

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO. AMENDMENT# 0003		3. EFFECTIVE DATE See Block 16C	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		CODE IRS0088	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)	10/16/07

SF30 Comments(Block 14) Continuation Sheet

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

Please be advised that the date and time specified for receipt of proposals, namely October 25, 2007 at 12:00PM, local time, shall remain unchanged. Any additional questions MUST be submitted in writing by October 19, 2007 at 2:00PM, local time, in order to provide timely responses.

Question# 1. Why did the solicitation change from primarily accounting to primarily administrative?

Answer# 1. Since this requirement does not include the IRS Washington, DC location, it was determined that the accounting services were no longer needed.

Change to Solicitation: None

Question# 2. Since the two accounting positions have been eliminated, is the requirement of the Site Supervisor to manage financial-related services still valid?

Answer# 2. No

Change to Solicitation: The position description for the Site Supervisor found on Page 6 of 7 of Amendment# 0001 is revised as follows: Delete the first sentence, and substitute – “This position is responsible for managing general office procedures.”

Question# 3. Even though the accounting positions were eliminated, is the contractor still responsible for providing financial-related service support?

Answer# 3. No

Change to Solicitation: None

Question# 4. What is management’s opinion of the performance of the current incumbent?

Answer# 4. This has no bearing in regard to this requirement.

Change to Solicitation: None

Question# 5. Please provide clarification on the reference of the IRS Past Performance Survey described on page 53. If a survey format exists, please provide the location of the referenced document in the solicitation.

Answer# 5. See Amendment# 0002 for the change regarding submission of customer references. The survey format is not included in the solicitation. The survey will be provided to the customer references after receipt of this information.

Change to Solicitation: None

SF30 Comments(Block 14) Continuation Sheet

Question# 6. Are there locations other than Beckley, West Virginia for which personnel support will perform SOW duties? The statement under Corporate Resources: Narrative for Justification for Score implies more than one location for work performance...."Contractor has sufficient qualified personnel to perform the work in the quantities as well as geographical locations stated in the solicitation...."

Answer# 6. There is no other geographical location other than the Beckley WV location specified on Page 12 of the solicitation.

Change to Solicitation: Page 54, Section M – at Corporate Resources – Narrative Justification for Score; under the paragraph titled "GENERAL" – third line, delete ...as geographical locations... and substitute "as the geographical location".

Question#7. Please confirm if resumes are expected per labor category or per position?

Answer# 7. See change below to solicitation.

Change to Solicitation: Page 6 of the solicitation: Add the following paragraph:

g. Personnel: The Program Manager and the Site Supervisor labor categories are considered key personnel. The Contractor shall notify the Contracting Officer and COTR prior to making any changes in key personnel. Detailed resumes must be submitted for approval prior to assignment of individuals to the labor categories/positions identified as key personnel. All proposed key personnel substitutions must be submitted in writing to the Contracting Officer and COTR at least fifteen (15) days prior to the proposed substitution. Each request must provide a detailed explanation of the circumstances necessitating the proposed substitution, a complete resume for the proposed substitute, and any other information required by the Contracting Officer to approve or disapprove the proposed substitution(s). Resumes for key personnel substitutions must be submitted in Contractor format. All proposed substitutes (no matter when they are proposed during the performance period) must have qualifications that are equal to or higher than the qualifications of the person being replaced.

Question# 8. In Section B - Price Schedule, please advise what is the extended price.

Answer# 8. The extended price is the labor hour times (x) the fixed hourly rate.

Change to Solicitation: None

Question# 9. Please advise if the offeror would be able to provide overtime rates on a separate chart other than the chart in Section B.

Answer# 9. Yes

Change to Solicitation: None

SF30 Comments(Block 14) Continuation Sheet

Question# 10. On page 12, Section F.2, there is a reference in regards to the positions being full time at the time of the award. Is there ever a time that the positions would not be full time or 40 hours per week?

Answer# 10. The positions will be 40 hours per week, unless a position is needed part-time and/or if overtime will be required.

Change to Solicitation: None

Question# 11. In reference to the Project Manager position, please advise if there is a set schedule for the PM to be present at the job location. If so, what is the anticipated schedule?

Answer# 11. There is no set schedule for the Program Manager.

Change to Solicitation: None

Question# 12. Can respective offerors gain access to the site to solicit interviews for current Support Service Personnel actively engaged at the IRS Beckley Finance Center for the purposes of interviewing candidates for potential employment with offerors who will be submitting responses to RFP TIRNO-07-R-00021 to effectively satisfy RFP requirements Section I.8 52.222-46 and Section C.2.2 Quality Assurance?

