

2. AMENDMENT/MODIFICATION NO. 0004	3. EFFECTIVE DATE Execution	4. REQUISITION/PURCHASE REQ. NO. jsnook	5. PROJECT NO. (If applicable)
6. ISSUED BY U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room N-5425 Washington DC 20210		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	

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

September 7, 2004

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 0004
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 Friday, September 17, 2004, at 2:00 p.m., local time.

Sincerely,

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment(s)

14. DESCRIPTION OF AMENDMENT/MODIFICATION

A. RESPONSES TO TECHNICAL QUESTIONS

Requests for Clarification

1. Aside from the increase to 22-24 professional years in the estimated level-of-effort, the amendment provides no additional information concerning changes in the Scope of Work under the contract. We assume, therefore, that it is up to the offeror to (a) estimate the level-of-effort for each of the tasks (over and above the LOE represented by the Key Staff); (b) determine the mix between additional full-time staff and independent consultants; (c) decide the skill mix, experience requirements, and professional level (e.g., bachelors, masters) for the additional staff and consultants ; and (d) budget accordingly? Are these assumptions correct?

Answer: The level described in Section F.2 of the original solicitation was not correct. The new level of effort of between 22-24 professional person years is correct for the scope of work in the solicitation.

2. The RFP states in several places (p. C-7, p. L-10, and p. M-4) that the Project Director for Student and Staff Training is to be proposed at 25%-50% time. As the amendment makes no reference to Section C, L, or M, we assume that the part-time requirement for this position remains unchanged. Is this assumption correct?

Answer: Your assumption is correct.

3. Likewise we assume that, although we may decide to add staff positions to respond to the increased level-of-effort stated in the amendment, we are not required or expected to submit resumes and letters of intent for anyone other than the key staff positions named in the RFP. Is this assumption correct?

Answer: Please refer to section M.3, Part B, sections (viii) through (xi) of the RFP where it is indicated for whom resumes and letters of intent are required.

4. Does the 20-page limit for the Technical Proposal remain the same?

Answer: Yes.

5. In an earlier amendment you indicated that charts and tables may be single-spaced. May "bullet points" be single-spaced as well?

Answer: Please refer to Amendment 1, the response to question 54.

6. We understand that, under the subject RFP, the contractor will cover the costs of participants' travel and per diem when they take part in workgroups, etc. It is our assumption, however, that this does not apply to National Office or Regional Office representatives; that is, we assume that Job Corps will cover government employees' travel and per diem expenses. Is this assumption correct?

Answer: Yes, the travel and per diem of Department of Labor employees traveling on official government business would be covered by the Federal government.

7. Are we correct in assuming that the 6.5 positions specified in the RFP (and clarified in Amendment 1) are still a required part of the staffing plan, but that the additional funds under the amended level of effort are flexible in terms of how we allocate them across additional staff?

Answer: The 6.5 positions specified in the RFP are still a required part of the staffing plan.

b. Please refer to the response to Question 1, above.

8. Does the requirement for staff to be 100% [full] time mean that staff need to be budgeted at 100% time for all 12 months of Year 1? Or is it acceptable to phase in some of the staff as their roles increase?

Answer: Yes, key personnel requiring a 100% time commitment must be budgeted as full time employees for all twelve (12) months of year 1.

9. The RFP states that the Project Director for Student and Staff Training is to be 25-50% time. Is it acceptable for that person to be included for more than 50% time?

Answer: Yes, as long as the Project Director's expertise is needed to supplement staff capabilities in implementing specific activities. However, we do not see that the task of project management would take more than 25-50% of the Director's time.

10. Do we need to include in our budgets any pass-through funds to compensate the pilot sites for their participation in the pilot training efforts?

Answer: Yes, the level of effort includes all contract costs.

11. To what extent are the additional funds in the amended level of effort primarily to expand the contractor's capacity to carry out the specific tasks in the RFP versus to ensure the contractor has sufficient resources to cover other as yet unspecified tasks and support activities? Can you share any insights about the National Office's rationale for increasing the level of effort for this project?

Answer: Please see the response to Question 1, above.

12. Are we correct in assuming that this competition is limited to those firms who met the original submission deadline? If additional firms will be allowed to compete, can you tell us the rationale for this?

Answer: The submission deadline has been extended for all interested offerors. The dollar amount of the error in the level of effort was so significant that it would have made the initial solicitation unfairly restrictive.

13. Does the revised level of effort include the 'regional academic technology specialists' referenced in C.3, Description of Project, (pages C-3 and C-7. If yes, how many technology specialists are anticipated (FTEs) and when will these positions be required (at project start-up, by x month after contract award)?

Answer: Please refer to Amendment 1, the response to Question 1.

14. Are additional positions/activities required with the increase in the level of effort?

Answer: No, the Statement of Work remains the same.

15. What change, if any, has occurred in the scope of work which resulted in the significant increase in the level of effort per amendment 003?

Answer: Please see the response to Question 1, above.

16. Has an increase in the FTE ceiling of 6.5 occurred as a result of the increase in the level of effort?

Answer: No, please see the response to Question 1, above.

17. It is clear that the contractor will be responsible for all costs associated with the workgroups and training conferences. But, will the contractor also be responsible to reimburse Federal employees of the Job Corps National and Regional Offices for their travel and per diem associated with the workgroups and training conferences?

Answer: Please refer to the response to Question 6, above.

18. Does the same 20-page limit to the Technical Approach apply, given the expanded level of effort?

Answer: Please refer to Question 4, above.

19. On page L-7 of Section L.8 (SUBMISSION OF PROPOSAL), you instruct that Part 2 is to consist of:

- (1) a set of overhead transparencies and five (5) paper copies in a sealed package
- (2) an original and three copies of the technical proposal
- (3) an original and three copies of relevant past performance information

Since the submission requirements for both the technical proposal and the relevant past performance information are the same (an original and three copies), is it acceptable to bind them together in the same document?

Answer: No, please present them separately.

20. On page L-9 of Section L.8, there is a further NOTE that "Parts 1, 2, and 3 should be sealed in separate envelopes and included in one master package."

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Does this mean that the "set of overhead transparencies and five (5) paper copies in a sealed package" must be then be packaged inside the envelope containing Part 2?

Answer: Yes.