

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 7	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 14-Sep-2010		4. REQUISITION/PURCHASE REQ. NO. NDU10210001		5. PROJECT NO.(If applicable)	
6. ISSUED BY DCSO-H CONTRACTING SERVICES OFFICE 8745 JOHN J KINGMAN RD ROOM 1145 FORT BELVOIR VA 22060-6220		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. SP4705-10-R-0059	
				X		9B. DATED (SEE ITEM 11) 10-Sep-2010	
						10A. MOD. 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 Offer ☐ is extended, ☒ 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 ☐ 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.) See the following pages.							
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		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		14-Sep-2010	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

AMENDMENT 0001

The purpose of the amendment is to delete paragraph 7.6 of the Statement of Work, incorporate questions and answers, and revise Section L of the above-mentioned solicitation.

Accordingly,

1. The below Paragraph 7.6 is **hereby deleted** from the Statement of Work:

“7.6 **Award.** The Government’s decision for award will be made on an integrated assessment of the evaluation results as a whole. When the lowest-priced quote is rated highest on the other evaluation factors, it is the apparent best value. Where the lowest- price quote is not highest rated in the other evaluation factors, the government shall determine whether the difference in price is worth the difference in the other factors. Award may be made to a technically superior, higher-priced quote when it is determined that the technical difference is sufficiently significant to outweigh the price difference. Conversely, award may be made to a lower-priced quote, lower technically rated proposal when it is determined that the cost premium involved in selecting a higher-priced quote, higher rated proposal is not justified.”

2. The below questions and answers are hereby incorporated in the above-mentioned solicitation:

Questions and Answers
SP4705-10-R-0059

Question 1: Is there an incumbent associated with this project? If so, could you please provide the incumbent name, contract value, and period of performance?

Answer # 1: No, there is not an incumbent associated with this project.

Question 2. Is the current website hosted on government or contractor servers?

Answer # 2. The current website is hosted on non-government servers.

Question 3. Are there any constraints or directions for formatting a response?

Answer # 3. Section L has been revised and reprinted in its entirety. See the attached Revised Section L. Please also view FAR Clause 52.212-1, Instructions to Offerors—Commercial Items.

Question 4. In reading through Section L, I did not find a page count. Could you point me to the section where the page count is described?

Answer # 4. Section L has been revised. See the revised section L below.

Question 5. I would like to know who is the current contractor working on this project ?

Answer # 5. See the response to Question # 1.

Question 6. In block 8 of the SF 1449, the offer due date and local time is listed as 9:00am 21 Sep 2010, but on page 24 of the RFP, paragraph L.2 states the due date and time as September 21, 2010 at 3:00pm EDT. Which hour is correct for the offer deadline?

Answer # 6. The correct hour is 9:00 a.m. on 21 Sep 2010. See the below in Section L.

Question 7. Must offers be submitted via mail (to include Fedex, DHL, etc.) in bound printed originals and copies, as stated in paragraph L.2, OR can offers be submitted via email, fax (or mail), as stated in the Announcement posted on fbo.gov?

Answer # 7. Offerors can be submitted via email, but the hard copy must be received via mail within 48 hours of the closing date. See Section L below for additional instructions.

Question 7.a. If offers can be submitted via email, is there a maximum size that your email server will allow?

Answer # 7.a. The file submitted via email should not be too large. The interested party should confirm receipt of email sent.

Question 7.a.1. Also, what is the acceptable format of the emailed attachments of the original and copies of each of the Volumes?

Answer # 7.a.1. See the below Section L for information on format.

Question 8. The rest of paragraph L.3.1 through paragraph L.4 seem to be missing from page 26 of the RFP. Can you please include those paragraphs as they describe the remainder of Price - Volume III and Volume IV (as stated in paragraph L.3.1.A., on page 25 of the RFP, the second to last sentence).

Answer # 8. See the below Section L for information on format.

Question 8.a. Please clarify if there is to be a Volume IV and its title and what information it should include.

Answer # 8.a. There is no Volume IV. See the below Section L for information on format.

Question 9. We did not have prior award history of working on government contracts. Would this be an absolute barrier for winning the bid?

Answer # 9. No.

3. Section L is hereby revised to read as follows:

Section L – INSTRUCTIONS

L.1 FORMAL COMMUNICATION – REQUEST FOR CLARIFICATION(S) OR QUESTIONS REGARDING THIS RFP

Formal communications and specific requests for clarification(s) and/or information concerning this solicitation shall be submitted in writing to: Beverly J. Williams, Contracting Officer at the following address:

DLA Contracting Services Office (DCSO-HQ)
Andrew T. McNamara Headquarters Complex
Attn: Contracting Officer: Beverly J. Williams
8725 John J. Kingman Road, Suite 1145
Fort Belvoir, VA 22060-6220

Email address: beverly.j.williams@dla.mil

Written inquiries, if appropriate, will be answered in writing via an amendment to the RFP and provided to all offerors. No telephone request for clarification will be responded to.

