

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE 1 OF PAGES
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2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE Execution	4. REQUISITION/PURCHASE REQ. NO. jsnook	5. PROJECT NO. (If applicable)
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6. ISSUED BY U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room N-5425 Washington DC 20210	CODE	ETA	7. ADMINISTERED BY (If other than Item 6) U.S. Department of Labor, ETA Office of Job Corps 200 Constitution Avenue, NW Room N-4460 Washington DC 20210	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. DOL041RP00031
	X	9B. DATED (SEE ITEM 11) 07-07-2004
		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 0 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

CONTINUATION PAGE

August 2, 2004

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1
DOL041RP00031

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 Wednesday, August 18, 2004, at 2:00 p.m., local time.

Sincerely,

KEITH A. BOND
Contracting Officer

Attachment(s)

TMGP: jsnook, Room N-5425, ext 33310
CC: Bond, Snook, File

14. DESCRIPTION OF AMENDMENT/MODIFICATION

A. Section L.8, Submission of Proposal, Part 2, is amended to include the following:

(4) Offerors are required to submit Letters of Intent for the five (5) presenters participating in the oral presentation (excluding observers). These Letters of Intent should include the presenters position/title for the project and state if they are employees of the prime contractor or subcontractor. The Letters of Intent must be binding signed by the employee and the employer of the firm.

B. Section M.3, Evaluation Criteria and Basis for Award, is amended to include the following:

F. LETTERS OF INTENT - PRESENTERS (10 Points)

(1) Offerors are required to submit Letters of Intent for the five (5) presenters participating in the oral presentation (excluding observers). These Letters of Intent should include the presenters position/title for the project and state if they are employees of the prime contractor or subcontractor. The Letters of Intent must be binding signed by the employee and the employer of the firm.

C. RESPONSES TO TECHNICAL QUESTIONS

Based on the questions received, many offerors appear confused over the format, meaning, and conduct of the Oral Presentation. Therefore, to respond to all of the questions concerning this area, and to avoid repetition, the following clarification is provided.

In accordance with Section L.8, the oral presentation and the question and answer session are not part of the offer and are not themselves, offers. The sole purpose of the oral presentation and question and answer session is to tests an offeror's understanding of the work that the Government will require under the prospective contract.

However, in accordance with Sections L.8 and L.9, the offeror shall submit, as part of their offer, a set of overhead transparencies and five (5) copies in a sealed package. These transparencies, which are part of the offeror's technical proposal, shall for the basis of the offeror's Oral Presentation. Both transparencies and the Oral Presentation will be used to evaluate the offeror's capability to perform the contract (See Section M3(A)).

The sealed package containing the offeror's transparencies will not be opened until the scheduled date for an offeror's presentation, in the presence of the Contract Specialist and a representative of the offeror.

The Government will provide blank flipchart paper and an overhead projector for the offeror to use during the presentation caucus time period (1/2 hour before the oral presentation) as stated in Section L.8, Item 8 – Documentation. The purpose of the flipchart is for the offerors convenience if they wish to use them during their presentation to clarify points, during the caucus period, and or during the question and answer session. The clarifying or explanatory charts and

transparencies will be left with the Government following the oral presentation. The Government will not accept for evaluation any additional documentation which may or may not have been referenced during the presentation.

Offerors shall use black and white overhead transparencies (slides) to document key points of its presentation. The purpose of limiting the use of black and white overhead transparencies is to reduce the bid and proposal costs, keep the focus on content, and to keep the playing field level.

