

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. A0002

3. EFFECTIVE DATE 02-13-2013

4. REQUISITION/PURCHASE REQ. NO.

5. PROJECT NO.(If applicable) MDC DR-4086-NJ

6. ISSUED BY CODE

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

Department of Homeland Security
FEMA Region II
Attention: Contracting
26 Federal Plaza, STE 1337
New York, NY 10278-0002

(See Block 6)

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)

To all Offerors/Bidders

(X) 9A. AMENDMENT OF SOLICITATION NO.

HSFE02-13-R-1106

X 9B. DATED (SEE ITEM 11) 01-26-2013

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, [X] 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 1 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.

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.

- (X) 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, [X] is required to sign this document and return 1 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 as follows:

- 1. Provide solicitation Clarifications, Revisions and Additions (See page 2 of this solicitation)
2. Provide responses to Questions submitted by Offerors (See page 2 of this solicitation)

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)

Sharon Edwards
Contracting Officer

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

(Signature of person authorized to sign)

BY Sharon Edwards (Signature of Contracting Officer)

2/13/13

QUESTION / ANSWERS, CLARIFICATIONS,  
AND REVISIONS/ADDITONS FOR SOLICITATION#:  
HSFE02-13-P-1106 (AMENDMENT 0002)

**A. CLARIFICATIONS:**

1. This requirement is a local small business set-aside for vendors residing or primarily doing business in the state of New Jersey. All counties within the state of New Jersey have been declared for disaster DR-4086-NJ.
2. **The proposal due date is still 2/28/2013 by 2:00pm EST.**
3. The contracting officer's (Sharon Edwards) phone number is **(202) 714-4838.**
4. Offers must submit signed copies of Solicitation Amendments A0001 and A002 with their proposals.

**B. REVISIONS/ADDITIONS:**

1. **ADDITION:** Attachment E.3, Part B (REGISTRATION IN SAM.GOV), the following is added:

**“The solicitation requires an ACTIVE status in www.sam.gov. Also, the vendor’s DUNS number will be used to verify that a business is located in the state of New Jersey.” (See next page of this amendment)**

**C. QUESTIONS/ANSWERS:**

1. **QUESTION:** Is there an incumbent Contractor associated with this work? If so, are you able to provide the name of the contractor and the contract number?

**ANSWER** – Yes, the contractor currently working this requirement is: Disaster Service Alliance (DSA). Please refer to their website for more information.

2. **QUESTION:** Can you provide a list of interested bidders?

**ANSWER** – There is no list of interested bidders.

3. **QUESTION:** Will there be a site visit or Pre-Bid Meeting?

**ANSWER** – No.

Attachment E.3 – Contract Administration Data

Solicitation: HSFE02-13-P-1106

**A. MANDATORY PARTICIPATION IN ELECTRONIC INVOICE PROCESS:**

Invoice submission to the FEMA Disaster Finance Center (DFC): The contractor shall mail or email ([FEMA-Finance-Vendor-Payments@fema.dhs.gov](mailto:FEMA-Finance-Vendor-Payments@fema.dhs.gov)) a separated original hard copy of each invoice only (no supporting backup documentation) to the FEMA Disaster Finance Center (DFC) via the following:

FEMA Finance Center  
PO Box 9001  
Winchester, VA 22064

**(NOTE: Be sure to put contract number on invoice)**

- a. PAYMENTS:** Payments will be made electronically to an active checking account. **No checks will be issued for payment.**

Invoice submission to the Contracting Office: The contractor shall simultaneously submit an electronic copy of the invoice only, in PDF format, to the Contracting Officer at [sharon.edwards3@fema.dhs.gov](mailto:sharon.edwards3@fema.dhs.gov).

Invoice submission to the Contracting Officer's Representative (COR): The Contractor shall simultaneously submit a hard copy of the invoice, with all supporting backup documentation, to the COR @ [Theresa.Schauweker@fema.dhs.gov](mailto:Theresa.Schauweker@fema.dhs.gov).

**B. REGISTRATION IN SAM.GOV:**

This solicitation requires registration with the System for Award Management (SAM) prior to award, pursuant to applicable regulations and guidelines. Registration information can be found at [www.sam.gov](http://www.sam.gov). (formally known as CCR). **The solicitation requires an ACTIVE status in www.sam.gov. Also, the vendor's DUNS number will be used to verify that a business is located in the state of New Jersey**

**C. INVOICES**

Payment shall be made on a contract basis in monthly installments based on Contract Line Item quantities accepted. An invoice is a written request of payment under this contract for supplies delivered or for services rendered. Payment of invoices submitted under this contract shall be made in accordance with the terms and conditions of the Prompt Payment clause and in accordance with the provisions of other clauses in this contract. Failure or refusal to provide the following information on all invoices submitted in under this contract may result in the invoice being considered improper for payment in accordance with the Prompt Payment clause.