

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES 1 7
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 27-AUG-99	4. REQUISITION/PURCHASE REQ. NO. 12-4081-99	5. PROJECT NO. (If applicable)	
6. ISSUED BY CODE		N00173	7. ADMINISTERED BY (If other than Item 6) CODE	
CONTRACTING OFFICER NAVAL RESEARCH LABORATORY ATTN: CODE 3220.MS WASHINGTON DC 20375-5326				

8. NAME AND ADDRESS OF CONTRACTOR (No., street, country, State and ZIP Code) TO ALL OFFERORS		<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. N00173-99-R-MS05
		<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 04-AUG-99
			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, 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 x 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.

<input checked="" type="checkbox"/>	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 Two.

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

The purpose of this amendment is to answer questions received from potential offerors.

Question 1: Will the Naval Research Laboratory (NRL) hold a pre-proposal conference?

Answer 1: NRL will not be holding a pre-proposal conference.

Question 2: Is a tour of the NRL sites possible? The purpose of the tour would be to determine the number and types of buildings to be surveyed; number and job classifications of personnel per building; and the type, number, and complexity of work environments involved.

Answer 2: NRL does not believe a tour is necessary. NRL is the Navy's corporate laboratory conducting a wide-range of scientific research. There are approximately 2,644 employees at the Naval Research Laboratory. Of these, approximately 300 are blue-collar workers (mailroom, supply/delivery, maintenance, guards), 1900 are research staff, and the remaining are support staff. See answer 6 for the number of buildings.

Question 3: What are the employee populations at each the following NRL sites?

Main Site, Washington DC; Chesapeake Beach Detachment; Quantico, VA and Pomonkey, MD.

Answer 3: The following is the employee populations at each site:

NRL Main Site, Washington, DC - 2617

Chesapeake Beach Detachment - 18

Quantico, VA - 3

Pomonkey, MD - 6

Question 4: What job types, occupations, or tasks are reflected by job codes – 5262, 1222.2, 1247, 3400, and 3500?

Answer 4: The following occupations are reflected by the above job codes: mailroom, guards, environmental response team, supply/shipping/receiving, maintenance shops

Question 5: Does NRL have injury and illness statistics compiled in a pre-existing database, or would NRL need this database to be developed prior to any analysis?

Answer 5: NRL currently has statistics for the past 10 years compiled in an existing database.

Question 6: Walk-through surveys are to be completed on 20% of all buildings, but there is no listed quantity of total number of buildings and average size of buildings.

Answer 6: The following is a list of the number of buildings and average size of each. An average of one hour per floor is estimated to perform the walk through surveys.

Washington D.C. Approx. Square feet per building 42,000
15 Bldgs. - 1 Floor
21 Bldgs. - 2 Floors
13 Bldgs. - 3 Floors
1 Bldg. - 4 Floors

Quantico, VA Approx. Square feet per building 1,800
3 Bldgs. - 1 Floor
3 Bldgs. - 3 Floors

Blossom Pt., MD Approx. Square feet per building 2,000
6 Bldgs. - 1 Floor

Pomonkey, MD Approx. Square feet per building 1,800
2 Bldgs. - 3 Floors
3 Bldgs. - 1 Floor

CBD, MD Approx. Square feet per building 200
9 Bldgs. - 1 Floor
3 Bldgs. - 2 Floors

Question 7: Reports are required on the walk through surveys to include all building areas and codes that were surveyed. How many codes on average?

Answer 7: An average of twenty-six codes will be surveyed.

Question 8: What is the expected level of report detail for the walk through surveys? (It did not appear that there was a form provided in OPNAV 5100.23E) Can a sample report be provided?

Answer 8: A sample report is not available. The requirements of the report are described in the statement of work.

Question 9: Is it expected that the surveys will be completed in the first part of the year rather than spread throughout the year? Since it appears that the training required in accordance with the SOW paragraph 5b will be related to the results of the surveys.

Answer 9: The surveys will be spread throughout the year with some coordinated with annual safety inspections.

Question 10: Is there an expectation that full time staff will be needed to conduct ergonomic job task analyses (EJTAs) at once, or does NRL envision the EJTA requests to be conducted throughout the life of the contract.

Answer 10: EJTA will be performed throughout the life of the contract.

Question 11: What is the expected level of report detail for the 25 EJTAs? Can a sample report be provided? Also, can it be assumed that the contractor will use the forms described in OPNAV 5100.23E, Chapter 23 to complete the EJTA?

