

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

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2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 05/03/2004	4. REQUISITION/PURCHASE REQ. NO.	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) DOT/Maritime Administration, MAR-380 400 Seventh Street, SW., Room 7310 Washington, DC 20590
		CODE	00091

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)	(X)	9A. AMENDMENT OF SOLICITATION NO. DTMA1R04014
	(X)	9B. DATED (SEE ITEM 11) 03/30/2004
		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 _____ 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.
<input type="checkbox"/>	
<input type="checkbox"/>	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).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	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.)
 Modification 0002 to DTMA1R04014 is issued to:

1. Extend the deadline for proposal submission to 4:00 PM Eastern Daylight Time, May 11, 2004; and
2. Clarify Section L.4, Part III - Offerors shall provide a total contract price per year for the base year and all options years as outlined in the designated section on the VOA excluding Contract Line Item Number 0006 - Reimbursable supplies and services to include Travel. This Line Item will be completed by the Government at award.

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) Rilla A. Gaither
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

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No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Previous Total:
Modification Total:
Grand Total:

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SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

The free form item 'Instructions for the Preparation of Technical and Cost Proposals has been edited.

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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND COST PROPOSALS

INSTRUCTIONS FOR THE PREPARATION OF TECHNICAL AND PRICE PROPOSALS

The Request for Proposal along with any related documents for this procurement are made available only through electronic media available for downloading via the Internet at the U.S. Maritime Administration Virtual Office of Acquisition (VOA) Website: <http://voa.marad.dot.gov>. Proposals are due by **4:00 p.m.** Eastern Daylight Time **May 11, 2004**. No paper copies of proposals will be accepted.

One electronic copy of the proposal must be prepared in four (4) parts: (1) Standard Form 33 (SF33) Solicitation, Offer, and Award; (2) technical proposal including past performance (resume); (3) price proposal, and, (4) representations and certifications outlined in Section K. Offerors are to provide a detailed description for each part of the proposal in the designated space(s) provided on the VOA website. Information required to be submitted but left out of the offeror's proposal submission to the VOA website, shall be deemed to have been omitted from the proposal, and may render the proposal non-responsive. Each of the parts shall be separate and complete in itself so that evaluation of one may be accomplished independently from evaluation of the other.

Minimum hardware requirements to interface with VOA are:

- Microsoft Internet Explorer 5.5 or higher
- 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.

INQUIRIES

Inquiries and all correspondence concerning this solicitation document shall be submitted electronically via the VOA website. Questions shall be submitted via VOA under the Naval War College "Q&A Section." Answers will be posted on the VOA. Assistance to VOA will be provided through the VOA help desk as listed on the website.

PROPOSAL SUBMISSION

Proposals in response to this Solicitation must be submitted through the VOA website. In order to submit a proposal, offerors must first register with the VOA to receive a secure password. Offerors registered on VOA and the Naval War College Bidder's Mailing List, shall submit proposals electronically via VOA. Hard copies of proposals or submission via any other medium, unless specifically specified in the Solicitation, **SHALL NEITHER BE ACCEPTED NOR EVALUATED.**

Proposals must be submitted through VOA by the date and time specified in Block 9 of the SF-33. VOA will not allow proposal submissions or revisions after the designated time for submission of proposals (see FAR 52.214-7, Late Submissions, Modifications, and Withdrawals of Bids (Nov 1999)). **CAUTION: Offerors must accomplish a "Final Submit" in the VOA for the proposal to be considered. Once a "Final Submit" has been accomplished, no further revisions to the proposal can be made. Offerors are cautioned to allow sufficient time for electronic proposal completion and supporting document uploading. Once a "Final Submit" has been accomplished, VOA will indicate that "The Proposal Has Been Successfully Submitted."**

Offerors are encouraged to carefully read and follow the proposal submission instructions outlined on the VOA website. Proposal submission information must be provided in the appropriate spaces/sections designated on VOA. The Government will not be responsible for looking for and evaluating proposal information provided in spaces/sections other than those designed on VOA.

The Government will evaluate electronic proposals submitted via VOA in accordance with the criteria established in Section M of this Solicitation. Offerors are cautioned that the Government may elect to award contracts resultant from the initial proposals, without holding discussions.

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If revisions are requested, they will be submitted electronically via VOA, and evaluated on the same basis as previous submissions. The Government reserves the right to reject any proposal if any data submitted with a revision is inadequate to establish the acceptability of the revised offer. Any revision received after the closing date and time specified will be considered a late offer in accordance with FAR 52.214-7.

PROPOSAL INSTRUCTIONS - GENERAL

The Government requires the services of a single individual, whether or not self-employed, who will serve as Contractor for the full term of the contract, including options, if exercised.

Mandatory Requirement: At the time of proposal submission, offerors must possess a current Government Secret Security Clearance. In order to ensure compliance with this requirement, offerors must submit as part of their technical proposal evidence, in the form of the Name of the Agency from which the Secret Security Clearance was obtained, and the name and phone number of the Security Officer. Any proposal submitted without this information will be determined non-responsive. Should the Government be unable to confirm the Government Secret Security clearance by the time the Contracting Officer establishes the competitive range, the proposal will be removed from further evaluation consideration.

Part I - SF-33

Complete the following blocks of the SF 33: 13, as applicable; 14, as applicable; 15A; 15B; 15C; 16; 17; and 18.

Part II - Technical Proposal (Resume)

Due to the nature of the services provided, the technical proposal consists of the offeror's resume. The resume shall be in sufficient detail to provide a clear and concise presentation of relevant experience and education, and existing or previous level of security clearance attained. The proposal page limitation is defined on the VOA website. The resume shall address the following areas:

Technical Expertise

Address relevant technical experience, including but not limited to, military service/experiences (active and/or inactive); government service/experiences; teaching/instruction; maritime industry/legislation; maritime operations and/or logistics experience; and, similar or related contracts, subcontracts, and/or grants; practical experiences; educational level attained; professional organizations; and major accomplishments.

Address relevant education, including, but not limited to, maritime, teaching, international studies, history, economics, or law degree from an accredited institution; postgraduate degree from an accredited institution; military war college; professional seminars; and, workshops.

Past Performance

Offeror shall submit recent (not older than 3 years) past performance information, in the format below, on contracts you consider relevant in demonstrating your ability to perform the proposed effort. Include rationale supporting your rationale of relevance.

- (a) Customer names and address; and
- (b) Contract number and dollar amount; and,
- (c) Average number of technical personnel (by labor skill) involved; and,
- (d) Brief description of contract work scope and responsibilities; and,
- (e) Method which the offeror used to acquire the contract - noncompetitive or competitive; and
- (f) Nature of contract award, whether it was an initial award or follow-on to an existing contract; and,
- (g) Names and telephone number of the project officer and contracting/grants officer.

Only those offerors who have been determined by the Contracting Officer to possess a current Government Secret Security Clearance and acceptable resume will be considered eligible for award consideration. The Contractor must possess a Top Secret Security Clearance by issuance of Notice to Proceed. In order to ensure this requirement is met, the Government, at time of contract award, shall take the necessary steps to immediately commence the Top Secret Security Clearance process.

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Part III - Price Proposal

Offerors shall provide a total contract price per year for the base year and all option years as outlined in the designated section on the VOA **excluding Contract Line Item Number 0006 - Reimbursable supplies and services to include Travel. This Line Item will be completed by the Government at award.**

Part IV - Representations and Certifications

Offerors shall complete and submit the representations and certifications provided **on the VOA.**

The Government will evaluate proposals in accordance with the evaluation criteria set forth in Section M of this solicitation.