

TITLE: Workforce Innovation in Regional Economic Development Evaluation

The U.S. Department of Labor, Employment and Training Administration (ETA) is soliciting proposals for an evaluation of the Workforce Innovation in Regional Economic Development (WIRED) Initiative. The evaluation is intended to assess the affects of the WIRED initiative, including the thirteen regions across the country participating in the initiative and the WIRED Virtual Community of Regions.

You are invited to submit a proposal/bid in accordance with the requirements of the following Solicitation: Request for Proposal, [] Invitation for Bid. Proposals/Bids must be received by the Government no later than the local time on the Due Date stated in the table below. Potential offerors/bidders are asked to complete and submit a proposal/bid intent form

See Section L (Section C if SF 1449 is used) for proposal/bid instructions

ALL AMENDMENTS TO THIS SOLICITATION WILL BE MADE AVAILABLE THROUGH THE GOVERNMENT HOMEPAGE AT www.doleta.gov/saa/rfp.cfm

IT IS THE OFFEROR'S RESPONSIBILITY TO CHECK THIS SITE PERIODICALLY FOR OFFICIAL UPDATES/ AMENDMENTS TO THE SOLICITATION.

Solicitation Number:	DOL061RP20079
Issue Date:	June 9, 2006
Due Date:	July 10, 2006
Time:	2:00 p.m. E.D.T.
Program Office:	1630
Contracting Officer:	Keith A. Bond
Contact Point:	Lance Purvis
Phone:	202-693-3143
Fax:	
E-Mail:	purvis.lance@dol.gov
Set Aside:	Total Small Business Set-Aside

PERTINENT TECHNICAL SECTIONS OF SOLICITATION

Offerors are encouraged to carefully read the entire Solicitation by scrolling downward. The Solicitation includes all pertinent technical sections imbedded in the document as well as the terms, conditions and instructions required for submitting a proposal. For your convenience, the pertinent technical sections of the Solicitation have also been linked directly below (in Word Processing and Adobe PDF format):

Section B - Supplies or Services and Price/Costs
Section C - Description/Specifications/ Statement of Work
Section F - Deliverables or Performance
Section - L Instructions, Conditions, and Notices to Offeror
Section M - Evaluation Factors for Award

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING N/A	PAGE OF 1	PAGES 53
2. CONTRACT NUMBER		3. SOLICITATION NUMBER DOL061RP20079		4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)		5. DATE ISSUED June 9, 2006
7. ISSUED BY U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room N-4655 Washington DC 20210		CODE ETA	8. ADDRESS OFFER TO (If other than Item 7) U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room N-4655 Washington DC 20210			

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

SOLICITATION

9. Sealed offers in original and _____ See L 7 _____ copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in _____ until 2:00 p.m. edt. local time July 10 (Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All Offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME Lance Purvis	B. TELEPHONE (NO COLLECT CALLS) AREA CODE NUMBER EXT. 202-693-3143	C. E-MAIL ADDRESS purvis.lance@dol.gov
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OFFER (Must be fully completed by offeror)

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52-232-8)	10 CALENDAR DAYS (%)	20 CALENDAR DAYS (%)	30 CALENDAR DAYS (%)	CALENDAR DAYS (%)
14. ACKNOWLEDGEMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated:	AMENDMENT NO.	DATE	AMENDMENT NO.	DATE

15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
15B. TELEPHONE NUMBER AREA CODE NUMBER EXT. (202) 693-3143		<input type="checkbox"/> 15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE	17. SIGNATURE
			18. OFFER DATE

AWARD (To be completed by Government)

19. ACCEPTED AS TO ITEMS NUMBERED	20. AMOUNT	21. ACCOUNTING AND APPROPRIATION	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(a) () <input type="checkbox"/> 41 U.S.C. 253(c) ()		23. SUBMIT INVOICES TO ADDRESS SHOWN IN (4 copies unless otherwise specified)	ITEM
24. ADMINISTERED BY (If other than Item 7) U.S. Department of Labor, ETA/OGCM Division of Contract Services 200 Constitution Avenue, NW Room N-4655 Washington DC 20210		25. PAYMENT WILL BE MADE BY U.S. Department of Labor, ETA/OGCM Division of Accounting 200 Constitution Ave, NW Room N-4702 Washington DC 20210	CODE ETA
26. NAME OF CONTRACTING OFFICER (Type or print)		27. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
		28. AWARD DATE	

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice.

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PART I - THE SCHEDULE

SECTION B - SUPPLIES OR SERVICES AND PRICE/COSTS

SERVICES ORDERED

Title: **"Workforce Innovation in Regional Economic Development Evaluation"**

The U.S. Department of Labor, Employment and Training Administration (ETA) is soliciting proposals for an evaluation of the Workforce Innovation in Regional Economic Development (WIRED) Initiative. The evaluation is intended to assess the affects of the WIRED initiative, including the thirteen regions across the country participating in the initiative and the WIRED Virtual Community of Regions.

Solicitation No. is DOL061RP20079.

The period of performance is forty-five (45) months from the date of contract execution by the government.

This solicitation is a Total Small Business Set-Aside.

The North American Industry Classification System Code is 541618, with a \$6 million size standard.

A cost reimbursement type contract is contemplated for this requirement.

Closing time and date are July 10, 2006 at 2:00 p.m. local time.

There is no incumbent contractor for this solicitation.

REQUESTS FOR CLARIFICATION (RFC) MUST BE RECEIVED NO LATER THAN 5:00 PM LOCAL TIME June 21, 2006.

Only electronic submission of requests will be accepted. They shall be submitted to Mr. Lance Purvis at purvis.lance@dol.gov. Should any RFC be received after the date stated above, the Government reserves the right not to provide an answer. If, however, the Government determines that the RFC raises an issue of significant importance, the government will respond electronically.

The Government will not provide any information concerning requests for clarifications in response to telephone calls from offerors. All requests will be answered electronically and will be available to all offerors at the DOLETA Internet site (www.doleta.gov/sqa/rfp.cfm). Offerors interested in being placed on a bidders list and networking for the above referenced RFP, please provide the Name and Address of Organization; Telephone Number; and Point of Contact electronically to Lance Purvis at purvis.lance@dol.gov, by 5:00 p.m., June 21, 2006.

Please be advised that it is the sole responsibility of the offeror to continually view the website for any amendments to this solicitation.

SECTION C - DESCRIPTION/SPECIFICATIONS/STATEMENT OF WORK

C.1 Purpose

The U.S. Department of Labor, Employment and Training Administration (ETA) is soliciting proposals for an evaluation of the Workforce Innovation in Regional Economic Development (WIRED) Initiative. The evaluation is intended to assess the affects of the WIRED initiative, including the thirteen regions across the country participating in the initiative and the WIRED Virtual Community of Regions.

C.2 Background

Global competition is typically seen as a national challenge. However, in reality, the front lines of the battlefield are regional, where companies, workers, researchers, entrepreneurs and governments come together to create a competitive advantage. To stay ahead of global competition, we must identify strategies to further integrate workforce development, economic development, and education systems at the regional level. To carry out the development and implementation of such strategies and to support President George W. Bush's broader Competitiveness Agenda, Secretary of Labor Elaine L. Chao announced the \$195 million WIRED Initiative on February 1, 2006.

While many regions have made considerable progress in integrating talent and skills development into their larger economic strategies, there are regions that need additional technical and financial assistance. WIRED is providing thirteen regions (including two cross state regions) across the country with funding and ongoing technical assistance and support from a cadre of experts to implement a transformational approach to their workforce and economic development systems at the regional level. This initiative is designed for regions in need of an economic transformation, including those that have been affected by global trade, are dependent on a single industry or are recovering from natural disasters. The initiative will take place over the course of three years with grantees receiving approximately \$5 million per year.

The overarching goal of the initiative is to transform regional economies by enlisting the skills of regional partners to expand employment and advancement opportunities for American workers and to catalyze the creation of high-skill, high-wage job opportunities. In order to accomplish this, grantees have specified numerous strategies including the following: 1) Bolstering job creation and increasing training in high-growth occupations; 2) Developing post-secondary educational opportunities; 3) Engaging K-12 education systems to fuel a pipeline of new workers, especially for occupations that require math and science skills; 4) Improving entrepreneurship development and business engagement; 5) Expanding availability of capital and new investments; 6) Creating improved systems for rapid technology transfer including market opportunities for innovative university research and development; and 7) Aligning disparate public and private resources toward a unified regional workforce and economic development strategy. WIRED is a national demonstration intended to explore effective strategies that enable regional areas to create high-skill, high-wage opportunities for workers and transform their economies.

By participating in the WIRED Initiative, regions will be empowered to implement ground-breaking strategies that will result in strengthening their workforce investment system as a key component of their regional economic development strategy. Additional information on WIRED can be found on the Employment and Training Administration's web site at www.doleta.gov.

