

April 29, 2005

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1
DOL051RP20037

Additional information has been requested by prospective offerors and it has been determined by the Contracting Officer that this information be made available to all bidders. The closing date and time for the receipt of proposals is still May 10, 2005, 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment(s)

2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 04-29-2005	4. REQUISITION/PURCHASE REQ. NO. DW 05-0968	5. PROJECT NO. (If applicable)
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6. ISSUED BY ETA Division of Contract Services U.S. Department of Labor/ETA/OGCM/DCS 200 Constitution Avenue, NW Room N-5425 Washington DC 20210	CODE ETA	7. ADMINISTERED BY (If other than Item 6) CODE
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8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders	(X)	9A. AMENDMENT OF SOLICITATION NO. DOL051RP20037
	X	9B. DATED (SEE ITEM 11) 03-23-2005
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED (SEE ITEM 13)

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 0 copies of the amendment; (b) By acknowledging receipt of this amendment of 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 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) N/A

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.)

(See Attachment)

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) KEITH A. BOND Contracting Officer
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED

14. *RESPONSES TO TECHNICAL QUESTIONS*

1. Is this a re-compete and is there a current incumbent contractor?
 - a. No. This solicitation is not a re-compete and there is no incumbent contractor.
2. How many awards will be funded under this initiative?
 - a. One, but the Government has the discretion to award multiple contracts.
3. What is the maximum amount that will be awarded to the grantee?
 - a. The level of effort for this project shall not exceed 10 professional person years. A professional person year is estimated to be between \$90,000 and \$100,000. This includes all costs. The level of effort for each option period is equal to a 12 month period of the base period plus inflation. The inflationary rate shall be determined by the Bureau of Labor Statistics.
4. Since this is a small business set-aside, does the applicant have to be Federal and State certified as a small business vendor? Or maybe I am thinking about Minority Business certification.
 - a. Offerors must self certify as a small business based on the instructions in Section K of the solicitation.
5. Are there any set criteria for qualification as a FBCO?
 - a. Section III.1 of the SGA states that the FBCO must be located within or have a staff presence within the urban community that is the focus of the grant application. There is no definition for a Faith-Based organization; it is self-identified. There is a definition provided by the Workforce Investment Act for community-based organizations. Organizations will need to demonstrate their qualifications as one.
6. Key programmatic areas: is the list exhaustive, or can additional knowledge of key areas be proposed?
 - a. Additional programmatic areas relevant to this contract may be proposed.
7. Does assistance include the use of TA personnel exclusively, or in combination with local resources who are experienced and qualified?
 - a. As explained in the RFP in C.4.2, we see the technical assistance contractor paying for a small group of technical assistance experts to provide the on-site technical assistance for the grantees. The RFP neither requires nor encourages the TA contractor to identify and pay for local resources.
8. What is the proposed length of the start-up period?
 - a. The PRI SGA, Section 1.3, indicates that FBCOs will be allowed up to four months to put into place their various local partnerships and to hire staff.
9. Do the MIS data include outcomes reporting, such as that required by GPRA?

