

June 24, 2003

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1
 RFP-DCS-03-34

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 for this RFP remains at July 14, 2003, by 2 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE 1 OF PAGES 5
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2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE Execution	4. REQUISITION/PURCHASE REQ. NO. jlm 03-2130	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room S-4203 Washington DC 20210		7. ADMINISTERED BY (If other than Item 6) U.S. Department of Labor, ETA Division of Contract Services 200 Constitution Avenue, NW Room S-4203 Washington DC 20210	

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) To all Offerors/Bidders	(X)	9A. AMENDMENT OF SOLICITATION NO. RF-DCS-03-34
	X	9B. DATED (SEE ITEM 11) 06-06-2003
		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. Offerors 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)

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.)
Please see attached

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

14. RESPONSES TO TECHNICAL QUESTIONS

1. Question: On page M-4, D. Contractor's Past Performance, will the major subcontractor's past performance also be considered in the evaluation for this factor?

Answer: Yes.

2. Question: For the Washington office – does the office have to be in Washington DC proper or can it be in a surrounding area? Such as College Park, MD.

Answer: The office can be in the D.C. metro area which includes College Park, Maryland.

3. Question: Is there a specific format or set of forms that should be completed or is the RFP response free form?

Answer: There is a specific format responses to the RFP should adhere to. Please see section L of the solicitation for guidance on response format.

4. Question: Our company is designated as a Small Disadvantaged business and as a totally woman owned business. Is this RFP targeting either of these types of businesses? Will a business with these designations receive extra points for this designation, and if so, how many additional points will be awarded?

Answer: This RFP is 100% Total Small Business set-aside. Offerors are required to self-certify as a small business to be eligible for award under North American Industry Classification System code no. 541611. No additional points will be awarded based on business type.

5. Question: Will Price Waterhouse Coopers receive preference due to the initial study?

Answer: No.

6. Question: It is not clear as to how many copies of Business Proposal is required.

Answer: The Business Management Proposal is one package inclusive of:

(a) Three (3) copies of Attachment J.2 - Cost and Price Analysis, ETA 8555 (Mar. 1981);

(b) One (1) copy of Attachment J.3 - Statement of Financial Capability, ETA 8554 (Mar. 1981);

(c) One (1) each Accounting System Certification which is a statement certifying that the offeror has an established accounting system with internal controls adequate to safeguard their assets, insure that funds are accounted for by cost categories, check the accuracy and reliability of the accounting data, promote operating efficiency and permit compliance with Government requirements and accounting procedures with respect to Cost Reimbursement types of contracts.

7. Question: On page L-8 it states the following: (a) Three (3) copies of Attachment J.2. (b) One (1) copy of Attachment J.3. Would the Government please clarify.

Answer: Please see the answer to Question No. 6.

8. Question: I would like to receive information on becoming a consultant or subcontractor for the RFP-DCS-03-34. Are additional forms, etc. needed to become a consultant / subcontractor?

Answer: Additional forms are not needed to become a consultant/subcontractor. It is the business decision of offerors to formulate consultant/subcontractor relationships. Please see attached bidders list.

9. Question: Do all businesses including subcontractors/consultants for this RFP required to have a local office in the Washington metro area or can business be conducted from outside of the area?

Answer: No, however, the purpose of requiring the offeror (prime contractor) to have a D.C. Metro area office is based on the frequent contact/meetings/presentations/briefings, etc. that will be necessary between the staff of the Division of Foreign Labor Certification and the management and support contractor's staff, particularly key staff. The offeror, therefore, must consider their staffing plan if proposing subcontractors or consultants outside of the D.C. metro area.

10. Question: Is there a difference between the "Management Contractor" and the "Management and Support Contractor"? If so, which is the highest ranking and are both required to have an office located in the Washington metro area?

Answer: This RFP is for a management and support contractor. There is no difference. The management and support contractor is required to have an office located in the Washington metro area?

11. Question: Can a toll-free 1-800 telephone number outside of the Washington metro area substitute for the local office location?

Answer: No, please see the answer to Question No. 9.

12. Question: Is the RFP-DCS-03-34 a brand new contract or an existing one being modified? If an extension or modification of another contract, who is the incumbent contractor?

Answer: This is a new requirement. There is no incumbent.

13. Question: Is there a possibility that a portion of the RFP to be set aside for 8(a) firms?

Answer: This RFP is 100% Total Small Business Set-Aside. No portion of the RFP will be set aside solely for 8(a) firms.

14. Question: Can you please tell me if this is a new requirement, and if so, who the incumbent contractor is?

Answer: Please see the answer to Question 12.

15. Question: I am writing this to request if the above mentioned RFP has an incumbent or if it is a newly generated proposal.

Answer: Please see the answer to Question 12.