To further emphasize the importance of regional integration, ETA added a second tier of participation under the WIRED initiative named the WIRED Virtual Community of Regions. Thirteen regions whose proposals were of high quality, brought together diverse leadership to consider the unique needs of their regions, and developed promising strategies to promote economic growth, have joined the Virtual Community. The purpose of this Virtual Community is to leverage and provide

access to the technical assistance, resources and strategies being developed for the WIRED Initiative to further the virtual regions' proposed regional economic strategies and to create a community that can communicate regularly with each other and among the thirteen WIRED regions to share learnings and address challenges that will help inform implementation of these transformational strategies. Since the workforce system at large does not receive WIRED grant funding, the Virtual Community Regions will offer important insights into how WIRED strategies can be implemented in the absence of federal aid. Additional information on the WIRED Virtual Community of Regions will be forthcoming on the Employment and Training Administration's web site at www.doleta.gov.

C. 3 Objectives

The overall objective of this evaluation is to provide a comprehensive understanding of the implementation and cumulative affects of WIRED strategies on the thirteen participating regions and the thirteen regions participating in the Virtual Community, including the transformation in regional economic and workforce development systems. ETA is interested in learning about any systematic patterns across grantees that can be discerned and lessons that can be gleaned from the grantees' experience.

The evaluation should be designed to answer questions, such as those detailed below, and additional questions that the evaluator feels are necessary to fully evaluate the success of the initiative. Offerors are encouraged to suggest additional research questions that they believe are key to assessing the affects of WIRED on the regions participating in the initiative. Since these grants are not prescriptive in the types of strategies that grantees should utilize, ETA expects an array of affects across the regions.

Strategic Approach, Implementation, and Institutionalization

1. What are the specific regional problems that each WIRED region chooses to address?
2. What strategies did WIRED regions utilize to address regional problems? What challenges were experienced in implementing these strategies and how were they overcome? How effective were these strategies in overcoming these problems?
3. How did regional collaboration increase between WIRED partners including key regional players in education, business, economic development, workforce development, civic, academia, entrepreneurship, and philanthropy?
 - Were the senior level decision makers needed to drive collaboration and strategy implementation involved in WIRED?
 - Were new forms of collaboration among partners created? Were new strategic partners identified and recruited to the partnership?
4. Did the regional collaboration have an influence on systems and institutions?
 - For example, was there a change in the use of the One-Stop Career Center system as a provider of employment and training services to employers and/or targeted industries? Or, did the region's high schools, community colleges, and universities increase the involvement of employers in the design and delivery of education?
 - What improvements were made to support an environment for life-long learning opportunities (e.g., employer provision of tuition assistance)?
5. What was the leadership structure in each region and what leadership approach worked best to successfully implement WIRED strategies?

6. What barriers to efficiency and effectiveness existed among federal, state, and local programs in the region prior to the implementation of WIRED? How did regions seek to create more cohesive education, economic development, and workforce investment systems?
7. To what extent were federal, state, local, and private funds leveraged for the project, including contributions from partners? Were resources aligned to maximize the effectiveness of WIRED strategies?
8. What has the region done to ensure future financial and systemic sustainability beyond the end of the grant period?

Innovation and Capacity Changes

1. What barriers to innovation were identified in the region (e.g., regulatory, delivery structures, operational, administrative, etc.)?
 - What did the region do to address innovation barriers?
 - Were local, regional, or state regulations altered to promote and enhance innovation systems?
 - Were waivers of federal statute and regulation needed and obtained? If so, what was the affect?
2. Does the region offer a supportive climate in which businesses can grow?
 - To what degree were business networks expanded or created as a result of WIRED?
 - Did business start-ups resulting from WIRED succeed/survive?
 - Did the regions create or strengthen methods and processes to understand business skill needs and gaps?
 - How did businesses' ability to access the necessary talent to grow change as a result of WIRED?
 - How did support for entrepreneurship change as a result of WIRED?
 - Did the regions create or strengthen seamless methods for businesses to identify and utilize available business services? If so, how?
3. What affect has WIRED had on targeted industries?
 - Did strategies include new training and, if so, did training lead to job placement in the targeted industry?
 - Did companies in these industries increase in number, size (e.g., new locations), revenue, and jobs?
 - Have there been secondary affects, such as the creation of new support businesses (e.g., suppliers) or start-ups?
4. Has the region linked the entire continuum of education to the regional economic and workforce development strategy?
 - Have the regions made changes in public policy that support increased coordination and linkages among educational institutions and between educational institutions and training providers?
 - Have the regions implemented the structures necessary to provide lifelong learning strategies and opportunities for workers in the region?
5. To what extent have research and development and commercialization processes been improved? For example, has there been an increase in creation of patents within the region? Or, have regional products been connected to new markets?
6. Has venture capital investment improved as a result of WIRED? If so, how?
7. What was the effect of WIRED on training capacity in the region, particularly for the high growth and emerging industries targeted in the region under the initiative?

8. For individuals receiving services under WIA, TAA, and Wagner-Peyser, was there any measurable improvement in performance outcomes within the WIRED region?
 - Who benefited from services related to WIRED (e.g., low-income individuals, older workers, individuals with limited English proficiency, people with disabilities, dislocated workers, incumbent workers, etc.)?

Economic and Labor Market Affects

1. What changes occurred during the WIRED grant period in economic indicators in the region, such as job growth, average wage, increased tax base, reduced reliance on public sector subsidies, and the unemployment rate? Is there evidence that these changes were influenced by WIRED activities?
2. How many jobs were created as a result of WIRED? What types of jobs were being created prior to the WIRED grants – high/low wage or high/low skill? Were there changes in this job creation (including new business start-ups) that can be attributed to WIRED activities?
3. What K-12 educational indicators in the region were targeted by WIRED actions and what changes occurred in those indicators (e.g., improvements in attendance, career advising activities, and the high school graduation rate)?
4. What post-secondary educational changes were sought by WIRED activities and what changes occurred during the period of the WIRED grant (e.g., decreases in the “brain drain” among recent graduates and improvements in community college completion rates)?
5. What changes occurred in the relative strength of the target industries in the regional economies? Is the market share or proportion of the total available [market](#) that is being serviced by the target industries growing?
 - What is the regional share of target industries compared to the national share and how has that changed (e.g., expressed as a location quotient)?
 - What is the proportion of target industry employment compared to employment in all other industries within the region and how has that changed?
 - What is the distribution of employment across occupations and industries?

C.4 Tasks

Offerors should propose the design they believe will provide ETA with the soundest answers to the questions above and any additional questions proposed by the offerors. However, ETA anticipates that the following tasks will be included.

1. Evaluation Design. The contractor shall develop and submit for ETA’s approval a final design for the evaluation. This shall include refinement of the research questions, development of data collection strategies and instruments, description of analytic techniques to be employed (e. g., pre-post change or comparison techniques) and development of key milestones and deliverables.
2. Site Visits. The contractor will conduct annual rounds of site visits to WIRED regions and the Virtual Community. Site visits shall be used to gain in-depth information through unstructured interviews with representatives and staff of partnering organizations in each region. A sample of the WIRED regions may be visited each year, if that is deemed adequate to conduct the evaluation. Also, offerors may propose not to include site visits to the Virtual Community if they believe an alternative data collection strategy would be more effective given the evaluation’s estimated level of effort. Summaries of the site visits will be shared with ETA.
3. Surveys. Given the large number of organizations (representing K-12 education, workforce investment system, business, economic development, higher education, etc.) involved in WIRED, ETA anticipates that surveys will be

necessary to measure the level of involvement throughout each region and the Virtual Community. The contractor will design – including developing an OMB clearance package and assisting ETA in the clearance process – any survey(s) called for in the evaluation design. Surveys will be mixed mode (mail, internet and phone) and designed to achieve overall response rates of at least 80%.

4. Analysis of Extant Data. The contractor shall make maximum use of previously collected information, including ETA performance outcome reports, UI wage records, and other publicly accessible data sources. This will include administrative data collected specifically for WIRED, administrative data collected by related programs, and other data bases such as the Current Employment Statistics, the Local Area Unemployment Statistics program and the Bureau of Economic Analysis' Regional Economic Accounts databases.
5. Analyses and Reporting. The contractor shall perform appropriate qualitative and quantitative analyses and provide well-written, readable reports suitable for a broad audience. The reports will provide an understanding of the underlying causes of variations in performance among different WIRED regions and the Virtual Community; will discuss ways to improve performance and the quality of services; and identify potential implications regarding administrative guidance, regulations, technical assistance, and policy.
6. Peer Review Panel. The contractor shall nominate for ETA's selection three to five distinguished researchers and academics to review and comment on the evaluation design and the final report to make sure it meets the highest standard of scientific rigor.
7. Meeting Participation. The contractor will be required to participate and present information on the evaluation in quarterly WIRED Academies and other events as deemed necessary.

