

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE <b>J</b>	PAGE OF PAGES <b>1   10</b>
2. AMENDMENT/MODIFICATION NO. <b>0002</b>	3. EFFECTIVE DATE <b>29-Apr-2008</b>	4. REQUISITION/PURCHASE REQ. NO. <b>DAAC80004</b>	5. PROJECT NO.(If applicable)	
6. ISSUED BY CODE <b>HQ0013</b>  DEFENSE SECURITY COOPERATION AGENCY-CON 201 12TH STREET SOUTH SUITE 203 ARLINGTON VA 22202-5408		7. ADMINISTERED BY (If other than item 6) CODE  <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		<input checked="" type="checkbox"/>	9A. AMENDMENT OF SOLICITATION NO. <b>HQ0013-08-R-0005</b>	
		<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) <b>08-Apr-2008</b>	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<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 type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. 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: (a) By completing Items 8 and 15, and returning <u>1</u> 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)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>				
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.)  The purpose of this modification is to provide responses to the questions submitted.				
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)		
		TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED	
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)	30-Apr-2008	

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

## SUMMARY OF CHANGES

## SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been added by full text:

Q&A

1. Is there a US citizenship requirement for any or all personnel? Considering the language and experience requirements, and the fact that no clearance is required, suggests that non-US citizens may be appropriate for some positions such as researchers, logistics personnel, and some of the part-time senior level lecturers, which could be former African officials with significant US/UN type experience.

**Answer:** Currently none of the positions require a security clearance and there is not a requirement for contractor personnel to be US citizens.

2. Is there an incumbent contractor? If yes, can you please provide the name?

**Answer:** Yes. Awarded to Defense Forecasters International (DFI).

3. Item numbers 0002 through 4023 request labor price information by unit price, total estimated price, and ceiling price. Does the ceiling price apply to both unit labor price and total labor price? If the ceiling price would be greater than the estimated price, under which circumstances during implementation would the contractor be allowed to bill at a rate that exceeds the estimated unit price (not to exceed the ceiling unit price)?

**Answer:** The ceiling price is the unit quantity times the proposed rate.

4. Please clarify why items number 0014 to 0023 (page 36 to 40) in base year 1 include the mention option? Is the estimated number of hours in those items optional?

**Answer.** The estimated labor hours are estimated. CLIN 0014-0023 are an option/surge CLINs that will be exercised whenever there is a surge in the requirement.

5. Under the Academic Affairs section are scholars expected to teach at ACSS or other sites in addition to seminars?

**Answer:** Facilitators are used at various programs, events CONUS and OCONUS according to program requirements.

6. What is the expected date of award and how much time for transition is anticipated?

**Answer:** The exact award date is not known but it is expected to be awarded in early to mid June. The contractor will be expected to perform and be fully operational 1 July 2008.

7. Are 3 contracts and 5 references required for every team member (e.g. prime and subs), just for the prime or for the team as a whole?

**Answer:** For the team as a whole and shall be proportional to the performance proposed by the team.

8. Are full resumes required for all personnel?

**Answer:** Resumes are required for persons proposed to fulfill requirements under Section 5 of the PWS.

9. Are participants and trainees from Africa expected to cover some or all of their travel and lodging expenses when attending an ACSS event in their country or in another African country?

**Answer:** The ACSS covers all authorized and allowable expenses in accordance with regulations for invited participants. The participants are required to pay for all other expenses.

10. Are participants and trainees from Africa, US or Europe expected to cover any costs while attending ACSS sponsored events/programs in the US?

**Answer:** The ACSS covers all authorized and allowable expenses in accordance with regulations for invited participants. The participants are required to pay for all other expenses.

11. Are proposals being requested from prior submittals under Sources Sought Notice?

**Answer:** No

12. Are the subcontractors' past performances included in the minimum of 5 references or should they in addition to the 5?

**Answer:** Five references including subcontractor's references.

13. Are there any reports (annual or quarterly) available from the incumbent?

**Answer:** No.

14. Assuming that this is not a new project, can we have the names and contact info of the people currently working on that project? If you are not able to provide this info, where can this info be retrieved from?

**Answer:** No.

15. Can ACSS provide a copy of the policy guidance memo to Regional Centers by the office of the under secretary of Defense for Policy?

**Answer:** The applicable portions of the memo are addressed in the PWS. For additional information on the ACSS mission **please visit their website ([www.africacenter.org](http://www.africacenter.org))**

16. Can the government clarify the number of past performance references allowed. On page 103 it states that the "offeror shall provide a minimum of five references relevant to its past performance and its major subcontractor's past performance in providing similar services under existing or prior contracts for the last 5 years" and "the offeror shall provide a list of no more than three contracts completed within the past three years" Is this in total or for each contractor within the consortium?

