

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGES

1

11

2. AMENDMENT/MODIFICATION NO.

1

3. EFFECTIVE DATE

September 25, 2003

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

6. ISSUED BY

CODE

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)

CODE

U.S. Department of Labor, ETA
 200 Constitution Avenue, NW
 Room
 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.

RFP-DCS-03-41

X

9B. DATED (SEE ITEM 11)

08-25-2003

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 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

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY

(Signature of Contracting Officer)

September 25, 2003

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1
RFP-DCS-03-41

Additional information has been requested by prospective offerors and it has been determined by the Contracting Officer that this information is made available to all bidders. The bid opening date has been extended to October 3, 2003, 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment

14. *RESPONSES TO TECHNICAL QUESTIONS*

1. **Is this a new or follow-on requirement?**

Answer: This is a follow-on requirement.

2. **If follow-on, who is the incumbent, are they eligible to re-compete, and have all the options been exercised under the current contract?**

Answer: The incumbent is the Leonard Resources Group. They are eligible to compete. All of the options have been exercised.

3. **What is the expected award date?**

Answer: January 1, 2004.

4. **What is the expected LoE associated with this effort?**

Answer: Please see Section F.3 Level of Effort in the solicitation.

5. **Is there a possibility of setting this aside under the 8(a) program?**

Answer: There is no possibility of setting this requirement aside under the 8(a) program.

6. **What program office does this support?**

Answer: The Office of Job Corps.

7. **The RFP has a 100% small business set-aside requirement for which my business is qualified, and is coded under the North American Industry Classification System (NAICS) as 541720 [Research in Social Sciences; SIC 8733; PSC R599]. Is the North American Industry Classification System (NAICS) Code of 541611 waiver-able?**

Answer: The NAICS code of 541611 is not waiverable.

8. **In preparing my RFP for the Community Connections Project, please advise on the length of duration for the training at the 4 regional locations and, if possible the selection site destinations for other training. The information is needed to provide accuracy in preparing travel costs, etc.**

Answer: The incumbent is expected to propose a training format (including the length of sessions) that is appropriate for meeting the objectives stated under Task 2. Training will be held at a minimum of four regional locations throughout the country (Boston, Philadelphia, Atlanta, Chicago, Dallas, and/or San Francisco). Offerors should estimate travel costs.

9. **Are the Department of Labor Government Performance and Results Act (GPRA) goals different than the government wide Government Performance and Results Act (GPRA) goals? If so, how?**

Answer: GPRA applies to many government agencies, but GPRA goals are specific to each agency.

- 10. Will the Community Connections Contract (RFP-DCS-03-41) fall under the Cost-Reimbursement category? If so, does a company have to begin the contract operation using its own capital? Can the vendor receive and advance payment?**

Answer: Yes, the contract shall be cost reimbursement. Yes, the awardee will have to begin work using its own capital. Advanced payments are not approved under this contract.

- 11. What is the anticipated 1st year award amount?**

Answer: See the answer to question no. 4.

- 12. Did the Leonard Resource Group, Inc lose the previous contract providing these services?**

Answer: No.

- 13. What are the current methods being employed to communicate policy changes to individuals of interests.**

Answer: Offerors may access Job Corps' Community Website (<http://jcweb.jobcorps.org:7108>) and Job Corps' Career Development Resource Center Website (www.jccdrc.org) for more information on current methods being employed to communicate policy changes to the Job Corps field.

- 14. Will a particular Job Corp Center (Woodland, Woodstock) serve as the focus under this contract? Basically, will vendors spend most of their time at the Job Corp centers in the DC Metro area?**

Answer: No, a particular Job Corps center will not serve as the focus under this contract.

- 15. Are Federal Supply Schedules being sought under this RFP?**

Answer: No.

- 16. Where are the full-time Project Director and Assistant Project Director going to be housed? Will the vendor have to provide on-site equipment for Project Director and Assistant Project Director or will it be provided by DOL?**

Answer: The incumbent will be solely responsible for providing workspace and equipment for its staff. DOL will not provide workspace and equipment.

- 17. What is meant by "level of effort"? Should these amounts be used to determine anticipated award amount?**

Answer: The level of effort is the anticipated award amount. Yes. Please see answer to question no. 4.

18. What technical resources are currently being used by Leonard Resources to meet the Job Corps informational needs?

Answer: As stated in Task 5, the incumbent is expected to recommend strategies and practices for disseminating information on policy initiatives via "new technology opportunities, new and expanded databases, and new publications." In addition to recommending *new* communication vehicles, the incumbent will utilize Job Corps' Community Website (<http://jcweb.jobcorps.org:7108>) and Job Corps' Career Development Resource Center Website (www.jccdr.org) to communicate policy changes to the Job Corps field.