Any questions regarding this RFP shall be received by the Contracting Officer within **two (2)** calendar days from the RFP issuance date in order to be considered for a response(s).

L.2 GENERAL PROPOSAL INSTRUCTIONS

Proposals are due on by **September 21, 2010 09:00 A.M.** Eastern Daylight Time and shall be delivered to the address below:

DLA Contracting Services Office (DCSO-HQ)

Attn: Beverly J. Williams, Contracting Officer

8725 John J. Kingman Road, Room 1145 (delivery), Suite 0119 (mail)

Fort Belvoir VA 22060-6220

If the Offeror chooses to hand carry the proposal or send it via courier service, the Offeror assumes full responsibility for ensuring that the offer is received at the location by the required time. All offers must be sealed in the format that is conducive for mailing and fully identified on the sealed envelope. Please note that there are no provisions for acceptance of late offers sent by overnight courier service (except by the United States Postal Service), regardless of the date of mailing. The Offeror is hereby notified that the building address stated above is a secure facility. Only uniformed couriers such as Federal Express, DHL, etc, will be allowed access. All other couriers are required to leave packages at the receiving dock for delivery to the recipient by the Government interdepartmental mail service. DLA employees will not be held responsible for picking up packages delivered to the lobby or loading docks of the DLA Headquarters Complex.

The Government requires Technical / Past Performance Experience and Price Submission volumes be included in the Offeror's proposal. Each volume of the proposal shall be bound in a separate binder of minimum size to contain the appropriate information. A binder cover sheet shall be affixed to the outer cover of each volume, which clearly identifies each volume (volume number and name), original or copy number (i.e. copy 1 of 4), the RFP number, date of submission, and Offeror name. Tab indexing shall be used to identify all sections within a particular proposal volume, if applicable. There shall be no writing on the tab index page. Index pages should only be used to identify sections.

Offerors should be advised that the quality of the proposal and compliance to the RFP requirements and/or restrictions are considered reflective of the manner in which the Offeror could be expected to conduct the work required by the solicitation. These matters will be given due consideration throughout the evaluation process.

All proposals submitted must have an acceptance period of no less than ninety (90) days.

L.3 PROPOSAL FORMAT/PROPOSAL SUBMISSION:

L.3.1 PROPOSAL FORMAT

A. General Format: In an effort to conduct an expedited yet comprehensive evaluation of all submittals, proposals must be submitted in accordance with the format described below. Any departure from this format may result in the rejection of the proposal. All requests for information in sections of this solicitation must be furnished with responses that are succinct. However, the Offeror must be certain to provide sufficient information necessary for Government comprehension of the proposal. Offerors shall address every item, Government terms and conditions and demonstrate its ability to comply with the solicitation requirements in their proposal. The Offerors written response to each item should provide the most detailed explanation possible as to how the Offeror intends to furnish the services required. Proposals shall be submitted in four (4) volumes. Offerors must submit one original and three (3) copies of each volume as follows:

Technical: The following factors must be addressed in the **Technical Volume I:**

(1) Project Management Plan

An effective project management plan and structure for performance of the work is to be presented in the proposal. For the execution of any work performed in response to this proposal, the contractor shall work in accordance with the following program management principles:

- a. The Contractor shall supervise all staff activities and resources related to this contract.
- b. The Contractor shall monitor all project budgets and schedules and report the progress of the development of the website to the government on a monthly basis.
- c. The Contractor shall identify a project leader to be a point-of-contact with the Government.
- d. The project leader shall be responsible for project management for all technical activities and for the preparation of project deliverables.

(2) Quality Control Plan

The contractor shall use their own internal Quality Control processes in the performance of this contract. The quality control plan and supporting documentation shall be made available to the Government for review upon request.

(3) Plan of Action and Statement of Understanding

- a. Proposed plan of action for performance of the required work is comprehensive, implementable and creative in meeting the requirements of the scope of work.
- b. Statement of understanding is consistent with the RFP and demonstrates the offeror's complete understanding of the work required under the contract.

Past Performance - Volume II

- a. The Contractor shall demonstrate, via past performance, experience with developing websites based on open source platforms, integrating contact management systems, providing security features, and understanding of the marketing and design aspects of creating a user-friendly web 2.0 site.
- b. The Contractor shall demonstrate, via past performance, experience working with the United States Government.

For past performance evaluation, Contractor shall provide previous work history during the past 5 years that is similar in nature to the scope of this project. Additionally contractor should provide biographical information about the personnel suggested to support this project.

Price - Volume III: To assist the Government in determining cost reasonableness/realism for this effort, it is required that you provide enough detailed cost information with your offer to make this determination. In preparing your cost proposal for Fixed-Price portions of the contract it is essential that you break-out and identify separately for each year of the contract.