**Answer:** 5 references

17. Can the POCs from the three contracts cited also be included in the list of 5 references for past performance?

**Answer:** Yes

18. Could you further clarify how ACSS will address extra hours not planned for (for key and surge personnel)?

**Answer:** The contractor will be provided with 30 days notice, whenever possible, for surge personnel.

19. Could you provide further clarification on the amount of travel that will be required for each of the positions?

**Answer:** Each position could assume at least one trip to Africa per year. Certain positions, such as logistics officers will travel more frequently (dependent upon the contractors' proposed means of handling events and proposed efficiencies)

20. Do contractor personnel have to be U.S. citizens?

**Answer:** Currently none of the positions require a security clearance and there is not a requirement for contractor personnel to be US citizens.

21. Do we need to provide a budget for 4 years or for 1 year with three 1-year renewable terms?

**Answer:** The contract needs to bid on the entire PWS to include all CLINS for the base and option years.

22. Do you require resumes of proposed qualified personnel for various RFQ tasks? If so, is SECRET clearance a requirement?

**Answer:** Resumes are required for persons designated for tasks listed in Section 5. A secret clearance is not required at this time.

23. Does ACSS expect the contractor to include the cost of seminars in the cost volume and if so, can ACSS provide a plug figure or average cost for the seminars?

**Answer:** Contractors costs incurred for seminars that are not covered under any other CLINS will be billed against the ODC CLIN.

24. Does Annex A accurately reflect the full Academic Calendar for the first year of the project?

**Answer:** It is a provisional schedule. The contractor will be provided update schedules on a regular basis after award.

25. Does the 50 page limit on the Tech Proposal include resumes?

**Answer:** No. Excludes resumes.

26. Does the center use cost-sharing schemes regarding international/domestic travel, lodging and per diem as a prerequisite to participation in training programs?

**Answer:** The ACSS covers all authorized and allowable expenses in accordance with regulations for invited participants. The participants are required to pay for all other expenses.

27. Does the Government have an anticipated work start date?

**Answer:** It is anticipated that the work will start 1 July 2008.

28. Does the government have an ODC estimate for the non workshop seminars and travel?

**Answer:** Reimbursement of the contractor to cover operational support costs for 12 months is estimated to be \$2,500,000.00. **Please note that this is an estimate.** This includes reimbursing the contractor for participant travel, consultants, guest speakers, adjunct faculty, printing, copying, copyright fees, shipping, communication costs, refreshments. The estimated costs of the ODCs was derived from data collected at previous conferences and

adjusted for inflation. The estimates does not include translation costs, lodging, and CONUS ground transportation. They are covered under a different contract.

29. Does the length of the proposal (50 pages) include resumes of the key personnel?

**Answer:** No

30. Does the length of the proposal (50 pages) include the quality control plan?

**Answer:** No

31. Does the length of the proposal (50 pages) include the Table of contents, Executive Summary and all charts, graphics, etc. that we might want to present?

**Answer:** Yes

32. How are ACSS Program priorities and changes to these priorities in various aspects of the program, communicated to the contractor personnel?

**Answer:**The onsite contractor is involved in day to day staff meetings. In addition, there are regularly scheduled meeting with the contract's project manager and the COR.

33. Is an estimated travel schedule for various personnel on this ACSS contract available? If so, do we need to submit estimated travel costs.

**Answer:** No. In the cost proposal the contractor needs to specify their percentage of overhead and profit that will be charged to ODCs.

34. Is it too late to send in a submission under the sources sought request?

**Answer:** Yes

35. Is proposal for one personnel category, such as accounting, acceptable?

**Answer:** It is stated in the solicitation.

36. Is SECRET Clearance required for all proposed personnel?

**Answer:** Currently no.

37. Is the incumbent eligible to re compete?

**Answer:** If they meet the requirements.

38. Is there a government estimate ceiling (labor and Other Direct Costs) for this solicitation? If yes can it be communicated to us?

**Answer:** See question 28

39. Is there an expectation to bid for Performance Objective 2 as well? If so, is the proposal expected to provide resumes for non-key personnel (for PO 2)?

**Answer:** Yes. No.

40. Is there an incumbent contractor? If yes, can you please provide the name?

**Answer:** See question 2.

41. Is there an incumbent (s) (if yes, please tell us who it is) and can you please let us know if the contract term (how many years?) has been completed or if the incumbent (s) existing the contract for other reason?

**Answer:** See question on the incumbent's name. Base year plus three one-year options will be completed. The government is recompleting the requirement.

