

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. CONTRACT ID CODE	PAGE 1 OF PAGES 8
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2. AMENDMENT/MODIFICATION NO. 0003	3. EFFECTIVE DATE January 13, 2005	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
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6. ISSUED BY U.S. Department of Labor/ETA Division of Contract Services 200 Constitution Avenue, NW Room N-4472 Washington DC 20210	CODE ETA	7. ADMINISTERED BY (If other than Item 6) CODE
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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. DOL041RP00034
	X	9B. DATED (SEE ITEM 11) 12-14-2004
		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 _____ 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

January 13, 2005

NOTICE TO ALL OFFERORS

REFERENCE: AMENDMENT NO. 3
 RFP DOL041RP00034

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 closing date and time for the receipt of proposals and tenders remain February 1, 2005, by 2:00 p.m. local time.

Keith A. Bond

KEITH A. BOND
Contracting Officer

Attachment(s)

14. **RESPONSES TO TECHNICAL QUESTIONS**

1. Please explain the configuration of the staff that is currently performing the work described in the above-referenced solicitation.
 - a. The Government is asking the Offeror to propose an approach to accomplish the requirements of the solicitation -not duplicate the existing configuration. Therefore, the configuration of existing staff is irrelevant.
2. How many people are in each office?
 - a. Per the requirements of OMB Circular A-76 Attachment B paragraph B. 1., the *Public Announcement* included the number of government personnel performing the activity. See the announcement.
3. How is the work currently being assigned?
 - a. The incumbent service provider receives and assigns work according to its own standard operating procedures to satisfy specified requirements. The solicitation is outcome based. The Government is not specifying procedures but rather asking the Offeror to propose an approach to accomplish the requirements as listed in the solicitation -not duplicate the existing procedures.
4. Please furnish a diagram of the facility currently being used to perform the work.
 - a. Offerors are to submit an electronic request to Chari A. Magruder at magruder.chari@dol.gov, for a fax transmittal of the diagram.
5. What are the labor categories being used?
 - a. Offerors should propose labor categories based on the information described in Section C of the solicitation, the PWS.
6. On page L-5 of the above-referenced solicitation it states that “The past performance information shall be submitted to the contract specialist by fax or mail no later than 15 days after issuance of this RFP.” Are these 15 days calendar days or business days? If the latter, is the due date January 5, 2005? Please advise.
 - a. Offerors should submit the past performance information with their formal proposal on the receipt of proposal date.
7. Would like to arrange a site visit in connection with the captioned solicitation. Please advise dates and times that might be convenient.
 - a. Please contact Chari A. Magruder on (202) 693-3313 or magruder.chari@dol.gov to arrange for a site visit.

8. Pursuant to Section C.2.2 – Definitions, the definition for Agency Tender Official (ATO) is hereby deleted in its entirety and is replaced with the following:
 - a. Agency Tender Official (ATO). The ATO shall (1) be an inherently governmental agency official with decision-making authority; (2) comply with the OMB circular; (3) be independent of the contracting officer (CO), source selection authority (SSA), source selection evaluation board (SSEB), and performance work statement (PWS) team; (4) develop, certify, and represent the agency tender; (5) designate the most efficient organization (MEO) team after public announcement of the standard competition; (6) provide the necessary resources and training to prepare a competitive agency tender; and (7) be a directly interested party. An agency shall ensure that the ATO has access to available resources (e.g., skilled manpower, funding) necessary to develop a competitive agency tender.
9. Clause I.3 – 52.217-9 Option to Extend the Term of the Contract (MAR 2000) is hereby deleted in its entirety.
10. Sections M.2 through M.4 are hereby deleted in their entirety and is replaced with the following:

M.2 BASIS FOR AWARD (BEST VALUE - LOWEST PRICE, TECHNICALLY ACCEPTABLE)

The Government intends to evaluate proposals based on a lowest priced, technically acceptable basis. Pursuant to FAR 52.207-2, unless the result of the cost comparison favors the Government, award will be made on the basis of the lowest evaluated price of proposals meeting or exceeding the acceptability standards for non-cost evaluation factors.

A price realism analysis on the pricing information will be performed for all technically acceptable offerors to evaluate the reasonableness of offered prices. Contract award will be based on the combined evaluations of the Understanding of the Requirements, Technical Approach, Management Approach, Professional Personnel, Past Performance and Price. The contract resulting from this solicitation will be awarded to the responsible offeror whose offer, conforming to the solicitation, is determined to provide the "best value" to the Government. It should be noted that cost is not a numerically weighted factor.