C.5 Deliverables

The contractor shall deliver the following reports at the time and in the number of copies specified to the ETA Federal project officer designated in the contract. In addition to the copies specified below, submission of items 2, 3, and 4 below shall include a camera-ready copy and an electronic copy.

1. Monthly Progress Reports submitted electronically. The first such report shall be due thirty days after the contract beginning date and subsequent reports shall be due monthly thereafter. Reports should address progress in terms of completing the tasks specified in the statement of work, identification of problems and plans for the resolution of those problems, implications for timeline and future report deliverable dates, and plans for the upcoming month. If necessary, an updated work plan for the remainder of the contract period shall be included. In addition, the contractor shall brief the ETA Federal project officer orally on the progress of contract activities, including problems and recommended solutions, at least once per quarter.
2. Evaluation Design Report in ten (10) copies. The design report shall be due by the end of the third month of the period of performance. It shall build upon the plan presented in the proposal and shall include:
 - a. a summary of what the study will cover;
 - b. a list of evaluation questions and hypotheses, and data needed to address the questions;
 - c. a description of qualitative and quantitative data to be obtained for the study;
 - d. site visit strategies and procedures;
 - e. survey methods, sampling strategies, and draft questionnaires or data collection instruments;
 - f. methods for obtaining administrative data;
 - g. analytical techniques; and
 - h. a schedule of task milestones or timeline, and delivery dates for the period of performance.

3. Annual Reports in twenty-five (25) copies. Three months after the end of the second and third years of the grantees' period of performance, the contractor will submit a report focusing on the evaluation's findings thus far and addressing other issues identified by ETA. An outline of each report will be due three months before the report is due. Ten copies of a draft of each report will be due two months before the report is due. The report will include a table of contents, an executive summary, and a summary of findings or highlights.
4. Final Evaluation Report in twenty-five (25) copies. The contractor will submit a final evaluation report at the conclusion of the contract's period of performance. This report will provide a final assessment of the WIRED initiative. An outline of the final report will be due three months before the report is due. Ten copies of a draft report will be due two months before the report is due. The report will include a table of contents, an executive summary, a summary of key findings or highlights, and a bibliography.
5. Oral Briefings. The contractor shall present up to 5 oral briefings on the evaluation to audiences designated by ETA.

C.6 Special Requirements

The contractor must provide the necessary personnel to accomplish each task listed in the statement of work. The key personnel positions and their required time commitment are as follows:

Project Director – 40%

Principal Investigator(s) – 35%

Task Leaders – 25%

PLEASE NOTE: The same person may be named to more than one key personnel position; however, the individual must not commit more than 100% of their time to this contract.

SECTION D - PACKAGING AND MARKING

[For this Solicitation, there are NO clauses in this Section]

SECTION E - INSPECTION AND ACCEPTANCE

E.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.246-5	INSPECTION OF SERVICES--COST-REIMBURSEMENT	APR 1984

SECTION F - DELIVERIES OR PERFORMANCE

F.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.242-15	STOP-WORK ORDER ALTERNATE I (APR 1984)	AUG 1989
52.247-34	F.O.B. DESTINATION	NOV 1991

F.2 PERIOD OF PERFORMANCE

The period of performance shall be forty-five (45) months from the date of execution.

F.3 LEVEL OF EFFORT

The level of effort for this project is estimated to be between 30 and 35 professional person years. A professional person year is estimated to be between \$90,000 and \$100,000. This includes all costs. These government provided estimates are provided for contractor planning guidance only and do not bind the government to a specific level of effort nor are they guaranteed or warranted by the government in any manner. The contractor must use its best judgment to determine an appropriate level of effort for the contract work regardless of the accuracy of these estimates." There are 2080 hours in a work year, this includes hours for vacation, sick leave and holidays. Offerors should use their best business judgment when proposing the number of hours for this project.

F.4 REPORTS/DELIVERABLES

The contractor shall be responsible for the submission of reports and deliverables described in Section C.5 of the solicitation.

SECTION G - CONTRACT ADMINISTRATION DATA

G.1 INVOICE REQUIREMENTS

Contractor will prepare and submit proper invoices (as defined in C below) in accordance with the criteria outlined below. (Also, see Clause 52.232-8 "Discount for Prompt Payment", contained in Section I of the contract.):

A. (1) If the contract is a cost-reimbursement type contract, the contractor will submit three (3) ink- signed copies of the invoice, Cost Contractor's Invoice, (ETA 3100-1), together with a detailed report of expenditures, Cost Contractor's Detailed Statement of Costs (ETA 3-2), to the Government Authorized Representative (GAR), U.S. Department of Labor, not more frequently than monthly, unless otherwise so authorized in the contract.

(2) If the contract is a fixed-price type contract, the contractor may submit SF-1034, Public Voucher, or the equivalent thereto; i.e., contractor's own invoice, in lieu of the forms described in A(l) above.

(3) Invoices should be submitted to the individual listed below:

U.S. Department of Labor, ETA
200 Constitution Avenue, NW, Room TBD
Washington, D.C. 20210

B. The Detailed Report of Expenditures (ETA 3-2) submitted with the Invoice (ETA 3100-1) must include the same budget line items or cost categories as appears in the contract, including any modifications thereto.

C. To constitute a proper invoice, the invoice, must include the following information and/or attached documentation:

(1) Name and address of the Contractor;

(2) Invoice date;

(3) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(4) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(5) Shipping and payment terms (e.g., shipment number and date of shipment, prompt payment discount terms. Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(6) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(7) Name (where practicable), title, telephone number and mailing address of person to be notified in event of a defective invoice.

(8) Any other information or documentation required by other requirements of the contract.

In addition to the above, invoices should be numbered consecutively. All final invoices shall be clearly marked Final Invoice.

G.2 METHOD OF PAYMENT

A. Payments under this contract will be made either by check or electronic funds transfer (through the Treasury Fedline Communications System (FEDLINE) or the Automated Clearing House (ACH)), at the option of the Government. After award, but no later than 14 days before an invoice or contract financing request is submitted, the Contractor shall designate a financial institution for receipt of electronic funds transfer payments. The contractor shall submit this designation to the Contracting Officer or other Government official as directed.

B. For payments through FEDLINE, the Contractor shall provide the following information:

(1) Name, address, and telegraphic abbreviation of the financial institution receiving payment.

(2) The American Bankers Association 9-digit identifying number of the financing institution receiving payment if the institution has access to the Federal Reserve Communications System.

(3) Payee's account number at the financial institution where funds are to be transferred.

(4) If the financial institution does not have access to the Federal Reserve Communications System, provide the name, address, and telegraphic abbreviation of the correspondent financial institution through which the financial institution receiving payment obtains electronic funds transfer messages. Provide the telegraphic abbreviation and American Bankers Association identifying number for the correspondent institution.

C. For payments through ACH, the Contractor shall provide the following information:

(1) Routing transit number of the financial institution receiving payment (same as American Bankers Association identifying number used for FEDLINE).

(2) Number of account to which funds are to be deposited.

(3) Type of depositor account ("C" for checking, "S" for savings).

(4) If the Contractor is a new enrollee to the ACH system, a "Payment Information Form," SF 3881, must be completed before payment can be processed.

D. In the event the Contractor, during the performance of this contract, elects to designate a different financial institution for the receipt of any payment made using electronic funds transfer procedures, notification of such change and the required information specified above must be received by the appropriate Government official 30 days prior to the date such change is to become effective.

E. The documents furnishing the information required in paragraphs B and C above must be dated and contain the signature, title, and telephone number of the Contractor official authorized to provide it, as well as the Contractor's name and contract number.

F. Contractor failure to properly designate a financial institution or to provide appropriate payee bank account information may delay payments of amounts otherwise properly due.

G. The Contractor shall forward the information required above to:

U.S. Department of Labor, ETA
Division of Accounting, Room N-4702
200 Constitution Avenue, NW
Washington, DC 20210

G.3 DOLAR 2952.201-70 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR) (MAY 2004)

(a) Mr./Ms. of TBD, is hereby designated to act as contracting officer's technical representative (COTR) under this contract.

(b) The COTR is responsible, as applicable, for: receiving all deliverables; inspecting and accepting the supplies or services provided hereunder in accordance with the terms and conditions of this contract; providing direction to the contractor which clarifies the contract effort, fills in details or otherwise serves to accomplish the contractual scope of work; evaluating performance; and certifying all invoices/vouchers for acceptance of the supplies or services furnished for payment.

(c) The COTR does not have the authority to alter the contractor's obligations under the contract, and/or modify any of the expressed terms, conditions, specifications, or cost of the agreement. If, as a result of technical discussions, it is desirable to alter/change contractual obligations or the scope of work, the contracting officer must issue such changes.

