for IRS Beckley Finance Center is hereby amended as follows:

See pages 2 through 7.

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)	
		BARBARA E. CZERW	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY <i>Barbara E. Czerw</i> (Signature of Contracting Officer)	10/3/07

The following are answers to questions submitted in writing. Any changes to the RFP are noted and are hereby incorporated.

**Question #1. Is there any reference to a page count limit for the proposal? Can annexes be used to further define the proposal response?**

Answer #1. No, there is no page count limit referenced in the solicitation. Yes, annexes can be used to further define the proposal response.

Change to Solicitation: None

**Question #2. Is this a new requirement?**

Answer #2. Yes, this is a new requirement for the services specified.

Change to Solicitation: None

**Question #3. Is there an incumbent performing similar services? Is the incumbent eligible to re-bid?**

Answer #3. The incumbent is Williams-Gonzales Joint Venture II. Any eligible 8(a) firm can submit a proposal.

Change to Solicitation: None

**Question #4. What is the dollar value of the previous contract?**

Answer #4. The estimated value was approximately \$5,000,000.

Change to Solicitation: None

**Question #5. If the work is all done on a task order basis, how is a firm expected to submit resumes in the RFP response? If a firm has to wait for a task order to come out before sending a qualified individual, is the firm expected to have personnel on the payroll not working just waiting for the task orders?**

Answer #5. It is standard procedure for the Government to request resumes of personnel to ensure that the resultant contractor will have qualified personnel in place to do the work. The Government will not issue a task order(s) before it is determined that the resultant contractor has obtained qualified personnel.

Change to Solicitation: None

**Question #6. If a firm does not have personnel on the payroll and available for work immediately, how does the firm send resumes?**

Answer #6. The Government will not provide guidance on how a firm should obtain personnel, or specify that a firm should have personnel on the payroll and available for work prior to the firm having the capability of providing resumes.

Change to Solicitation: None

**Question #7. If a firm does not have past performance in the accounting area, will a firm even have a chance at responding to this RFP? What can a firm send in its place to assure you that it is capable if they don't have the specific past performance?**

Answer #7. The schedule of items (Section B) has been revised to remove the Accounting Clerk I and Accounting Clerk II labor categories.

Change to Solicitation: See Question/Answer #12 for the change to the solicitation.

**Question #8. A firm provides administrative support services but lacks the 3 to 5 of past performance cited in the RFP. Accordingly, the plan is to team up with a non-8(a) but small business, woman-owned subcontractor with solid past performance that are relevant to the RFP requirements. Can a firm use the past performance of their subcontractor in the technical proposal?**

Answer #8. Each firm's past performance will be evaluated based on the information provided, including the information submitted on a subcontractor.

Change to Solicitation: None

**Question #9. The period of performance for the base year is October 1, 2007 through September 30, 2008. Since the due date of the proposal is October 25, 2007, is the Government looking at a start date of December 1, 2007.**

Answer #9. The base year period as stated in the RFP on page 13, Item F.4 – Period of Performance specifies that: The period of performance shall be from October 1, 2007 (or date of award, whichever is later) through September 30, 2008.

Change to Solicitation: None

**Question #10. Should the estimated number of hours specified in Section B for the base year be used knowing that the start date will be after October 1, 2007?**

Answer #10. Yes

Change to Solicitation: None

**Question #11. Is there a website where the Service Contract Act Wage Determination #2005-2573, REV #2 dated 12/08/06 can be found?**

Answer #11. The document can be found at [www.wdol.gov/wdol/scafiles/archive](http://www.wdol.gov/wdol/scafiles/archive).

Change to Solicitation: None

**Question #12. Under Factor 1 (Corporate Resources) it is understood that only the resumes of non-clerical employees is needed. Does this mean that only the resumes of the Project Manager, Site Supervisor, Accounting Clerk II, Accounting Clerk I are needed?**

Answer #12. The Government requires resumes for all personnel; however, Part I – The Schedule (Section B) is revised to remove the Accounting Clerk I and Accounting Clerk II labor categories. The position descriptions for the labor categories are also provided.

Change to Solicitation: Page 2 of the solicitation, Part I – The Schedule (Section B) is changed accordingly:

**PART I – THE SCHEDULE  
SECTION B**

**SUPPLIES OR SERVICES AND PRICES/COSTS**

**B.0 - BASE YEAR: OCTOBER 1, 2007 THROUGH SEPTEMBER 30, 2008**

ITEM	LABOR CATEGORY	EST. MAX	UNIT	FIXED	EXTENDED PRICE
		DPLH		HOURLY RATE	
0001	Project Manager	460	Hr.	\$ _____	\$ _____
0002	Site Supervisor	1,920	Hr.	\$ _____	\$ _____
0005	General Clerk I	24,960	Hr.	\$ _____	\$ _____
0006	General Clerk II	15,360	Hr.	\$ _____	\$ _____
0007	Receptionist	3,840	Hr.	\$ _____	\$ _____
0008	Travel	1	Lot	NTE	\$1,000.00

**TOTAL EXTENDED PRICE FOR BASE PERIOD: \$ \_\_\_\_\_**

**B.1 - OPTION YEAR 1: OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2009**

ITEM	LABOR CATEGORY	EST. MAX	UNIT	FIXED	EXTENDED PRICE
		DPLH		HOURLY RATE	
1001	Project Manager	460	Hr.	\$ _____	\$ _____
1002	Site Supervisor	1,920	Hr.	\$ _____	\$ _____
1005	General Clerk I	24,960	Hr.	\$ _____	\$ _____
1006	General Clerk II	15,360	Hr.	\$ _____	\$ _____
1007	Receptionist	3,840	Hr.	\$ _____	\$ _____
1008	Travel	1	Lot	NTE	\$1,000.00

