

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE  
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2. AMENDMENT/MODIFICATION NO. 08T080127S  
3. EFFECTIVE DATE 08/09/2008  
4. REQUISITION/PURCHASE REQ. NO.  
5. PROJECT NO. (if applicable)

6. ISSUED BY CODE DAM  
DHHS/PSC/SAS/DAM  
PARKLAWN BUILDING, ROOM 5-101  
5600 FISHERS LANE  
ROCKVILLE, MD 20857  
7. ADMINISTERED BY (if other than Item 6) CODE

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)  
9A. AMENDMENT OF SOLICITATION NO. 08T080127S  
9B. DATED (SEE ITEM 11) 07/22/2008  
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 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)

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 attached.

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

### QUESTIONS AND ANSWERS

The following questions and answers are incorporated into this solicitation and are communicated:

#### QUESTION 22

Amendment 1 to the original RFP states that the expected range of contracts will be between \$125,000 and 175,000.

Re: Travel – this is a cost-reimbursable item to be negotiated at award. When developing the budget, is travel to be included in, or is it considered separate from, the expected range of award above?

Re: Indirect Costs – is this cost included in the expected range (125-175 thousand) or is it in addition to?

#### ANSWER 22

Travel should be included as a separate cost. The business proposal should have a firm-fixed price amount and a separate travel estimate. The travel estimate will be used as a basis to negotiate the not-to-exceed cost-reimbursable ceiling for travel under the contract.

Indirect Costs are included in the expected range. In fact, the expected range anticipates travel costs and all costs associated with the firm-fixed price amount (i.e. all allowable and allocable costs).

#### QUESTION 23

I need to clarify the intent of the wording of the above reference RFP regarding publication restrictions (page 18). Our organization cannot accept any funding that imposes publication restrictions. I have been advised to check with you whether this requirement can be waived or removed from the RFP so that we may apply.

#### ANSWER 23

This question refers to Section H.3. of the RFP. This section will be removed from the RFP (see below).

#### QUESTION 24

I wanted to ask whether participants (i.e., primary care physicians) can be charged a registration fee for attendance for the educational activities to cover any unreimbursed expenses or any expenses not allowable per the RFP (e.g., room rental, meals).

#### ANSWER 24

Amendment 2  
RFP 08T080127S

First, the only reimbursable expense will be travel. Vendors will be paid the firm-fixed price amount upon completion and acceptance of the work and deliverables required under the contract regardless of actual costs incurred. Analysis will be done to determine that the firm-fixed price amount proposed is fair and reasonable, as well as realistic, to complete the requirements of the contract.

HHS may not charge an attendance fee nor permit its contractor to do so as we lack authority for this. HHS also intends on awarding a firm-fixed price contract and not a cost-sharing contract.

Second, room rental is an allowable expense. The language in Section H.1. is a restriction on leasing real property or the renting of space that is akin to leasing of real property (such as renting office space).

**QUESTION 25**

Can we use a small honorarium for the faculty speakers as an allowable cost?

Can we use the cost of CME-application fees and certificate fees as an allowable cost?

ANSWER 25

Yes, honorarium for the faculty speakers is an allowable cost. Yes, CME-application fees and certificate fees are allowable costs.

**OTHER AMENDMENTS**

**The following changes are made:**

1. Section H.3., PUBLICATIONS/AUDIOVISUAL/PUBLIC AFFAIRS SERVICES, is deleted in its entirety.