

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE Z	PAGE OF PAGES 1 8
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 07-Nov-2008	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY DCSO-H CONTRACTING SERVICES OFFICE ATTN: BEVERLY J. WILLIAMS 8725 JOHN J KINGMAN RD STOP 6220 (SUITE 1145) FORT BELVOIR VA 22060		CODE SP4705	7. ADMINISTERED BY (If other than item 6) See Item 6	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. SP4705-09-R-0002
			X	9B. DATED (SEE ITEM 11) 05-Nov-2008
				10A. MOD. OF CONTRACT/ORDER NO.
				10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer 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 <u>1</u> 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.				
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 <input type="checkbox"/> is not, <input type="checkbox"/> 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 add general instructions for proposal submission. See the following pages for changes.				
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)	
			TEL: _____ EMAIL: _____	
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 07-Nov-2008

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been added by full text:

GENERAL INSTRUCTIONS

GENERAL INSTRUCTIONS FOR PROPOSAL SUBMISSION

The Technical and Price/Cost Proposal(s) shall be separate documents. The Technical Proposal shall consist of Volumes I as described below. The Price/Cost Proposal shall be set forth in Volume III.

NOTE: The Technical Proposal must not contain any reference to cost or any other related pricing. Proposal information will be streamlined as much as possible.

A detailed description of the format, content and page limitations of each volume is provided below.

The offeror shall submit four (4) written copies of its proposals with the appropriate listed subject headings as set forth below. Of these four (4) copies, three (3) copies shall contain no mention of the offeror's name, or to the maximum extent practicable, include any information that could identify the Offeror. Identification of the "no mention of the offeror's name" on the cover page of the specific volumes.

Each technical proposal shall be limited to the following number of standard (8-1/2 by 11 inch, Min. 10 pitch font) pages, including any drawings, sketches, and appendices. Proposal(s) should be submitted in CD ROM using WORD/EXCEL formats. Title/Heading on volumes to be utilized for identification of the solicitation/requirement is "Mechanical Services".

I. GENERAL

Proposals shall be submitted in accordance with the closing date established in Block 9 of Standard Form 33.

Proposals shall remain valid for a period of 120 days from the solicitation closing date unless stated otherwise.

The offeror's proposal should be packaged for delivery so as to assure safe and timely arrival at destination. The proposal package should be mailed or delivered to the address shown in Block 7 of Standard Form 33 and clearly marked: RFP No. SP4705-09-R-0002.

The proposal shall respond directly to each factor/subfactor. The non-price volumes of the proposal **shall not** contain price data. Responses shall not reference data in another volume.

The written proposals shall be provided in four (3) volumes identified as follows:

Volume I – Technical Proposal

- Subfactor 1-Ability to provide written verification of an ACTIVE Facility Security Clearance

- Subfactor 2 -Demonstration of ability to provide for mechanical services and understanding the Government's requirements
- Subfactor 3 -Key Personnel with SECRET Clearances
- Specific Subcontracting Plan

Volume II – Past Performance

Volume III – Price/Cost Proposal

All volumes are due at the closing date of solicitation. The information submitted as Volume I through III shall be evaluated on the information presented; therefore, organization, clarity, accuracy of information, relevance, and completeness are of prime importance.

Each volume shall be contained in a separate three-ring slant-D binder of medium size. Several copies of each volume must be submitted (see table below). Each copy will be contained in its own binder. A binder cover sheet shall be affixed to the outer cover of each volume, which clearly identifies each volume (by volume number and name), copy number (i.e. copy 1 of 5), the RFP number, date of submission, and Offeror's name. This information shall also appear on the edge of the binder to allow for rapid accountability when placed in vertical position in a storage cabinet. Tab indexing shall be used to identify all sections within a particular proposal volume. There shall be no writing on the tab index page other than the writing required to identify the particular section.

