

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1 CONTRACT ID CODE	PAGE OF PAGES 1   2
2 AMENDMENT/MODIFICATION NO. 000001	3 EFFECTIVE DATE 06/13/2008	4 REQUISITION/PURCHASE REQ. NO.	5 PROJECT NO (if applicable) PACTS
6 ISSUED BY U.S. Dept. of Homeland Security Office of Procurement Operations Dept. Operations Acquisition Div. 245 Murray Lane, SW Building 410 Washington DC 20528	CODE DHS/OPO/DEPT.OPS	7 ADMINISTERED BY (if other than Item 6) U.S. Dept. of Homeland Security Office of Procurement Operations Dept. Operations Acquisition Div. 245 Murray Lane, SW Building 410 Washington DC 20528	CODE DHS/OPO/DEPT.OPS
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. HSHQDC-08-R-00038	
		X 9B. DATED (SEE ITEM 11) 06/06/2008	
		10A. MODIFICATION OF CONTRACT/ORDER NO.	
		10B. DATED (SEE ITEM 11)	
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 \_\_\_\_\_ copies of the amendment; (b) By acknowledging receipt of this amendment on 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 ACKNOWLEDGEMENT 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 ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	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.)

The purpose of this amendment is to make changes to the Request for Proposal (RFP) posted on June 6, 2008. Changes are as follows:

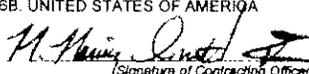
(1) Delete Page 64 of the solicitation document in its entirety and replace with Attachment I - Change Page 64a. and 64b.

(2) Delete Pages 73 and 74 of the solicitation document in its entirety and replace with Attachment II - Change Page 73a., 74a. & 74b.

Note: These pages have been re-numbered using the "a" and "b" designations in order to keep the original page numbers for the remainder of the RFP.

Continued ...

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) Harrison Smith		
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 6/13/08

NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>(3) Incorporate Attachment III - PACTS RFP Attachment J-1 - Monthly Contract Status Report Excel spreadsheet.</p> <p>(4) Provide the RFP Attachments as follows:</p> <p>ATTACHMENT J-2 - PACTS SUBCONTRACTING REPORT (Word Format)</p> <p>ATTACHMENT J-3 - NON-DISCLOSURE AGREEMENT (Word Format)</p> <p>ATTACHMENT J-5 - PROGRAM MANAGER RESUME FORMAT (Word Format)</p> <p>ATTACHMENT J-6 - RELEVANT EXPERIENCE FORM (Word Format)</p>				
	<p>ATTACHMENT J-7 - PAST PERFORMANCE STATEMENT (Word Format)</p> <p>ATTACHMENT J-8 - PAST PERFORMANCE QUESTIONNAIRE (Word Format)</p> <p>ATTACHMENT J-9 - STAFFING LEVEL PROFILE FORM (Word Format)</p> <p>ATTACHMENT J-10 - LABOR CATEGORIES AND QUALIFICATIONS (Word Format)</p> <p>ATTACHMENT J-11 - QUALITY RECOGNITION AND CERTIFICATION PROFILE FORM (Word Format)</p> <p>ATTACHMENT J-12 - PROPOSAL PREPARATION CHECKLIST (Word Format)</p> <p>ATTACHMENT J-13 - DHS OFFICIAL SEAL USAGE APPROVAL FORM (Word Format)</p> <p>All other terms and conditions remain in full force and effect.</p>				

**Tab C – Factor 2: Experience (2 pages for Each Form, Maximum of 10 Forms (Excludes Teaming Arrangements)) – Phase I**

Tab C information shall be submitted for each Functional Category to which the Offeror is proposing. Each section shall be clearly marked with the name and number of the Functional Category.

If the Offeror is proposing with a team and requests that DHS evaluate a team member's/subcontractor's experience under Factor 2: Experience, the response to Factor 2 must include teaming agreements duly executed by the parties of the Offeror's team. Those teaming agreements shall be valid for a period of not less than five (5) years. Offerors shall submit a statement in their proposal indicating an understanding that DHS will evaluate the data received from the team and if an award is made based upon this information, DHS will not allow substitutions of team members or the addition of new members except under extreme circumstances as may be determined at the sole discretion of the Contracting Officer.

Offerors shall provide experience information for active or complete "relevant/recent" contracts/task orders and subcontracts (including Federal, State, and local Government and commercial) ~~directly related to each of the proposed Functional Categories.~~ Experience information provided may be from either the prime or a team member/subcontractor. Recent is defined as within the last five (5) years from the date of release of this RFP. Relevant is defined as work similar in complexity and magnitude to the scope of work identified in the SOW and the NAICS code descriptions. Offerors shall provide the information required in accordance with Attachment J-6, *Relevant Experience Form*. Use one (1) form per experience.

The desired number of years of experience, by Functional Category, for prime Offerors proposing with team members/subcontractors, without team members/subcontractors, or as a Joint Venture, is as follows:

Functional Category 2 (FC2) - Administrative Services and Functional Category 3 (FC3) - Clerical Services. Two (2) years of experience relevant/recent to the proposed Functional Category is desired for the prime or component of the a Joint Venture, and an additional two (2) years of relevant/recent experience is desired for each team member/subcontractor, if any.

Functional Category 1 (FC1) - Program Management Services and Functional Category 4 (FC4) - Technical Services. Three (3) years of experience relevant/recent to the proposed Functional Category is desired for the prime or component of a Joint Venture, and an additional three (3) years of relevant/recent experience is desired for each team member/subcontractor, if any.

The desired number of experience forms for an Offeror without team members or subcontractors is three (3) for each proposed Functional Category. The maximum number of experience forms for an Offeror without team members or subcontractors is ten (10) for each proposed Functional Category.

