

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
			J	1	9
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 23-Dec-2003	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)	
6. ISSUED BY NAVAL MEDICAL LOGISTICS COMMAND 1681 NELSON STREET FORT DETRICK MD 21702-9203	CODE N62645	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. N62645-04-R-0001	
			X	9B. DATED (SEE ITEM 11) 23-Dec-2003	
				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 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 _____ 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 remove Point of Contacts from the 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)		
			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 23-Dec-2003	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

**SUMMARY OF CHANGES**

## SECTION G - CONTRACT ADMINISTRATION DATA

The following have been modified:

SECTION G**CONTRACT ADMINISTRATION APPOINTMENT AND DUTIES**

In order to expedite administration of this contract/order, the following delineation of duties is provided including the names, addresses, e-mail addresses and phone numbers for each individual or office as specified. The individual/position designated as having responsibility should be contacted for any questions, clarifications or information regarding the functions assigned.

1. PROCURING CONTRACTING OFFICER (PCO) is responsible for:

- a. All pre-award information, questions, or data
- b. Freedom of Information inquires
- c. Change/question/information regarding the scope,
- d. There will not be post award conference.

e. The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract and, notwithstanding provisions contained elsewhere in this contract, the said authority remains solely with the Contracting Officer. In the event the Contractor effects any change at the direction of any person other than the Contracting Officer, the change will be considered to have been made without the authority to do so and no adjustment will be made in the contract price to cover any increase in charges incurred as a result thereof.

- f. The name and address of the Contract Specialist who is the point of contact prior to and after award is:

NAVAL MEDICAL LOGISTICS COMMAND  
ATTN: Code 220  
1681 NELSON STREET  
FORT DETRICK, MD 21702-9203  
(301) 619-2151 [No collect calls]

2. CONTRACT ADMINISTRATION OFFICE (CAO) is responsible for matters specified in FAR 42-302 and DFARS 242-302 except in those areas otherwise designated herein.

- a. The Procuring Contracting Officer will maintain contract administration.
- b. Paying Office will be included in each Task Order. Invoicing instructions and payment for services will be included in all Task Orders.
- c. CONTRACTING OFFICER REPRESENTATIVE (COR) is responsible for:
  - (1) Liaison with personnel at the Government installation and the contractor personnel on site;
  - (2) Technical advice/recommendations/clarification on the SOW;

- (3) The SOW for delivery/task orders place under this contract;
- (4) An independent government estimate of the effort described in the definitized SOW;
- (5) Quality assurance of services performed and acceptance of the services or deliverables;
- (6) Government Furnished Property (GFP);
- (7) Security requirements on Government installation;
- (8) The contract will be administered in accordance with the Contract Administration Plan (CAP) Attachment AC.
- (9) Providing the PCO or his designated ordering officer with appropriate funds for issuance of the delivery/task order; and or;
- (10) Certification of invoice for payment;

NOTE: When, in the opinion of the contractor, the COR requests effort outside the existing scope of the contract (or delivery/task order), the contractor shall promptly notify the contracting officer (or ordering officer) in writing. No action shall be taken by the contractor under such direction, until the contracting officer has issued a modification of the delivery/task order; or until the issue has otherwise been resolved.

THE COR IS NOT AN ADMINISTRATIVE CONTRACTING OFFICER AND DOES NOT HAVE THE AUTHORITY TO DIRECT THE ACCOMPLISHMENT OF EFFORT WHICH IS BEYOND THE SCOPE OF THE SOW IN THE CONTRACT OR DELIVERY/TASK ORDER.

COR will be appointed after contract award.

In the event that the COR named above is absent due to leave, illness, or official business, all responsibilities and functions assigned to the COR will be the responsibility of the alternate COR:

Alternate COR(s) may be appointed after contract award.

3. ORDERING OFFICER is responsible for:

- a. Requesting, obtaining and evaluating proposals for orders to be issued;
- b. Determining the estimated cost of the order is fair and reasonable for the effort proposed;
- c. Obligating the funds by issuance of the delivery/task order;
- d. Authorization for use of overtime;
- e. Authorization to begin performance; and/or;
- f. Monitoring of total cost of delivery/task orders issued.

The following limitation/restrictions are placed on the ordering officer:

- a. No other shall be placed in excess of 100,000 hours without the prior approval of the PCO.
- b. No order shall be placed with delivery requirements in excess of 100,000 hours.

