

2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE July 22, 2007	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. <i>(If applicable)</i>
6. ISSUED BY Court Services and Offender Supervision Agency Office of Procurement 633 Indiana Avenue, NW, Suite 880 Washington, D.C. 20004		7. ADMINISTERED BY <i>(If other than Item 6)</i>	

8. NAME AND ADDRESS OF CONTRACTOR <i>(No., street, county, State, and ZIP Code)</i> Prospective Offerors	(X)	9A. AMENDMENT OF SOLICITATION NO. CSOSA--08-R-0020
	<input checked="" type="checkbox"/>	9B. DATED <i>(SEE ITEM 11)</i> July 02, 2008
	<input type="checkbox"/>	10A. MODIFICATION OF CONTRACT/ORDER NO.
		10B. DATED <i>(SEE ITEM 13)</i>
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 1 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 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: <i>(Specify authority)</i> THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES <i>(such as changes in paying office, appropriation date, etc.)</i> SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER <i>(Specify type of modification and authority)</i>

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.)*

1. The purpose of this amendment is to provide the Agency's responses to questions submitted in response to solicitation CSOSA--08-R-0020.

2. This amendment is hereby incorporated and made part of solicitation CSOSA--08-R-0020, Psychological Support Services.

SEE ATTACHED CONTINUATION PAGES

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 <i>(Type or print)</i>		16A. NAME AND TITLE OF CONTRACTING OFFICER <i>(Type or print)</i>	
		Elijah Anderson, Contracting Officer	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
<i>(Signature of person authorized to sign)</i>		<i>(Signature of Contracting Officer)</i>	

3. The proposal submittal date has changed. Offerors are requested to provide proposals in response to this solicitation prior to August 1, 2008 at 2:00 P.M. EST.

4. The following are questions submitted to the Government by prospective offerors in response to the Court Services and Offenders Supervision Agency (CSOSA) solicitation for Psychological Support Services.

Question 1

Are sole ownership applicants such as myself required to have workman's compensation and all other listed when and if one has the malpractice insurance and car insurance as well as property damage insurance" per section 5.12?

Answer: Yes.. Contractors are required to comply with applicable Federal and State workers' compensation and occupational disease statutes. Because the contractor will perform work in a Government facility and to protect the interest of both the contractor and the Government, contractor is required to have workman's compensation in the amount identified in the solicitation. The requirement for workman's compensation shall apply to all offerors to include sole ownership, Self Employed contractors, Limited Liability Companies or others.

Question 2

In the schedule of services, the estimated quantity of Group Psychological Intervention sessions list 1,872 per year. Is this the number of sessions available for groups at the RSC? If the 1,872 sessions is an actual number, is the solicitation asking how many sessions the solicitor proposing to provide? In another part of the document it says the government's estimated need for group intervention services is approximately 36 sessions per week, is this the finite number of group sessions to bid on?

Answer: 1872 is the Government's total estimate of the number of Group Psychological Intervention sessions that will be required each year for the resulting contract. These numbers are estimates and maybe adjusted downward or upward as necessary. The 1872 estimate was obtained from the table in section 2.5.2(f) of the solicitation. The 1872 estimates will consist of various group topics as identified on section 2.5.2(f). An offeror's proposal shall clearly indicate if the offeror cannot provide all the estimated 1872 hours per year. If the offeror cannot provide services for all of the three groups listed, the offeror may submit proposals for one or more of the groups. Section 2.5.2(f) that reads as follows is correct, "The Government's estimated need for group intervention services is approximately thirty six (36) sessions per week".

Question 3

Currently, contractors provide consultation to the RSC during weekly Interdisciplinary Treatment Team meetings. Is this service one that will be part of the solicitation's scope of work? Additionally, individual therapy is currently being provided at the RSC. Is it a part of this scope of work?

Answer: At the present time, only the task identified in this solicitation will be required by the RSC.

Question 4

Do all contractors, even individual or sole proprietorship need worker's compensation? If so, does a corporation or LLC with one worker and one or more consultant(s) need \$100,000 per person (employee) as well as \$100,000 for each contractor with the company?

