

# AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE PAGE OF PAGES

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2. AMENDMENT/MODIFICATION NO. 0004  
 3. EFFECTIVE DATE 06/07/02  
 4. REQUISITION/PURCHASE REQ. NO.  
 5. PROJECT NO. (If applicable)

6. ISSUED BY CODE N00173  
 7. ADMINISTERED BY (If other than Item 6) CODE

Contracting Officer  
 Naval Research Laboratory  
 Code 3220:DL  
 Washington DC 20375-5326

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

(TO ALL OFFERORS)

(X) 9A. AMENDMENT OF SOLICITATION NO.

X N00173-02-R-DL02

9B. DATED (SEE ITEM 11)

5/14/2002

10A. MODIFICATION OF CONTRACT/ORDER NO.

10B. DATED (SEE ITEM 11)

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,  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 2 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 your 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 ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	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 page 2 through 4.

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)
15B. CONTRACTOR/OFFEROR	16B. UNITED STATES OF AMERICA
15C. DATE SIGNED	16C. DATE SIGNED
(Signature of person authorized to sign)	(Signature of Contracting Officer)

The purpose of this amendment is to provide answers to questions from potential offerors. (NOTE: In answering the questions, several websites are provided as sources of information. The information given in the websites is not part of this solicitation.)

Q1. Was any consideration given to possibly using a Time and Materials or Fixed Price type contract rather than an IDIQ / CPFF contract?

A1. Yes, this was considered. However, while we are reasonably confident we will have a requirement for the services for the next five years, there are a number of uncertainties. These include 1) future developments in software and hardware applicable to NRL business systems, 2) changes in statutory and regulatory requirements that may impact NRL business systems, and 3) future business systems implemented at the federal, DoD, or Navy levels. Therefore we can only state the scope of work in general terms. Similarly, we have established general personnel qualifications in Attachment (2) and have provided our best estimate of the maximum level of effort that may be required in Paragraph L-5. However, the NRL cannot predetermine the precise level of effort or skill mix that will be required during the contract period.

Q2. Regarding the Cost Proposal requirements outlined in Section L-13 1a, is there a more specific format you can provide that the bidder should use?

A2. No specific format is required as long as the information required by the RFP is provided in sufficient detail to permit cost evaluation. Offerors should note that the solicitation includes the clause at FAR 52.216-7, "Allowable Cost and Payment," which provides that the allowability of costs will be determined in accordance with FAR Subpart 31.2. The Defense Contract Audit Agency has a guide entitled "Information for Contractors" available at its website: <http://www.dcaa.mil/> under "DCAA Publications."

Q3. Can you estimate the amount of travel, the destination and any other relevant information for pricing purposes.

A3. It is not anticipated that a significant amount of travel will be required by contractor personnel during performance of the contract. If any travel is required, it will be included in the estimated cost of the appropriate individual task order. For pricing purposes, it is not necessary to include estimated travel costs unless the offeror anticipates travel costs by managerial or administrative personnel that are treated as direct costs.

Q4. Our rates have not been approved by DCAA. Is it okay if we submit the direct hourly rates with a justification for the indirect rates?

A4. Yes, as long as you provide complete documentation and the rationale for using the rates.

Q5. As long as two companies meet the small business requirement can they form a Joint Venture in which they act as one entity in providing the services requested?

A5. Yes, as long as the entity that submits the proposal (and to which any resulting contract would be awarded) is a small business.

Q6. If a contractor were to submit a proposal with teammates/subcontractors, can one of the past performance submissions be from the teammate/subcontractor?

A6. See the answer to Q7, below.

Q7. Section L-12 (c) of the RFP requires 3 past performance projects. If a bidder has only one current contract similar in nature which was awarded at least one year prior to the solicitation date, is it acceptable to include one past performance from a subcontractor and a past performance reference from the proposed project manager or key personnel?

A7. Yes, you may provide past performance information for a proposed subcontractor (or similar entity) that will perform major or critical aspects of the requirement or for the proposed project manager or key personnel responsible for major or critical aspects of the requirement.

Q8. Can you provide information on the Navy Working Capital Fund?

A8. You can find information about the Defense Working Capital Fund at: <http://www.dtic.mil/comptroller/dwcfcenter/index.html> . Specific Navy Working Capital Fund activities are identified at: [http://www.dtic.mil/comptroller/dwcfcenter/02\\_gateway/gatewaynavy.htm](http://www.dtic.mil/comptroller/dwcfcenter/02_gateway/gatewaynavy.htm) .

Q9. Must an individual possess experience or knowledge of the specific NWCF program, or will past experience supporting similar programs such as an Army Working Capital Fund activity suffice?

A9. Navy Working Capital Fund experience is desirable rather than mandatory. The more directly relevant experience is to the requirement in the solicitation, the more highly it will be rated. All other things being equal, knowledge and experience of the Navy Working Capital Fund at the NRL will be rated higher than knowledge and experience of another Working Capital Fund.

Q10. Are facility and/or personnel security clearances required and, if so, at what level? Does working on this project require access to any classified information?

A10. A security clearance is not required. It is not anticipated that work under the contract will require access to classified information.

Q11. How long will the period be between the time of award and the issuance of the first task order?

A11. It is anticipated that the first task order will be issued simultaneous with contract award or very shortly thereafter. If the purpose of the question is to ascertain how soon after contract award will the contractor be expected to fully staff the first task order, it is emphasized that the government has an immediate requirement for the services. However the government may be amenable to negotiating a very short transition period.

Q12. What is the anticipated level of effort during the first 90 to 120 days of the contract?

A12. See Amendment 0002, Answer 6. It is anticipated that the initial efforts under the contract (or contracts) will require a similar level of effort.

Q13. The website indicates that facsimile submissions are acceptable due to potential delays in delivery of the mail. Is hand delivery of the proposal acceptable? If hand delivery is acceptable, where should the proposal be delivered.?

A13. Hand delivery is acceptable. As stated on Page 1, Block 9 of the solicitation, proposals are to be delivered to Building 222, Room 115. Offerors should note that the NRL is a controlled-access facility and visitors must check in at Building 72 by the front gate. Offerors should allow at least an hour from their arrival at Building 72 to deliver their proposal to Building 222. Directions may be found at: <http://www.nrl.navy.mil/aboutdc.htm> .