

**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

1. CONTRACT ID CODE

PAGE OF PAGES

2. AMENDMENT/MODIFICATION NO.

3. EFFECTIVE DATE

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO. (If applicable)

000006

09/09/2008

6. ISSUED BY

CODE

DHS/OPO/DEPT. OPS

7. ADMINISTERED BY (If other than Item 6)

CODE

DHS/OPO/DEPT. OPS

U.S. Dept. of Homeland Security  
Office of Procurement Operations  
Dept. Operations Acquisition Div.  
245 Murray Lane, SW  
Building 410  
Washington DC 20528

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Office of Procurement Operations  
Dept. Operations Acquisition Div.  
245 Murray Lane, SW  
Building 410  
Washington DC 20528

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 to the Request for Proposal (RFP) is to: 1) remove the requirement for participation in E-Verify for any vendor who is awarded a contract pursuant to the solicitation; and, 2) notify vendors that the MITRE Corporation will be providing acquisition support to the Office of Procurement Operations (OPO) for this procurement.

Change Page 67a and page 78 are hereby deleted in their entirety and replaced with Change Page 67a and Change Page 78a, respectively.

All other terms and conditions remain in full force and effect.

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

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

(Signature of Contracting Officer)

9/19/08

that are not issued at the organizational level, agency level, or above should not be included. **(Attachment J-11 is excluded from the page limitations)**

(4) The Offeror shall state the level of current or planned participation in the DHS E-Verify Program. E-Verify (formerly known as the Basic Pilot/Employment Eligibility Verification Program) is an Internet-based system operated by the Department of Homeland Security in partnership with the Social Security Administration that allows participating employers to electronically verify the employment eligibility of their newly hired employees.

E-Verify is free and is the best means available for determining employment eligibility of new hires and the validity of their Social Security Numbers.

**Tab F – Factor 4: Past Performance (5 pages per Past Performance Statement, Minimum of 3 Past Performance Statements, Maximum of 10) – Phase II**

Tab F 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.

Offerors must provide, at a minimum, three (3) contract/task order and subcontract (including Federal, State, and local Government and commercial) summaries detailing the work performed on “recent/relevant” efforts selected from the list of experiences provided under Factor 2 for each Functional Category to which the Offeror is proposing. If an Offeror is providing more than the minimum number of three (3) statements, at least three (3) of the past performance statements must come from the prime or one (1) of the components of the Joint Venture. Recent is defined as within the last five (5) years of 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.

(1) Using Attachment J-7, *Past Performance Statement*, the Offeror shall identify, for each proposed Functional Category, a minimum of three (3) up to a maximum of ten (10) recent and relevant Government and/or commercial efforts on which it and/or its team member/subcontractor has performed as the prime or subcontractor.

The past performance response shall include a description of how the Offeror's past performance demonstrates a capability and capacity to deliver high quality service and solutions in a performance based environment within the proposed Functional Category. **Each statement is limited to five (5) pages.**

The response shall focus on the key requirements of the project, as well as the size, scope and complexity of the efforts, the relevance to the Functional Category (Attachment J-7, Part II), if applicable, the performance measures and service level metrics applied to specific program objectives, and the actual results achieved against those measures (Attachment J-7, Part III).

(2) The Offeror shall also be responsible for ensuring that each of the customer references receives, completes and return an Attachment J-8, *Past Performance Questionnaire*, to the Contracting Officer. The completed Questionnaire shall be submitted directly via email from the customer reference to [PACTS@DHS.GOV](mailto:PACTS@DHS.GOV) by the due date established for receipt of offers.

Factor 4: Past Performance will be evaluated qualitatively and categorized as Outstanding, Good, Acceptable, Unsatisfactory, and Neutral. The following table defines these adjectives.

<b>Rating</b>	<b>Symbol</b>	<b>Definition</b>
<b>Outstanding</b>	<b>O</b>	Based on the Offeror's record of past performance, no issues, concerns, or risks are associated with receiving timely services and contract performance. Past performance surveys and the Offeror's experiences indicate that the Offeror is capable of significantly exceeding the requirements of the RFP.
<b>Good</b>	<b>G</b>	The Offeror's record of past performance indicates there is very little risk associated with receiving quality products, timely services and full contract performance. Past performance surveys and the Offeror's experience indicate the Offeror is capable of exceeding the requirements of the RFP.
<b>Acceptable</b>	<b>A</b>	The Offeror's record of past performance indicates that there is some potential risk associated with receiving quality products, timely services, and contract performance. Past performance surveys and the Offeror's experience indicate the Offeror is capable of meeting the requirements of the RFP.
<b>Unsatisfactory</b>	<b>U</b>	The Offeror's record of past performance indicates it is likely to have problems meeting the requirements of the RFP.
<b>Neutral</b>	<b>N</b>	No past performance/experience available for evaluation. Offeror has asserted that it has no directly related or relevant past performance experience. Proposal receives no merit or demerit for this factor.

**M.5 Contractor Support**

Offerors are hereby notified that the Government intends to have contractor support provide assistance during this acquisition. The company/organization may have access to some of the information contained in the Offeror's proposals and will be subject to appropriate conflict of interests and standards of conduct. The company/organization is also required to comply with strict confidentiality restrictions and all personnel working on this acquisition will execute Non-Disclosure Agreements. Acquisition Solutions Inc. and the MITRE Corporation are the Contractors currently providing acquisition support to the Office of Procurement Operations (OPO) for this procurement. Other contractors may provide support to the OPO during this procurement.

**(End of Section M)**