Prospective contractors are advised that the selection of a contractor for contract award is to be made, after a careful evaluation of the offers (proposals) received, by a panel of evaluators chosen by DOL/ETA. Each panelist will evaluate the proposals for technical acceptability using a range of scores assigned to each factor. With the exception of Price, all evaluation factors will be given equal weight in the technical evaluation process on a scale of 0-25 points per factor. Those offerors determined technically "Acceptable" or above will be included in a competitive range of eligible offerors. That offeror in the competitive range of eligible offerors with the lowest pricing to have been determined to have an overall evaluation score of "80 or above" will be offered a contract award. Please be advised that failure to fully meet any criterion may disqualify a proposal. In addition, failure to submit required documents may deem the offeror to be unacceptable. Any proposals that are so incomplete on the face of the documents as to preclude any meaningful evaluation or that simply show a clear lack of understanding shall be considered unacceptable.

With the exception of price, the evaluation factors listed below are all of equal importance: Understanding of the Requirements, Technical Approach, Management Approach, Professional Personnel, and Past Performance. Price is considered the most important evaluation factor.

M.3 EVALUATION CRITERIA

A. Price

Provide a completed price proposal by filling in the Price Schedule in Section B.2 of the solicitation for the base year and each option period. The price proposals will be evaluated based on the following:

(1) Price Reasonableness. The price proposal will be evaluated to determine reasonableness of price. A comparison of the proposed prices and/or market value will be used to evaluate price. Should price competition not exist, a cost analysis may be necessary to establish price reasonableness.

(2) Price Realism. Price Realism will be performed as part of the proposal evaluation process. The purpose of this evaluation shall be to (a) verify the offeror's understanding of the requirement; (b) to assess the degree to which the cost/price proposal reflects the approaches and/or risk assessments made in the technical proposal as well as the risk that the offeror will provide the services for the offered price/cost; and (c) assess the degree to which the price reflected in the price proposal accurately represents the work effort included in the technical offer (proposal). Offerors are placed on notice that any proposals that are unrealistic in terms of technical commitment or unrealistically low in price will be deemed reflective of an inherent lack of technical competence or indicative of failure to comprehend the complexity and risk of contract requirements, and grounds for rejection of the proposal.

(3) Option. The Government will evaluate offers for award purposes by adding the total price of all options to the total price for the basic requirement. The Government may determine that an offer is unacceptable if the option prices are significantly unbalanced. Evaluation of options shall not obligate the Government to exercise the option(s).

B. UNDERSTANDING OF THE REQUIREMENTS (25 points)

The contractor shall demonstrate a thorough working knowledge of the requirements and tasks described in the Performance Work Statement (PWS), and describe how they will meet challenges of providing accounting and financial operations in a Federal environment. The offeror shall demonstrate a sound and workable approach that ensures a high probability of successful performance.

C. TECHNICAL APPROACH (25 points)

The offeror shall demonstrate its understanding of the requirements through the degree of thoroughness, soundness, and comprehension expressed by the proposed technical approach. The technical approach proposed by the contractor for performing the tasks and meeting milestones of the implementation strategy proposed to support: 1) the obligation of program and S&E funds; 2) Accounts Payable function, 3) Job Corps Program support, 4) Debt Management, 5) Capitalized Asset Accounting, 6) IPAC processing, 7) Reconciliation, 8) ETA Regional Office Support, 9) Grant Cost Accrual Analysis, 10) Operation and Validation of Interfaces, 11) Prepare and Review Accounting and Financial Reports, 12) Cash Management Review, 13), Accounting Records Management, 14) General Ledger Review and Analysis, 15) Cost Accounting Management Module, 16) Identify and Recommend Improvements, 17) Audit Support, and 18) Special Projects and AD Hoc Review and Analysis. The Transition and Implementation Plan shall all be explicitly detailed and presented in the proposal so as to show how the vendor will provide the DOL with a complete understanding of the methods and actions to be applied by the contractor's personnel working on an integrated basis with DOL team personnel. Failure to present each of these areas will result in lowered scoring.