SECTION H - SPECIAL CONTRACT REQUIREMENTS

H.1 BUDGET LINE ITEM FLEXIBILITY

Flexibility of Direct Costs will be allowed within the Prime Contract Budget, provided no single line item of cost shall be increased or decreased in excess of 20 percent and provided further that the total estimated cost of the Contract is not exceeded. This flexibility of cost does not apply to the wages, salaries and fringe benefits line items (including proposed changes by the Contractor in the mixture, number of hours, wages, and/or bonus or personnel paid under the contract) wherein no increase is permitted without the prior review and approval by the Contracting Officer.

In contracts with OPTION TO EXTEND SERVICES provisions, this clause is applicable to each yearly negotiated budget line item amounts, and not the accumulated budget line item totals.

H.2 FRINGE BENEFITS

Social Security, Worker's Compensation, Unemployment Compensation and any other fringe benefits are a normal practice of the Contractor at the time of final negotiations for this contract and are available to all employees. Fringe benefits from an immediate previous employer which may be continued while employed under this contract are an allowable cost. In no event will duplicate fringe benefits be allowable to an individual under this contract.

H.3 VACATIONS, SICK-LEAVE HOLIDAYS

The Contractor may grant leave in accordance with its established written policy, provided that policy is accepted by the Contracting Officer or, in the absence of an established policy, leave may be granted as follows:

Vacation: Maximum 2 weeks (10 working days)

Sick Leave: Maximum 2 weeks (10 working days)

Holiday: Maximum of paid holidays

Leave shall be accrued at the rate of 5/6 of 1 day per month for each month employed. If the term of this contract is for more than or less than 1 year, the above leave shall be adjusted accordingly.

H.4 TRAVEL AND PER DIEM

Travel policies as set forth in the Travel Regulations referred to below are required of the Contractor and consultants hereunder. Where the Contractor has a more restrictive travel policy than the Federal Travel Regulations, the more restrictive requirements shall apply.

It is the responsibility of the Contractor to authorize only such per diem allowances as justified by the circumstances affecting the travel. Care should be exercised to prevent fixing per diem rates in excess of those required to meet the necessary authorized subsistence expenses. To this end, consideration should be given to factors which reduce the

expenses of the employee such as: known arrangements at temporary duty locations where lodging and meals may be obtained without cost or at prices advantageous to the traveler; established cost experience in the localities where lodging and meals are required; situations where special rates for accommodations have been made available for a particular meeting or conference; the extent to which the traveler is familiar with establishments providing lodging and meals at a lower cost in certain localities, particularly, where repeated travel is involved; and the use of methods of travel where sleeping accommodations are provided as part of the transportation expenses.

All travel shall be at tourist, coach, or less than first class unless itinerary or unavailability dictates otherwise. All temporary duty and local area automobile travel shall be allowed as prescribed by the applicable Travel Regulations.

Copies of applicable Travel Regulations can be obtained as follows at a fee:

a. Federal Travel Regulations, prescribed by the General Services Administration, for travel in the conterminous 48 United States: Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402, Stock No. 022-001-81003-7.

b. Joint Travel Regulations, Volume 2, DoD Civilian Personnel, Appendix A, prescribed by the Department of Defense, for travel in Alaska, Hawaii, the Commonwealth of Puerto Rico, and territories and possessions of the United States: Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 908-010-00000-1.

c. Standardized Regulations, (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas," prescribed by the Department of State, for travel in areas not covered in 1 and 2 above: Available on a subscription basis from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 744-008-00000-0.

H.5 USE OF AND PAYMENT TO CONSULTANTS

(a) Consultant(s) hired to perform under this contract may be compensated at a rate for time actually worked (e.g., amount per day, per week, per month, etc.), or at a fixed price for performance of a specific task, or at nominal compensation in accordance with Contractor's policies. However, for the use and payment to consultant(s) prior written approval must be obtained from the Contracting Officer.

(b) The amount or rate of payment will be determined on a case-by- case basis, taking into account (among any other relevant factors) the relative importance of the duties to be performed, the stature of the individual in his specialized field, comparable pay for positions under the Classification Act or other Federal pay systems, rates paid by private employers and rates previously paid other experts or consultants for similar work.

(c) The contractor shall maintain a written report for the files on the results on all consultations charged to the contract. This report must include, as a minimum: (1) the consultant's name, dates, hours and amounts charged to the contract; (2) the names of the contractor's staff to which the services are provided; and (3) the results of the subject matter of the consultation.

H.6 UNEMPLOYMENT INSURANCE COST

Unemployment insurance costs shall be paid by the contractor as they are incurred.

However, in the event billings for Unemployment Insurance costs are received by the contractor after the expiration date of this contract and the billings cover the period that this contract was effective, the Government agrees to reimburse the contractor at the same rate that would have been applicable had the cost been paid as they were incurred.

H.7 ACCOUNTING AND AUDITING SERVICES

(a) Accounting

The contractor may procure and utilize such accounting services as are required to establish and maintain an accounting system which reflect accurate, current and complete financial transactions and which meet the standards of the Comptroller General of the United States and the Department of Labor.

(b) Auditing

The contractor shall audit or have audited subcontractor financial records as may be required to determine, at a minimum, the fiscal integrity of financial transactions and compliance with laws, regulations and administrative requirements.

The U.S. Department of Labor shall be responsible for scheduling all audits of the prime contractor's books, documents, papers and records. The Department will use its own audit resources or shall use certified or public accountants under contract or auditors from another Federal agency.

Cost of Accounting Services and Audit of subcontractors as described herein are allowable cost under this contract. Costs for audits for which the U.S. Department of Labor is responsible are unallowable.

H.8 PRINTING

Unless otherwise specified in this contract, the contractor shall not engage in, nor subcontract for, any printing (as that term is defined in Title 1 of the Government Printing and Binding Regulations in effect on the effective date of this contract) in connection with the performance of work under this contract: provided, however, that performance of a requirement under this contract involving the reproduction of less than 5,000 production units of any one page or less than 25,000 production units in the aggregate of multiple pages, will not be deemed to be printing. A production unit is defined as one sheet, size 8 by 11 inches, one side only, and one color.

H.9 KEY PERSONNEL

The personnel specified below or in attachment to this contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified individuals to other programs, the Contractor shall notify the Contracting Officer reasonably in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact on the program. No diversion shall be made by the Contractor without the written consent of the Contracting Officer; Provided, that the Contracting Officer may ratify in writing such diversion and such ratification shall constitute the consent of the Contracting Officer required by this clause. The below list or attachment to this contract may be amended from time to time during the course of the contract to either add or delete personnel, as appropriate.

For the purpose of this contract, the key personnel positions are identified below as:

- Project Director

- Principal Investigator(s)
- Task Leader (for each of the tasks identified in Section C.4 and each additional task(s) proposed in the offeror's management plan).

H.10 CONTRACT NUMBER IDENTIFICATION

The Contractor agrees to utilize the number of this contract on all correspondence, communications, reports, vouchers and such other data concerning this contract or delivered hereunder.

H.11 SUBMISSION OF CORRESPONDENCE

All correspondence relating to contractual aspects shall be directed to the Division of Contract Services, Attention: Division Chief.

H.12 OTHER CONTRACTORS

The Government may undertake or award other contracts for the same, essentially similar, or related work, and the Contractor shall fully cooperate with such other contractors and Government employees. The Contractor shall not commit or permit any act which will interfere with the performance of work by any other contractor or by Government employees.

The foregoing paragraph shall be included in the contracts of all Contractors with whom this Contractor will be required to cooperate. The Government shall equitably enforce this clause as to all contractors, to prevent the imposition of unreasonable burdens on any contractor.

H.13 LAWS APPLICABLE

The contractor will perform its duties in accordance with the applicable Act, and the regulations, procedures and standards promulgated thereunder. The Contractor will comply with all applicable Federal and State and Local laws, rules, and regulations which deal with or relate to the employment of persons who perform work or are trained under contract.

This contract in no way relieves the Contractor of responsibility for compliance with the provisions of the Fair Labor Standards Act, as amended.

H.14 DISPOSITION OF MATERIAL

Upon termination or completion of all work under this contract, the Contractor shall prepare for shipment, deliver FOB destination, or dispose of all materials received from the Government and all residual materials produced in connection with the performance of this contract as may be directed by Contracting Officer, or as specified in other provisions of this contract. All materials produced or required to be delivered under this contract become and remain the property of the Government.

H.15 NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITIES

(a) No person shall on the ground of race, religion, color, handicap, national origin, sex, age, political affiliation, or beliefs be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded or otherwise financially assisted, in whole or in part with funds made available hereunder. (b) In addition, this contract and any subcontract hereunder is subjected to Title VI of the Civil Rights Act of 1964 (78 Stat. 252) and the Regulations issued thereunder and found at 29 CFR 31. The Contractor agrees that any service, financial aid, or other benefit to be provided by it under this contract shall be furnished without discrimination because of race, color, sex, or national origin; and that his employment practices shall be subject to the same restrictions to ensure nondiscriminatory treatment of beneficiaries of assistance under the Act.