- a. The SGA, Section VI.3, states FBCOs and their sub-grantees will be required to submit updated MIS data on enrollment, services provided, placements, outcomes, and follow-up status.
10. Can the contractor require additional reporting from the PRIGs, such as needs assessments for training, etc.?
 - a. You may request from sites additional information such as assessments for training, in consultation with the DOL Project Officer.
11. Please clarify the total FTEs for this project: F.3 states that level of effort shall not exceed 10 PPEs and that each option year is equal to a 12 month period of the base period of 18 months. Does this guideline mean that each option year LOE should not exceed 6.67 PPEs (12/18 x 10 PPEs)? Our calculations suggest that LOE for the entire period of performance (54 months) should not exceed 30 PPEs. Is this assumption correct?
 - a. Please prepare your proposal based on the level of effort for the base year of the contract as described in Section F of the solicitation. Option year prices will be negotiated after award.
12. Regarding task 2, referring to “developing a cadre of technical assistance experts to provide on and off site technical assistance to PRI grantees”, does US DOL expect the TA provider to establish an advisory panel of employers or to include employers in the “small groups of technical assistance experts”?
 - a. The cadre of technical assistance experts is to provide on-site technical assistance to PRI grantees. We are not requiring the TA provider to set up an advisory panel.
13. Regarding task 5, “provide training and assist sites in preparing and submitting MIS reports”, does US DOL have a minimum data set or specific requirements for the MIS it expects of grantees?
 - a. The SGA, Section VI.3, states FBCOs and their sub-grantees will be required to submit updated MIS data on enrollment, services provided, placements, outcomes, and follow-up status. A government-procured MIS system will be provided to all grantees. Grantees will be required to have industry-standard computer hardware and high-speed Internet access in order to use the MIS system. Grant funds may be used with the prior approval of the Grant Officer to upgrade computer hardware and Internet access to enable projects to use the MIS system.
14. Regarding task 6, referring to experts conducting “at least two sites to each lead FBCO and their sub-grantees to provide onsite technical assistance” discussed in Section C.4 “Tasks” (page C-2) Are the two site visits to each grantee site expected to take place during the base period (first 18 months of the contract) or during the entire contract (period of performance plus two base years)?
 - a. The site visits should occur within the first 18 months.
15. The SGA states that “DOJ will be awarding grants to State agencies to provide pre-release services”. Will the TA Center also be expected to include State grantees in the consultation, technical assistance and meetings it provides to FCBOs and their grantees?
 - a. Section C.4.3 of the RFP states that the TA contractor will assist FBCOs and their sub-grantees during the start-up phase to ensure successful implementation. This TA most likely will include helping to ensure that the coordination between the FBCOs and the state agency is effective in the referral of released prisoners to the program and that the subsequent coordination between FBCOs and parole officers is also effective. The TA contractor will also

be expected to consult with the state grantees and include them in meetings with FBCOs. The TA contractor will not be expected to work with the state agencies in pre-release services.

16. What are DOLs expectations for collaborations between FCBOs and the DOJ/State initiatives?
 - a. Section I.4 of the SGA states that "a cooperative partnership with corrections agencies is a critical component of this initiative. Applicants must demonstrate the existence of a collaboration with corrections agencies that will: Identify potential program participants prior to release, including a formalized referral and intake process from State or Federal prisons, and in some case, local jails. Identify specific needs of those participating in the program. Enable employment with identified program participants to begin within 6 months after release. Facilitate access to corrections facility for work with offenders prior to release. Coordinate provision of services and mentoring with community supervision. Released offenders often have terms of post-release supervision that may include reporting requirements, drug and/or alcohol treatment, counseling, etc. Failure to meet the terms of release often results in revocation of probation or parole. A critical component of a successful application will be a demonstration of a partnership between the applicant and local representatives of law enforcement, including police, probation and parole, to ensure coordination and cooperation in accessing services to fulfill these terms of release".
17. Regarding task 7, "Support national meeting of grantees and project directors" discussed in Section C.4 "Tasks" (page C-2), how many attendees from each grantee organization are expected to attend the national meeting?
 - a. Grantees can assume that four people from each of the 30 sites may attend.
18. Do the "project directors" listed refer to directors of grantee projects or Federal project directors overseeing the initiative?
 - a. This refers to grantee project directors.
19. Will the cost of grantee travel, lodging, food, etc, related to the national meeting be paid for by the offeror or the grantees?
 - a. These expenses will be paid by the grantee.
20. Regarding the instructions to submit "A list of 5 'relevant' contracts and subcontracts completed during the past 3 years" referenced in section L.8 "Past Performance" (page L-7) Is the limit of stated 5 contracts inclusive of both the offeror's and subcontractors' past contracts, or do you expect the 5 contracts listed for the offeror and an additional 5 for each subcontractor?
 - a. The limit is for 5 contracts inclusive of both the offeror and any of the subcontractors past contracts.
21. Regarding task 12 "hold quarterly production meetings with DOL and DOJ" Are any or all of these meetings expected to be held in Washington DC requiring the offeror to budget travel expenses for its staff and any key subcontractor personnel it wishes to include? If not does the offeror need to include costs for hosting conference calls in its proposed budget?
 - a. The quarterly updates will be conducted via telephone. Offerors may budget for conference calls they may have with grantees, however, there is no need to budget for calls with DOL. Grantees may budget for one introductory meeting in Washington, DC. This meeting should be limited to three key staff.