D. MANAGEMENT APPROACH (25 points)

The management approach proposed by the contractor is critical to the success of this effort within the timeframe involved. Therefore the management approach proposed by the contractor to accomplish each phase of the PWS must be explicitly detailed and presented in the proposal so as to provide the DOL with a complete description of how the effort will be managed for each task order issued covering each task area in the PWS. The management approach shall clearly describe a complete understanding by task of the required actions, anticipated workload, labor needs by type, projected travel, as well as other

requirements, and that describes the management controls that will be established and used to monitor individual and/or overall tasks.

E. PROFESSIONAL PERSONNEL (25 points)

Contractors are to submit the resumes of the Professional Personnel they intend to have working on the DOL, ETA project as part of their staffing plans. This section should cover which area the specific 'named' professional person shall be used to work on, and shall provide a synopsis of past experience this professional person has had in providing accounting services support going back no more than 10 years.

Successful performance of the proposed work depends heavily on the qualifications of the individuals committed to this project and the adequacy of the time commitment for each individual in relation to the specific tasks that they will perform. This section of the proposal shall provide sufficient information for judging the quality and competence of staff proposed to be assigned.

The Government, in its evaluation of the contractor's proposal, will place considerable emphasis on the contractor's commitment of personnel qualified for the work involved in accomplishing the assigned tasks. Accordingly, the following information shall be furnished:

1. The proposed Project Manager;
2. The proposed project organization;
3. Letters of Intent for each professional personnel. Professional personnel is defined as all staff, excluding consultants and administrative staff;
4. Modified resumes for all key personnel, with information that will make it possible for reviewers to determine if the criteria have been met. An example of part of the modified resume is included in Appendix A to this solicitation. In addition to standard information on individuals' work history, educational background, honors and awards, and publications, modified resumes should include the following:
 - (a) Proposed title/position(s), component or task of the evaluation in which these will be performed, functional role(s), activities, number of hours and percentage for each functional role, and total hours and total percentage of hours for the individual. Each position in the project should be separately listed;
 - (b) Current employment status, title, and the activities or projects on which the individual is currently working;
 - (c) Start and stop dates (by month/year) and roles for each item under work experience and a brief description of activities for each role.
5. The time commitment of all professional personnel assigned to the project (the number of hours per month that each individual will devote to the project over its life)

PLEASE BE ADVISED THAT PROPOSALS WILL BE EVALUATED ON THE FOLLOWING FACTORS:

- 1) The Project Manager shall possess a combination of education and experience in accounting or a related field - at least 4 years of experience in accounting, or an equivalent combination of accounting experience, college level education, and training that provided professional accounting knowledge; ten years of related experience in federal accounting systems, procedures, and regulations, to include a minimum of two (2) years of experience with DOLAR\$, DOLFIN and HHS-PMS; knowledge of generally accepted accounting principles and standards, Government-wide accounting policy and practices, and financial management at the federal level. The on-site project manager shall be the SP's primary representative and have full authority to act on matters pertaining to the performance of services under this contract. The project manager and alternate shall have the appropriate technical experience and be knowledgeable in all facets of the work to be performed under this PWS.

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- 2) The time commitment of all personnel assigned to the project (the number of hours per month that each individual will devote to the project over its life);
- 3) Letters of Intent for each professional personnel, including those designated in key personnel positions. Letters of Intent must include a statement that the individual will be available for the amount of time specified in the proposal. Letters of Intent must be signed (by both employer and employee/contingency hire), and dated. The Offeror shall provide letters of intent from current employees that state they: (1) will remain employed by the Offeror; and (2) will work for at least six months on the resultant contract if awarded to the Offeror. Letters of intent must also be submitted for contingency hires, defined as persons not currently employed but who have executed a binding letter of commitment for employment with the Offeror, if the Offeror receives award under subject solicitation;
- 4) Modified resumes for all key personnel, with information that will make it possible for reviewers to determine if the criteria have been met. An example of part of the modified resume is included in Attachment J.10 to this solicitation. In addition to standard information on individuals' work history, educational background, honors and awards, and publications, modified resumes should include the following:
 - a. Proposed title/position(s), component or task of the evaluation in which these will be performed, functional role(s), activities, number of hours and percentage for each functional role, and total hours and total percentage of hours for the individual. Each position in the project should be separately listed;
 - b. Current employment status, title, and the activities or projects on which the individual is currently working;
 - c. Start and stop dates (by month/year) and roles for each item under work experience and a brief description of activities for each role.
- 5) Staffing charts listing names, qualifications, and experience of professional personnel (including outside consultants), staff time/time loading charts showing the amount of time each staff person will devote to each task and sub-task, and an indication of how staff will be allocated to perform all necessary field work during the project.