H.16 FEDERAL REPORTS

In the event that it subsequently becomes a contractual requirement to collect or record information calling for answers to identical questions from 10 or more persons other than Federal employees, or for information from Federal employees which is to be used for statistical compilations of general public interest, the Paperwork Reduction Act of 1980 and 5 CRF 1320 shall apply to this contract. No plan, questionnaire, interview guide or similar device for collecting formation (whether repetitive or single-time) may be used without first obtaining clearance from the Office of Management and Budget (OMB).

The contractor shall obtain the required OMB clearance through the Project Officer before expending any funds or making public contracts for the collection of data. The authority to expend funds and to proceed with the collection of data shall be issued in writing by the Contracting Officer.

H.17 DISCLOSURE OF CONFIDENTIAL INFORMATION

The Contractor agrees to maintain the confidentiality of any information regarding applicants, project participants or their immediate families which may be obtained through application forms, interviews, test reports from public agencies or counselors, or any other source. Without the permission of the applicant or participant, such information shall be divulged only as necessary for purposes related to the performance or evaluation of the contract and to persons having responsibilities under the contract, including those furnishing services to the projects under subcontracts.

H.18 ELIMINATION OF SEXIST LANGUAGE AND ART WORK

All written materials issued by the Contractor or grantee shall conform to the following guidelines for eliminating sexist language and art work:

(a) Avoid the use of sex reference in job titles. Titles should conform to the Census Bureau's occupational classification system and the most recently published edition of the Dictionary of Occupational Titles.

-- Longshore workers instead of longshoremen.

(b) Avoid the use of male and female gender word forms.

-- Aviator to include men and women pilots, not aviatrix.

(c) Include both sexes by using terms that refer to people as a whole.

-- Human beings or people instead of mankind.

(d) Avoid the use of masculine and feminine pronouns or adjectives in referring to a hypothetical person or people in general. Change sentences such as: The average American worker spends 2 years of his life in the workforce.

-- By rewording to eliminate unnecessary gender pronouns and adjectives. (The average American worker spends 20 years in the workforce.)

-- By recasting into the plural. (Most Americans spend 20 years of their lives in the workforce.)

-- By replacing the masculine or feminine pronoun or adjective with "one", "you", "he or she", "her or him", or his or her". (An average American spends 20 years of his or her life in the workforce.)

(e) Refer to both men and women in such generic terms as economist, doctor, or lawyer. Identify sex through the use of pronouns.

-- The lawyer made her final summation.

(f) Avoid the use of stereotyped terms or expressions such as "man-sized" job.

-- Employee-years and employee-hours (or staff-hours) instead of man-years and man-hours.

(g) The use of art work in publications should conform to the following guidelines:

(i) Strive to use racially and sexually balanced designs.

(ii) Depict both men and women in art work on general subject matters.

(iii) Show men and women in a variety of roles in photographs, illustrations, and drawings.

-- Show women and men as managers and skilled laborers.

H.19 HAZARDOUS OCCUPATION ORDERS

The Contractor shall comply with the Hazardous Occupation Orders issued pursuant to the Fair Labor Standards Act and set forth at 20 CFR 570.50 et seq. with respect to the employment of youths under 18 years of age and the Child Labor Standards of 29 CFR 570.31 et seq. with respect to the employment of youths aged 14 and 15.

H.20 INSURANCE REQUIREMENTS (FAR-Subpart 28.3)

In accordance with the Federal Acquisition Regulation, 48 CFR, Clause 52.228-7 entitled, "Insurance-Liability to Third Persons" the following kinds and amounts of insurance must be procured and maintained in force during the lifetime of the above numbered contract.

A. Worker's Compensation - In the amounts required by State law or the United States Longshoremen's and Harbor Workers' Compensation Act (33 U.S.C. 901).

B. Occupational Diseases Insurance - As required by applicable law. In any area where all occupational diseases are not compensable under applicable law, insurance for occupational diseases shall be secured under the employer liability section of your insurance policy, minimum per accident \$100,000.

C. Employer Liability - This insurance is to cover any liability imposed upon an employer, by law, for damages on account of personal injuries, including death resulting therefrom, sustained by his employees by reason of accident.

D. General Liability Insurance (Bodily Injury) - This insurance protects the insured against claims arising from bodily injury or death to third parties occurring on its business premises or through its operations except those arising from motor vehicles away from the premises, those covered by any Worker's Compensation law, and other exclusions stated in the policy. The required coverage for bodily injury shall be \$200,000 per person and \$500,000 per occurrence.

E. Automobile Liability - The required coverage is \$200,000 per person and \$500,000 per occurrence for bodily injury and \$20,000 per occurrence for property damage.

F. The policies evidencing such insurance as required under this contract shall contain the following endorsement:

"No cancellation, termination, or modification of this policy shall take effect prior to the expiration of 35 days after written notice of the cancellation, termination or modification together with suitable identification of the policy and name insured has been sent by registered letter to the Government representative at the address stated below:

Name of Contracting Officer: KEITH A. BOND

Address: USDOL/ETA/DASET/OGCM/DCS
200 Constitution Ave., N.W.
Room N4655
Washington, D.C. 20210

The types and minimum limits reflected above for vehicle insurance shall apply to any vehicle operated or used in connection with performance of official business under this contract. In the event a privately-owned vehicle is used, the Government's share of insurance premiums, including any additional coverage required to conform with the above limits, shall be prorated in accordance with the vehicle's actual use while conducting business under the terms of this contract.

H.21 DATA COLLECTION FOR THE DEPARTMENT OF LABOR

The Contractor shall be responsible for informing any grantee that they have been requested to collect information for the Department of Labor. The collection of such data shall be the responsibility of the Contractor solely. The Contractor may request assistance from ETA grantees in locating the data. However, the actual data gathering must be done by the Contractor.

H.22 PERFORMANCE STANDARDS

The composition, workmanship, printing or reproduction and substantive content of all reports, evaluations, charts, tables, graphs, and other data to be furnished under this contract shall strictly conform to the generally accepted quality standards

of the Contractor's profession and shall be suitable for dissemination and use without revision, to DOL, other Government agencies and the general public.

Reports shall include a complete disclosure of all data relevant to the work performed, the techniques developed, the investigations made, and shall be relevant to the materials studies and methods and processes employed.

H.23 RESTRICTION ON USE OF DOL FUNDS FOR LOBBYING

In accordance with the cost principles incorporated in the Federal Acquisition Regulations (FAR) at 31.205-22, lobbying costs (direct or indirect) are unallowable under this agreement. The exclusion of lobbying costs using Department of Labor funds is not intended to penalize, discourage, or prevent lobbying activities by utilizing non-Federal funds.

H.24 PUBLICATION OF MATERIALS

The Contractor shall receive permission from the Contracting Officer prior to publishing any works performed under this contract. Further, the Contractor shall acknowledge the support of the Department of Labor whenever publicizing any work performed under this contract. To implement the foregoing, the Contractor shall include in any publication resulting from work performed under this contract, an acknowledgement substantially the same as follows:

"This project has been funded, either wholly or in part, with Federal funds from the Department of Labor, Employment and Training Administration under Contract Number the contents of this publication do not necessarily reflect the views or policies of the Department of Labor, nor does mention of trade names, commercial products, or organizations imply endorsement of same by the U.S. Government."

H.25 52.232-19 AVAILABILITY OF FUNDS FOR THE NEXT FISCAL YEAR (APR 1984)

Funds are not presently available for performance under this contract beyond to be determined. The Government's obligation for performance of this contract beyond that date is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise for performance under this contract beyond to be determined, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer.

H.26 INDIRECT COSTS

In order to avoid major audit problems, disallowed costs, and to receive timely reimbursement of indirect costs, contractors should take those necessary steps to comply with this clause as well as the critical timeframes for submission of indirect cost proposals.

You are governed by one of the categories of cost principles listed below. Please comply with your cost principles as appropriate to your organization. (1) Federal Acquisition Regulation (FAR) Subparts 31 and 42 apply to private-for-profit contractors. (2) OMB Circular A-87 applies to state and local governments and Federally-recognized Indian Tribes. States receiving JTPA formula-allocated funds can elect to waive A-87 coverage. (3) OMB Circulars A-21, A-88 and FAR 42.705-3 apply to educational institutions. (4) OMB Circular A-122 applies to nonprofit institutions excluding those addressed in the preceding as well as hospitals.