Requests for Clarification

1. To clarify: Under section C.3 (A) “contractor would assist in ‘hiring and coordinating of regional academic technology specialists.’ Would such employees be government agency employees or employees of the contractor?
 - a. Based on the strategic planning for development of an eLearning system in the base year of the contract (C.4 A Task 2), it is anticipated that “regional academic technology specialists” will be hired in subsequent contract years. These individuals were identified in the RFP for strategic planning purposes. Their roles and responsibilities will be defined through the eLearning strategic planning process and they will be employees of the contractor. Funding for hiring these individuals is not to be included in the contractor’s budget for the base year.
2. Would the positions of Master Teachers as described in C.3. (B) be agency employees, contractor employees or employees of specific Job Corps centers?
 - a. The Master Teachers would be employees of operators of specific Job Corps Centers.
3. Under C.4. (B) Task 5 Regarding piloting of YDPA program. Does the pilot include registering the pilot with the Bureau of Apprenticeship and Training or would it simply be a pilot of the program without National Registry?
 - a. There are several programs that have been pre-approved by the Bureau of Apprenticeship and Training that can be used for the Youth Development Practitioner Apprenticeship (YDPA) pilots. It is also possible for a new YDPA program to be developed and approved by the Bureau of Apprenticeship and Training.
4. Regarding Section F.3 Level of Effort. In describing level of effort and option year inflationary adjustment, the following statement is included: “This includes all costs.” Is this in reference to all labor costs only; or all direct costs; or all direct and indirect costs; or total annual contract costs to include contractor fee?
 - a. The level of effort of between 9 and 11 professional person years is for total annual contractor costs, including the contractor fee.

5. Under H.7 (a) which addresses authorizing the outsourcing of accounting services. If such was proposed as a direct cost would such a cost be proposed in the Cost and Price Analysis as a consultant cost, a subcontractor cost, a supportive services cost or as a materials and supplies cost item?
 - a. This is a business management decision of the contractor.

6. Is a Chart of Account description available electronically for the 13 line items (A.1-A.13) that are included in the Cost and Price Analysis, ETA Form 8554?
 - a. The forms can be printed from the website <http://www.doleta.gov/sga/rfpforms.cfm>.
Forms that can be filled in online are not available.

7. For a very small contractor can the cost for company activities such as accounting services be proposed as a direct cost to include both direct and indirect accounting activities, if such a cost is not included in any proposal for indirect costs, if applicable?
 - a. This is a business management decision of the contractor.

8. Under C.4. (D) The person with direct responsibility for Staff Development is referenced as “a full-time manager for staff professional development.” Under H.9. the position is referenced as “Project Director for Staff Development”. Under L. 9. the same apparent position is referenced as “Project Director for Staff Development”. Is it correct to assume that regardless of the title used, this is a position roughly equivalent and parallel to the Student Training Manager and subsumed under the position of Project Director for Student and Staff Training?
 - a. There are three different positions under key personnel, “Project Director for Student and Staff Training,” “Project Director for Staff Development,” and “Student Training Manager.” Each position is named under H.9 – Key Personnel. Qualifications for each position are described in Section L.9.

9. Under Attachment J-2 Can salary, fringe and related costs for company officers indirectly overseeing the activities of the project be charged as a direct cost if the contractor has only this contract as a final cost objective?
 - a. Yes.

10. Under Attachment J-2, Line Item A.8, Is there a required bonding amount for this contract?
 - a. No bonding is required.

11. Under Attachments in Section J, Cost Contractor’s Invoice and Contractor’s Detailed Statement of Costs, there is no apparent provision for a break out of indirect costs (if

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applicable) for billing purposes. How is indirect cost to be treated for vouchering purposes in this contract?

a. Please refer to section G.2, Invoicing Requirements, for instructions regarding invoices.

12. Regarding L.8 (A) Part 2, (1) Transparencies submitted. Are these transparencies to address the text of L.7, part 5. "Content of Presentation"? Or should they be addressed to the content of the technical proposal as addressed under section L.7? How does this reconcile with section L.8 (a) Part 2. (1) which seems to specifically exclude the transparencies as part of the technical proposal?

a. Yes, the transparencies are to address Section L.7-5, Content of Presentation, as they will accompany the offeror's oral presentation. The transparencies, which are part of the offeror's technical proposal, shall form the basis of the offeror's Oral Presentation. The transparencies will not be evaluated by the Government along with the Technical Proposal, as they will not be opened until the day of the Oral Presentations, as stated in Section L.8(A)Part 2(1).

13. In multiple parts of the RFP the Project Director of Staff and Student Training is described as a part time commitment. Under L.7, part 4, "The Project Director who will have 100% time operative responsibility for contract performance shall be present." To which of the key personnel is this statement referenced?

a. The statement references the Project Director who, in fact, has 50% operative responsibility.

