

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE PAGE OF PAGES  
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2. AMENDMENT/MODIFICATION NO. 001  
3. EFFECTIVE DATE 1/12/09  
4. REQUISITION/PURCHASE REQ. NO.  
5. PROJECT NO. (If applicable)

6. ISSUED BY CODE  
7. ADMINISTERED BY (If other than Item 6) CODE

African Development Foundation  
1400 Eye Street NW Suite 1000 10th. Floor  
Washington DC 20005  
Attn: Paul Robinson

African Development Foundation  
1400 Eye Street NW Suite 1000 10th. Floor  
Washington DC 20005  
Attn: Paul Robinson

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) (X) 9A. AMENDMENT OF SOLICITATION NO.

ADF-09-HQ-R-0018

9B. DATED (SEE ITEM 11)  
12/29/08

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 13)

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 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 your 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)  
FAR Part 13

**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:  
-Extend to response date from 3:00PM (EST) Tuesday January 13, 2009 until 3:00PM (EST) Friday January 16, 2009.  
-Section III change Section Title from Evaluation Factors to Required Knowledge, Skills and Abilities  
-Delete Item #1) Section III

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)

Lottie Plater

15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. UNITED STATES OF AMERICA 16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

1-13-08

The Following will be deleted in its Entirety Section III Evaluation Factors and replace with the Following:

Section III Evaluation Factors:

- Technical Ability
- Resume/Education
- Communication

The Following will be deleted in its entirety item #2 Highly Desired knowledge, Skills and Abilities replace with:

- Item #2 Highly Desired (but not required) Knowledge, Skills and Abilities.
- Ability to read and communicate in French and / or Swahill.
- Field experience in working with grassroots groups in Africa.

The Following will be deleted in its entirety Phase 2: Technical Qualifications replace with:

#### PHASE 2: TECHNICAL QUALIFICATION S

- Please provide a written statement that shows demonstrated knowledge of international development issues particularly affecting small producer groups and micro enterprises.
- Please provide a written statement that describes work experience analyzing and summarizing data from excel spreadsheets or other sources.

The Following will be added to Section L Instructions, Conditions and Notice To Offerors

Proposal Submission #2.:

- Submit Salary History
- Proposals may be submitted by E-mail to: Paul Robinson@ [probinson@usadf.gov](mailto:probinson@usadf.gov)

The following will be deleted in its Entirety Section IX. Evaluation Criteria, Evaluation Factors for Award and replace with:

IX. Evaluation Process for Award:

- Phase 1: Review of Evaluation Factors
- Phase 2: interview Process

An Evaluation will be done based on the evaluation factors listed in Section III above. There will also be an interview process where questions about your experience, past performance and how it relates to the Scope of Work. Both of these steps together will conclude the evaluation process.