The total amount of contract funds will not be increased to reimburse organizations for higher indirect cost rates than those rates identified in this clause. Also, the contractor must obtain approval from the Contracting Officer to transfer funds from other budget line items to the indirect cost budget line items to accommodate higher indirect cost rates.

The foregoing does not relieve the contractor of any other administrative cost limitations regarding the contract.

Billing rates are only temporary for the 90 days period from the effective date of your contract. Failure to submit an acceptable indirect cost proposal to your cognizant agency for provisional rates within the aforementioned 90-day period means that you shall not receive any further reimbursement of your indirect billing rates until the provisional rate proposal is received. Also, action may be taken to recoup all indirect costs already paid to you.

A private-for-profit contractor is to submit an acceptable indirect cost proposal for final rates to its cognizant agency within 90 days after the end of its fiscal year. All other contractors must submit their final rate proposals within 6 months after the end of their fiscal year.

Block 1 or 2 is completed below as appropriate for affected new contracts or modifications.

BLOCK 1

Rate category: (check one)	Your rates and bases are:
Billing	Overhead
Provisional	Base:
Final	(And, if applicable)
See Attached Agreement	General and Admin.
Other (Explain)	Base:

Effective from to or if multi-year, please explain here:

BLOCK 2

(For special indirect cost ceilings)

Special percent ceiling is % for (usually overhead) and if applicable, % for General and Administrative. Base

OR

Special dollar ceiling is \$ for (usually overhead) and if applicable, \$ for General and Administrative. Base:

Effective from to or if multi-year, please explain here:

If applicable for ceilings, please describe here any situation whereby the bases in Block 2 above differ from the bases in Block 1 above. Also, the maximum reimbursement for indirect costs under this contract will be based on the lower of the negotiated rates or ceilings.

If the Department of Labor (DOL) is your cognizant agency, proposals for indirect cost rates and supporting data and documentation should be sent to the Division of Cost Determination (DCD) Negotiator in the appropriate DOL Regional Office or if applicable, to the DCD National Office whose address and phone number is listed below. In addition, if you do not know your cognizant Federal agency, please call the phone number listed below:

Director, Division of Cost Determination (DCD)
U.S. Department of Labor, OASAM
200 Constitution Avenue, N.W., Room S-1510
Washington, D.C. 20210
Tel. (202) 693-4102

(End of Clause)

PART II - CONTRACT CLAUSES

SECTION I - CONTRACT CLAUSES

I.1 NOTICE LISTING CONTRACT CLAUSES INCORPORATED BY REFERENCE

The following contract clauses pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the clause at FAR "52.252-2 CLAUSES INCORPORATED BY REFERENCE" in Section I of this contract. See FAR 52.252-2 for an internet address (if specified) for electronic access to the full text of a clause.

NUMBER	TITLE	DATE
52.202-1	DEFINITIONS	JUL 2004
52.203-3	GRATUITIES	APR 1984
52.203-5	COVENANT AGAINST CONTINGENT FEES	APR 1984
52.203-6	RESTRICTIONS ON SUBCONTRACTOR SALES TO THE GOVERNMENT	JUL 1995
52.203-7	ANTI-KICKBACK PROCEDURES	JUL 1995
52.203-8	CANCELLATION, RESCISSION, AND RECOVERY OF FUNDS FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-10	PRICE OR FEE ADJUSTMENT FOR ILLEGAL OR IMPROPER ACTIVITY	JAN 1997
52.203-12	LIMITATION ON PAYMENTS TO INFLUENCE CERTAIN FEDERAL TRANSACTIONS	SEP 2005
52.204-4	PRINTED OR COPIED DOUBLE-SIDED ON RECYCLED PAPER	AUG 2000
52.204-7	CENTRAL CONTRACTOR REGISTRATION (OCT 2003)	OCT 2003
52.209-6	PROTECTING THE GOVERNMENT'S INTEREST WHEN SUBCONTRACTING WITH CONTRACTORS DEBARRED, SUSPENDED, OR PROPOSED FOR DEBARMENT	JAN 2005
52.215-2	AUDIT AND RECORDS--NEGOTIATION	JUN 1999
52.215-8	ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT	OCT 1997
52.215-15	PENSION ADJUSTMENTS AND ASSET REVERSIONS (JAN 2004)	OCT 2004
52.215-18	REVERSION OR ADJUSTMENT OF PLANS FOR POSTRETIREMENT BENEFITS OTHER THAN PENSIONS (PRB)	JUL 2005
52.215-19	NOTIFICATION OF OWNERSHIP CHANGES	OCT 1997
52.216-7	ALLOWABLE COST AND PAYMENT	DEC 2002

52.216-8	FIXED-FEE	MAR 1997
52.217-2	CANCELLATION UNDER MULTIYEAR CONTRACTS	OCT 1997
52.219-6	NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE	JUN 2003
52.219-8	UTILIZATION OF SMALL BUSINESS CONCERNS	MAY 2004
52.222-1	NOTICE TO THE GOVERNMENT OF LABOR DISPUTES	FEB 1997
52.222-3	CONVICT LABOR	JUN 2003
52.222-21	PROHIBITION OF SEGREGATED FACILITIES	FEB 1999
52.222-26	EQUAL OPPORTUNITY	APR 2002
52.222-35	EQUAL OPPORTUNITY FOR SPECIAL DISABLED VETERANS, OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.222-36	AFFIRMATIVE ACTION FOR WORKERS WITH DISABILITIES	JUN 1998
52.222-37	EMPLOYMENT REPORTS ON SPECIAL DISABLED VETERANS, VETERANS OF THE VIETNAM ERA, AND OTHER ELIGIBLE VETERANS	DEC 2001
52.223-6	DRUG-FREE WORKPLACE	MAY 2001
52.225-1	BUY AMERICAN ACT--SUPPLIES	JUN 2003
52.225-13	RESTRICTIONS ON CERTAIN FOREIGN PURCHASES	FEB 2006
52.227-1	AUTHORIZATION AND CONSENT	JUL 1995
52.227-2	NOTICE AND ASSISTANCE REGARDING PATENT AND COPYRIGHT INFRINGEMENT	AUG 1996
52.227-14	RIGHTS IN DATA--GENERAL	JUN 1987
52.228-7	INSURANCE--LIABILITY TO THIRD PERSONS	MAR 1996
52.232-17	INTEREST	JUN 1996
52.232-20	LIMITATION OF COST	APR 1984
52.232-24	PROHIBITION OF ASSIGNMENT OF CLAIMS	JAN 1986
52.232-33	PAYMENT BY ELECTRONIC FUNDS--CENTRAL CONTRACTOR REGISTRATION	OCT 2003
52.233-3	PROTEST AFTER AWARD ALTERNATE I (JUN 1985)	AUG 1996
52.233-4	APPLICABLE LAW FOR BREACH OF CONTRACT CLAIM	OCT 2004
52.242-1	NOTICE OF INTENT TO DISALLOW COSTS	APR 1984
52.242-3	PENALTIES FOR UNALLOWABLE COSTS	MAY 2001
52.242-13	BANKRUPTCY	JUL 1995
52.243-2	CHANGES--COST REIMBURSEMENT ALTERNATE I (APR 1984)	AUG 1987
52.244-2A	SUBCONTRACTS ALTERNATE I (JAN 2006)	JAN 2006
52.244-5	COMPETITION IN SUBCONTRACTING	DEC 1996
52.244-6	SUBCONTRACTS FOR COMMERCIAL ITEMS AND COMMERCIAL COMPONENTS	FEB 2006
52.246-25	LIMITATION OF LIABILITY--SERVICES	FEB 1997
52.248-1	VALUE ENGINEERING	FEB 2000
52.249-6	TERMINATION (COST-REIMBURSEMENT) (MAY 2004)	MAY 2004

52.249-14	EXCUSABLE DELAYS	APR 1984
52.253-1	COMPUTER GENERATED FORMS	JAN 1991
52.215-21	REQUIREMENTS FOR COST OR PRICING DATA OR INFORMATION OTHER THAN COST OR PRICING DATA--MODIFICATIONS ALTERNATE IV (OCT 1997)	OCT 1997

I.2 52.219-14 LIMITATIONS ON SUBCONTRACTING (DEC 1996)

(a) This clause does not apply to the unrestricted portion of a partial set-aside.

(b) By submission of an offer and execution of a contract, the Offeror/Contractor agrees that in performance of the contract in the case of a contract for --

(1) SERVICES (EXCEPT CONSTRUCTION). At least 50 percent of the cost of contract performance incurred for personnel shall be expended for employees of the concern.

(2) SUPPLIES (OTHER THAN PROCUREMENT FROM A NONMANUFACTURER IN SUCH SUPPLIES). The concern shall perform work for at least 50 percent of the cost of manufacturing the supplies, not including the cost of materials.

(3) GENERAL CONSTRUCTION. The concern will perform at least 15 percent of the cost of the contract, not including the cost of materials, with its own employees.

