

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

PAGE OF PAGES

1 6

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

000002

08/12/2008

6. ISSUED BY

CODE

HQ

7. ADMINISTERED BY (If other than Item 6)

CODE

HQ

NASA/Goddard Space Flight Center  
Headquarters Procurement Office  
Greenbelt MD 20771

NASA/Goddard Space Flight Center  
Headquarters Procurement Office  
Greenbelt MD 20771

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

9A. AMENDMENT OF SOLICITATION NO.

(x) NNH08245599R

x 9B. DATED (SEE ITEM 11)

08/12/2008

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 5 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.

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.)

The purpose of this amendment is to 1) revise Clause J. 1 - List of Attachments and 2) post questions/answers from industry.

Accordingly, please see the following pages:

INCO TERMS 2: Destination

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)	
		Amanda Heslep	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

(1) The following clause is hereby revised:

### **J.1 LIST OF ATTACHMENTS**

The following documents are attached hereto and made a part of this contract:

Attachment A – Performance Work Statement

Attachment B – Personal Identity Verification (PIV) Card Issuance Procedures

Attachment C – Wage Determination 2005-2103

Attachment D – Safety and Health Plan ~~(to be submitted by vendor 30 days after award)~~

Attachment E – Organizational Conflict of Interest (OCI) Plan (to be submitted by vendor 30 days after award)

(End of Clause)

(2) Questions/answers are as follows:

Question 1: Will you increase the page limitation for the Mission Suitability section?

Answer 1: The Mission Suitability page limitation has been increased to 25 pages. Please see the revised provision L.8, paragraph (a) in Amendment 1.

Question 2: Will you extend the due date for receipt of proposals?

Answer 2: No.

Question 3: On the past performance questionnaire under V. General Performance Survey, items #25, 26, 27 include questions asking evaluators to rate items related to Small Business Subcontracting Plans. Since all primes are 8(a)'s, none of them should have any experience in small business goals. Will the government eliminate these questions?

Answer 3: While we will not eliminate the questions from the questionnaire, it is perfectly acceptable for the rater to choose "Not Rated" for these elements and it will not be held against the Offeror under this solicitation.

Question 4: Will you please clarify if the required contractor staff will work on NASA site, or at our contractor facility?

Answer 4: As stated in Section C.9 of the Performance Work Statement – "The Government will furnish up to four office spaces with computer, computer access, phone and fax for contractor personnel to support the business managers for OHCM and OCE in performing duties stated in section C.7 (Financial and Procurement Support) of the performance work statement." All other personnel required for the performance of this contract must be located at the contractor's facility.

Question 5: Besides the MS Office Suite what other Commercial software tools are currently being used to conduct/support the Training Logistics activities?

Answer 5: None that the Government is aware of.

Question 6: Which companies have expressed interest in and/or responded to the subject solicitation and sources sought notice?

Answer 6: Although no official bidder's list has been created, the following companies expressed an interest in the sources sought notice:

Allsource Global Management  
Beacon Associates  
Bryant Consulting  
Design 2 Train  
Dozier Technologies, Inc.  
Ellis and Ellis Associates  
Engle Group  
General Logistics, LLC  
GTCI  
IMSolutions  
KPS  
Learning Right Technologies  
Native American Management  
North American Management  
Oak Grove Tech.  
PAI Consulting  
Paragon Tec  
Performance-Based Solutions, Inc.  
REDE Inc.  
Sentinel Solutions  
Sevatec  
St Julien  
TRG  
Voluminant  
Z Systems Corp

Question 7: Section F.3 - It is understood that 4 office spaces will be available for contractor personnel at the NASA HQ to conduct the training logistics activities. This section lists all the NASA sites where at the contractor is required to perform the training logistics services. Besides at the NASA Headquarters, Would any office space be available for contractor personnel at any of the NASA Centers?

Answer 7: No.

Question 8: Section J.1, Attachment E notes that the "Safety and Health Plan" is to be submitted by the vendor 30 days after the award.

Answer 8: Section J.1, Attachment E has been revised in Solicitation Amendment 2 to remove the reference to "30 days after award." The safety and health plan is due as a part of the proposal.

Question 9: Section L.12, Subfactor D requires a "safety and Health Plan" for evaluation per requirements stated in Section M.2, Subfactor D. In fact a 50 point weight has also been allocated to this plan. Does Section L.12 requires a Preliminary "Health and Safety Plan" that will be evaluated per Section M.2 and subsequently

finalized 30 days after the award of the contract? Or, a single "Health and Safety Plan" is required per Section J.1 or Section L.12, not both?

Answer 9: A single Safety and Health Plan shall be submitted and evaluated as a part of a complete proposal.

Question 10: Section M.3 - Please confirm that the Evaluation Quantities listed for each CLIN in the Table are for a single contract year, not for all four years.

Answer 10: Yes, the evaluation quantities listed for each CLIN in the table are for a single contract year. Those quantities will be multiplied by the proposed prices in order to come up with an evaluated price for each year. Then the evaluated price for each year will be summed to come up with an evaluated contract total.

