

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 54

2. AMENDMENT/MODIFICATION NO. 0001
 3. EFFECTIVE DATE 10/04/2005
 4. REQUISITION/PURCHASE REQ. NO. See Lines
 5. PROJECT NO. (If applicable)

6. ISSUED BY DOT/Maritime Administration, MAR-380
 400 Seventh Street, SW., Room 7310
 Washington, DC 20590
 CODE 00091
 7. ADMINISTERED BY (If other than Item 6) "https://voa.marad.dot.gov"
 DOT/Maritime Administration/MAR-380
 CODE VOA

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)
 CODE FACILITY CODE
 9A. AMENDMENT OF SOLICITATION NO. DTMA1R05014
 (X)
 9B. DATED (SEE ITEM 11) 09/08/2005
 (X)
 10A. MODIFICATION OF CONTRACT/ORDER NO.
 10B. DATED (SEE ITEM 13)

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 0 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 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.)
 The purpose of this amendment is to:

- Extend the solicitation closing date to 10/13/2005.
- Add the following language to L.4 Technical Proposal Instructions to clarify the requirement for key personnel resumes. Resumes are required for the individuals proposed to fill the key personnel positions identified in Section C of the solicitation. The resumes shall be in MS Word (.doc) or Adobe Acrobat (.pdf) with a two page (single-sided) limit per individual, 12-pitch font, and no graphics. The resume file(s) shall be uploaded to VOA in the technical proposal section under the Other Attachment tab.
- Provide the following instructions regarding fulfilling the requirements of SF-33 submission: Offerors shall submit a signed SF-33. The completed and signed SF-33 file shall be uploaded to the Summary tab within the Cost Proposal section of their proposal in VOA. The file uploaded must be in Adobe (.pdf) format and shall be submitted prior to the solicitation closing date.
 (CONT' ON 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)
 Erica L. Williams
 15B. CONTRACTOR/OFFEROR 15C. DATE SIGNED 16B. United States of America 16C. DATE SIGNED
 BY _____ 10/04/2005
 (Signature of person authorized to sign) (Signature of Contracting Officer)

3. Incorporate Wage Determination No.: 1994-2543.

The positions of Warehouse Worker and Office Automation Assistant are identified in the solicitation as subject to the Service Contract Act . Wage determination-equivalent classification titles are 21400 Warehouse Specialist and 01118 General Clerk IV. An offeror will not be found non-responsive if the WD labor categories referenced are not utilized. However, any similar category proposed may still be subject to SCA. If the offeror does not feel that the category is subject to SCA, an explanation of why the category is not subject to SCA will have to be provided.

4. Incorporate the following clause into section H:

H.10 Key Personnel Substitutions

- a. The contractor agrees to assign to the contract those individuals whose resumes, personnel data forms or personnel qualification statements were proposed and submitted to fill the key personnel positions identified in Section C of the solicitation.
- b. The contractor agrees that during the first 180 days of the contract performance period, no personnel substitutions or additions will be permitted unless such substitutions or additions are necessitated by an individual's sudden incapacitation or termination of employment. The contractor shall notify the Contracting Officer and provide the information required by paragraph (d) below if a substitution based on the above circumstances is necessary during the first 180 days of contract performance.
- c. If a key personnel individual for whatever reason becomes unavailable for work under the contract for a continuous period exceeding thirty (30) working days, or are expected to devote substantially less effort to the work than indicated in the proposal, the contractor shall propose a substitution of such personnel in accordance with paragraph (d) below.
- d. All proposed substitutions or additions shall be submitted in writing to the Contracting Officer at least 15 calendar days prior to the proposed substitution or addition. Each request shall provide a detailed explanation of the circumstances necessitating the proposed substitution or addition and include a complete resume and proposed annual salary for the proposed individual. All proposed substitutes or additions must possess, at a minimum, the same qualifications of the individual being replaced.
- e. The Contracting Officer shall evaluate requests for substitution and/or addition of personnel and promptly notify the contractor, in writing, of whether the request is approved or disapproved.

5. Make grammatical changes to M.3 and M.4.

All other terms and conditions remain unchanged.

Solicitation Amendment	Document No. DTMA1R05014/0001	Document Title 5-Year Logistics Support Contract	Page 5 of 5
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SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

The free form item 'Key Personnel Substitutions has been added.
The free form item 'Cost Proposal Instructions has been edited.
The free form item 'Technical Proposal Instructions has been edited.
The free form item 'Past Performance Evaluation has been edited.
The free form item 'Technical Evaluation Criteria has been edited.