22. Regarding the Oral Presentation discussed in section L.9 on page L-8 - L-10, Will a break be permitted during the 90-minute oral presentation, or is the one hour recess referenced between the oral presentation and question and answer session the only break allowed?
- a. As stated in Section L.9 ORAL PRESENTATIONS - 3. Oral presentations will be limited to 90 minutes. Following the oral presentation there will be a recess of 1 hour. After the recess there will be a one hour question and answer session.
23. Regarding Item 4 in Section L.9 "Oral Presentation: Offeror's presentation team" (page L-9), the instructions state that "A maximum of five contractor personnel (prime and subcontractor) may participate... Offerors may not use...consultants to make any part of the oral presentation." Please define the difference between a subcontractor and a consultant in this contract, particularly with regard to who may participate in the oral presentation.
- a. A total of seven contractor personnel (prime and subcontractor) will be permitted to attend the Oral Presentations. Of the seven, five will only be allowed to participate in the presentation while the other two will just be observing. A consultant can not participate but can observe.
24. Regarding Item 2 in Part 2 of Section L.10 "Submission of Proposal" (pages L-10 - L-11) The PLEASE NOTE clause twice references "Understanding" ("understanding" in the first sentence and "understanding factors" in the second sentence) which nowhere appears in the Evaluation Criteria section or technical approach descriptions in M3. Please clarify what is meant by the "understanding" and "understanding factors" referenced here.
- a. In Section L.10 SUBMISSION OF PROPOSAL, Part 2:

"PLEASE NOTE: There is a page limit for the combined technical approach, management plan and understanding..." is corrected to "PLEASE NOTE: There is a page limit for the combined technical approach and management plan..."

"The page limit refers to the technical approach, management plan, and understanding factors only." is corrected to "The page limit refers to the technical approach and management plan only."
25. Regarding Item 2 in Part 2 of Section L.10 "Submission of Proposal" (pages L-10 - L-11) The second portion of the PLEASE NOTE clause indicates a 25-page limit the combined technical approach, management plan, and understanding. The "individual staff experience and qualification factors" section (Section B under M3. - Evaluation Criteria) does *not* appear in this page limit, nor does it appear in the paragraph below in which items that do not fall under the page limit are listed. Please clarify whether the 25-page limit for the technical approach includes the "individual staff experience and qualification factors" (section B of M.3) or not.
- a. The "INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS" factor is not included in the 25-page limit. Also, see question 24.
26. Also please clarify whether the required modified resumes and the letters of intent are included in the page limit of 25 pages.
- a. No. They are not included in the page limit.

27. Regarding Item 2 in Part 2 of Section L.10 "Submission of Proposal" (pages L-10 - L-11) The PLEASE NOTE clause indicates a page limit "not to exceed 25 double-spaced, single sized pages with 1 inch margins and the text type shall be at least 12 pitch or larger." Does the 12 pitch text type include text imbedded in charts and tables, or can a smaller readable font be used within tables and charts? Does it include footnote font size?
- a. Text imbedded in charts, tables and footnotes can be of a smaller readable pitch.
28. Regarding item #5 in the list of evaluation criteria given for the Technical Approach section (section A under M.3, page M-2): "A plan for holding a national meeting of grantees and project directors as well as peer-to-peer training workshops" - Please clarify the requirements and specifications pertaining to these peer-to-peer training workshops, as these workshops are nowhere listed in the required technical assistance tasks in Section C.4 "Tasks" (page C-2)
- a. Section C.4.8 states that the TA contractor will "Assist the Departments of Labor and Justice with planning and support of peer-to-peer training that is designed to promote sharing across sites of promising and effective practices, including quarterly conference calls". Offeror should budget for three such peer-to-peer workshops during the initial period of performance in which each of the 30 sites will send one person to each of the three workshops.
29. Will the cost of peer travel, lodging, food, etc, related to the peer-peer workshops be paid for by the offeror or the FCBOs?
- a. These costs will be paid for by the FBCOs.
30. Regarding item 4 under M.3 B. the "Individual Staff Experience and Qualifications," the proposal requires "modified resumes for the proposed Project Director and all task leaders with information that will make it possible for reviewers to determine if the criteria have been met. (See attachment J.10)" (page M-3) Attachment J.10 is not listed on page J-1 of the RFP where all other attachments are listed, nor is it available on the DOL website where links, nor is it available on the DOL website's listing of RFP forms and instructions (<http://www.doleta.gov/sga/rfpforms.cfm>). Please advise us where we can find the referenced form J.10.
- a. Attachment J.10 is attached below after the questions and answers.
31. Regarding section M.3 B. the "Individual Staff Experience and Qualifications" section of the Evaluation Factors for the Award, the instructions indicate that the offeror will be evaluated under this factor based on: "(6) loading charts showing the number and percentage of hours for each staff for the total duration of the project (based on a total of 8320 hours), staff time for each year (based on a year of 2,080 hours)" (page M-3) The total time length of the project is 4.5 years, since the base period is 18 months long and each option period is one year (based on the Period of Performance description in section F.2, page F-1). Shouldn't the figure for the total duration of the project be 9360 hours, since that is 4.5 times the length of the 1-year figure of 2,080 hours?
- a. Please calculate the number of hours proposed based on a period of performance of 18 months.
32. Regarding Item E.1 "Management Plan" under Evaluation Criteria, in which the SOW requires "a chart showing how the project will be organized, including all tasks and deliverables and the overall leadership, business management, task or team leaders, and staff for each part" (page M-5) Is the chart required to cover the 18 months of the base period of the entire 4.5 years of the period of performance?