14. Under L.8 Part 1. The contractor is required to submit "Copies of the Small Business Subcontracting Plan (see Section M. 3 (E))." Is not the small business subcontracting plan waived for this solicitation? Is the reference to M.3 (E) in error? If the reference is incorrect, what is the correct reference?

a. Section L.8, Part I should read as follows:
Part 1 - Original and two (2) signed copies of completed Standard Form 33, Solicitation, Offer and Award, Original and two (2) signed copies of Section K, the Representations, Certifications and other Statements of Offerors and all attachments thereto except those items required in Part 2 and 3 will be submitted as outlined in their respective parts.

Legible copies are acceptable. (All copies shall be ink-signed.)

15. To clarify Under Part 2, subpart 2 "Personnel" Offeror Representation, Certification and Acknowledgements" Is this in reference to Letters of Intent for Professional Personnel?

a. Yes.

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16. Form 1411, Pricing Proposal Cover Sheet is an attachment in Section J. But attachment J.1 Pricing Proposal Cover Sheet is not listed as a requirement under Section L.8, Part 3, Business Management Plan. To be sure. Is there no requirement to submit the Pricing Proposal Cover Sheet?

a. Submit the Pricing Proposal Cover Sheet.

17. Absent Form 1411 (in Q. 16 above) what is the prescribed process for fee proposal for this contract?

a. Please see response to Question 16.

18. Under the limitations of the cost-plus-fixed fee contract, will this prospective contract be treated as a term form or as a completion form for contractor fee payments?

a. This shall be a term form of cost-plus-fixed fee contract. A term contract is a type of CPEFF contract in which the scope of work is described in general terms and the contractor's obligations stated in terms of a specified level of effort for a stated period of time.

19. To clarify: Section L.8, Part 2, subpart 2 "technical proposal", "page limit refers to technical approach only".

Does this mean that the 20-page limit applies to the address of the "problem and approach" paragraphs (1) and (2) listed immediately beneath "problem and approach"?

For this purpose of page limitations is the phrase "technical approach" synonymous with the phrase "Problem and Approach" on the same page of the RFP? Or does the page limit not apply to the offeror's restatement of the scope of work?

a. The 20-page limit refers only to the Technical Approach aspect of the technical proposal, not the resumes, letters of intent for professional personnel, staffing charts, time loading charts, etc. Please see Section M.3(A) of the RFP for the breakdown of the included elements of this section.

20. To be certain that I understand the required organization of the proposal to be submitted please allow me to pose my understanding of this as a question:

Under Part 2, subparts 1 and 3 are quite straightforward.

Under Part 2, subpart 2:

This entire subpart will be a separate enclosure and be labeled, "Technical Proposal"?

The Technical Proposal will be, in turn, divided into three separate parts?

The Problem and Approach part (technical approach) will, at a minimum address the two questions posed directly beneath the phrase "Problem and Approach"?

The Experience part will be a narrative description of the offeror's past experience in performing work of a similar nature, but this does not replace the requirement under section L. 8 (A) subpart 2 , (3) . . .copies of relevant past performance information?

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The third and final part of the Technical Proposal will be Personnel and will include an organization chart, staffing chart, and resumes for all key personnel as prescribed under this portion of the RFP? This part also includes “Offeror Representations, Certifications, and Acknowledgments “which, I assume is referencing Letters of Intent?”