Solicitation Amendment	Document No. DTMA1R05014/0001	Document Title 5-Year Logistics Support Contract	Page 30 of 30
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H.10 KEY PERSONNEL SUBSTITUTIONS

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Solicitation Amendment	Document No. DTMA1R05014/0001	Document Title 5-Year Logistics Support Contract	Page 45 of 45
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- " Netscape Navigator 6.0 or higher
- " Javascript must be enabled
- " Java applets must be enabled
- " Cookies must be enabled

Both technical assistance and acquisition content assistance are available through VOA.

L.3 INSTRUCTIONS FOR PAST PERFORMANCE PROPOSAL & REFERENCE SUBMISSION

The following criteria for Past Performance information submissions should be followed and entered in the appropriate area in VOA:

(a) Offerors must submit relevant references which demonstrate that the offeror or its subcontractor(s) have successfully performed, within the past three (3) years, the work described in section C of the solicitation. The work must have been performed, at a minimum, at a level consistent with the services described in Section C. References shall include a reference from each major subcontractor (i.e., the sub performs more than 20% of the labor.)

At least one (1) reference must be for the prime offeror and no more than three (3) references are to be submitted.

The reference contact identified should be an individual who can fully address the kind of work performed on the referenced contract. Current, valid contact information for each contact, which has been verified by the offeror prior to proposal submission, shall be provided. References may include those from past or current contracts or subcontracts with local, state, or federal governments, or from past or current contracts or subcontracts with the private sector.

(b) Offerors may submit a short explanation describing how the work accomplished meets the requirements of section C.

(c) A Past Performance Questionnaire is located in the VOA library. Offerors are to provide this form to the references provided for completion and submission. The offeror is to request the reference be completed and submitted via email to erica.williams@dot.gov by the solicitation closing date. The reference's email subject line must read "DTMA1R05014 - Past Performance Evaluation - *Insert Evaluated Company's Name.*"

L.4 TECHNICAL PROPOSAL INSTRUCTIONS

Technical Approach. Section C describes the traditional MARAD approach for accomplishing RRF Logistics and Spare Parts Procurement Support Services. The Government is open to innovative technical approaches that meet its performance goals. Per Section L.4, you may propose a technical approach which differs from the Statement of Work presented in Section C.

Successful performance under this contract demands an integration of technical capability and management expertise with emphasis on quality assurance and cost management. The resultant service contract will be Performance-Based. As such, offerors must clearly state their methodology for the accomplishment of each of the five (5) overall performance goals:

1. High-quality execution of logistics support overhauls.
2. Success in supporting RRF activations, deactivations and active RRF ships with responsive shipping, receiving and warehouse support.
3. Well documented and cost effective provisioning recommendations to support 180 days of ship operations.
4. Compliance with Government and company purchasing policies, procedures, and practices.
5. Effectively manage workload and control costs.

Offerors shall submit a written technical proposal that addresses the offeror's proposed methodology/technical approach in meeting the Government's requirements/goals outlined in Section C.

State whether you propose a technical approach to the solicitation SOW or an alternative SOW.

FACTOR A - LOGISTICS OVERHAUL GOAL - High-quality execution of logistics support overhauls.

Describe your management methodology, technical capability, qualifications, and experience in planning and conducting logistics overhauls on ocean-going vessels.

Solicitation Amendment	Document No. DTMA1R05014/0001	Document Title 5-Year Logistics Support Contract	Page 46 of 46
-------------------------------	---	--	---------------

Provide your methodology to provide logistics overhaul team services in each MARAD Region. This includes any teaming arrangements. Clearly specify composition of team, education/experience, supervision, quality assurance, and program management of the team.

Explain any inherent differences in your company's methodology relative in performing logistics overhauls and the logistics overhaul process as described in Section C.

Describe at least one (1) example where your company's logistics management methodology were instrumental in providing superior ship management yielding the best possible outcome at the best possible cost.

FACTOR B - LOGISTICS, ACTIVATION, OPERATIONS, and DEACTIVATION GOAL - Success in performing RRF activations, deactivations and active RRF ships, using responsive shipping, receiving and warehouse support.

Describe how you would handle the requirements to support a mass activation of ships. Identify the critical elements of multiple activations and the areas of risk/mitigation associated with their support. Discuss cost savings based upon your approach.

Discuss your capability and experience in supporting ships overseas. What challenges and risks do you foresee in doing this and how would you mitigate risk?

What is your company's experience in managing Chemical, Biological and Radiological Detection (CBRD) material? Explain in detail how you would manage CBRD shelf-life material, including its replenishment and disposal. If your company does not have CBRD management experience, provide your experience in managing an inventory of shelf-life intensive material.