- a. Only the first 18 months.
33. The RFP states that the level of effort should not exceed 10 professional years with a level of effort for each option period equal to 12 months. That being said, can it be assumed that the first period of performance of 18 months should equate to 15 professional years?
- a. No, the period of performance shall not exceed 10 professional person years.
34. Travel. Is travel for the grantees to participate in the national meeting to be covered in the proposed budget or is that paid from another source, i.e. the grantees themselves?
- a. The grantees will be responsible for this expense.
35. Individual information, bio, etc. on staff. Is that to be counted in the 25 page limit or is it limited to the modified resume format?
- a. This is a business decision to be made by the proposing offerors.
36. We understand that the combined technical approach, management plan, and understanding are not to exceed 25 double-spaced, single sided pages. We've noted that the technical approach and the management plan are both included in the evaluation criteria but the "understanding" is not. Are we correct in this?
- a. See questions 24 & 25.
37. The attachments referenced in the RFP, particularly those referenced for section J, were not included in the original RFP. Could we receive a copy of these.....
- a. The forms are listed under RFP forms and instructions on DOL's website, <http://www.doleta.gov/sga/rfpforms.cfm>. Also, see question 30.
38. Are we to understand that if we have anything other than black and white transparencies (color printed powerpoint, LCD projector, etc.) we will be disqualified from competing?
- a. Yes. Offerors should follow the instructions in the solicitation.
39. Is the past performance information to be included in the 25 page limit?
- a. No, just the TECHNICAL APPROACH and MANAGEMENT PLAN.
40. In Section M, items C&D, the heading makes reference to "Contractor's" while the narrative uses the term "offeror's" interchangeably. Can we assume that both terms refer not only to the prime small business contractor but to any subcontractor organization that the prime is teaming together with to bid on the proposal?
- a. Yes.
41. What defines the SGI's "small business" classification (K-5)?
- a. Please see Section K of the solicitation.

