

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 18-May-2004	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY NAVSEA INDIAN HEAD 101 STRAUSS AVE. ATTN: SUSAN TURNER, TURNERSL2@IH.NAVY.M IL INDIAN HEAD MD 20640-5035		CODE N00174	7. ADMINISTERED BY (If other than item 6) See Item 6		CODE
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)			X	9A. AMENDMENT OF SOLICITATION NO. N00174-04-Q-0076	
			X	9B. DATED (SEE ITEM 11) 20-Apr-2004	
				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 checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.					
<p>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:</p> <p>(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.</p>					
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.)					
SEE PAGE 2					
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)		
			SUSAN L TURNER / CONTRACTS		
			TEL: _____ EMAIL: turnersl@ih.navy.mil		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)			BY _____		18-May-2004
			(Signature of Contracting Officer)		

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION A - SOLICITATION/CONTRACT FORM

The required response date/time has changed from 30-Apr-2004 05:00 PM to 26-May-2004 05:00 PM.

(End of Summary of Changes)

The following items are applicable to this modification:

SECTION A - SOLICITATION/CONTRACT FORM

AMENDMENT TRAINING

The purpose of this amendment is to reopen the Request for Quote to incorporate evaluation criteria that was inadvertently omitted from the original RFQ:

The RFQ will close on 26 May 2004.

1. General – The government shall award a contract resulting from this RFQ to the responsible offeror whose submission, complying with the instructions and conforming to the RFQ, represents the best value on the basis of an integrated assessment of the evaluation factors for award. Once all evaluations are complete and tabulated, the government will make a series of comparisons among the offerors by comparing the tabulated scores to the evaluated price. From these comparisons the government will determine the offeror who offers the best value to the government. This is a subjective evaluation process.
2. Relative importance of the evaluation factors – Since an offeror must comply with the instructions contained in the Instructions to Offerors it behooves an offeror to read carefully the instructions as the Contracting Officer may eliminate an Offeror from further consideration for failure to comply with the instructions. In deciding which of the offerors, complying with the instructions, is the best overall value the government will consider the following factors, listed in order of importance:
 1. Technical
 2. Past Performance
 3. Cost/Price

A. Technical

The following factors will be used to evaluate proposals received in response to the RFQ. They are listed in decreasing order of importance:

Relevant Experience – The experience that best illustrates your suitability for this project should be provided. The contractor must present a maximum of ten projects that have been completed within the past five years (or if currently underway, are at least 50% complete) that are of similar size and scope to this project. Additional materials, such as photographs can be provided for each project. A brief narrative must be included with the proposal.

Work Plan – The methods the contractor plans to utilize to effectively manage the progress and schedule of this project should be clearly detailed in a narrative format (suggested five page maximum). This narrative should specifically address how they propose to control all phases of work clearly identifying critical research, photography, writing, and instructing as well as how they will monitor and control the progress of the subcontractors, with respect to their work schedules, and quality of work.

Project Staffing – The personnel resources committed to this project should be clearly delineated in a brief narrative that describes the roles, responsibilities, and interrelationships of the project manager, writers, instructors, and any subcontractors.

The contractor shall provide an organizational chart that identifies, by function or job title, the key members of their firm and subcontractors.

The contractor shall provide a list of any subcontractors that they propose to work with on this project. They must indicate the qualifications used in choosing these subcontractors, such as relevant experience or any previous working relationships. They must include name, firm name, job title or position on this team, responsibilities on this project, and any special qualifications/experience this individual brings to this project.

B. Past Performance – The government will evaluate the quality of the contractor's past performance to determine their relative capability to determine whether they have consistently demonstrated a commitment of customer satisfaction and timely delivery of services at fair and reasonable prices, as well as their experience with projects of similar size, scope and complexity.

The government will evaluate the contractor's record of conforming to specifications and standards of good workmanship, adherence to contract schedule, and subcontractor management. The government will review their reputation for reasonable and cooperative behavior, commitment to customer satisfaction, and a business-like concern for the interest of the customer.

Information obtained from past performance findings will be used to validate the entire proposal. Past performance shall be evaluated as a determination of the degree of risk (high, moderate, or low). Contractors may be given an opportunity to address especially unfavorable reports of past performance, and response, or lack thereof, will be taken into consideration.

B. Price

1. Although price is not the most important evaluation factor, it will not be ignored. The degree of its importance will increase with the degree of equality of the proposals in relation to the other factors on which selection is to be based.
2. The government may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost/price, technical and past performance standpoint. However, if considered necessary by the contracting officer, discussions will be conducted only with those determined to have a reasonable chance for award.