Answer# 12. A site visit will not be held.

Change to Solicitation: None

Question# 13. Do any of these positions require a clearance of any sort? It is known that they have to undergo background checks once hired, but do any of the positions require any kind of a clearance?

Answer# 13. No.

Change to Solicitation: None

Question# 14. A major concern appears when the requirement for resumes for all positions is required given that some of the offerors vying to submit a proposal will not have sufficient time (during the proposal process) to acquire resume of qualified personnel for all of the positions in the area where contract performance will occur. Will the Government consider alternatives to the requirement for submittal of resumes for all personnel required under the contract?

Answer# 14. See Question/Answer#7 of this amendment.

Change to Solicitation: None

SF30 Comments(Block 14) Continuation Sheet

Question# 15. Should we use the most recent WD, posted 9/27/07 instead of the one supplied in the solicitation package?

Answer# 15. Yes

Change to Solicitation: Page 40 - Part III, Section J – should be changed to read: “Service Contract Act Wage Determination #2005-2573, Revision# 4, dated 09/27/2007.” A copy of this document will be posted and made available on the IRS Procurement website.

Question# 16. How long has the proposed work been performed by contractor support?

Answer# 16. The proposed work has been performed by a contractor for the past 11 years.

Change to Solicitation: None

Question# 17. Was the current contractor awarded a contract for 1 base year + 4 options years?

Answer# 17. Yes

Change to Solicitation: None

Question# 18. Referencing the statement on solicitation page 54, “Of particular importance in evaluating this factor is verifying the contractor has sufficient qualified personnel to perform the work in the quantities as well as geographical locations,” does the IRS plan on adding more regions to the contract later on? If so, will Wage Determinations be sent?

Answer# 18. See Question/Answer# 6 of this amendment.

Change to Solicitation: None

Question# 19. Referencing Section L.3, Factor 1, states in part “...and the offeror’s plans for acquiring personnel and other resources not already available to the vendor, including letters of commitment obtained from proposed personnel who are not already employees of the offeror”, are you asking how a firm will get letters of commitment in the future, or asking a firm to supply letters of commitment now?

Answer# 19. The Government is asking how the offeror plans to obtain letters of commitment.

Change to Solicitation: None

Question# 20. If letters of commitment are required now, are they required only for non-clerical personnel not currently in our company?

Answer# 20. See Answer# 19.

Change to Solicitation: None

SF30 Comments(Block 14) Continuation Sheet

Question# 21. Who is the current incumbent contractor?

Answer# 21. See Question/Answer# 3 of Amendment# 0001.

Change to Solicitation: None

Question# 22. Is the IRS happy with the incumbent's work?

Answer# 22. See Question/Answer# 4 of this amendment.

Change to Solicitation: None

Question# 23. Will the incumbent be permitted to bid on this RFP?

Answer# 23. See Question/Answer# 4 of Amendment# 0001.

Change to Solicitation: None

Question# 24. Who are the 8(a) contractor(s) who worked this contract prior to the current incumbent?

Answer# 24. This information is not available.

Change to Solicitation: None

Question# 25. What are the fringe benefits being offered the existing employees?

Answer# 25. This information can not be made available.

Change to Solicitation: None

Question# 26. When will the existing contract expire?

Answer# 26. The existing contract will expire on December 31, 2007.

Change to Solicitation: None

Question# 27. Can the due date to submit the bid responses be extended?

Answer# 27. See Page 2 of this amendment.

Change to Solicitation: None

Question# 28. Section C.2.1 – paragraphs b & c address the need for training. How many hours of on-the-job and cross-training are required?

Answer# 28. The hours needed for training will depend on the qualifications of the individual(s).

Change to Solicitation: None

SF30 Comments(Block 14) Continuation Sheet

Question# 29. Is there a collective bargaining agreement in place?

Answer# 29. No

Change to Solicitation: None

Question# 30. Amendment 1 removes the line items for Accounting Clerks. How will the need for this position be covered now? Will all Accounting Clerk positions be removed or will their title be reassigned and their pay decreased to fit the new job title?

Answer# 30. The Accounting Clerk positions/duties were removed in their entirety.

Change to Solicitation: None

Question# 31. What are the current hourly bill rates for each position?

Answer# 31. Pricing information is considered proprietary and shall not be disclosed.

Change to Solicitation: None

[END OF AMENDMENT# 0003]