

October 4, 2002

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 4
 RFP-DCS-02-40

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 October 11, 2002, by 2:00 p.m. local time.

KEITH A. BOND

Contracting Officer

Attachment

| AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT | | 1. CONTRACT ID CODE | PAGE 1 | OF PAGES 3 |
|--|--|---|--|---------------|
| 2. AMENDMENT/MODIFICATION NO. 4 | 3. EFFECTIVE DATE October 4, 2002 | 4. REQUISITION/PURCHASE REQ. NO. n/a | 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 C-4310 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-02-40 | |
| | | X | 9B. DATED (SEE ITEM 11) 08-16-2002 | |
| | | | 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)

14. RESPONSES TO TECHNICAL QUESTIONS

1. Is there an approximate number of site facilitators that offerors are expected to propose?
The reason for this question is because on page 5 (iii) of Amendment 3 you make reference to site facilitator as one of two possible positions under task leaders. In this instance it appears the implication is that we could propose one of each (i.e., a site facilitator and a logistical coordinator) as task leaders. On page 19-20 (a) of Amendment 3 the same is implied with a little more specificity. It says "the TA contractor, in consultation with the Federal partners, will assign a site facilitator who will serve in an advisory role." The DOL/ETA will identify a cadre of site facilitators who have "on the ground" experience in collaboration, problem solving, etc. Again, my question is, a) are we expected to propose for our task leaders one site facilitator and one logistical coordinator, or are we expected to propose more than one of each, and if so, what amount of each (site facilitators and logistical coordinators) would be deemed appropriate given the advisory role (as indicated above) they will be expected to fulfill in collaboration with the cadre of "on the ground" site facilitators the DOL/ETA will recommend? b) Who will bear the cost and be responsible for managing the "on the ground" site facilitators the DOL/ETA plans to include? The reason for this second question is to determine-given the additional logistical effort that may be required-if the selected contractor will be responsible for managing that group of site facilitators, or will they be reporting directly to the federal officer. If the selected contractor is expected to manage the (unspecified) number of "on the ground site facilitators" will additional funds be provided for this purpose since cost proposal, at this point, can only account for those we propose?
 - a. The Department leaves it up to the offeror to decide how many site facilitators to propose in their response. The Department, in consultation with the contractor, will make the final selection of the site facilitators.

2. Page 44, Part 3 (d) of Amendment 3 states that "Letters of Commitment inclusive of binding signed contracts for personnel proposed for the following key personnel positions:" The sentence goes on to identify those personnel as the Project Director, and the task leaders, but it did not mention the Assistant Project Director (as proposed as a key personnel on page 5 (ii) of the amendment). Was this an oversight, and that we should submit the same for the Assistant Director, or is it intended that we submit the documents only for those mentioned here?
 - a. The Assistant Project Director is a key personnel position. Also, please see I 10

4. Neither our firm nor our partner was on your bidders list. We are currently preparing a proposal for the project; does it matter if we are on the list or not for our proposal to be accepted?
 - a. Firms not listed on the bidders' list are still allowed to submit proposals in response to RFP-DCS-02-40.

5. Do we acknowledge receipt of the amendments for this project in our proposal? If yes, how do you propose we convey our receipt of the amendments (e.g., a statement) and in which section of the proposal (i.e., the business proposal, as an attachment, etc.)?
 - a. Offerors should acknowledge receipt of amendments in Part I of their proposal.

6. Throughout various sections of Amendment 3 it is indicated that the site facilitators' availability should be proposed between 20%-50%. Does this level of availability mean the site facilitator's (daily) time availability for each site for which s/he might be assigned, or does it mean 20-50% of his/her daily work hours availability for whatever number of sites s/he may be assigned? For example, in an 8 hour day work schedule, if we propose a site facilitator time availability at 50% (i.e., 4 hours of service on this project per day) and s/he has been assigned 10 sites. Is the 50% time availability applicable to any combination of sites requiring the services of that site facilitator on any given work day, which could mean as little as 1 site or as much as all 10 assigned sites? Or would that 50% availability mean that each assigned site may require 50% (i.e., 4 hours) of the site facilitator's daily work hours of service, meaning that (based on that formula) the site facilitator will only be able to provide services to 2 sites per day?
 - a. The Site Facilitator is required to commit a 20% to 50% time commitment over the duration of this project, which is 24 months.

7. The RFP's Section F 3: Level of Effort states that 40-50 full days of technical assistance should be budgeted for the site facilitators during the project's 24 month period, most of which (i.e., the technical assistance) should occur during the first 18 months of performance. Amendment 3 suggests budgeting between 20-50% of the site facilitators' time. Given the statement in Section F.3, does this mean 20-50% of the site facilitator's time should be budgeted over the 24 months performance period in a manner that equals 40-50 full days (i.e., equal to 8 hours/day) of technical assistance? Also, does this mean that the site facilitators' budgeted time (20-50%/40-50 full days) is per assigned site or for