F. CONTRACTOR'S PAST PERFORMANCE (25 points)

Each offeror will be evaluated on his/her performance under existing and prior contracts (within the last 3 years) for similar products or services related to the PWS categories stated in the RFP. Past performance shall include evaluating offerors with no relevant performance history, and shall provide offerors an opportunity to identify past or current contracts (Federal, State and local government, and private) for efforts similar to the Government requirement. Offerors will be provided the opportunity to address unfavorable reports of past performance, if the offeror has not had a previous opportunity to review the rating. Offerors shall provide information on problems encountered on the identified contracts and the offerors' corrective actions. The Government shall consider this information, as well as information obtained from any other sources, when evaluating the offeror's past performance. The contracting officer shall determine the relevance of similar past performance information. Offerors shall submit past performance information regarding predecessor companies, key and subcontractors that will perform major or critical aspects of the requirement. Offerors without relevant past performance history or for whom information on past performance is not available may not be evaluated favorably or unfavorably on past performance. In this instance the offeror would receive a neutral score.

M.4 DETERMINING BEST OVERALL VALUE

In order to determine which offeror represents the best overall value, the Contracting Officer will make a series of paired comparisons among only those offerors that submitted acceptable offers (proposals). If, in

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any paired comparison, the offeror with the higher expected value also has the lower price, then the Contracting Officer will consider that offeror to represent the better overall value. If the offeror with the higher expected value has the higher price, then the Contracting Officer will decide whether the difference in expected value is worth the difference in price. If the Contracting Officer decides that it is, then they will consider the offeror with the higher technical score and the higher price to represent the better overall value. If not, then the Contracting Officer will consider the offeror(s) with the lower technical score and the lower price to represent the better value. The Contracting Officer will continue to make paired comparisons in this way until they have identified the best overall value. Please be advised that in the event that the offerors within the competitive range are essentially technically equal in terms of technical, past performance other non-cost factors, and price, the Government reserves the right to award multiple contracts under this solicitation.

Pursuant to FAR Subpart 52.215-1 Instructions to Offerors - Competitive Acquisition, the Contracting Officer reserves the right to award without discussion to the source(s) whose offer is the most advantageous to the Government, price and other factors considered.

Scoring Adjective. The following adjectives will be used as general guidance in assessing each technical sub-criterion and the technical proposal as a whole and will be assigned the points as indicated.

Outstanding -O - Fully meets all solicitation requirements and very significantly exceeds most or all solicitation requirements. Response exceeds a "Better" rating. The Offeror has clearly demonstrated an understanding of all aspects of the requirements to the extent that timely and highest quality performance is anticipated. **(23-25/115-125 POINTS)**

Better-B -- Fully meets all solicitation requirements and significantly exceeds many of the solicitation requirements. Response exceeds an "Acceptable" rating. The areas in which the Offeror exceeds the requirements are anticipated to result in a high level of efficiency or productivity or quality. **(20-22/100-110 POINTS)**

Acceptable- A -- Meets all solicitation requirements. Complete, comprehensive, and exemplifies an understanding of the scope and depth of the task requirements as well as the Offeror's understanding of the Government's requirements. **(16-19/80-95 POINTS)**

Marginal- M - Means Less than "Acceptable." There are some deficiencies in the technical proposal. However, given the opportunity for discussions, the technical proposal has a reasonable chance of becoming at least "Acceptable." (Areas of a technical proposal which remain "Marginal" after "Best and Final" offers shall not be subject to further discussion or revision.) If award is made on initial offers, there will not be an opportunity for discussions, nor a chance to become at least "Acceptable." **(11-15/55-75 POINTS)**

Unacceptable-U -- Technical proposal has many deficiencies and/or gross omissions: Failure to understand much of the scope of work necessary to perform the required tasks; failure to provide a reasonable, logical approach to fulfilling much of the Government's requirements; failure to meet many personnel requirements of the solicitation. (When applying this adjective to the technical proposal as a whole, the technical proposal must be so unacceptable in one or more areas that it would have to be significantly revised to attempt to make it other than unacceptable.) **(0-10/0-50 POINTS)**