

2. AMENDMENT/MODIFICATION NO. 1	3. EFFECTIVE DATE February 28, 2001	4. REQUISITION/PURCHASE REQ. NO.	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 C-4310 Washington DC 20210	7. ADMINISTERED BY (If other than Item 6) U.S. Department of Labor, ETA 200 Constitution Avenue, NW Room Washington DC 20210
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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. RFP-DCS-01-16
	X	9B. DATED (SEE ITEM 11) 02-09-2001
		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)

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

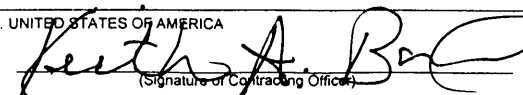
(X)	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET 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)

PLEASE NOTE: Contractors are not required to sign this document and return "0" copies to the issuing office.

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 2/28/01



February 28, 2001

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 1
RFP-DCS-01-16

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 remains March 16, 2001, by 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment(s)

14. *RESPONSES TO TECHNICAL QUESTIONS*

1. What role does the Department anticipate that the BAT/ATELS will play in implementing the contract? a. Will, for example the BAT/ATELS be involved in identifying and recruiting focus group participants (described in Task 3) along with the Contractor or will it be the Contractor's responsibility to design the focus group sample and recruit participants? b. Will the BAT/ATELS participate in identifying and locating pre-existing outreach materials?
 - 1a. BAT/ATELS will play a direct role in implementing the contract. Along with the contractor, they will be actively involved in identifying, guiding, and recruiting focus group participants. BAT/ATELS will work with the contractor to design the focus group sample, and to recruit participants.
2. What is the anticipated start date of the contract?
 - 2a. The contract is expected to start on July 1, 2001.
3. Task 9 indicates that the Contractor will assist BAT/ATELS in launching a Mass Marketing Campaign no later than September 1, 2001. Should the start date of the contract be delayed, would the start date for this activity also be shifted accordingly?
 - 3a. No, if there is a delay in the start of the contract, BAT/ATELS staff in the National Office and the field will launch a Mass Marketing Campaign to begin no later than October 1, 2001.
4. Task 10 involves a variety of different activities. Can the Department specify further how it anticipates that the \$75,000 described in Task 10 will be used? Is this budget item intended to limit resources spent on purchasing and disseminating pre-existing materials or to limit the resources spent on redesign, or creation of new marketing outreach materials?
 - 4a. The \$75,000 set-aside described in task # 10 will be utilized to market test outreach materials already developed in 1999 and 2000; redesign them if needed; create and distribute new materials on an as needed basis. This budget item is not intended to limit any resources spent on redesign, or the creation of new materials. At best, it represents the total amount available to implement task # 10...at this time.

5. Task 11 calls for assisting the new ELL t"with the development and implementation of a strategy for outreach and recruitment that builds employer partnerships to address the employment and training needs of workers, communities, and employers through the workforce development system" and "assist in increasing the number of national employers actively engaged in building, supporting and using the workforce delivery system." Does the fact that this work is being conducted by the BAT/ATELES that the focus of this assistance will be specific to apprenticeship programs or will this effort be target engaging employers in the workforce delivery system as a whole?
 - 5a. The work being conducted by the contractor and BAT/ATELES will focus on, but not be limited to apprenticeship programs. There will indeed be efforts to target engaging employers in the workforce delivery system as a whole.
6. What is the Registered Apprenticeship Awareness Initiative? Where can more information be obtained? What made the Registered Apprenticeship Awareness Initiative successful?
 - 6a. Information on the Registered Apprenticeship Awareness Initiative is available on the following web-site www.doleta.gov/atels_bat. The initiative was successful in many ways, and in many different locations, but the major focus was a concerted national outreach effort to promote apprenticeship awareness during the month of October 2000.
7. What are the existing industries within the American Registered Apprenticeship System?
 - 7a. The major existing industries within the American Registered Apprenticeship system are:
 - > Construction
 - > Manufacturing
 - > Communication/Transportation
 - > Services
 - > Health
 - > Other (i.e., government/military);
8. What qualifications, standards or criteria must be met to "register" as an apprenticeship program?
 - 8a. The qualifications and or standards required for registering to become an Apprenticeship Sponsor can be found at the above stated web-site, and are

referenced in 29 CFR 29, and 29 CFR 30 specifically.

