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DEFENSE NUCLEAR FACILITIES SAFETY BOARD

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February 14, 2008

MEMORANDUM TO: All Offerors

FROM:

A handwritten signature in dark ink, appearing to read "Mark T. Welch", is written over the printed name.

Mark T. Welch
Contracting Officer

SUBJECT:

Information Technology, Document Management, and
Administrative Support Request for Proposal (RFP)

Attached is Amendment No. 0001 to RFP DNFSB-08-001. You are required to acknowledge the amendment by completing Block 14 of the Standard Form 33 to be submitted with your proposal, or by completing and signing Blocks 8 and 15 of the Standard Form 30 and returning one (1) original copy to this office no later than the proposal receipt time and date.

The purposes of this amendment, other than to make clerical and other miscellaneous corrections, are as follows:

- Amend Section B to 1) change the receptionist hours in each performance period from 1,920 to 2,160 to be consistent with the Statement of Work required hours of coverage; 2) add a firm-fixed-price item for the successful offeror to recoup transition period costs; and 3) add a new subsection for offerors to propose loaded overtime hourly rates for non-exempt personnel;
- Amend Section C to clarify the Secretarial Support scope of services;
- Amend Section F to clarify the contract period of performance;
- Amend Section I to 1) add contract clauses required for firm-fixed-price contracts (applicable to the transition period item) and 2) provide clarification regarding the relationship between the non-exempt labor categories used in Section B and the Department of Labor Wage Determination; and
- Amend Sections L and M as a result of the addition of the transition period line item in Section B.