



February 24, 2009

AMENDMENT #1

FROM: Christina Kurant  
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Acquisition Support Services

Subject: Questions / Answers  
Solicitation ADF-09-R-0068  
EEO Consultant

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**Q1:** Does there exist possible flexibility for the EEO Consultant to complete some of the duties via an alternative work arrangement, such as telework or telecommuting?

**ANSWER:** NO

**Q2:** If the answer to Question no. 1 is "yes" or "maybe" would the successful bidder have an opportunity to suggest such an arrangement and the amount of responsibilities that can be accomplished via telework?

**ANSWER:** N/A

**Q3:** Is there an incumbent in this role?

**ANSWER:** NO

**Q4:** Does the Government have a preferred contractor (i.e., a contractor/employee who previously performed this role)?

**ANSWER:** NO

**Q5:** Does the role of EEO Director still exist at ADF?

**ANSWER:** NO

**Q6:** Is the successful bidder ultimately accountable to the ADF EEO Director (if there is still such a position), the Contracting Specialist or a combination of the two? Or, does the management team evaluate the effectiveness of the EEO Consultant?

**ANSWER:** *The incumbent shall report directly to the President/CEO of this Agency.*

**Q7:** The Period of Performance indicates the successful bidder will begin working as soon as 10 days after approval of the successful bidder's proposal. What is the anticipated length of the contract?

**ANSWER:** *The anticipated period of performance is approximately six (6) months to one (1) year.*

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**Q8:** Although the compensation is consistent with market salaries, consultant's expertise and best value to the Government, is there a ceiling price for this Solicitation?

**ANSWER:** *Candidates shall be evaluated on experience and expert knowledge. Please refer to "Instructions, Conditions and Notice to Offerors" for what constitutes a complete application submission.*

**Q9:** If responding to Question no. 8 proves difficult, is the Government seeking an EEO Consultant whose qualifications and expertise are similar to those of an SES employee with the Government, or, in the range of a GS-14 or GS-15?

**ANSWER:** *Candidates shall be evaluated on experience and expert knowledge. Please refer to "Instructions, Conditions and Notice to Offerors" for what constitutes a complete application submission.*

**Q10:** Is the approximate total staff of ADF around 110? If not, what is the size of ADF's workforce?

**ANSWER:** *ADF Headquarters staff is a mixture of government employees and personal service contractors. The total Headquarter workforce is about 50 employees.*

**Q11:** Has the ADF expanded its support to the 10 additional countries and/or areas in Africa as indicated in its most recent Congressional Budget Justification for FY2009? If not all 10, how much has ADF expanded from the 18 or so countries/areas in African currently served?

**ANSWER:** *ADF does not see where this information would apply to this requirement.*

**Q12:** To what extent is the EEO Consultant responsible for delivering EEO training, guidance and counsel to the field offices in the African continent? For example, with ADF field workers on rotation, say, in Nigeria: What level of expertise or knowledge should the successful bidder have pertaining to the Constitution of the Federal Republic of Nigeria, Articles 15, 17, 42(1), et. seq.?

**ANSWER:** *All EEO work will pertain to the Headquarters Office in Washington, DC.*

**Q13:** One of ADF's goals was to reduce the percentage (previously around 70%) of contractors in order to better manage its use of resources and the organization's flexibility. To that end, what is the current percent of contractors and/or PCS providers?

**ANSWER:** *ADF Headquarters staff is a mixture of government employees and personal service contractors. The total Headquarter workforce is about 50 employees.*

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**Q14:** Do you have any invoicing procedures you would like to be outlined in our proposal?

**ANSWER:** *The Contractor shall provide a monthly invoice. The invoice shall include the following:*

*Contractor Name • Contractor Address • Contractor Point of Contact (POC) Name • Phone Number and Email • Contract Number • Account Number • Invoice Number • Period of performance covered by the invoice • CLIN numbers • CLIN titles • Unit Price • Current charges • Charges to Date • Total Invoice Amount.*

*Invoices will be submitted to the Contracting Officer Representative (COR) named in the contract and a copy to the finance department. Most contractors will invoice on a monthly basis or whatever your normal business practice has been after services have been rendered.*

**Q15:** For pricing purposes, what is the period of performance on this contract? Is it for just one year or does it have a base year and options?

**ANSWER:** *The anticipated period of performance is approximately six (6) months to one (1) year.*