19. What is meant by "detailed description of student services"? If the focus of this solicitation deals with Community Connections then what role would student services play in establishing these community relationships?

Answer: A primary reason why Job Corps is striving to enhance community connections is because enhanced community connections result in expanded and improved student services. As stated in the Background section of the RFP, "Through increased external involvement, Job Corps seeks to strengthen relationships with businesses and employers, social service agencies, schools and community colleges, the military, and community groups to maximize resources and linkages that improve programs and support for Job Corps students."

20. Is the focus on analyzing the current relationships that Job Corp centers have in their respective communities? If so, does a vendor provide national focus groups or can be data come from a select number of centers in the DC Metro area?

Answer: In order to assist Job Corps centers in setting and reaching new goals with respect to community connections, the incumbent must develop a working knowledge of the variety of ways that Job Corps centers currently connect with their communities. Therefore, the incumbent must research community connections at Job Corps centers that are diverse with respect to their approaches, challenges, and outcomes.

21. How often do community/ industry councils convene?

Answer: Job Corps centers currently use a variety of models for convening community and industry council meetings. See the answer to Question 20 above.

22. Are there projections on the operating budget for the job corps for the next 4 years?

Answer: Offerors may read Job Corps' PY 01 Annual Report for information on congressional appropriations.

23. Is the structure for the detailed work in Task 1 as follows:

- a. **A framework**
- b. **A detailed plan based on the framework which will include:**
 - i. **Recommended detailed description of student services;**
 - ii. **Recommended resource reallocations;**
 - iii. **Recommended detailed, comprehensive training plan; and**
 - iv. **Recommended detailed, specific system-wide assistance?**

If not, please define the structure for the detailed work in Task 1.

Answer: Yes.

- 24. Task 1 calls for "a recommended detailed, comprehensive training plan." Task 2 states that "Based on the framework above, ... the provider will organize and implement a training program ..." Is the training program in Task 2 based on the training plan developed in Task 1? Or is the training program in Task 2 independent of the training plan in Task 1 and solely based on the framework from Task 1?**

Answer: The activities under Task 2 support the framework and training plan developed under Task 1.

- 25. Are vendors responsible for website hosting and maintenance?**

Answer: No.

- 26. Can you provide examples of appropriate websites to be included in this task?**

Answer: See the answer to Question 13 above.

- 27. Approximately how many training sessions will be conducted at the 4 regional locations? What are the 4 regional locations?**

Answer: See the answer to Question 8 above.

- 28. How much time and or notification will be given to the vendor before training services are to be rendered?**

Answer: DOL will give the incumbent adequate notice regarding the dates for training sessions so that training locations and accommodations can be secured, and quality training designs and materials can be developed and approved by the government.

- 29. Are vendors responsible for production and copy cost of the training material?**

Answer: Yes.

- 30. Will training take place at Job Corp sites?**

Answer: No.

- 31. Will the vendor need to provide an on-site representative at any of the Job Corp sites?**

Answer: No.

- 32. Is the government going to pay travel cost associated with the training? If so, should these figures be listed in our proposals?**

Answer: Offerors should estimate their staff's travel costs for participating in training sessions.

33. Approximately how many participants will attend each training session?

Answer: Approximately 150-200 people will participate in each training session.

34. Task # 3 Question: Is travel covered between the regional Job Corp sites when conducting surveys and focus groups?

Answer: Offerors should estimate costs associated with any travel to regional offices.

35. Task 3 asks for surveys and focus groups regarding the effectiveness of existing community relations councils. Does this include or exclude industry advisory councils or center industry councils?

Answer: Activities under Task 3 are focused on community relations councils and events.

36. Task 3 asks for observation and documentation of at least 10 community relations events. What is a community relations event? Please provide examples of community relations events.

Answer: Offerors may read Job Corps' PY 01 Annual Report for information on Workforce Investment Act partnerships, community relations, and community service events.

37. Task 5 describes the information network as utilizing "the Department of Labor Job Corps website and the common mail system ..." Please define the "common mail system."

Answer: DOL maintains a common email system through which both federal and contractor Job Corps staff may be reached.

38. Task 5 states, "The information network will ... provide concise analysis for the Job Corps field nationwide." Please define "Job Corps field."