Ordering Officer(s) may be appointed after contract award.

## SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

The following have been modified:

### SECTION L

L.1. through L.5 – Reserved

### L.6 SUBMISSION OF COST OR PRICING DATA

- a. It is expected that this contract will be awarded based upon a determination that there is adequate price competition; therefore, the offeror is not required to submit additional cost or price data (beyond that required by Section L.7) or to certify cost or pricing data with its proposal.
- b. If, after receipt of the proposals, the Contracting Officer determines that adequate price competition does not exist in accordance with FAR 15.403-3 and 15.403-4, the offeror shall provide other information requested to be submitted to determine fair and reasonableness of price or cost realism, or certified cost or pricing data as requested by the Contracting Officer.

### L.7 PROPOSAL CONTENT AND INSTRUCTIONS FOR PREPARATION OF PROPOSALS

L.7.1 Introduction and Purpose - This section specifies the format and content that offerors shall use in this Request for Proposal (RFP). The intent is not to restrict the offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is legible and comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Proposals shall be in the form prescribed by, and shall contain a response to, each of the areas identified in Section L.7. Any proposal which does not provide, as a minimum, that which is required in this solicitation may be determined to be substantially incomplete and not warrant any further consideration. A complete proposal, including both Technical and Business, shall be submitted by the closing date specified in Section A of the solicitation.

L.7.2 Volume I: Technical Proposal. The Technical Proposal shall be in two parts: Past Performance and Management Plan. In accordance with electronic submission requirements given in this section, the offeror shall submit the following:

#### a. Past Performance.

(1) The offeror shall provide information about not more than five of their previous/current contracts that are most relevant to the requirements of the solicitation, including information that is relevant to both minimum quantities and maximum quantities. In order to be considered relevant the services must have been provided within the last 5 years. The most relevant contracts will be those which most closely match the minimum solicitation requirements in terms of scope (the range of clinical environments required by the contract, e.g., Emergency Department, Critical Care Unit, Pediatrics Clinic), magnitude (total number of personnel provided under the contract), and complexity (range of labor categories and variety of locations provided under the contract). In selecting the most relevant contracts, the offeror may include contracts that demonstrate the prior experience of corporate officials or subcontractors/teaming partners who will be performing in support of the contract resulting from this solicitation; such contracts shall be clearly notated to show the relationship of the past performance entry to the offeror.

(2) IF THE OFFEROR HAS NO RELEVANT PAST PERFORMANCE, they shall affirmatively state that they possess no relevant past performance.

(3) The offeror's past performance information must include the following information on each contract:

(a) The contract number.

(b) A brief description of services provided under the contract. IF RELEVANCE IS NOT APPARENT, provide supplemental information to clearly demonstrate the relevance.

(c) The number and type of health care workers provided, e.g., 2 family practice RNs; 3 laboratory technicians. List all categories provided under the contract.

(d) Location(s) of services provided.

(e) Dates of services provided.

(f) Name, organization, and telephone number of a VERIFIED point of contact at the entity where services were provided. (The Government will be contacting the points of contact to obtain verification and rating of past performance information.)

(g) The number, type and severity of any quality, delivery or price problems in performing the contract, the corrective action taken, and the effectiveness of the corrective action.

(h) Additional information. A discussion of noteworthy successes, accomplishments, awards, or commendations achieved during the referenced experience and any other information the offeror considers relevant to its corporate experience.

b. Management Plan. The offeror shall provide a persuasive written discussion demonstrating their capability and capacity to accomplish timely, effective, and complete start-up and continuity of the services required by the solicitation, both the minimum requirements and future maximum requirements. The plan should include specific action steps and milestones. The plan should discuss the corporate personnel who will be responsible for start-up of services, the tasks they will perform, and the schedule for accomplishing those tasks. The plan should discuss the offeror's approach to ongoing, day-to-day management and oversight of contract operations, including identification of the corporate personnel who will be responsible and how their qualifications and experience will contribute to successful contract operations. The management plan should address the key functions necessary for successful contract performance, such as personnel recruitment, retention, credentialing, scheduling, and human resource functions. The plan should discuss any difference in approach between the initial, minimum quantities and future requirements such as those exemplified by the Notional Task Order (Section J, Attachment BD). The offeror should discuss any risks associated with accomplishing future requirements, such as the Notional Task Order, and plans for mitigating those risks.

c. Offerors are cautioned not to include any pricing or cost information in any portion their technical proposal. Note that this exclusion does not apply to presentation of the results of the offeror's recruitment market survey or price information for Past Performance contracts.

d. Credentials packages shall not be proposed at this time for specific health care workers for the minimum quantities. However, awardees will be required to propose specific personnel and provide documentary evidence of minimum requirements fulfillment within 30 days of Task Order award for those health care workers proposed to satisfy the minimum quantities.