(4) CONSTRUCTION BY SPECIAL TRADE CONTRACTORS. The concern will perform at least 25 percent of the cost of the contract, not including the cost of materials, with its own employees.

I.3 52.232-25 PROMPT PAYMENT (FEB 2002) Alternate I (FEB 2002)

Notwithstanding any other payment clause in this contract, the Government will make invoice payments under the terms and conditions specified in this clause. The Government considers payment as being made on the day a check is dated or the date of an electronic funds transfer (EFT). Definitions of pertinent terms are set forth in sections 2.101, 32.001, and 32.902 of the Federal Acquisition Regulation. All days referred to in this clause are calendar days, unless otherwise specified. (However, see paragraph (a)(4) of this clause concerning payments due on Saturdays, Sundays, and legal holidays.)

(a) Invoice payments--

(1) Due date.

(i) Except as indicated in paragraphs (a)(2) and (c) of this clause, the due date for making invoice payments by the designated payment office is the later of the following two events:

(A) The 30th day after the designated billing office receives a proper invoice from the Contractor (except as provided in paragraph (a)(1)(ii) of this clause).

(B) The 30th day after Government acceptance of supplies delivered or services performed. For a final invoice, when the payment amount is subject to contract settlement actions, acceptance is deemed to occur on the effective date of the contract settlement.

(ii) If the designated billing office fails to annotate the invoice with the actual date of receipt at the time of receipt, the invoice payment due date is the 30th day after the date of the Contractor's invoice, provided the designated billing office receives a proper invoice and there is no disagreement over quantity, quality, or Contractor compliance with contract requirements.

(2) Contractor's invoice. The Contractor shall prepare and submit invoices to the designated billing office specified in the contract. A proper invoice must include the items listed in paragraphs (a)(3)(i) through (a)(3)(x) of this clause. If the invoice does not comply with these requirements, the designated billing office will return it within 7 days after receipt (3 days for meat, meat food products, or fish; 5 days for perishable agricultural commodities, dairy products, edible fats or oils, and food products prepared from edible fats or oils), with the reasons why it is not a proper invoice. The Government will take into account untimely notification when computing any interest penalty owed the Contractor.

(i) Name and address of the Contractor.

(ii) Invoice date and invoice number. (The Contractor should date invoices as close as possible to the date of the mailing or transmission.)

(iii) Contract number or other authorization for supplies delivered or services performed (including order number and contract line item number).

(iv) Description, quantity, unit of measure, unit price, and extended price of supplies delivered or services performed.

(v) Shipping and payment terms (e.g., shipment number and date of shipment, discount for prompt payment terms). Bill of lading number and weight of shipment will be shown for shipments on Government bills of lading.

(vi) Name and address of Contractor official to whom payment is to be sent (must be the same as that in the contract or in a proper notice of assignment).

(vii) Name (where practicable), title, phone number, and mailing address of person to notify in the event of a defective invoice.

(viii) Taxpayer Identification Number (TIN). The Contractor shall include its TIN on the invoice only if required elsewhere in this contract.

(ix) Electronic funds transfer (EFT) banking information.

(A) The Contractor shall include EFT banking information on the invoice only if required elsewhere in this contract.

(B) If EFT banking information is not required to be on the invoice, in order for the invoice to be a proper invoice, the Contractor shall have submitted correct EFT banking information in accordance with the applicable solicitation provision (e.g., 52.232-38, Submission of Electronic Funds Transfer Information with Offer), contract clause (e.g., 52.232-33, Payment by Electronic Funds Transfer--Central Contractor Registration, or 52.232-34, Payment by Electronic Funds Transfer--Other Than Central Contractor Registration), or applicable agency procedures.

(C) EFT banking information is not required if the Government waived the requirement to pay by EFT.

(x) Any other information or documentation required by the contract (e.g., evidence of shipment).

(3) Interest penalty. The designated payment office will pay an interest penalty automatically, without request from the Contractor, if payment is not made by the due date and the conditions listed in paragraphs (a)(4)(i) through (a)(4)(iii) of this clause are met, if applicable. However, when the due date falls on a Saturday, Sunday, or legal holiday, the designated payment office may make payment on the following working day without incurring a late payment interest penalty.

(i) The designated billing office received a proper invoice.

(ii) The Government processed a receiving report or other Government documentation authorizing payment, and there was no disagreement over quantity, quality, or Contractor compliance with any contract term or condition.

(iii) In the case of a final invoice for any balance of funds due the Contractor for supplies delivered or services performed, the amount was not subject to further contract settlement actions between the Government and the Contractor.

(4) Computing penalty amount. The Government will compute the interest penalty in accordance with the Office of Management and Budget prompt payment regulations at 5 CFR part 1315.

(i) For the sole purpose of computing an interest penalty that might be due the Contractor, Government acceptance is deemed to occur constructively on the 7th day (unless otherwise specified in this contract) after the Contractor delivers the supplies or performs the services in accordance with the terms and conditions of the contract, unless there is a disagreement over quantity, quality, or Contractor compliance with a contract provision. If actual acceptance occurs within the constructive acceptance period, the Government will base the determination of an interest penalty on the actual date of acceptance. The constructive acceptance requirement does not, however, compel Government officials to accept supplies or services, perform contract administration functions, or make payment prior to fulfilling their responsibilities.

(ii) The prompt payment regulations at 5 CFR 1315.10(c) do not require the Government to pay interest penalties if payment delays are due to disagreement between the Government and the Contractor over the payment amount or other issues involving contract compliance, or on amounts temporarily withheld or retained in accordance with the terms of the contract. The Government and the Contractor shall resolve claims involving disputes and any interest that may be payable in accordance with the clause at FAR 52.233-1, Disputes.

(5) Discounts for prompt payment. The designated payment office will pay an interest penalty automatically, without request from the Contractor, if the Government takes a discount for prompt payment improperly. The Government will calculate the interest penalty in accordance with the prompt payment regulations at 5 CFR part 1315.

(6) Additional interest penalty.

(i) The designated payment office will pay a penalty amount, calculated in accordance with the prompt payment regulations at 5 CFR part 1315 in addition to the interest penalty amount only if--

(A) The Government owes an interest penalty of \$1 or more;

(B) The designated payment office does not pay the interest penalty within 10 days after the date the invoice amount is paid; and

(C) The Contractor makes a written demand to the designated payment office for additional penalty payment, in accordance with paragraph (a)(7)(ii) of this clause, postmarked not later than 40 days after the invoice amount is paid.

(ii)(A) The Contractor shall support written demands for additional penalty payments with the following data. The Government will not request any additional data. The Contractor shall--

(1) Specifically assert that late payment interest is due under a specific invoice, and request payment of all overdue late payment interest penalty and such additional penalty as may be required;

(2) Attach a copy of the invoice on which the unpaid late payment interest is due; and

(3) State that payment of the principal has been received, including the date of receipt.

(B) If there is no postmark or the postmark is illegible--

(1) The designated payment office that receives the demand will annotate it with the date of receipt, provided the demand is received on or before the 40th day after payment was made; or

(2) If the designated payment office fails to make the required annotation, the Government will determine the demand's validity based on the date the Contractor has placed on the demand, provided such date is no later than the 40th day after payment was made.

(iii) The additional penalty does not apply to payments regulated by other Government regulations (e.g., payments under utility contracts subject to tariffs and regulation).

(b) Contract financing payment. If this contract provides for contract financing, the Government will make contract financing payments in accordance with the applicable contract financing clause.

(c) Fast payment procedure due dates. If this contract contains the clause at 52.213-1, Fast Payment Procedure, payments will be made within 15 days after the date of receipt of the invoice.

(d) Overpayments. If the Contractor becomes aware of a duplicate payment or that the Government has otherwise overpaid on an invoice payment, the Contractor shall immediately notify the Contracting Officer and request instructions for disposition of the overpayment.

(e) Invoices for interim payments. For interim payments under this cost-reimbursement contract for services--

(1) Paragraphs (a)(2), (a)(3), (a)(4)(ii), (a)(4)(iii), and (a)(5)(i) do not apply;

(2) For purposes of computing late payment interest penalties that may apply, the due date for payment is the 30th day after the designated billing office receives a proper invoice; and

(3) The contractor shall submit invoices for interim payments in accordance with paragraph (a) of FAR 52.216-7, Allowable Cost and Payment. If the invoice does not comply with contract requirements, it will be returned within 7 days after the date the designated billing office received the invoice.