42. Is this solicitation's budget expected to include travel and lodging expenses related to non ACSS sponsored events? (Example, ACSS's staff and/or short term experts attending a non ACSS held event in the US or overseas) If yes, can we receive an indication of the past frequency of this type of travel?

**Answer:** Contractor staff would rarely travel to a NON ACSS sponsored event.

43. Item numbers 0002 through 4023 request labor price information by unit price, total estimated price, and ceiling price. Does the ceiling price apply to both unit labor price and total labor price? If the ceiling price would be greater than the estimated price, under which circumstances during implementation would the contractor be allowed to bill at a rate that exceeds the estimated unit price (not to exceed the ceiling unit price)?

**Answer:** See question 3.

44. One of the desired requirements on section 5.4.1 is the knowledge of an African Language. Can you please be specific of the desired African Language (Amharic, Swahili, Edo etc)?

**Answer:** Required languages are French and/or Portuguese.

45. Page 103, Past Performance Information, paragraph 2. states that offeror shall provide..... "all contracts and subcontracts currently in process". Are you asking for information on the total number of contracts currently being performed by the offeror or all related contracts currently being performed by the offeror?

**Answer:** See question 16.

46. Please clarify whether the list of no more than three contracts completed within the past three years that the offeror is to provide in Vol. II Past Performance should include subcontractor contracts or if all of them should be only those completed by the prime.

**Answer:** It can include subcontract contracts and shall be proportional to the performance proposed by the prime and subcontractor.

47. Please clarify why items number 0014 to 0023 (page 36 to 40) in base year 1 include the mention option? Is the estimated number of hours in those items optional?

**Answer:** The estimated labor hours are estimated. CLIN 0014-0023 are an option/surge CLINs that will be exercised whenever there is a surge in the requirement.

48. Please confirm that this solicitation is for one base year and four option years?

**Answer:** Yes

49. Please provide more information on the types and volumes of the following items that must be bid on:

- Interpretation
- Translation
- Copyright Fees
- Copying & Printing
- Delivery & Postage

- Shipping

**Answer:** If the costs are directly related to an ACSS event then the contractor will be reimbursed under the ODC CLIN.

50. Section 3.0 Program P5.3.1 Academic Assistance (1960 hrs) Should the information provided in Annex A on planned conferences and seminars be used as the only guidance for the development of cost assumptions pertaining to conferences and seminars?

**Answer:** Annex A is a supplement to the PWS. The contractor needs to take into account the entire PWS when building their cost assumptions.

51. The Cost guidance indicates CLIN 0001 - 0024 as the base period, however, on page 36 identifies 0014 - 0023 as an option is this a typo ?

**Answer:** No. The estimated labor hours are estimated. CLIN 0014-0023 are an option/surge CLINs within each contract year that will be exercised whenever there is a surge in the requirement.

52. The RFP is listed as Firm Fixed Price but constructed as a level of effort proposal, is this intentional? Should we assume this is a T&M Contract?

**Answer:** It is fixed price for the rate proposed.

53. There is a 50 page limit for the technical volume, are graphics and CV's included in that page limit? If so is there a format or page limit per CV.

**Answer:** 50 pages excluding resumes and quality control plan.

54. Under the Academic Affairs section are scholars expected to teach at ACSS or other sites in addition to seminars?

**Answer:** Facilitators are used at various programs, events CONUS and OCONUS according to program requirements.

55. What is the cut off date for submitting questions

**Answer:** The answer to this question was provided in the solicitation and it was 22 April 2008.

56. Will all staff be located on site at ACSS, including the part-timers? (ex. report writing sec. 5.3.3.)

**Answer:** Staff assigned under Section 5 of the PWS are assumed onsite, other than periods of travel for programs.

57. With regard to the IT position, will the contractor be expected to purchase any new off the shelf software for the purposes of the SOW or will ACSS provide all the necessary software?

**Answer:** NO

59. Performance Objective 1. Key Personnel Please confirm that following positions listed under Performance Objective 1 are key personnel.
- 5.2.1 Office Management: (1960 hrs.)
  - 5.2.1 Office5.3.1 Academic Assistance (1960 hrs)
  - 5.3.2 Executive Administrative Assistance (1960 hrs)
  - 5.3.3 Report Writing (3,000 hrs)
  - 5.4.1 Communications Support (1960 hrs.)

- 5.4.2 Information Technology Support- Website/Electronic Communications (1960 hrs)
- 5.5.1 Human Resources Coordination (1960 hrs.)
- 5.5.2 Logistics Support (5580 hrs)

**Answer:** See PWS section 5.1

60. Annex A – Planned Conferences & Seminars  
Please indicate locations for seminars and conferences to be held in Africa.  
Topical Outreach Program: Please indicate number of such programs and possible locations in Africa.