**TOTAL EXTENDED PRICE FOR OPTION YEAR 1: \$ \_\_\_\_\_**

**B.2 - OPTION YEAR 2: OCTOBER 1, 2009 THROUGH SEPTEMBER 30, 2010**

ITEM	LABOR CATEGORY	EST. MAX DPLH	UNIT	FIXED HOURLY RATE	EXTENDED PRICE
2001	Project Manager	460	Hr.	\$ _____	\$ _____
2002	Site Supervisor	1,920	Hr.	\$ _____	\$ _____
2005	General Clerk I	24,960	Hr.	\$ _____	\$ _____
2006	General Clerk II	15,360	Hr.	\$ _____	\$ _____
2007	Receptionist	3,840	Hr.	\$ _____	\$ _____
2008	Travel	1	Lot	NTE	\$1,000.00

**TOTAL EXTENDED PRICE FOR OPTION YEAR 2: \$ \_\_\_\_\_**

**B.3 - OPTION YEAR 3: OCTOBER 1, 2010 THROUGH SEPTEMBER 30, 2011**

CLIN	LABOR CATEGORY	EST. MAX DPLH	UNIT	FIXED HOURLY RATE	EXTENDED PRICE
3001	Project Manager	460	Hr.	\$ _____	\$ _____
3002	Site Supervisor	1,920	Hr.	\$ _____	\$ _____
3005	General Clerk I	24,960	Hr.	\$ _____	\$ _____
3006	General Clerk II	15,360	Hr.	\$ _____	\$ _____
3007	Receptionist	3,840	Hr.	\$ _____	\$ _____
3008	Travel	1	Lot	NTE	\$1,000.00

**TOTAL EXTENDED PRICE FOR OPTION YEAR 3: \$ \_\_\_\_\_**

**B.4 - OPTION YEAR 4: OCTOBER 1, 2011 THROUGH SEPTEMBER 30, 2012**

CLIN	LABOR CATEGORY	EST. MAX DPLH	UNIT	FIXED HOURLY RATE	EXTENDED PRICE
4001	Project Manager	460	Hr.	\$ _____	\$ _____
4002	Site Supervisor	1,920	Hr.	\$ _____	\$ _____
4005	General Clerk I	24,960	Hr.	\$ _____	\$ _____
4006	General Clerk II	15,360	Hr.	\$ _____	\$ _____
4007	Receptionist	3,840	Hr.	\$ _____	\$ _____
4008	Travel	1	Lot	NTE	\$1,000.00

**TOTAL EXTENDED PRICE FOR OPTION YEAR 4 \$ \_\_\_\_\_**

### **PROJECT MANAGER**

This position is responsible for project oversight. The Project Manager assumes overall management responsibility for all aspects of the Statement of Work; plans, organizes, and controls the overall activities of the project as required by the contract, task assignments, the Contracting Officer's Technical Representative and the Contracting Officer. The Project Manager represents the contractor in meetings with the program office and contracting office representatives regarding staff, budgets, project development and scheduling, and problem resolution.

### **SITE SUPERVISOR**

This position is responsible for managing financial-related services that include other government systems, government accounting procedures, and general office procedures. The Site Supervisor should have the ability to provide supervisory functions that include, but are not limited to, performance measures, conducting performance appraisals, communicating accomplishments, promoting teamwork, and diversity. The Site Supervisor must have specific working knowledge of IRS procedures, policy, and terminology. The Site Supervisor shall provide recommendations to IRS management and inform management of potential problems; shall possess the ability to effectively manage employees and the workload given by the government, and shall possess the ability to communicate effectively with IRS management and contract employees. The Site Supervisor shall also learn sufficient information regarding IRS' working conditions so as not to initiate problems with the IRS-NTEU labor agreement.

### **GENERAL CLERK I**

This position follows clearly detailed specific procedures in completing several repetitive clerical steps performed in a prescribed or slightly varied sequence, such as coding and filing documents in an extensive alphabetical file; could involve simple posting to individual accounts, opening mail, calculating and posting charges to departmental accounts, operating basic office equipment, e.g., photocopier, facsimile, multi-line phone/voicemail systems, mailing machines, and minimal computer programs. Little or no subject-matter knowledge is required, but the clerk uses his or her own judgment in choosing the proper procedure for each task.

### **GENERAL CLERK II**

This position requires familiarity with the terminology of the office unit. The General Clerk selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others.

### **RECEPTIONIST**

This position greets visitors, determining nature of visits and directing visitors to appropriate persons. The Receptionist may also have other duties such as recording and transmitting messages; keeping records of calls placed; providing information to callers and visitors; making appointments; keeping a log of visitors; and issuing visitor passes. In this position, one may also work on a computer and perform other routine clerical work that may occupy the major portion of the worker's time.

**Question #13. Will a copy of the resumes of the management team (non-billable) that will be providing management oversight to the contract be needed?**

Answer #13. Resumes for all personnel are required.

Change to Solicitation: None

**Question #14. What is the level of effort in Washington, DC and Bethesda, MD?**

Answer #14. None

Change to Solicitation: None

**Question #15. How many incumbent employees have been employed over five (5) years on this project (by labor category)?**

Answer #15. At the present, the staffing is as follows: Project Manager (1); Site Supervisor (1); Accounting Clerk I (11); Accounting Clerk II (1 ); General Clerks (18).

Change to Solicitation: None

[ End of Amendment #0001 ]