Describe your company's process for receiving National Stock Numbered (NSN) material.

FACTOR C -PROVISIONING GOAL - Well documented and cost effective provisioning recommendations to support 180 days of ship operations.

Explain in detail your company's planned methodology and experience in providing provisioning recommendations and purchase requests for shipboard equipment. Be advised that the majority of MARAD equipments are commercial and foreign made and are not identified or supported in the DoD supply system.

Explain in detail how your company would screen new provisioning requirements against existing assets available within MARAD or other Federal agencies to provide cost avoidance.

FACTOR D - PURCHASING GOAL - Compliance with Government and company purchasing policies, procedures and practices.

Explain in detail your company's experience in providing purchasing services for the Government. Include in your explanation all the requirements identified in Section C-9.3. Also, briefly describe the results of any independent third party audit/review of the purchasing system within the past three (3) years.

Describe your company's experience in performing expedited purchases. Provide at least two (2) examples. Also provide a list of the sources of supply that your company uses, or would, use to electronically check for assets.

Describe your company's process for monitoring routine purchases for adherence to cost and schedule.

Describe your company's process for receiving material purchased for MARAD.

FACTOR E - BUSINESS MANAGEMENT GOAL - Effectively manage workload and control costs.

Describe your company's approach to manage fluctuations in workload.

Describe your company's approach in maximizing the retention of trained personnel.

Explain the approach and methods to be used in containing costs associated with each of the following:

- a. Logistics Overhaul Team Travel Costs

Solicitation Amendment	Document No. DTMA1R05014/0001	Document Title 5-Year Logistics Support Contract	Page 47 of 47
-------------------------------	---	--	---------------

b. Logistics Overhaul Team Per Diem Costs

Describe the corporate system to be used in documenting and tracking invoices and associating subcontractor/vendor invoices with MARAD issued Task Order (TO). Explain the approach and methodology to be used to ensure the timely payment of subcontractor invoices and the expeditious close-out of MARAD issued TO. MARAD intends to use an electronic invoicing system for this contract; the use of this system requires the company to have a Government-approved Accounting System.

Describe the current corporate accounting system. Indicate the results of any third party audit of the system within the past three (3) years. Provide a brief description of the results.

Resumes are required for the individuals proposed to fill the key personnel positions identified in Section C of the solicitation. The resumes shall be in MS Word (.doc) or Adobe Acrobat (.pdf) with a two page (single-sided) limit per individual, 12-pitch font, and no graphics. The resume file(s) shall be uploaded to VOA in the technical proposal section under the Other Attachment tab.

L.5 HISTORICAL WORKLOAD ESTIMATES

a. On average, for the previous three contract years, MARAD ordered an estimated 129,000 labor hours (including first tier subcontractor labor hours) each year.

b. Approximately five (5) logistics overhauls are planned for each contract year.

c. For the previous three contract years, MARAD ordered an estimated 3,500 spare part line items with an estimated value of \$1.8M for each year.

L.6 COST PROPOSAL INSTRUCTIONS

(a) Offerors shall comply with the instructions in paragraph L.6 52.215-20 Requirements for Cost or Pricing Data or Information other than Cost or Pricing data and instructions in preparing their cost proposals.

(b) In addition to the requirements of paragraph L.6, please provide a summary sheet for each contract year and a 5-year summary sheet each of which includes subtotals for direct labor, overhead, G&A, other direct costs, base fee (if proposed) and award fee pool. Show hours and rates by labor category and provide the rate and base for indirect costs.

(c) Offerors must further submit information required in response to paragraph **L.8**, Evaluation of Compensation for Professional Employees, as part of the cost proposal.

(d) Offerors must submit a document(s) which demonstrates its ability to obtain and maintain a \$600,000 financial line of credit, if necessary, to satisfactorily fulfill the requirements of the contract.

(e) For offerors whose subcontractor(s) desire to submit cost information directly to the Government unseen by the prime must have the affected subcontractors submit their cost proposal information via email to erica.williams@dot.gov by the solicitation closing date. The subcontractor's email subject line must read "DTMA1R05014 - Subcontractor Cost Proposal - *Insert Prime Offeror Name.*"

(f) Offerors shall submit a signed SF-33. The signed SF-33 file shall be uploaded to the Summary tab within the Cost Proposal section of their proposal in VOA. The file uploaded must be in Adobe (.pdf) format and shall be submitted prior to the solicitation closing date.

L.7 52.215-01 INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION

JANUARY 2004

(a) Definitions. As used in this provision--

"Discussions" are negotiations that occur after establishment of the competitive range that may, at the Contracting Officer's discretion, result in the offeror being allowed to revise its proposal.