- a. The instructions for Submission of Proposal are found under Section L.8 of the RFP. Under Part 2, subpart 2, you find the instructions for the submission of the technical proposal, which is to be packaged independently from subparts 1 and 3, as well as labeled “Technical Approach.”
 - b. The “Technical Approach” should consist of Problem and Approach, Experience, and Personnel. The Problem and Approach section shall at a minimum respond to factors below it. The Experience factor of the proposal shall describe the offeror’s past experience in performing work of a similar nature.
 - c. The copies of relevant Past Performance, although part of Part 2, should be packaged separately from the Technical Proposal.
 - d. The personnel aspect of the proposal shall specify the type and provide a resume including the specified information of professional persons that will be employed to perform the contract. The proposal shall also specify how the professional personnel under the contract will operate organizationally. The Representations, Certifications, and Acknowledgements refers to the representations of the individual’s resumes, any certifications that they may have earned, or acknowledgements that they have received.
21. Because there is no established contract start date, the due date for each task is established by establishing a number of months from the to-be-determined contract start date. This is helpful for planning and phasing tasks. The two exceptions to this practice in the RFP under C.4 A and B are the YDPA pilot which is scheduled for January of 2005 and the Youth Development demonstration which is due by the end of the “program year”. Can this be altered and expressed as due by the end of a certain number of months after contract start? It is otherwise difficult to plan, estimate time, and coordinate with the other tasks.
- a. Yes. The Youth Development Practitioner Apprenticeship project will commence at the beginning of the second month after the contract is awarded. The pilot project, regarding the “resiliency model” for training Job corps staff in the principles and practice of a positive youth development approach, will be completed eleven months after the contract is executed.
22. The requirements for the Project Assistant include an associate or bachelor's degree. Can over two years' university study toward a bachelor's degree (without having received a 2-year degree) plus substantial relevant experience substitute for the degree?

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- a. Yes, if the “substantial relevant experience” mentioned is particularly in the areas of arranging logistics for conferences and meetings and assisting in report preparation. Also the project assistant should have excellent organizational, interpersonal, customer service and verbal and written skills.

23. Solicitation Section C.4.D, at page C-7 states, "The contract will include up to six and a half FTE-equivalent positions in each year over a five-year period". Based upon this statement the reader would assume then this is 6.5 professional person years for each of the five years of the contract or an average of 32.5 professional person years for the entire five year period (6.5 x 5). However, Section F.3. (page F-1) seems to contradict this as it states "The Level of effort for this project (12 months) is between 9 and 11 professional person years".

Please advise if the estimated LOE for year 1 is 6.5 FTE or 9-11 FTE's, furthermore, could DOL provide the estimated total number of FTE's for the entire five year period?

- a. “Professional Person Year” is not a synonym for Full Time Employee. The term “professional person year” is for determining the level of effort including all costs. The level of effort is between 9 and 11 professional person years. Please see the response to Question 4 for additional information.

24. Section F.3 states, "A professional person year is estimated to be between \$90,000 and \$100,000". Is this figure the average just for salary or for salary with other costs? If the latter, what other costs are included in this figure and what is the estimate breakdown of each component?

- a. Please refer to the responses for Questions 4 and 23.

25. Section F.3. states, "The inflation rate will be determined by the Bureau of Labor statistics. This includes all costs". Does the statement "This includes all costs" refer to inflation on other cost elements such as travel, other direct costs, as well as salaries? Or, does "This includes all costs" refer to the labor rates provided in first sentences of that paragraph?

- a. This includes inflation on all cost elements.

26. Could you please tell me whether or not this is a reissue for similar work done in the past? If so, can you tell me when it was last issued and who did the work in the past?

- a. This is a new solicitation; it has not yet been performed.

27. The SOW requires the contractor to facilitate a number of workgroups whose membership comprises, variously, Job Corps national and regional staff, center operators, and center staff. Our question is: Who is responsible for deciding how many people will be in each of the workgroups and for identifying the specific individuals who will make up the groups? Is it the contractor or Job Corps?