L.7.3 Volume II: Business Proposal. In accordance with electronic submission requirements given in this section, the offeror shall submit the following:

a. Completed Standard Form 33.

- b. Acknowledgment of any amendments issued by the Government prior to the receipt of proposals.
- c. Completed SECTION K - Representations, Certifications and Other Statements of Offerors of this Solicitation.
- d. Completed business proposal containing a completed copy of:

- (1) Section B.11, Lots 0001 through 0016, and

- (2) Completed Supplemental Pricing Worksheets (sample at Section J, Attachment AB) for Lots 0001 through 0016. The offeror shall submit a separate Supplemental Pricing Worksheet for each uniquely priced SLIN. ONLY PRICES FOR LOTS 0001 THROUGH 0016 ARE REQUIRED WITH THE INITIAL PROPOSAL. The offeror shall include a copy of all sources, including market surveys, used for the bases of proposed compensation rates and benefits.

- (3) A price must be proposed for each minimum quantity Lot in Section B.11 (Lots 0001 through 0010). Multiple awards are contemplated as a result of this solicitation.

#### L.7.4 ELECTRONIC FILE SUBMISSION

- a. The Technical Proposal and Business Proposal shall be submitted by mail in electronic format as files on 3.5" diskettes or on CD-ROMs. Files shall be in Microsoft Office for Windows format, either .doc or .xls files as specified herein.

- b. For the mailed diskettes or CD-ROMs, two identical sets of diskettes or CD-ROMs shall be submitted. Within each set, there shall be one diskette/CD-ROM for the Technical Proposal and one diskette/CD-ROM for the Business Proposal. Each diskette/CD-ROM shall be labeled as to the name of the offeror and the contents of the diskette/CD-ROM.

- c. Technical Proposal

- (1) The Past Performance file shall be submitted on a Technical Proposal diskette/CD-ROM and shall be named: [name of offeror] Past Performance.doc

- (2) The Management Plan file shall be submitted on a Technical Proposal diskette/CD-ROM and shall be named: [name of offeror] Management Plan.doc

- (3) Each Technical Proposal file shall be a Microsoft Word for Windows file (.doc) with 1 inch margins all around, Times New Roman font of not less than 10 pitch. Each page of each document shall have a footer indicating the name of the offeror and "page X of Y."

- (4) The sum total of the pages submitted for the Technical Proposal (combined count of Past Performance and Management Plan) SHALL NOT EXCEED 30 PAGES.

- d. Business Proposal

- (1) Standard Form 33. This form will be provided to the offeror electronically as part of the solicitation package. It shall be appropriately completed, signed, and mailed in hard copy.

- (2) Acknowledgment of any amendments. Each amendment shall be signed and returned by mail.

- (3) Section K - Representations, Certifications and Other Statements of Offerors of this Solicitation. An electronic copy of Section K will be provided to the offeror electronically as part of the solicitation package. It shall be printed, appropriately completed, and returned by mail.

(4) Section B and Supplemental Pricing Worksheets. A group of electronic files (one for each Lot 0001 through 0016) will be provided to the offeror electronically as part of the solicitation package. The files will be named "Lot [number of Lot] business proposal.xls". The offeror shall complete all pricing and supplemental pricing information required on the various tabs included in each of the electronic files. Blue boxes designate those fields into which the offeror can enter data. The completed files shall be submitted on a Business Proposal diskette/CD-ROM. The files shall be renamed: [name of offeror] Lot [number of Lot] business proposal.xls.

(5) Source Information. Source information for each Supplemental Pricing Worksheet shall be provided at the bottom of each Supplemental Pricing Worksheet following the notation "Source Information Notes."

e. The offeror is responsible for ensuring that submitted diskettes/CD-ROMs are not physically damaged nor contain corrupted files such that they are not readable by the Government. The offeror shall ensure that the two sets of diskettes/CD-ROMs are identical.