16. Page C-4, third line from the bottom, the word "hears" is changed to the word "ears."

17. Section F.3, Level of Effort, is deleted in its entirety and replace with the following:

The level of effort for this project is estimated to be between 16 and 17 professional person years. A professional person year is estimated to be between \$90,000 and \$100,000. This includes all costs. These government provided estimates are provided for contractor planning guidance only and do not bind the government to a specific level of effort nor are they guaranteed or warranted by the government in any manner. The contractor must use its best judgment to determine an appropriate level of effort for the contract work regardless of the accuracy of these estimates.

18. **Please note:** Only those offerors in the competitive range are requested to make oral presentations.

19. Please see the attached Bidders List

RFP-DCS-03-34 Bidders List

SpiderNet A & Co.
1740 E 7 TH Street
Tucson, Arizona 85719
POC: Alfred Mayalu

FocalPoint Consulting Group, LLC
2311 Henslowe Drive
Potomac, Maryland 20854
POC: Lan Tran, Partner

SilTek, Inc.
12508 Summer Place
Herndon, Virginia 20171
POC: Silvia M. Park, President

The WorkPlace Inc.
350 Fairfield Ave.
Bridgeport, Connecticut 06604
POC: Adrienne Parkmond

[Contract Compliance, Inc.](#)
[5272 River Road, Suite 530](#)
[Bethesda, Maryland 20816](#)
POC: Julie Steenberge

GALT Solutions, Inc.
1101 King Street, Suite 570
Alexandria, Virginia 22314

Impact Strategies
1907 Haverhill Road
Baltimore, Maryland 21234
POC: Terri Bobloch

Technology & Management Services (TMS)
18757 North Frederick Road
Gaithersburg, Maryland 20879

Accuit, Inc.
2377 Hunters Square Court
Reston, Virginia 20191

Xbean Technologies, LLC
3104 Foxwood Dr So
Clifton Park, New York 12065

Baer Wolf, Inc.
536 Newman Trail
Stillwater, Minnesota 55082
POC: Barry Baer

Marie W. Watts and Associates
506 West 19th #322
Houston, Texas 77008
POC: Marie W. Watts, SPHR

Harold Holmes & Associates Management
Consulting
15604 N 7th Drive
Phoenix, Arizona 85023

HRT Enterprise, Inc.
P.O. Box 1133
Tucker, Georgia 30085
POC: Tasha Portwood

Tichenor & Associates, LLP
304 Middletown Park Place, Suite C, Louisville,
Kentucky 40243
POC: William Tichenor

Comm-Group, Inc.
801 Roeder Road, Suite 425
Silver Spring, Maryland 20910
POC: Linwood C. Jolly

Job Performance Systems, Inc
1240 North Pitt Street Suite 200
Alexandria, Virginia 22314
POC: Tessa McCawley

President & CEO
Newtek International, Inc.
7830 Backlick Road, Suite 301
Springfield, Virginia 22150
POC: R.K.Pillai

T&T Consulting Services, Inc.
PO Box 973
Kennesaw, Georgia 30156
POC: Theresa Anderson

Mercature Corporation
275 Martinel Drive, Suite 3A
Kent, Ohio 44240-4380

BESTEIQ Information Services, LLC
1538 Chapman Rd, Suite 100
Crofton, Maryland 21114

TSC Systems Consulting Group Inc.
224 Phillip Morris Drive
Suite 102
Salisbury, Maryland 21804
POC: Raj Shaw

Z-Tech Corporation
1801 Research Blvd
Suite 102
Rockville, Maryland 20850
POC: Jim Middlebrooks

Grubb Law Firm
7631 Carver Court
Seminole, Florida 33772-4948
POC: Kitty G. Grubb, Esq.

Scientific Systems and Software International
10480 Little Patuxent Parkway, Suite 600
Columbia, Maryland 21044
POC: Dana Goodrich

HeiTech Services, Inc.
4200 Forbes Boulevard, Suite #202
Lanham, Maryland 20706

Exceed Corporation
8100 Professional Place
Suite 211
Lanham, Maryland 20785

ABBTECH Staffing Services
Dulles International Airport
PO Box 20098
Washington, DC 20041
POC: Glenn Robinson

Systems Integration and Development.
15200 Shady Grove Road Suite 300
Rockville, Maryland 20850.

Intelleges
96 Schermerhorn, Suite 1E
Brooklyn Heights, New York 11201
POC: Mark Ousley

CRB Associates
313 High Street Suite 101
Portsmouth, Virginia 23704

End to End Technical Services
415 Port Centre Parkway, Suite 102, Portsmouth,
Virginia 23704

SysTeam, Inc.
1804 Highway 231 South
Lacey's Spring, Alabama 35754

Wynjam Computer Technical Services
29 Kee Avenue
Somerset, New Jersey 08873

DATAanalysis, LLC
8310 Harland Drive
Springfield, Virginia 22152