9. To what extent will the work under Task 11 be in support of the ELL function in developing partnerships or in a leadership role?
 - 9a. The execution and success of the Apprenticeship Marketing Outreach Pilot Project will impact directly on the development of the employer-labor functions of BAT/ATELS Liaison Staff. To a large extent the subtasks, which are delineated in Task # 11, are in support of the ELL function (i.e., developing partnerships, establishing linkages, enhancing and expanding the leadership role). The phrase: "Pilot and Demonstration Grant", should be replaced by: "Pilot and Demonstration Project". This procurement is not connected to other BAT/ATELS grant activities.
10. Is it anticipated that any positions contemplated under this contract will be housed in BAT/ATELS office space? If so, will BAT/ATELS provide support for on-site work at USDOL?
 - 10a. No contractor staff are expected to be housed in BAT/ATELS office space.
11. Is there a requirement for the disability "consultant-expert" to be an independent contractor? Or may a contractor employee serve in that function? Can the Assistant Project Manager for Persons with Disabilities Outreach Marketing/Job Matches serve in this capacity?
 - 11a. There is no requirement for the "Disability Consultant-Expert" to be an Independent Contractor. Yes, a contract employee with the proper credentials can serve in that function. Yes, the "Assistant Project Manager for Person's With Disabilities Outreach Marketing/Job Matches", can serve in the capacity as the "Disability Consultant-Expert." BAT/ATELS wanted to give the successful contractor the option to place contract staff, or an outside consultant-expert in the job.
12. What is the operational role of FCRA?
 - 12a. The operational role of the FCRA is as an Advisory Committee to the Secretary of Labor on matters of Registered Apprenticeship. For a copy of their charter, please visit the following web-site:

www.doleta.gov/atels_bat
13. In redesigning the pre-existing outreach materials, is it contemplated that the \$75,000 set aside under Task 10 will be used for the production costs of the new/redesigned materials? Is the contractor limited to \$75,000 for the

production of the materials under C.2 "(e.g., brochures, videos, CD-ROM's, posters, slogans, web sites, etc.)"?

13a. The \$75,000 set-aside is exclusively for the production and distribution cost of new and redesigned marketing outreach materials. The contractor is limited to this amount;

14. Under section L.8 (A), it is stated that:

"These transparencies shall be considered in effect, the offeror's technical proposal and shall form the basis of the offeror's Oral Presentation."

However, under section M.3 (A):

"The proposals shall also show the offeror's understanding/ approach to Task No. 11 (e.g., clear deliberation of the requirement set forth in task 11), and the submission of a proposed 18 month work plan to execute the subtasks. No more than 35 single spaced typewritten pages should be submitted for review and evaluation by the Procurement Panel."

Will the 35 pages referenced in section M.3 be a part of, or in addition to, the transparencies referenced in section L.8?

14a. A narrative technical approach is required in addition to the overhead transparencies. Please see Section L.8 - Submission of Proposal, which is deleted in its entirety and is replaced with Attachment I. Transparencies are not included in the 35 page proposal limit requirement;

15. Are there any restrictions on the number of transparencies submitted under section L.8 (A)?

15a. As stated in Section L-7, there is no limit to the number of overhead transparencies that an offeror may use during its presentation. However, the offeror should use its discretion when determining how many to use.

16. An existing initiative to develop a branding and marketing strategy for the America's Workforce Network is underway. To what extent will the contractor be expected to integrate or supplement that effort, or be a completely separate initiative (Task 11)?

16a. The branding and marketing strategy for America's Workforce Network is a

separate initiative being executed by ETA. BAT/ATELS does not expect, at this time, that the contractor will be involved in that activity.

17. Under Task 12, the contractor is asked to report any concerns that may compromise or hinder the purpose of the "Pilot and Demonstration Grant." No other mention of a grant was included in the RFP. Where can we secure more information about the grant?
- 17a. As indicated earlier, there is not supposed to be a reference to a grant. Task 12 should read:

"Pilot and Demonstration Project."
18. On advice of General Counsel, it is our corporate policy to not engage in employment contracts. Under section L.9 (3), has the Contracting Officer required any key personnel to have binding employment contracts? Is there any flexibility on the requirement for employment contracts (assuming key personnel have executed Letters of Commitment)?
- 18a. DOL's intention in requiring such a commitment is to guard against offerors engaging in "bait and switch". The proposing of key personnel, but actually intending to replace them early in performance, without identifying in the proposal who the replacement key personnel would be. The employment contract supplements the protection to the Government provided under Clause H.8 Key Personnel. The Government will not reconsider the requirement of an employment contract but will reduce the length of the employment contract from one year to six months from the date of contract award.
19. Under Section M.3 (B) d(I), it requires the Senior Project Manager to possess an advanced degree. May experience be substituted for an advanced degree?
- 19a. The Senior Project Manager must have an Advanced Degree, as well as the relevant experience delineated in the RFP. Experience alone, can not be substituted for an Advanced Degree.
20. We are unable to find the proposal/bid intent form referenced on the first page of the RFP, #RFP-DCS-01-16. The RFP states that Potential offerors/ bidders are asked to complete and submit a proposal/bid intent form . Then the RFP states that See Section L (Section C if SF 1449 is used) for proposal/bid instructions. The form is not in Section L. Could you please tell us where we

can obtain a copy of this form?

20a. Offerors are not required to submit a proposal/bid intent form.

21. Section L.7.4 is corrected as follows

Offeror's presentation team: A maximum of five contractor personnel (prime and subcontractors) may participate. These individuals/ presenters will attend the oral presentation and the question and answer session and shall answer questions directed to them. The presentation shall be made by one or more of the personnel whom the offeror will employ to manage or supervise contract performance on a full time basis or as designated in Sections C.4, and L.1 1. The Senior Project Manager who will have a 40 to 50% time operational responsibility for contract performance shall be present and shall, at a minimum, answer questions directed to him/her during the question and answer session.