42. Could a for-profit small business partner, or subcontract, with a non-profit to deliver technical assistance to FBCOs?
- a. Yes, as long as offerors adhere to FAR 52.219-14 Limitations on Subcontracting.
43. Is cooperation with the TA provider mandatory, for those FBCOs which are lead providers?
- a. Based on past experience with projects such as these, we expect that all 30 sites will welcome technical assistance and offerors should budget accordingly to serve 30 sites. If for some reason a site is non-cooperative with the TA provider that will be an issue for DOL to address, not the contractor.
44. What measure of flexibility exists within the structural guidelines for staff providing this support to local sites? What is the expectation regarding the role the Project Director should play (especially regarding the 60% guideline ... see C-3, H-3, and L-13)? And how strict is the guideline regarding the staff, per the reference to "not exceed[ing] 10 professional person years ... estimated to be \$90,000-\$100,000" (F-1)?
- a. Section C.4.6 indicates that "This group of experts should conduct at least two site visits to each of the 30 sites in this demonstration to provide on-site technical assistance and to provide training to staff in areas of employment, mentoring, and housing". Offerors should budget for this amount. Offerors should also budget for spending three days on each of the sites. In addition, offerors should budget some time for technical experts to provide assistance via telephone. We envision the Project Director playing a large role in this project, hence the 60% guideline for their time. The Project Director will coordinate the work of the cadre of experts and will be familiar with the progress of each of the 30 sites. The ten professional person years at \$90-100K each is a guideline for the level of funding DOL has available for this project.
45. In section I-3, what would be considered "unrestricted"? (Along the lines of question 42, above, to what degree could a non-profit cooperate with a small business in delivering capacity-building help to PRI grantees?)
- a. An "unrestricted" procurement is released under full and open competition. See response to question number 42. Please be advised that this procurement is reserved for small profit making businesses.
46. Could you please clarify the estimated level of effort for first 18 months of the Prisoner Reentry TA initiative? Is it \$900,000 to \$1 million per year, or \$900,000 to \$1 million for the entire initial performance period of performance?
- a. The level of effort for the base year of this procurement should not exceed 10 professional person years.
47. Is the level of effort of 10 professional person years for the base period of performance of 18 months or does it include the option years?
- a. It is for the base period of performance of 18 months.
48. What does support mean in task 7 (page C-2)--is it planning support, financial support or both? Should the TA contractor include rental costs for hotel meeting room space, all conference materials, and all meals?

- a. Section C.4. 7 states that "The contractor will handle all logistics related to a national meeting of Prisoner Reentry Initiative grantees, including the development of the agenda, hotel and meeting space logistics, support for speakers and presenters, announcements registrations and conference materials". It would include the cost of hotel meeting space, except that sometimes such space is provided free or at a reduced rate if a large number of sleeping rooms are reserved. The TA contractor will be responsible for providing conference materials, although we expect the cost of such materials to be minimal. The TA contractor will not be responsible for travel, hotel rooms, or meals of grantee staff.

49. We understand that the combined point score totals to 140. However, in section C of M-4 it states that Contractor's Past Performance shall represent 25% of the total score of the proposal which implies that 25 points represent 25%. Can you clarify?

- a. In Section M.3, C. CONTRACTOR'S PAST PERFORMANCE:

"This criterion shall represent up to 25% of the total score of the proposal," is corrected to
"This criterion shall represent 25 points of the total score of the proposal."

Example of a Modified Resume:

**Plato Jones
Ideal Research Associates
Ether, CO**

Proposed Position(s) in UI Evaluation: Task Leader and Team Member

Position # 1:

Proposed title: Task Leader
Task Area: UI Reciprocity Study
Functional role: Leader, coordinator and analyst
Activities: Will provide direction and coordinate team of researchers, communicate with Project Director, analyze data on non-filers, and be part of writing and editorial team producing interim report
Time Commitment Over 5-Years: 2,080 hours, or 20% of 10,400

Position # 2

Proposed Title: Team Member
Task Area: Final Synthesis Paper
Functional Role: Analyst and Writer
Activities: Will review other components of project and as part of a team will write and edit section on UI reciprocity and its implications for future research. Will also edit and review other sections of the report
Time Commitment Over 5 years: 520 hours, or 5 percent of 10,400

Total Time Commitment Over 5 years: 2,600 or 25% of 10,400

Relationship to Proposer Organization: Member of subcontractor organization

Current Title and Role: Senior Research Analyst, Project Manager

Current Work/Projects: CO UI studies on...

Experience:

September 03 to Present – Project Director, Social Science Research Section, Ideal Research; coordinates with all team members, manages development of site visit protocol etc.
Aug 1999-Sept. 03 – Senior Analyst at Ideal Research

Papers:

Jones, Plato and Troy, Helen, UI in the Mountains: Shifts in reciprocity during off-peak seasons, 1999, Principal Author

Jones, Plato and Smith, Aristotle, Is Empiricism Dead or Just Sleeping?, 1994, Contributed to literature search.

Education: (as per typical resume).....

Awards: (as per typical resume)

Bidder's List

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