L.3.2 FORMAT FOR BINDERS

- a. Offerors must submit quotes/proposals in five **5 sections, as detailed in the table below:**

Each section must be identifiable and submitted separately in Microsoft Word (version 1997 -2003 or later) and Portable Document Format (PDF) and Microsoft Excel (version 1997 – 2003 or later), as applicable, via electronic e-mail submission, one CDROM copy and in hardcopy (paper). Data submitted in spreadsheet format shall be readable in Microsoft Excel, and must be manipulable. Offerors shall ensure information is checked and determined to be “virus-free” prior to submission. The offeror shall submit (3) written proposal copies. Of the three (3), one (1) copy shall be original containing original signatures.

Use 8 ½ by 11-inch paper printed on one side only with one-inch margins on all sides. Number the pages of each section consecutively. Use 12 point Times New Roman font with normal (uncondensed) spacing. Offerors may use fold out pages up to size 17 x 11 inches only for diagrams, charts, or graphic material, with the type sizes of such materials left to the offeror's discretion so long as it is readily readable.

Proposal submission packages shall have **RFP SP4705-10-R-0059 WEB DEVELOPMENT AND MAINTENANCE** clearly identified on each Section title page. The deadline for the submission of questions, concerns, and clarifications is **09:00 a.m.** eastern standard time, **Tuesday, September 21, 2010. Proposals shall be submitted in accordance with closing date for SP4705-10-R-0059.** Proposals shall be submitted in separate sections to the address as detailed below.

IDENTIFICATION	PAGE LIMITATIONS	NO. OF PRINTED COPIES
VOLUME I - SECTION I – Project Management Plan	10	3 (1 original & 2 copies)
VOLUME I - SECTION II - Quality Control Plan	10	3 (1 original & 2 copies)
VOLUME I - SECTION III – Plan of Action and Statement of Understanding	20	3 (1 original & 2 copies)
VOLUME II - Past Performance (Note: if the pages are short, past performance information can be included in Volume I as Section IV)	5	3 (1 original & 2 copies)
VOLUME III - Price Proposal	10	1 (original)

L.4 SECTION I – General Information

Section I must include the following information:

Cover Sheet – The coversheet should include:

- Title of RFP
- Section Title
- Solicitation Number
- Name and Address of the Offeror, POC, telephone number, fax number, e-mail address, Taxpayer Identification Number (TIN), Data Universal Numbering System (DUNS), Commercial and Government Entity (CAGE) code, Federal Supply Code (FSC) or Service Code (SC).
- Offeror assigned proposal number (if applicable)
- Proposal Acceptance Period [See (1b) Below]
- Remittance Information [See (1d) Below]

SECTION I – General Information

The following when completed will constitute Section I. The purpose of this information is to assist the Government in preparing the contract documentation and supporting file. The offeror's proposal shall include a signed copy of the RFP, and completed Sections A through B. Highlighted below are Sections A and other requirements as follows:

- a. Section A - Solicitation/Contract Form - Complete blocks 17a (Cage Code must be included in the CODE block), 17b, 19, 20, 21, 22, 23 and 24c, and signature and date for blocks 30a, 30b, and 30c of the Standard Form 1449 by a representative authorized to bind the company. Signature by the offeror on the Standard Form 1449 constitutes an offer, which the Government may accept. The original copy should be clearly marked under separate cover and should be provided without any punched holes by the offeror.
- b. The proposal acceptance period is specified on the coversheet page as detailed. The offeror shall make a clear statement on the coversheet page that the proposal is valid for 120 days.
- c. Section B - Supplies or Services and Prices/Costs. Provide prices for Contract Line Items (CLINs) as identified in the RFQ pages 3 through 6. Note: Section B is the same as Blocks 19 through 24 on SF 1449. Section B must be completed.
- d. The offeror must provide relevant remittance information on the coversheet page. Note: Payment will be by Electronic Funds Transfer and vendors must be registered in the Central Contractor Registration database. See "Payment by Electronic Funds Transfer—Central Contractor Registration," in accordance with FAR 52.232-33.
- e. All offerors shall attach a copy of their Online Representation and Certifications Application (ORCA).
- f. Acknowledgement of RFP Amendments shall be by signature on each applicable Standard Form 30, if amendments are issued.

L.5 FORMAL COMMUNICATIONS (PRIOR TO PROPOSAL DUE DATE) (JUN 1995)

Formal communications and specific requests for clarification(s) and/or information concerning this solicitation shall be submitted in writing via email prior to 72 hours of response date.

Written inquiries, if appropriate, will be answered in writing via an amendment to the RFP and provided to all offerors. However, the Government does not guarantee to answer any written inquiries which are received less than twenty days before the proposal due date. No telephone request for clarification will be responded to:

DLA Contracting Services Office (DCSO-HQ)
Andrew T. McNamara Headquarters Complex
Attn: Contracting Officer: Beverly J. Williams
8725 John J. Kingman Road, Suite 1145
Fort Belvoir, VA 22060-6220

Email address: beverly.j.williams@dla.mil or by FAX: (703) 767-1183

4. All other terms and conditions remain unchanged.

(End of Summary of Changes)