Answer: Yes. All contractors, even individual or sole proprietorship will need worker's compensation in order to provide services for the resulting contract(s). See the Agency's answer to question number one (1) above. Federal Regulations require employer's liability coverage of at least \$100,000 shall be required, except in States with exclusive or monopolistic funds that do not permit workers' compensation to be written by private carriers. The regulations do not specify how the coverage is to be broken out (e.g. \$100,000 per person (employee) as well as \$100,000 for each contractor with the company).

Question 5

I was informed that all applications have to submit a cost for testing. Did I misunderstand this? Under the guidelines for those proposing to apply under Group Psychological Services, there is no indication to provide psychological testing.

Answer: Offerors submitting a quote for only CLIN 0002, Group Psychological Intervention are not required to submit a proposal for CLIN 0001, individual Psychological Evaluations. In

accordance with the solicitation section 1.1, Schedule of Services, Note 2, "This is not an all or none solicitation. Contractors may select any of the Contract Line Numbers (CLIN) in section 1.1 above to submit a proposal (e.g. CLINs 0001 and 0003). All offerors submitting a proposal must make an offer for CLIN 0003. CLIN 0003 can not be the sole offer of the contractor." If a prospective Offeror submit a proposal for CLIN 0001, Individual Psychological Evaluations, the offeror proposal must include both sub CLIN 0001A, and sub CLIN 0001B. The Government will not accept proposals for sub CLINs only.

Question 6

What specific insurance benefits are needed by an individual who has a business and is submitting this application? I am trying to determine would I need to offer worker's compensation, etc.

Answer: See section 5.12, Insurance Requirements, pages 28 and 29 of the solicitation for the specific insurance benefits needed by an individual who plans to submit a proposal in response to this solicitation. Additionally, the prospective offerors should review the Agency's answer to questions one (1) and four (4) above.

Question 7

On pages 4 -5, there is a list of Supplies or Services and Price/Cost. There are also fees listed under Base Period, Option Period One, option Period Two, Option Period 3 and Option Period 4. In doing the cost proposal, should we include costs for services offered under each of the 5 periods (including base period)?

Answer: Yes. Offerors must submit a proposal for the base period and all subsequent option periods in the solicitation. Failure to provide a pricing proposal for all five option periods could result in an offeror's proposal being none responsive and not receive full consideration of the offer. Offerors may use the schedule of pricing in section 1.1, pages four (4) through five (5) of the solicitation in their price proposal if they so desire.

Question 8

Is there a budget formula, scale for the budget or a template to follow for the Cost Proposal?

Answer: No. There is not a specific budget formula, scale for the budget or template to follow for the cost proposal. Offeror may use the schedule of pricing in section 1.1, pages four (4) through five (5) of the solicitation to identify their cost proposal pricing if they so desire. Offerors are advised to review section 8.3(b) of the solicitation for price proposal submittal instructions.

Question 9

Since each prospective contractor has to include 0003 Training Services in their bid, would that require submitting two separate technical proposals and two separate cost proposals (i.e, 0003 Training Services and 0002 Group Psychological Intervention)?

Answer: No. Offerors technical proposal should be one single document which addresses those CLINs that the contractor is making an offer. The cost proposal should also be a single document that provides pricing for CLINs which the offeror plans to perform.

Question 10

Can you clarify the difference between 001A Conduct Psychological Evaluations and 001B Administer Psychological Test, because there is a huge discrepancy between Estimated Quantity and one is session and the other is Evaluation measured by unit.

Answer: 001A Psychological Evaluations - are one-on-one evaluations that are conducted to confirm or deny a diagnosis (i.e., rule-outs), identify cognitive impairments and provide a prognosis about treatment responsiveness. 001B Psychological Test - is the actual administration of one or more of the Psychological Testing instruments listed.

Question 11

Is there a budget form with the RFP?

Answer: The Government has an internal Government Cost Estimate for the required services; however, the IGCE is only for Government use and is not shared with prospective offerors.

Question 12

Regarding the facilitation of the training once a year, I am assuming that topic is about psychological testing, if not please clarify.