Solicitation Amendment	Document No. DTMA1R05014/0001	Document Title 5-Year Logistics Support Contract	Page 53 of 53
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SECTION M -- EVALUATION FACTORS FOR AWARD

M.1 52.252-01 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation or offer. Also, the full text of a solicitation provision may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far/current/html/FARMTOC.html>

Clause	Title	Date
52.217-05	Evaluation Of Options	July 1990

M.2 BASIS OF AWARD

An award will be made to that U.S Small Business Administration certified 8(a) offeror whose offer, conforming to the solicitation, represents the best value to the Government, price and other factors considered. All evaluation factors, other than cost or price, when combined, are significantly more important than cost or price. Technical and past performance are approximately of equal value. Consequently, the Government reserves the right to make award to other than the lowest priced offeror. The evaluated price shall consist of the total estimated cost (CLINs for direct labor and other direct costs fully burdened except for fee) plus base fee and the award fee pool for the base year and four option year periods of the contract.

M.3 PAST PERFORMANCE EVALUATION

Past performance is one indicator of an offeror's ability to perform the contract successfully. The evaluation of past performance/risk will be two-fold, namely the degree of relevancy to, and the degree of risk regarding, performance on the instant solicitation associated with each past performance reference submitted

Past performance will be rated against the following factors, which are listed in descending order of importance, factor 1 is approximately equal to factors 2 through 5 combined:

1. Quality of service
2. Timeliness and responsiveness of performance
3. Cost Control
4. Problems and resolutions
5. Commitment to customer satisfaction

Offerors without a record of relevant past performance or for whom information on past performance is not available, will not be evaluated favorably or unfavorably on past performance in accordance with FAR Part 15.305(a)(2)(iv).

M.4 TECHNICAL EVALUATION CRITERIA

There are five technical evaluation factors. Under each factor the Government will assess the offeror's understanding of, thoroughness in addressing, realism and feasibility of the proposed technical approach and the cost-effectiveness of the proposed technical approach to accomplish each of the requirements listed in Section C of the solicitation.

Solicitation Amendment	Document No. DTMA1R05014/0001	Document Title 5-Year Logistics Support Contract	Page 54 of 54
-------------------------------	---	--	---------------

Understandably Company methodologies may differ from the SOW approach to achieve the Government's performance goals in this solicitation. Taking this into consideration, offerors may either propose a technical approach to meet the requirements of section C of this solicitation as written or treat section C as a statement of objective and substitute of statement of work based on their own proposed methodologies.

The five (5) factors are listed in descending order of importance from highest to lowest; however, Factor A is approximately equal to factors B through E combined.

FACTOR A - LOGISTICS OVERHAUL MANAGEMENT GOAL - The proposal demonstrates high-quality execution of logistics support overhauls through: its methodology and experience conducting logistics overhauls of ocean-going vessels; its proposed Logistics overhaul team management; examples of its logistics overhaul management experience.

FACTOR B - LOGISTICS ACTIVATION, OPERATIONS, AND DEACTIVATION GOAL - The proposal demonstrates the offeror can be successful in supporting ship activations, deactivations, and active deployed ships, using responsive shipping, receiving and warehouse support. The proposal should discuss approaches to Mass activation and risk mitigation, Overseas ship support capability, CBRD-type material management and NSN receipt procedures.

FACTOR C - PROVISIONING GOAL - Well documented and cost effective provisioning recommendations to support 180 days of ship operations.
Experience and methodology in provisioning shipboard equipment.

FACTOR D - PURCHASING GOAL - Compliance with Government and company purchasing policies, procedures and practices, Government purchasing experience and **positive** audit results, expedited purchasing procedures, routine purchasing procedures, **and** receipt of material purchased for the Government.

FACTOR E - PROJECT MANAGEMENT GOAL - Effectively manage workload and control costs. Managing workload fluctuations Personnel retention Controlling logistics overhaul team costs Invoice control and processing Accounting system description and audit results.

M.5 COST EVALUATION

The offeror's cost proposal will be evaluated to determine whether the estimate is reasonable and realistic for the technical approach offered, as well as to determine the offeror's practical understanding of the effort. Costs will be evaluated to determine the reasonableness and realism of the total proposed price. Costs may be adjusted on the basis of the results of the examination for cost realism. Also the adequacy of the offeror's total compensation plan, which sets forth the proposed salaries and fringe benefits for professional employees proposed to work on the contract, will be evaluated in order to determine that all professional employees will be compensated fairly and properly. The successful offeror will also have to demonstrate its ability to obtain and maintain a minimum line of financial credit of \$600,000.00.