Answer: Offerors may read Job Corps' PY 01 Annual Report for information on the federal and contractor entities and staff that constitute the Job Corps field.

39. Task 5 states, "The contractor must ensure Job Corps operators, centers, ... and others in the internal Job Corps system receive clear and consistent message regarding new legislation and national policy." Please define "others in the internal Job Corps system."

Answer: See the answer to question no. 38 above.

40. Under Task 6, "The report will include effective approaches used to involve national and local employers so that field organizations and placement contractors can adapt them to their needs." Please define "field organizations."

Answer: Field organizations include Job Corps contractors who provide placement, transition, and follow-up services to Job Corps graduates and former students. Offerors may read Job Corps' PY 01 Annual Report for more information on Job Corps' career transition services.

- 41. The report for Task 6 ("A report suitable for the Office of Job Corps' dissemination must for delivered to the COTR no later than the 6th month of the contract.") is not due until the 6th month. The last line of Task 6 states, "to the extent possible, content from the report should be included in the training described in Task 2 above." The timing of the training prescribed in Task 2 seems to precede the completion of Task 6. Please advise whether there is a timing conflict between these two tasks.**

Answer: There is no timing conflict between Tasks 2 and 6. As stated in Task 6, content from the report due under Task 6 should be included in the training sessions described in Task 2 "to the extent possible." Training sessions that take place toward the end of the training cycle under Task 2 may always be updated to include information that has been gathered under Task 6.

- 42. Task 9 calls for "printing draft and final copies and disseminating the report to the Job Corps system." Should the offeror include the costs of printing and shipping the Annual Report in the cost proposal? If so, what quantity should be used for the printing and distribution?**

Answer: No, offerors should not include the costs of printing and shipping the Annual Report in the cost proposal.

- 43. What is the anticipated/expected level of effort associated with the offeror's participation on the 40th Anniversary Committee?**

Answer: As a member of the National Director's task force on 40th Anniversary planning activities, the incumbent assist the National Office of Job Corps in preparing for and conducting task force meetings, creating materials that facilitate planning, and documenting task force recommendations and decisions.

- 44. Should the cost of proposed 40th Anniversary activities/events be included in the offeror's cost proposal?**

Answer: No.

- 45. Section L8, paragraph 4 states that "the Project Director who will have a 100% time operational responsibility for contract performance, and Principal Investigator(s) shall be present and shall ..." Please define the "Principal Investigator."**

Answer: Principal Investigator is deleted and replaced with "other key personnel."

- 46. Section L8, paragraph 4 - Offeror's presentation team states that "Offerors may not use company senior or general managers or consultants to make any part of the oral presentation." If a company senior manager devotes the largest portion of his/her time towards the Community Connections initiative, would he/she be authorized to be a presenter, if the offerer is invited to make an oral presentation?**

Answer: If a company senior manager is designated as Project Director or other key personnel, then he/she shall be authorized to be a presentore at the oral presentation.

47. If there are conflicts or variations between Section M.3 A and the Form J.9 - Oral Presentation Evaluation Questionnaire, which will govern the evaluation of the Oral Presentation?

Answer: The oral presentation questionnaire.

48. Under Section L.8 Paragraph 5 Subparagraph (b) - Work Breakdown – it states that the offeror should "Subdivide the statement of work tasks [identify selected tasks] into constituent activities." Is the offeror required to present a Work Breakdown in the oral presentation for all tasks or for "selected" tasks?

Answer: For selected tasks.

49. Under Section L.8 Paragraph 5 Subparagraph (b) - Contract Work Schedule - If the Work Breakdown is only for "selected" tasks, would the Gantt chart also be for those "selected" tasks or for all tasks?

Answer: Yes.

50. For the oral presentation slides, must all of the information described in Section L.8 Paragraph 5 be included on the slide? Or may some of the required information be submitted orally during the presentation?

Answer: Some of the required information may be submitted orally during the presentation.

51. Under Form J.6 - VETS-100, the form on the ETA Contracts/ Grants website is a 2000 version. Should we use the 2000 version or the 2002 version of this form for submission with the proposal?

Answer: Use the 2000 version.

52. Under Section L.6, a link reference is made to: www.arnet.gov/far/loadmain.html. This link does not work. What is the correct link for the referenced provisions?

Answer: The correct link is www.arnet.gov/far/

53. Is the offeror required to make a statement regarding the availability of resources (e.g., computers, etc.) to perform the statement of work? If so, where should the offeror include this statement?

Answer: It is not necessary to make a statement regarding the availability of resources to perform the statement of work.

Bidder's List

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