VOLUME	QUANTITY
Volume I	4
Volume II	4
Volume III	3

II. VOLUME I – TECHNICAL

A. Overview

Volume I shall consists of seven (7) sections. The table below identified each section and page limit. The Government shall not review pages that exceed the specified page limit.

SECTION	TITLE	PAGE LIMIT
Section 1	Organization Plan	10
Section 2	Personnel Resources and Management Controls	10 (Plus training agreements)
Section 3	Quality Control Plan	7
Section 4	Alteration Project Management Plan	5 (Plus subcontractor agreements)
Section 5	Resumes	2 per resume plus copies of license and certifications
Section 6	Summary of Personnel	5
Section 7	Subcontractor Management Plan	5 (Plus subcontractor agreements)

B. Organization Plan

The Organization Plan shall address the offeror's management process, authority and controls to ensure that objectives of this procurement are met. The structure proposed; lines of authority and responsibility for the performance of work; authority of the local management; crafts, skills and supervision available for local performance; personnel practices and management controls over the workforce shall be addressed. The organization plan shall provide a work breakdown structure relating all SOW work requirements and how the manpower will be allocated to the function from on-site staff or subcontractor support.

C. Personnel Resources and Management Controls

The offeror shall address the proposed organizational structure and management controls to be implemented to provide a capable and effective workforce **at all times** and the essential procedures and training programs to administratively support contract requirements. The offeror shall indicate a comprehensive plan to obtain properly certified/factory trained technicians as required in the sow for maintenance and repair of critical equipment and systems, and should provide agreements or contingency agreements with firms to provide the necessary training. The offeror shall include a staffing chart which identifies position, full or part time, and personnel proposed (including any subcontractor personnel) for the position. The offeror shall include an organizational chart demonstrating the line of authority flowing from the Program Manager.

D. Quality Control Plan

The offeror shall provide a quality control plan to describe the processes that his team would implement to comply with the SOW requirements. The plan shall include the proposed methods and techniques for detection, correction of deficiencies and capability of responding to service orders and shall address the contractor's procedures for evaluation individual deficiencies and trends to minimize repetition of deficiencies. The plan shall tie the quality control tasks to the positions identified in the staffing chart.

E. Alteration Project Management Plan

The offeror shall provide a management plan for the development of high quality, cost effective and timely IDQ proposals. The plan shall describe how the offeror intends to provide a staff, experienced in developing estimates using R.S. Means and soliciting proposals per the company guidelines to meet the requirements of the SOW. The offeror's plan shall describe how his proposed staff/procedures will provide for teaming in an effective manner with other contractors within the HQC who would be working on parts of the same alteration projects. The plan shall discuss whether the offeror to use subcontractor support or to augment its workforce with the offerors personnel not otherwise committed to the effort. The plan shall provide copies of subcontractor agreements and/or contingency agreements, or discuss the availability of offeror personnel not committed to the effort to be used for IDQ work.

F. Resumes

Using the format below the offeror shall provide resumes for all proposed personnel (both offeror and subcontractor personnel).

- a. Full name of proposed employee
- b. Proposed position
- c. Education
- d. Detailed description of previous ten (1) years of employment history. This description shall include the month and date began work, month and date stopped work, name of the company, position held, and summary of duties.
- e. Copies of current licenses and certificates relevant to this effort.
- f. **Evidence of verification (point of contact)** of level of security clearance per resume.

G. Summary of Personnel Qualifications

The proposal shall discuss the following in reference to key personnel (project manager, on-site supervisor and shift supervisor):

1. Evidence of their knowledge of the skill in performing and supervising on-site staff and subcontract personnel in repairs and maintenance of equipment and systems similar to those existing in the HQC building.
2. Evidence of their experience in management and operation of facilities similar in size and complexity to the HQC building.
3. Evidence of their experience in the management of maintenance programs and the supervision of maintenance personnel using a computerized maintenance management system and using computer tools for scheduling and producing reports in a complete and timely manner.