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- a. The National Office of Job Corps will be responsible for deciding how many people will be in each of the workgroups and who the specific workgroup participants will be.
28. "Professional development" can be understood to mean several things (e.g., skill and knowledge enhancement; preparation for progression along a career ladder). Does Job Corps have a formal definition of what is meant by "professional development"? Do national guidelines for professional development exist?
- a. In the RFP the terms "professional development" and "staff development" are used interchangeably. Job Corps does not have a formal definition of "professional development".
29. The RFP uses the term "staff development" as well as "professional development". Are these terms used interchangeably? If not, please provide an explanation of the differences between these terms as used in the RFP.
- a. Please refer to the response to Question No. 28.
30. The deliverables under Task A.1 include "background research on student outcomes". Is it correct to assume that the contractor will be able to gain access to all of the required source information (data, statistical content) for this research through examination of the Report Card information collected and summarized through the procedures found in PRH Chapter 5, annual reports, etc.? That is, can we expect to obtain the necessary information through secondary, rather than primary, research?
- a. Yes. The necessary information will be obtained through secondary rather than primary research. All the information will come from data that Job Corps already collects on student outcomes. This is public information.
31. We do not clearly understand the contractor's responsibilities regarding the online high school pilot. Task B.2 (RFP Pages C-5, C-6) includes the sentence, "The resulting plan will incorporate data and information from Job Corps's pilot project on virtual high schools." In Task B.3 the RFP states, "A pilot for online teacher training will be coordinated with virtual high school pilots." Task 2 seems to imply that the virtual high school pilot is in progress at the present time and that the contractor will not have responsibility for the pilot project per se. Task 3 suggests that the contractor will have responsibility for a teacher training pilot test and may, in that context, have some responsibility for the virtual high school pilot program. Please clarify.
- a. The contractor will not have responsibility to conduct a virtual high school pilot project in the base year of the contract. If the strategic planning for an eLearning system in Job Corps (Task C.4 Task 2) results in a recommendation for virtual high school pilots, or other virtual learning pilot projects, these will be implemented in subsequent years of the contract. Funding will then be included in the budget for virtual learning pilot projects in future contract years. A study

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of virtual high school programs that currently exist in Job Corps is underway and will be completed by September 2004. Recommendations from the study will be considered in planning a pilot for online teacher training.

32. What is the deadline for receipt of proposal for this solicitation? The FedBizOpps listing states July 30th, 2004 at 2:00pm EST. However, the solicitation states August 18th, 2004 at 2:00pm EST. Please clarify.
 - a. Proposals are due by August 18, 2004, at 2:00 P.M., local time.
33. Who is the current incumbent? Is this contractor re-competing for the contract? If no, why not?
 - a. This is a new solicitation, there is no incumbent.
34. Is there any incumbent personnel?
 - a. No.
35. Who is expected to pay for the travel, hotel costs, and M&IE for the participants in the workgroups called for in the RFP, the contractor or the Government? Who is expected to pay for the meeting venues?
 - a. The contractor will pay for the costs of workgroup meeting participants and all costs associated with the meeting venue.
36. Do you require the Cost and Price Analysis, ETA 8555 for the option years of the contract or just for the base year?
 - a. Yes
37. In the RFP, the terms "staff development" and "professional development" seem to be used interchangeably. Does Job Corps intend to make a distinction between these terms? If so, please provide the two definitions.
 - a. Please refer to the response to Question 28.
38. Is the Job Corps' pilot project on virtual high schools already in place or will it begin during the contract base year? If the pilot project will begin in the base year, is the contractor responsible for conducting it?
 - a. Please refer to the response to Question 31.
39. The language of the RFP suggests that Job Corps has already developed or chosen a particular resiliency model. Staff Development Task 6 refers to "the 'resiliency'

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model", not to "a" model. If the model has already been identified, please provide specific information (name, for example) of the model.

a. A specific “resiliency model” (also known as a positive youth development training curriculum) has not been selected.

40. In Section C, p c-7, D. Level of Effort, it states the contract will include up to 6 ½ FTEs; yet, in Section F.3 Level of Effort, it states between 9 and 11 professional person years. Please explain this discrepancy.

a. Please refer to the response to Question 23.

41. Section L.9 Special Requirements specifically describes the requirements for personnel. Must each of these positions be 1 100% person or can we use 2 50% people to meet all the specific requirements required by these descriptions? For example can we meet the requirements by having a 50% Student Curriculum Developer and a 50% ESL Specialist?

a. The requirements for the Student Curriculum Developer and the ESL Specialist can be met by two 50% people rather than one 100% person for both responsibilities. However, the other personnel requirements with regard to full and part time positions must be fulfilled as they are specified in the SOW. That is:

- Project Director for Student and Staff Training (one person at 50%)
- Project Manager for Student Training (one person at 100%)
- Project Manager for Staff Training (one person at 100%)
- Technology and Education Specialist (one person at 100%)
- Special Education and Learning Disabilities Specialist (one person at 100%)
- Project Assistant (one person at 100%)