The desired number of experience forms for an Offeror with team members or subcontractors is three (3) for the prime Offeror and one (1) from each team member or subcontractor for each proposed Functional Category. The maximum total number of experience forms is ten (10) for each proposed Functional Category.

The desired number of experience forms for a Joint Venture without team members or subcontractors is three (3) from at least one (1) of the components of the Joint Venture, and one

(1) from each of the remaining components of the Joint Venture for each proposed Functional Category. The maximum number of experience forms for a Joint Venture without team members or subcontractors is ten (10) for each proposed Functional Category.

The desired number of experience forms for a Joint Venture with team members or subcontractors is three (3) from at least one (1) of the components of the Joint Venture, and one (1) from each of the remaining components of the Joint Venture, team member, or subcontractor for each proposed Functional Category. The maximum number of experience forms for a Joint Venture with team members or subcontractors is ten (10) for each proposed Functional Category.

conducting its evaluation. Each Offeror is responsible for ensuring that the information provided is thorough, accurate, and complete.

All status-eligible SDVOSBs are invited to submit a Phase I proposal. Based upon the Program Manager Qualifications and Experience factors, the Government will assign an overall adjectival rating to rank each vendor in a comparative assessment of competing proposals.

## **M.2 Basis for Award**

The Government intends to award multiple contracts to the responsible Offerors whose proposals represent the best value to the Government, price and other factors considered. The source selection will be conducted at the Functional Category level (Functional Categories 1 - 4). A sufficient number of awards will be made under each Functional Category to ensure adequate competition at the TO level. Offerors proposing to multiple Functional Categories are advised that award may be made on one (1), all, or any combination of the Functional Categories to which the Offeror proposes.

## **M.3 Evaluation Factors**

The selection decision will be based on evaluation of the following factors:

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### (a) Non-Price Factors

#### Phase I

- Factor 1: Program Manager Qualifications
- Factor 2: Experience

#### Phase II

- Factor 3: Program Management and Quality Control
- Factor 4: Past Performance
- Factor 5: Ability to Provide Effective Solutions
- Factor 6: Ability to Recruit, Train, and Retain High Quality Personnel

### (b) Price Factor (non-rated)

#### Price

Order of Importance: For Phase I, Factors 1 and 2 are in descending order of relative importance. For those most highly rated proposals that are selected for Phase II, Factors 1 and 2 are significantly more important than Factor 3. Factor 3 is more important than Factors 4, 5, and 6, which are of equal importance. When combined, all non-price factors are significantly more important than price. As proposals become more equal in terms of non-price factors, price becomes more important.

### **M.3.1 Evaluation Factors – Phase I**

The evaluation factors for Phase I are Factor 1: Program Manager Qualifications and Factor 2: Experience. The Government will evaluate Factors 1 and 2 to determine the most highly rated Offerors that will be eligible for Phase II.

#### **M.3.1.1 Factor 1: Program Manager Qualifications**

The Government will evaluate the qualifications of the proposed contract-level Program Manager to determine the extent to which his/her experience is commensurate with the

requirements of a contract of this type, size, scope, and complexity, and the extent which his/her qualifications address the labor category description for the contract-level Program Manager described in *Attachment J-10, Labor Category Table*.

### **M.3.1.2 Factor 2: Experience**

The Government will evaluate the experience information submitted for the Prime, as well as that of proposed team members or components of a Joint Venture, for active or complete “relevant/recent” contracts/task orders and subcontracts (including Federal, State, and local Government and commercial) directly related to the Functional Categories to which the Offeror is proposing. Recent is defined as within the last five (5) years from the release date of this RFP. Relevant is defined as work similar in complexity and magnitude to the scope of work identified in the SOW. This evaluation will focus on the size, scope and complexity of the efforts, and the degree of relevance to the proposed Functional Category and NAICS code descriptions. If applicable, the evaluation will also address the extent to which the proposal includes teaming agreements duly executed by the parties of the Offeror’s team for a period of not less than five (5) years.

### **M.3.2 Evaluation Factors – Phase II**

The evaluation factors for Phase II are ~~Factor 3: Program Management and Quality Control~~; Factor 4: Past Performance; Factor 5: Ability to Provide Effective Solutions; Factor 6: Ability to Recruit, Train, and Retain High Quality Personnel; and Price.

#### **M.3.2.1 Factor 3: Program Management and Quality Control**

##### **(1) Program Management**

The Government will evaluate the proposed management structure and management solutions for the extent to which:

- The approach and methodologies to the planning, execution, tracking, and reporting of the TOs awarded under this contract demonstrate sound and logical business practices.
- The proposed Project Management approach and the Offeror’s methodology for ensuring that cost, schedule and performance objectives (including service level agreements or other types of performance metrics and measures) are controlled, reported, and managed.
- The approach for managing multiple TOs demonstrates knowledge and application of project management disciplines.
- The Offeror’s governance and reporting structure provides transparency and Government access to real time cost, schedule and performance metrics.

##### **(2) Quality Control**

The Government will evaluate the extent to which the proposed Quality Control process includes a comprehensive, verifiable, and self-implementing approach for monitoring its performance and handling corrective actions.

##### **(3) Certifications, Quality Recognition, and Awards**

The Government will evaluate the extent to which quality recognition, awards, and certifications received by the Offeror demonstrate the existence and application of high quality processes in

delivering solutions to its customers. Emphasis will be placed on quality awards and certifications that are current and directly relevant to the Functional Categories to which the Offeror is proposing. International and national level awards and certifications will be considered more highly than local and regional awards. In addition, the Government will

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