Answer: *In the performance of Facilitates Training for RSC Staff CLIN 0003A, 1003A, 2003A, 3003A and 4003A the contractor will be required to provide RSC staff with training in the CLIN for which the offeror is successful at obtaining a contract. For example, if an offeror is awarded a contract for Individual Psychological Evaluations, the contractor shall provide training to the RSC staff identified by the contract Contracting Officer Representative (COTR) on topics associated with Individual Psychological Evaluations. The Government will not be liable for separate cost associated with the vendor's perperation of the training.*

Question 13

Section 2.10 Part B, I have a 5th year doctoral student who has worked for me for 2 years and is well trained in conducting psychological testing and has a LPC who is under my supervision, will this be a problem? In addition, I have a Psychometrican and Psychometrican assistant who conducts administration of a personality test, which is interpreted and reported by the psychologist staff an they handle administrative duties as well, will that still be allowed, which works great

Answer: *Each offer should propose their best approach to meeting the requirements of the solicitation. The Government will evaluate the merits of each offerors proposal based on the evaluation factors in the solicitation. We can not determine if a 5th year doctoral student as identified in question thirteen above will meet the requirement in the solicitation until after a review of the offeror's proposal has been conducted.*

Question 14

Section 2.10 Part B, My therapist has a LPC for 2 years is that a problem?

Answer: *See question thirteen above. The Agency's answer to question thirteen above applies to this question.*

Question 15

Section 2.5.3 part B, Is there a scheduled date and time for the mandatory (6) hrs

Answer: *There not established dates and time for the mandatory training required in section 2.5.3(b)(3). The training is usually given on an annual basis The Government will provide the Contractor with the dates of the training at least 30 days before the training is scheduled to begin.*

Question 16

Is there an incumbent for this contract?

Answer: Yes, there are incumbents currently providing the services required by this solicitation.

Question 17

Is there an incumbent for the Psychological Testing portion of this contract?

Answer: Yes, there is an incumbent that is providing Psychological Testing at the RSC.

Question 18

What certifications are required for group Psychological Intervention?

Answer: See section 2.10(b), Contractor's Professional Personnel Qualifications, page 13 of the solicitation.

Question 19

In section 2.8(f), Contractor Personnel Qualifications, page 12 of the solicitation it states that, "Have the requisite educational and professional experience outlined for the positions and services that they wish to provide as outlined in section 1.12". We have no section 1.12". Please clarify.

Answer: There is no section 1.12 in the solicitation. Section 2.8(f), Contractor Personnel Qualifications, page 12 of the solicitation is hereby changed to state the following, "Have the requisite educational and professional experience for the services that they wish to provide in accordance with sections 2.8 (Contractor Personnel Qualifications), 2.9 (Physical Standards), and section 2.10(Contractor's Professional Personnel Qualifications)."

Question 20

Has the Government's estimated need for group intervention services (as outlined in section 2.3.2) increased, decreased or remained the same from the last 2 years? If it has increased or decreased, by how much?

Answer: The Government's need for group intervention services has not changed; however, the length of time available for award has decreased.

Sample Group Topic	Session Length (Minutes) per this solicitation	Frequency per this Solicitation	Session Length Minutes Currently	Session Length Frequency (Current)
Psychotherapy & Trauma	68	2/week/unit	90	2/week/unit
Cognitive Behavioral Therapy	45	2/week/unit	60	2/week/unit
Relationships	45	2/week/unit	60	2/week/uni

Question 21

Will the due date for response to this solicitation be extended beyond July 29, 2008?

Answer: Yes . Unfortunately, the Agency will not extend the the due date for prospective offerors proposals unless ther are extenuating circumstances that require an extension.

5. The following language in section 8.3(b)(2)A of the solicitation is hereby deleted and is not required as part of the offeror's cost proposal:

A detailed breakdown of the hourly rate calculations for personnel, including overhead rates applied to each hourly rate. Specifically, the breakdown shall include the formula(ae) used to burden the base hourly rate (e.g., fringe, overhead, G&A and profit).

6. Offeror shall provide a copy of this amendment with their proposal submittal in accordance with section 11 of this Standard Form 30.

7. All other terms and conditions of the solicitation shall remain unchanged