H. Subcontractor Management Plan/Subcontracting Plan

The offeror's plan shall provide comprehensive procedures for dealing with the following: obtaining certified/factory trained subcontractor technicians to respond to service order repairs and to perform required preventive maintenance per the SOW. The offeror shall describe in the procedures to be used to achieve a comprehensive arrangement with critical subcontractors to meet the SOW requirements. The offeror shall provide evidence to support that his procedures for selection of specific subcontractors has led to proposing a high quality team in all respects. The offeror shall provide subcontractor agreements or contingency agreements.

Subcontracting Plan

1. Large business offerors shall submit a subcontracting plan in accordance with FAR and DFARS Parts 19, with specific attention paid to FAR 19.704, FAR 52.219-9 and DFARS 252.219-702 and 252.219-704.
2. All cost and technical information must be included in the appropriate sections of the offeror's proposal in addition to submission of the subcontracting plan.
3. The offeror shall show the subcontractor's business size, the percentage and type of workload estimated to be subcontracted out.
4. All prospective subcontractors contacted by your firm in any manner should be expressly advised in writing that no solicitation on your behalf shall be construed in any manner to be an obligation on your part to enter into a subcontract with said subcontractor. Nor shall any contract result in any claim whatsoever against the United States Government for reimbursement of costs for any efforts expended by said subcontractor, regardless of whether or not your firm is successful in receiving a contract as a result of the proposal.

III. VOLUME II – PAST PERFORMANCE

A. The offeror shall submit as Volume II its evidence of past performance on contracts/delivery orders that have or had requirements consistent with the scope and complexity of this requirement as described in the Statement of Work. Past Performance information may be on contracts for Federal, State, or Local Government, or commercial contracts. All sections of Volume II shall be contained in the same 3-ring binder. Specific requirements for each section as specified below. Volume II shall consist of two sections:

- Section 1 - Past Performance Project Descriptions

B. Information provided by an Offeror in its proposal is subject to verification/validation by the Government during the evaluation and/or pre-award survey process. The Government reserves the right to contact the Government/commercial points of contact, project officials, and any other persons who have been involved in any of the contracts listed by the Offeror in its proposal, for the purposes of verifying the information provided and

obtaining additional information concerning the Offeror's performance on these contracts. This applies to the Offeror and any proposed subcontractors. Further, the Government may use past performance information obtained from other than the sources identified by the offeror. The information obtained will be used for both the responsibility determination and the best value decision.

C. Past Performance Project Descriptions

Offerors shall submit the following information as part of their proposal for both the offeror and proposed major subcontractors:

1. A list of the last 5 contracts and subcontracts during the past three years completed or currently in process (Do not provide a total of more than 8 project descriptions). Contracts listed may include those entered into by the Federal Government, agencies of state and local governments and commercial customers. Offerors that are newly formed entities without prior contracts should list contracts and subcontracts as required above for all key personnel. Each project description shall be no greater than two (2) 8.5x11 inch pages using a 12 point new courier font. The following format should be used for project description submittals:

2. Past Performance Project Description Format

a. Past performance project descriptions shall be submitted using the following format:

1. PROJECT NO.: Identity each Project Description (PD) by number; e.g., PD1, PD2, etc.
2. PROJECT NAME: Self-explanatory
3. PRIMARY PERFORMER: Self-explanatory
4. CONTRACT/ORDER NO: Indicate the contract number applicable, the order number under which the project was.
5. PRIME CONTRACTOR: Self-explanatory
6. MAJOR SUBCONTRACTORS: List the major subcontractors contract/order
7. CONTRACT/ORDER TYPE: e.g., IDIQ, FFP, T&M, etc.
8. CONTRACT/ORDER TOTAL DOLLAR VALUE: Indicate the total contract/order for the project.
9. CONTRACT/ORDER PERIOD OF PERFORMANCE: Indicate by month the start and completion (or ongoing) dates for the period of performance.
10. LIST OF QUALITY AWARDS OR QUALITY CERTIFICATIONS RECEIVED: List any quality awards, quality certifications of work performed for the project.
11. ASSIGNED PERSONNEL: Show the labor required to complete listed by labor category title, average number of people, hours by category.
12. CONTRACTING OFFICER NAME, ADDRESS, VOICE PHONE, FAX PHONE: Self-explanatory
13. ADMINISTRATIVE CONTRACTING OFFICER (if different than #12): NAME, ADDRESS, VOICE PHONE, FAX PHONE: Self-explanatory
14. GOVERNMENT/COMMERCIAL (CUSTOMER) TECHNICAL POINT OF CONTACT NAME ADDRESS, VOICE PHONE, FAX PHONE: Identity the individual (e.g. COR, COTR or Task Monitor)
15. FACILITY MAINTAINED: Identify the facility maintained and general description of the requirements (i.e. electrical system, electronic security system, etc.).
16. DESCRIBE SYSTEMS MAINTAINED: Provide a general description of the applicable system maintained (i.e. electrical system, electronic security system, etc.)
17. COVERAGE: Describe response time to routine, urgent and service calls. Identify whether your personnel maintained 24 hours a day (i.e. contractor employees maintained in a building) or what period of the time your employees day.
18. PROBLEM AREAS: Describe any problem areas encountered which may reflect negatively upon your organization from a perspective and the resolution of the problem.

b. The offeror may provide information on problems encountered on the contracts and subcontracts identified in (a) above, and the corrective actions taken to resolve those problems. Offerors should not provide general information on their performance of the identified contracts. General performance information will be obtained from the references.

c. The offeror may describe any quality awards or certifications that indicate the offeror possess a high-quality process for developing and producing the product or service required. Such awards or certifications include, for example, the Malcolm Baldrige Quality Award, other government quality awards, and private sector awards or certifications (e.g., the automobile industry's QS 9000, Sematech's SSQA, or ANSI/EIA-599). A copy of the award or certificate shall be included with the project description. Identify what segment of the company (one division or the entire company) that received the award or certification. Describe when the award or certification was bestowed. If the award or certification is over three years old, present evidence that the qualifications still apply.

3. Each offeror shall be evaluated on his/her performance under existing and prior contracts for similar products or services. Performance information shall be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to assure the best value to the Government. The Government shall focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. References other than those identified by the offerors may be contacted by the Government, and the information received shall be used in the evaluation of the offeror's past performance. The Past Performance Survey is located at Attachment C25 and will be used to collect this past performance information.

D. Client Authorization Letter

Offerors are encouraged to notify references provided in their proposal of the Government's intent to conduct past performance surveys, and encourage references to complete the surveys in a timely accurate manner. Attachment C24 provides a sample client authorization letter. Offerors should send their listed private sector references a letter similar to the one at attachment C24 authorizing the reference to provide past performance to the Government.

IV. VOLUME III – PRICE/COST PROPOSAL

A. The offerors shall submit as Volume III the submittals required by the RFP and the price proposal. All sections of Volume III shall be contained in the same 3-ring binder; specifically, Volume III shall consist of three (3) sections as follows:

Section 1 – Pricing schedule

Section 2 – Certifications

B. Cost/Pricing Schedule

Offerors shall submit a completed pricing schedule for CLINs 0001 through 4005, and the pricing summary. **The offeror shall type his proposed prices in the pricing schedule.** The offeror shall take care to ensure that mathematical calculations are correct. In instances where the unit price and extended price do not agree, the unit price will be used as the correct price. In instances where the summation of SUBCLINs are incorrect, the extended prices will be used as the correct price.

C. Certifications

Standard Form (SF) 33 and any modifications shall be included. SF 33 must include cage code, signature, and address of offeror. Sections B and D of this RFP contains several contractor self certification provisions and fill ins. A copy of sections B and D of the RFP should be submitted with each certification executed.

All cost information shall be placed in Volume III. Volume III shall include costs for the base period and the four (4) options in Section B. The cost proposal shall include a summary for each year and a five-year summary.

(End of Summary of Changes)