Question 11: PWS Section C.2.1, paragraph 12 - Would NASA reimburse higher shipping costs (other direct costs) for items sent via the FedEx and/or the UPS under emergency / time critical circumstances for meeting the NASA deadlines?

Answer 11: Yes.

Question 12: Section C.6, para # 3.e - This section requires the contractor to obtain "facilitators". Will NASA (agency or centers) be responsible for identifying and/or selecting the facilitators, while the contractor will make arrangement for acquiring (hiring for) their services?

Answer 12: Yes.

Question 13: C.7 (Financial and Procurement) - First Paragraph, last sentence - Will NASA reimburse the cost of training vendor personnel when submitted as other direct costs (ODCs)?

Answer 13: Yes by prior approval only. However, most of the training, especially for the NASA financial and procurement systems is offered free by NASA at HQ.

Question 14: Is there a deadline for submitting all questions on the subject solicitation?

Answer 14: Pursuant to provision L.3, the deadline for submitting all questions regarding this solicitation was close of business August 27, 2008.

Question 15: B.5 Reimbursement of Material Costs (c)-No markup is currently permitted yet such costs cannot even be submitted on a Delivery Order request until incurred. Assuming normal processing by the time a D.O. is issued and an invoice is generated and processed the contractor will be required to finance potentially high material costs for three months. A handling fee should be allowed to recover these costs.

Answer 15: Reimbursement of material costs will be handled in accordance with Clause B.5. No handling fee will be allowed.

Question 16: The table detailing required proposal sections and page limitations requires offeror to submit Section V (Volume 3) Safety and Health Plan however; there

are no specific instructions on what the offeror should include in this section and volume. Please clarify if the Government is looking for the contractor to submit the Safety and Health Plan same as that required in Section II (Volume 1). L8 page 44

Answer 16: The Safety and Health Plan will be evaluated under Mission Suitability, Subfactor D. However, the Safety and Health Plan must physically reside in its own volume (Volume 3). The Safety and Health Plan is excluded from the Mission Suitability page limitation. Instructions for submission of the Safety and Health Plan can be found in provision L. 12 – Mission Suitability Proposal Instructions.

Question 17: The Mission Suitability Proposal must be divided and presented by each Mission Suitability subfactor as follows:

Subfactor A -- Technical Approach  
Subfactor B -- Management Approach  
Subfactor C -- Offeror Qualifications/Capabilities  
Subfactor D -- Safety and Health Plan

Appears that Subfactor D – Safety and Health Plan is the same information as that required in Section V (Volume 3). Please clarify if this assumption is correct. Since there is an entire Section/Volume dedicated to the Safety and Health Plan, we request that you remove the requirement to include Subfactor D in Volume 1 which is severely page limited. L.12.2

Answer 17: Please see Answer 17.

Question 18: Is this contract subject to the Service Contract Act?

Answer 18: Yes.

Question 19: Will any of the training sessions require a notetaker on site and, if so, how many?

Answer 19: No notetaker is required. NASA sometimes requests on-site logistics support for a program but it is not to serve as notetaker. Off-site support has been requested for about 10% - 25% of the programs per fiscal year.

Question 20: Clarify whether the Safety and Health Plan, Subfactor D of the Volume 1 (Mission Suitability Proposal) is included in the 15 page limit, since it also appears as Volume 3, unlimited pages.

Answer 20: Please see Answer 17.

Question 21: Will the employees that are required to be onsite be located at NASA Headquarters only?

Answer 21: Yes.

Question 22: What is the current level of effort?

- Answer 22: The current contract is also Fixed Price Indefinite Delivery Indefinite Quantity, not level of effort.
- Question 23: Is the incumbent contractor eligible to bid as a Prime?
- Answer 23: No, the incumbent contractor is not an 8(a) firm.
- Question 24: Given the fact that we are required to price out each activity, can you provide any historical information on the number of training activities or activity reports per year?
- Answer 24: The quantities listed in provision M.3, Price Evaluation Factor were derived from historical data.
- Question 25: Financial and Procurement Support-number of personnel/level of support effort required is not defined nor is the level of expertise required. These factors will drive the pricing, do you anticipate a fixed support level for the activities for financial tracking, procurement and travel?
- Answer 25: The services required for the Financial and Procurement Support CLIN are detailed in the RFP and the PWS. It is the Offeror's responsibility to determine the level of expertise and level of staffing necessary to perform the services described. Currently, the support for this CLIN is being provided by 4 FTE's as a fixed support level.
- Question 26: B.3 CLIN Definitions – A number of the examples vary from current practice. APM & ASE is currently large not extra large. Leadership Alignment for Managers (LAM) is currently medium not large. Development and maintenance of the Agency Master Schedule is currently a medium activity report not a small activity report. Is there a reason for the changes?
- Answer 26: The CLIN definitions have not changed and are correct as written in the RFP.
- Question 27: Is additional design and development work envisioned under this contract?
- Answer 27: No.
- Question 28: Support of the SATERN learning system is currently a major project function including entering all courses to enable enrollment; final approval of all applicants; administration of the Headquarters APPEL and LMD domains and additional duties. No SATERN support is included in the PSOW, is this intentional?
- Answer 28: All SATERN requirements are delineated in the PWS.