## L.8 PROPOSAL EVALUATION

a. The combination of Technical Proposal factors (Past Performance and Management Plan) are significantly more important than the combined Business Proposal evaluation factors (Completeness, Reasonableness, and Realism).

b. The Government reserves the right to award without discussions. It should be noted that award may be made to other than the lowest priced offer. Offerors are cautioned that each initial offer should contain the offeror's best terms.

c. The Government may set the competitive range following evaluation of technical and business proposals and conduct discussions with remaining offerors. Discussions may be in person, by telephone, or in writing at the discretion of the contracting officer.

d. The minimum quantity PER CONTRACT awarded will be AT LEAST ONE LOT for the period of 01 Aug 04 through 30 Sep 04 or 1 Nov 04 through 30 Sep 05. The Government will determine which positions are awarded to each successful offeror (via Task Order) at the time of award of the basic contract. Task Orders for the minimum quantities will be issued concurrent with the award of each contract. Task Orders issued after the minimum quantities are satisfied will be priced individually at the time of Task Order proposal request (see Section H for Task Order procedures).

### L.8.1 Volume I. Technical Proposal Evaluation.

Technical Proposals submitted in response to this solicitation will be evaluated in accordance with the two technical factors listed below. Past performance is twice as important as the Management Plan.

#### a. Past Performance Information

(1) The Government will evaluate the information provided by the offeror.

(2) Based on the quantity and quality of the offeror's past performance, the Government will assess the risk to the Government of future non-performance of solicitation requirements by the offeror.

(3) Greater consideration will be given to experience that is most relevant to the RFP.

(4) The Government will not restrict its past performance evaluation to information submitted by offeror but will also consider any other relevant information in its possession.

(5) The Government reserves the right to contact the points of contact identified in the offeror's proposal for the purpose of verifying the offeror's record of past performance.

#### b. Management Plan

(1) Based on the comprehensiveness, specificity, realism, and quality of the plans and capabilities demonstrated within the offeror's proposal, the Government will assess the risk to the Government of future non-performance of solicitation requirements by the offeror.

(2) The Government will not assume that the offeror possesses any capability or qualification unless it is specified in the proposal.

#### L.8.2 Volume II. Business Proposal Evaluation.

Adequate price competition is expected for this acquisition. The Business Proposal will be evaluated with consideration to the following factors:

- a. **COMPLETENESS.** All price information required by the RFP has been submitted and tracks to Section B.
- b. **REASONABLENESS.** The degree to which the proposed prices compare to the prices a reasonable prudent person would expect to incur for the same or similar services.
- c. **REALISM.** The offeror's SLIN prices and information provided on the Supplemental Pricing Worksheets will be used to determine price realism and to aid in the evaluation of the offeror's proposal. The offeror's SLIN prices and the Supplemental Pricing Worksheets will be examined to identify unusually low price estimates, understatements of costs, inconsistent pricing patterns, potential misunderstandings of the solicitation requirements, and the risk of personnel recruitment and retention problems during contract performance.

#### L.9 REVIEW OF AGENCY PROTESTS

9.1 The contracting activity, Naval Medical Logistics Command, will process agency protests in accordance with the requirements set forth in FAR 33.101(d).

9.2 Pursuant to FAR 33.101(d)(4), agency protests may be filed directly with the appropriate reviewing authority; or a protester may appeal a decision rendered by a Contracting Officer to the appropriate reviewing authority.

9.3 The reviewing authority for the contracting officer is the Director of Acquisition Management Directorate, Naval Medical Logistics Command, Code 02, 1681 Nelson Street, Fort Detrick, MD 21702-9203. Agency procurement protests should clearly identify the initial adjudicating official, i.e., the "Contracting Officer" or the "Reviewing Official".

9.4 Offerors should note this review of the Contracting Officer's decision will not extend GAO's timeliness requirements. Therefore, any subsequent protest to GAO must be filed within 10 days of knowledge of initial adverse agency action.

#### 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from

Naval Medical Logistics Command  
ATTN: Code 220  
1681 Nelson Street  
Ft Detrick, MD 21702-9203

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

(End of provision)

(End of Summary of Changes)