42. In C.3, Description of Project, reference (page C-3) is made to “hiring and coordinating the activities of regional academic technology specialists.” A second reference to these positions is made in Option Years One through Four (page C-7)—“the contractor will continue to hire and oversee the activities of regional coordinators for facilitating the use of technology in education.” However, there is no description of specialist qualifications/activities nor are these positions included in the estimated level of effort for staffing (6.5 FTEs). Please clarify whether these positions are required during the contract base year, where these positions will be located (contractor on-site location or off-site in regional office location), what is the estimated level of effort for these positions, and how does this additional level of effort (if any) impact the overall estimated effort of 9 to 11 FTEs?

a. Please see the response to Question No. 1.

43. In C.4 A Task 2 reference is made to “establish a system to integrate the use of technology in delivery of Job Corps’ national academic programs over three years.” Will the national academic programs mentioned also be developed as part of this

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contract, as a result of work in developing the (a) strategic plan described in Task 1, (b) student academic proficiency standards in Task 5 and (c) standardized curriculum described in Tasks 6 and 7?

- a. Yes. With the assistance of the contractor, Job Corps will be updating its current academic programs through development of an education plan, revised student proficiency standards and revised standardized curriculum. The eLearning system that will be established, also with the assistance of the contractor, will be one vehicle for delivery of student academic programs and staff training. It will be phased in over three years and will be used to deliver standards, courses and training resources that currently comprise Job Corps' academic programs, to the extent that these are up-to-date. It will also deliver revised and/or new standards, curricula and other training resources as these are developed.

44. In C.4 A Task 3 Deliverables, reference is made to the timeframe for selecting and pilot testing an LMS or LCMS vendor and online content, .."vendor(s) will be selected by the end of the ninth month....products will be pilot tested...by the end of the eleventh month of the contract". Does this mean that the pilot testing must be completed by the end of the eleventh month or initiated beginning in the eleventh month

- a. Pilot projects to test the products will be initiated by the end of the eleventh month of the contract.

45. C.4 A Task 5 Deliverables, reference is made to proficiency of high school standards "...review of the standards of high school programs and recommendations for a core set of high school proficiency standards for Job Corps". Will the standards review include high school programs offered by online vendors, and programs in partnership with local school districts, as well as Job Corps centers authorized to grant diplomas? Is the intention to apply a core set of proficiency standards to all Job Corps students enrolled in high school programs, regardless of institution providing the high school coursework? Will partnering institutions share any responsibility for implementing standards?

- a. The review will include basic standards of all high school programs that students currently participate in – online high school standards, state standards of high school programs that Job Corps centers partner with, standards of Job Corps centers authorized to grant diplomas and any others. The intention is to determine the general disparities and similarities among standards of high school programs that Job Corps students currently participate in. The purpose is also to determine what the policy should be with regard to a core set of standards for students participating in Job Corps high school programs. Depending on the policy determination, a core set of standards may or may not be applied and partnering institutions may or may not share responsibility for implementing standards.

46. C.4 A Task 7 refers to training and technical assistance for ESL and Vocational ESL curricula completed by the eleventh month of the contract. Development of technology training options on this contract occurs in the same timeframe as training and technical assistance will need to be provided. Are the ESL and vocational ESL curriculum being developed under this proposed contract? What is the format for national training efforts for the new ESL and Vocational ESL curricula? How many training sessions are anticipated, when (contract month) will the training take place, where will they be held, and approximately how many participants will attend each training session?
- a. The ESL and Vocational ESL curricula are being developed under a separate contract. A national training for the initial roll-out of the curricula will be conducted via the contractor developing the materials. Ongoing training and technical assistance will continue after the base year of the contract. Specific parameters for the training have not yet been determined. Technological training and technical assistance is an option for delivery of the ongoing training support of the ESL and Vocational ESL curricula.
47. C.4 A Task 8 refers to developing programs for students with learning/other disabilities and providing staff training and implementation of new approaches by the eleventh month of the contract. How many training sessions are anticipated, when (contract month) will the training take place, where will they be held, and approximately how many participants will attend each training session?
- a. The specific parameters for training and technical assistance for Job Corps staff will result from a review of recommendations of the Office of Inspector General and plans developed by a workgroup on student learning disabilities. The language in the contract should be clarified to read: “The contractor will assist in initiating training and implementation of new approaches by the end of the eleventh month of the contract, based on the recommendations of the OIG and the Job Corps workgroup on student learning disabilities.”
48. In C.4 B Task 3 includes the statement “A pilot for online teacher training will be coordinated with virtual high school pilots.” Is the purpose of the pilot for online teacher training to prepare teachers for implementing virtual high school programs, or is it intended to deliver general teacher training topics online?
- a. The purpose of the online teacher training will be to deliver general teacher training topics online. Please also refer to the response to Question 1.
49. C.4 B Task 4 includes the statement “Establish a consortium of colleges and universities that can assist Job Corps in delivering training necessary for teacher professional development, certification and re-certification.” Is the intention to either (a) develop Job Corps training that prepares instructors for state required teacher certification and re-certification, as well as ongoing professional development, or (b)