**Answer:** Table below provides locations as currently known, subject to change.

61. Can you explain in detail what the surge capabilities would require?

**Answer:** Surge requirements are outlined in Section 6.

62. How many surge periods do you anticipate?

**Answer:** Facilitators / guest speakers / adjunct staff are hired for most programs. Support staff at ACSS are used less often (e.g, during periods of overlapping programs – might be once or twice / yr. or to fill vacant positions)

63. What triggers a surge?

**Answer:** A seminar or administrative support may be required at headquarters during periods of overlapping events.

64. How many man hours should be associated with each surge?

**Answer:** The estimated number of hours are provided in the solicitation.

65. How much notice would a contractor receive before a surge?

**Answer:** Typically 30 days.

66. How long do surges last?

**Answer:** Duration of seminar for facilitators, guest speakers. The length of other surge tasks are unknown and will depend on operational tempo.

67. Would each surge cause an increase in man hours for each of the positions associated with this RFP?

**Answer:** NO

68. Are surges limited to any particular geographic region? If so, which one(s)?

**Answer:** NO

69. Are we required to price the surge in our proposal? If not, can surges be billed separately under a time and materials contract?

**Answer:** Yes, contractors are required to price the surge/option CLINs in the proposal. No, cannot be billed under a separate contract.

70. Would you consider adding an FTE slot (1960 hours) dedicated to task “6.5 Program/Project Management for Regional Combatant Commands?”

**Answer:** NO

71. Would you consider adding an FTE slot (1960 hours) dedicated to task “6.7 Management Consulting for the Expansion of the Africa Center In-Region?”

**Answer:** NO

72. Please confirm that the contractor is not required to develop curriculum for the ACSS’ conferences, seminars, working groups, classes, etc.

**Answer:** Confirmed. ACSS faculty develop curriculum.

73. Does the page limitation for volume one include resumes/bios of the identified personnel?

**Answer:** No

74. Does the page limitation for volume one include sample work products, etc. that illustrate the offeror’s experience or proof of concept?

**Answer:** Yes

<b>FY09 DATES</b>			
2008-08	<b>E. Africa Outreach Trip</b>	16 Aug - 30 Aug	Burundi, Rwanda
2008-08	<b>Community Leadership Conference</b>	19 Aug - 22 Aug	Africa TBD
2008-09	<b>W. Africa Outreach Trip</b>	14 Sep - 29 Sep	Congo, Burkina Faso, Senegal, Benin, Niger
2008-09	<b>Introduction to African Security Issues (Washington)</b>	16 Sep - 18 Sep	Washington, D.C.
2008-12	<b>CT Workshop</b>	7-12 Dec	North Africa
2008-10	<b>E. Africa Outreach Trip</b>	25 Oct - 15 Nov	Ethiopia, Kenya, Djibouti, Madagascar, Botswana
2008-10	<b>AFRICOM IG Conference</b>	Oct	Marshall Center, Germany
2008-10	<b>African Defense Attaché Course</b>	27 Oct-4 Nov	Washington, D.C.
2008-11	<b>AFRICOM Support</b>	10-14 Nov	TBD
2008-12	<b>CT Workshop</b>	7-12 Dec	North Africa
2009-01	<b>Next Generation of African Military Leaders Program</b>	25 Jan - 20 Feb	Washington, D.C.
2009-02	<b>W. Africa Outreach Trip</b>	15 Feb - 6 Mar	Cameroon, Chad, Guinea, Mali, Ghana
2009-02	<b>CHOD Conference</b>	Feb	TBD
2009-03	<b>Intro African Security Issues</b>	9-11 Mar	Washington, D.C.
2009-03	<b>ECOWAS Support Program</b>	30 Mar - 3 Apr	Abuja, Nigeria
2009-04	<b>W. Africa Outreach Trip</b>	23 Apr - 9 May	Nigeria, Burkina Faso, Benin, Rep/Congo
2009-04	<b>Indian Ocean MSS</b>	Apr	AF
2009-05	<b>African Ambassadors'</b>	14 May	TBD

	<b>Dinner/Anniversary Event</b>		
2009-06	<b>Senior Leaders' Seminar</b>	14-26 Jun	Dakar, Senegal
2009-06	<b>E. Africa Outreach Trip</b>	15 Jun - 3 Jul	Rwanda, Uganda, Burundi, Botswana, Mozambique
2009-07	<b>Visionary Award Presentation</b>	TBD	Washington, D.C.

(End of Summary of Changes)