Answer 11: The report should include, but is not limited to the following:

Employee Name	Job Title
Supervisor	Code
Bldg. Rm.	Telephone no.
Diagnosis: (if available)	
Job Description	
Schedule/Work Hours	
Special Tools and Equipment	
Dress	
Work Environment	
Work Pace	
Critical Job Demands	
Summary of Daily Activities Required (% of time spent bending, sitting, lifting, etc)	
Subjective Evaluation (physical symptoms)	
Objective Evaluation (ergonomic stressors)	
Job Accommodations Available	
Actions taken while on site	
Job Modifications Recommended	

Forms found in Appendix 23-B can be used during the performance of EJTAs, and can also be used during walk-through surveys. Appendix 23-C describes the model specifications for EJTA. A form similar to Appendix 23-A has been developed to use during the annual lab-wide worksite analysis and individual division safety inspections.

Question 12: Are the 25 EJTAs to be completed per year, or are they spaced across the 5 years? If they are spaced across 5 years – how many per year?

Answer 12: Twenty five EJTAs are to be completed per year.

Question 13: Is the contractor expected to provide manuals for each person that receives the training?

Answer 13: The contractor must provide manuals for each person that receives training.

Question 14: Will the training sessions be provided only at the NRL main site, Washington, D.C. or will they be provided at all sites?

Answer 14: Most training is held at the NRL main site, Washington, D.C. A couple of training sessions may be held at other sites.

Question 15: Will the NRL provide a training facility and AV materials?

Answer 15: NRL will provide a training facility and audiovisual equipment. The contractor is responsible for providing any training materials required.

Question 16: How many participants are expected to attend each session of the general training?

Answer 16: A possibility of 50-75 participants is expected to attend each session of the general awareness training.

Question 17: How many participants are expected to attend each session of the specific training?

Answer 17: It is unknown as to how many participants will attend the specific training. The walk-through surveys or EJTA's will determine the training.

Question 18: Can it be assumed that the general training will occur before the specific training?

Answer 18: The general training may not necessarily occur before the specific training since only certain groups receive general training. The specific training needs are determined by the walk-through surveys which will be performed throughout the year.

Question 19: How many participants are expected to attend each session of the specific training?

Answer 19: It is unknown as to how many participants will attend the specific training. The walk-through surveys or EJTA's will determine the training.

Question 20: Consultation with the Safety Branch is to be provided on a monthly basis on ergonomic concerns at specific worksites in accordance with Statement of Work (SOW) paragraph 10. What is the estimated number of consultation hours needed (on average)?

Answer 20: The average number of consultation hours is 2-4 hours monthly.

Question 21: What are the estimated quantities of quarterly newsletters needed?

Answer 21: One camera-ready copy of the newsletter is required per quarter.

Question 22: At which location(s) will the ergonomic/health fairs be provided?

Answer 22: The Health Fair is held at NRL's main site, Washington D.C.

Question 23: Is the ergonomics/health fair to be provided annually?

Answer 23: The ergonomics/health fair is to be provided annually.

Question 24: What is the expected attendance (number and job classifications) for the ergonomics/health fair?

Answer 24: The minimum expected attendance is 300 government employees. All employees from all sites are invited. (See answer to question 2)

Question 25: How long is the expected duration of the ergonomics/health fair?

Answer 25: The ergonomics/health fair is held on one day per year for approximately six hours.

Question 26: At which location(s) will the health and wellness screenings be provided?

Answer 26: The health and wellness screenings are held at NRL's main site, Washington, D.C.

Question 27: How many employees are expected to participate in the two annual health and wellness screenings?

Answer 27: Presently NRL has had only one health and wellness screening. The screening was held on two separate days for 6 hours each at NRL's main site. Approximately 300 government employees attended.

Question 28. What is the anticipated content of the screenings (in addition to blood pressure screenings)?

Answer 28: Glaucoma, height, weight, vision, and body fat content are examples of the anticipated screenings. No screenings will be conducted that involve blood or privacy.

Question 29: Who is the NRL's current health care provider?

Answer 29: Job related physicals and minor first aid is provided on an as needed basis at the NRL medical clinic, however government employees normally utilize private physicians.

Question 30: Please provide more information regarding the occupational certificates for personnel in the health care fields.

Answer 30: See answer to question 31.

Question 31: Should resumes be submitted along with the occupational certifications?

Answer 31: Resumes, including any applicable occupational certifications, must be submitted for proposed personnel.

Question 32: Are there any minimum educational and professional qualifications for contractors? If so, what are they and does the proposal need to reflect that expertise?

Answer 32: The type of tasks required by the Statement of Work requires persons with experience in occupational health, case management, analysis and communication of medical information in both the private and public sectors. Also, experience in ergonomics, occupational injury prevention and workers' compensation issues, medical determinations related to employability, medical impairment, and disability in both the private and public sectors is required. In order for an offer to be determined technically acceptable this type of experience must be reflected in the resumes.