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facilitate Job Corps instructors participation in existing higher education opportunities, leading to credentialing?

- a. Both. The consortium of colleges and universities would primarily facilitate Job Corps instructors' participation in existing higher education opportunities leading to credentialing, but could also help Job Corps in development and delivery of training for on-going teacher professional development.

50. C.4 B Task 7 includes the statement "Ensure training and ongoing support for implementation of residential advisors' new curriculum and professional development." Is this curriculum being developed under this proposed contract? Is the content and format of the training also the responsibility of this contract? If training is anticipated, when (contract month) will the training take place, how many training sessions are anticipated, where will they be held, and approximately how many participants will attend each training?

- a. An outline of the training content areas has been prepared as the result of a series of Residential Advisors' Workgroup Meetings held from January to June, 2004. The completed content and format of the training will be the responsibility of the contractor under this contract. The training will be conducted in a train-the-trainer format, regionally or through corporate trainings sessions. The number of training sessions, participants and training dates are not yet determined.

51. C.4 B Task 8 includes the statement "Provide training and technical assistance to all staff members who use the Personal Career Development Plan (PCDP) in support of Job Corps student training." Is the content and format of the training/users guide also the responsibility of this contract? What form of technical assistance is to be provided and for what duration? What role will PCDP application developers have in technical assistance? How many training sessions are anticipated, when (contract month) will the training take place, where will they be held, and approximately how many participants will attend each training?

- a. No. The content and format of the PCDP training/user's guide will not be the responsibility of this contract. The PCDP training/user's guide will be developed under another contract. The contractor will be responsible for working with the National Office to deliver the training and develop a viable technical assistance strategy, including the role of the PCDP application developers. Additional products may be identified in this strategy for subsequent option years of this contract. In the base year, where the contractor can identify technical assistance resources these will be provided to the Job Corps Career Development Resource Center for posting on the web site (www.jccdr.org). Training in the PCDP will be determined through the strategy to be developed with the National Office by the end of the third month after the contract is executed.

52. L.8, Submission of Proposal, Part 2 (2) requires that the technical approach not 'exceed 20 double-spaced, single-sided pages with 1 inch margins. Text type shall be

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at least 12 pitch or larger. The page limit refers to the technical approach factor only.' It is assumed that this requirement applies only to Evaluation Criteria A. Technical Approach identified in Section M.3. Is that correct? Or, is the entire Technical Proposal, which includes problem and approach, experience, and personnel limited to 20 pages? Please clarify Technical Proposal submission requirements.

a. Please refer to the response to Question 19.

53. L.8, Submission of Proposal Part 2 (3) Personnel (page L-8) states the minimum requirements for proposed staff resumes. Item (e) requires 'offeror representations, certifications, and acknowledgements.' Please clarify.

a. Please refer to the response to Question 20.

54. In Section L.8(A), Part 2(2) (Page L-7) the RFP states that the proposal should be typed double-paced. Is it acceptable to use single spacing for ease of reading or for aesthetic reasons, for example in charts and tables or in "bullet point" paragraphs? Thank you.

a. Single Spacing will be acceptable for the purposes of charts and tables only.

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