22. Offerors interested in networking and/or being placed on a bidders list for the above referenced RFP, please provide the following information:

- Name and Address of Organization
- Telephone Number
- Point of Contact

This information is to be submitted electronically to Chari Magruder at cmagruder@doleta.gov, by 2:00 p.m., March 2, 2001.

L.8 SUBMISSION OF PROPOSAL

(A) - General Instructions:

Each offeror must submit an offer (proposal) and other written information and make an oral presentation in strict accordance with these instructions. When evaluating an offeror, the Government will consider how well the offeror complied with the letter and spirit of these instructions. The Government will consider any failure on the part of an offeror to comply with both the letter and spirit of these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, the Government encourages offerors to contact the Contracting Officer by telephone, facsimile transmission, e-mail, or mail in order to request an explanation of any part of these instructions.

Your proposal must be submitted in three (3) separate and distinct parts as outlined below, consisting of the number of stated copies and accompanied by the required supportive materials to insure that the proposal will be considered responsible to the Request for Proposals.

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.)

Part 2 - (1) A set of overhead transparencies and five (5) paper copies in a sealed package. These transparencies shall form the basis of the offeror's Oral Presentation. PLEASE NOTE: The sealed package containing the 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. Both the transparencies and the Oral Presentation will be used to evaluate the offeror's capability to perform the contract (See section M.2(D);

(2) Offerors shall submit an original and three copies of the written response to evaluation criterion A - Technical Approach (See Section M.2(A);

(3) Offerors shall submit an original and three copies of the "Resumes of Key Personnel" (See Section M.2(B);

(4) Offerors shall submit three copies of relevant past performance information (See Section L.6 and M.2(C); and

The Technical Proposal shall not make reference to cost or price data so that an independent technical evaluation may be made on the basis of technical merit alone. Failure to comply with this requirement will result in a determination of nonresponsiveness. Proposals specifying less than one hundred twenty (120) days Government Acceptance may be considered not acceptable. Any exceptions taken by a proposer to any provisions of this Request for Proposals or any condition placed upon a proposal may result in a finding of not acceptable. Only one proposal may be submitted by each respondent.

Part 3 - A detailed Business Management Proposal as further outlined in the below instructions and consisting 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. The statement shall be executed by a certified public accountant (CPA), licensed public accountant, a bona-fide accounting or audit organization such as Defense Contract Audit Agency (DCAA) or an entity of equivalent status acceptable to the Government." Failure to include the above stated supportive materials with your proposal will be a basis for determination of not being acceptable.

NOTE: Part 1, 2, and 3 should be sealed in separate envelopes and included in one master package. The RFP number and related Part numbers outlined above, if applicable, must be shown in the upper left hand corner of each of the envelopes as well as the master package.

The Government warns offerors that taking exception to any term or condition of the RFP (including submitting any alternative proposal that requires a relaxation of a requirement), will make an offer unacceptable, and the offeror ineligible for award, unless the RFP expressly authorizes such an exception with regard to that specific term or condition. The Government will consider any exception to a term or condition of the RFP that is not expressly authorized by the RFP to be a deficiency, as defined in FAR Part 15.

An offeror may eliminate a deficiency in its offer only through discussions, as defined and prescribed in FAR Part 15. However, the Government intends to award a contract without discussions, as authorized by FAR Part 15. Therefore, any offeror planning to take

exception to a term or condition of the RFP should consult with the Contracting Officer prior to submitting and offer, unless the RFP expressly authorizes such an exception.

Notwithstanding its plan to award without discussions, the Government reserves the right to conduct technical and cost discussions with offers in a competitive range, if necessary, and to permit such offerors to revise their proposals. The government also reserves the right to change any terms and conditions of their RFP by amendment at any time prior to contract award and to allow offerors to revise their offers accordingly, as authorized by FAR Part 15.

The offeror shall complete and submit all certifications included in or attached to this Request for Proposal.

The Cost Analysis (Attachment J.2) and Financial Capability Forms (Attachment J.3) support information shall be augmented as follows:

Offerors are required to submit cost proposals fully supported by cost and pricing data adequate to establish the reasonableness of the proposed costs.

1. Most current published annual balance sheet and profit or loss statement.
2. The offeror shall furnish a total cost breakdown utilizing the enclosed cost and price analysis form.
 - (a) Include the backup data to support the type of labor and estimated numbers of hours within each category.
 - (b) Include a breakdown of the amount estimated for travel including destination, duration, purpose and cost (per diem and transportation).
 - (c) Include backup data to support the estimated amount of material and subcontracting (if applicable) including description of materials to be procured, basis for proposed subcontract, type of subcontract and amounts proposed.
3. List the names and addresses of any subcontractor* the offeror intends to use in the performance of a resulting contract. Include the following information about the subcontract(s).
 - (a) How subcontractor was selected?
 - (b) Has the subcontractor submitted a cost proposal?
 - (c) Will he be able to start performance at the start of the contract period?

(d) What is the total cost of (each) subcontract?

(e) What services (skills) will the subcontract provide?

(f) What experience do they have in this technical area?

*Also provide the above information for consultants you intend to use in the performance of a resulting contract.