I.4 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This contract incorporates one or more clauses 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. Also, the full text of a clause may be accessed electronically at this/these address(es):

<http://www.arnet.gov/far>

PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS

SECTION J - LIST OF ATTACHMENTS

ATTACHMENT NUMBER	TITLE	DATE	NO. PAGES
J.1	CONTRACT PRICING PROPOSAL COVER SHEET, SF 1411, (1 PAGE)		
J.2	COST AND PRICE ANALYSIS, ETA 8555, (8 PAGES)		
J.3	STATEMENT OF FINANCIAL CAPABILITY, ETA 8554, (2 PAGES)		
J.4	COST CONTRACTOR'S INVOICE, ETA 3100-1 (1 PAGE)		
J.5	COST CONTRACTOR'S DETAILED STATEMENT OF COST, ETA 3-2 (1 PAGE)		
J.6	VETS-100 - FEDERAL CONTRACTOR VETERANS EMPLOYMENT REPORT, OMB 1293-0005 (2 PAGES)		
J.7	PAST PERFORMANCE REFERENCE INFORMATION (2 PAGES)		
J.8	PAST PERFORMANCE EVALUATION QUESTIONNAIRE (2 PAGES)		
J.9	ORAL PRESENTATION EVALUATION QUESTIONNAIRE (2 PAGES)		

PART IV - REPRESENTATIONS AND INSTRUCTIONS

SECTION K - REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 52.204-8 ANNUAL REPRESENTATIONS AND CERTIFICATIONS (JAN 2006)

(a)(1) The North American Industry Classification System (NAICS) code for this acquisition is.

(2) The small business size standard is.

(3) The small business size standard for a concern which submits an offer in its own name, other than on a construction or service contract, but which proposes to furnish a product which it did not itself manufacture, is 500 employees.

(b)(1) If the clause at 52.204-7, Central Contractor Registration, is included in this solicitation, paragraph (c) of this provision applies.

(2) If the clause at 52.204-7 is not included in this solicitation, and the offeror is currently registered in CCR, and has completed the ORCA electronically, the offeror may choose to use paragraph (c) of this provision instead of completing the corresponding individual representations and certifications in the solicitation. The offeror shall indicate which option applies by checking one of the following boxes:

[] (i) Paragraph (c) applies. [] (ii) Paragraph (c) does not apply and the offeror has completed the individual representations and certifications in the solicitation.

(c) The offeror has completed the annual representations and certifications electronically via the Online Representations and Certifications Application (ORCA) website at <http://orca.bpn.gov>. After reviewing the ORCA database information, the offeror verifies by submission of the offer that the representations and certifications currently posted electronically have been entered or updated within the last 12 months, are current, accurate, complete, and applicable to this solicitation (including the business size standard applicable to the NAICS code referenced for this solicitation), as of the date of this offer and are incorporated in this offer by reference (see FAR 4.1201); except for the changes identified below [offeror to insert changes, identifying change by clause number, title, date]. These amended representation(s) and/or certification(s) are also incorporated in this offer and are current, accurate, and complete as of the date of this offer.

FAR Clause #	Title	Date	Change
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Any changes provided by the offeror are applicable to this solicitation only, and do not result in an update to the representations and certifications posted on ORCA.

K.2 SIGNATURE BLOCK

I, the undersigned, do hereby attest that all representations and certifications made in this Section K are true.

Also, I, the undersigned, am aware of the penalties prescribed in 18 U.S. Code 1001 for making false statements in offers; and I am legally authorized to bind the company or organization represented.

(Signature)

(Date)

(Typed or Printed Name)

(Title)

(Solicitation Number)

(Name of Company/Organization Represented)

(Address, including Zip Code)

(Telephone Number, including Area Code)

SECTION L - INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

L.1 NOTICE LISTING SOLICITATION PROVISIONS INCORPORATED BY REFERENCE

The following solicitation provisions pertinent to this section are hereby incorporated by reference (by Citation Number, Title, and Date) in accordance with the FAR provision at FAR "52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE" in Section L of this solicitation. See FAR 52.252-1 for an internet address (if specified) for electronic access to the full text of a provision.

NUMBER	TITLE	DATE
52.215-1	INSTRUCTIONS TO OFFERORS--COMPETITIVE ACQUISITION	JAN 2004
52.222-24	PREAWARD ON-SITE EQUAL OPPORTUNITY COMPLIANCE EVALUATION	FEB 1999

L.2 52.216-1 TYPE OF CONTRACT (APR 1984)

The Government contemplates award of a Cost Plus Fixed Fee contract resulting from this solicitation.

L.3 52.233-2 SERVICE OF PROTEST (AUG 1996)

(a) Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protests that are filed with the Government Accountability Office (GAO), shall be served on the Contracting Officer (addressed as follows) by obtaining written and dated acknowledgment of receipt from:

Keith A. Bond
Division Chief

Hand-Carried Address:

U.S. Department of Labor, ETA/OGCM
Division of Contract Services
200 Constitution Avenue, NW
Room N-4655
Washington DC 20210

Mailing Address:

U.S. Department of Labor, ETA/OGCM
Division of Contract Services

200 Constitution Avenue, NW
Room N-4655
Washington DC 20210

(b) The copy of any protest shall be received in the office designated above within one day of filing a protest with the GAO.

L.4 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

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>

L.5 PAST PERFORMANCE

Offerors shall submit the following information as part of their proposal for both the offeror and proposed major subcontractors:

A. A list of five (5) "relevant" contracts and subcontracts completed during the past three (3) years and at least 12 months in duration. The offeror must submit the past performance reference information by filling out Attachment J.7 for each of the five references. The reference should be on project/work similar in nature. References for project/work not similar in nature will not be considered. Contracts listed may include those entered into by the Federal Government, agencies of state and local governments and commercial customers. Offerors that are newly formed entities without prior contracts should list contracts and subcontracts as required above for all key personnel. Offerors, please make sure you include the following information for each contract and subcontract:

1. Name of contracting activity
2. Contract number
3. Contract type
4. Total contract value
5. Contract work
6. Contracting officer and telephone
7. Program manager and telephone
8. Administrative contracting officer, if different from #6 and telephone number
9. List of major subcontractors
10. Periods of performance for contracts and/or subcontracts

B. The offeror may provide information on problems encountered on the contract and subcontracts identified above and corrective actions taken to resolve those problems. Offerors must not provide general information of their performance on the identified contracts. The Government will obtain general performance information from the references.

C. Each offeror will be evaluated on its performance under existing and prior contracts for similar products or services. Performance information will be used for both responsibility determinations and as an evaluation factor against which offerors' relative rankings will be compared to assure best value to the Government. The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. The contractor's reference questionnaire form identified in Attachment J.7 will be used to collect this information. The Government may contact references other than those identified by the offeror and may use this information to evaluate the offeror's past performance. The Government also reserves the right to decide not to contact all of the references provided by the offeror. The Government will not disclose to the offeror the names of individuals providing information about an offeror's past performance.

L.6 ORAL PRESENTATION

After the receipt of offers (proposals) by the Government, the Government determines which offerors are within the competitive range. Those offerors in the competitive range must make an oral presentation to the Government's evaluation panel and participate in a question and answer session. The sole purpose of the oral presentation and question and answer session is to test an offeror's understanding of the work that the Government will require under the prospective contract.

The oral presentation and the question and answer session are not part of the offer and are not themselves offers. The oral presentation and the question and answer session will not constitute discussions, as defined by FAR Part 15, and will not obligate the Government to conduct discussions, or entertain revised or final offers.

Statements made by the offeror during the oral presentation or the question and answer session will not become a part of any contract resulting from this RFP, unless the Government and the offeror agree to make it part of an offer during discussions. If the Government decides to conduct discussions the Government will entertain revisions to the oral presentations or to the answers given during the question and answer session.

1. Schedule for presentation: Oral presentations will commence approximately two weeks after the establishment of the Competitive Range. The Contract Specialist will notify offerors of the scheduled date and time of their presentation within one week after the establishment of the Competitive Range. The order in which offerors will make presentations will be determined by drawing lots by the Contract Specialist. Once notified of their scheduled presentation date and time, offerors shall complete their presentations on the scheduled date and time. Requests from offerors to reschedule their presentations will be entertained only in emergency situations. The Government reserves the right to reschedule an offeror's oral presentation at the discretion of the Contract Specialist.

2. Form of presentation: Offerors will make their oral presentations in person, at the Department of Labor/ETA, 200 Constitution Ave., NW, Washington, D.C., to the Technical Evaluation Panel, Contract Specialist, and other representatives of the Government. Submission of videotapes or other forms of media containing the presentation for evaluation are not authorized.

3. Time allowed for presentation: Offerors shall receive their transparencies one half hour prior to the presentation to caucus and prepare for the actual presentation. Oral presentations, excluding the question and answer session, will be limited to 90 minutes. The Contract Specialist will strictly enforce this time limit. Following the oral presentation there will be a recess of 1 hour. After the recess there will be a one hour question and answer session.

4. Offeror's presentation team: A maximum of five contractor personnel (prime and subcontractor) may participate. These individuals/presenters will attend the oral presentation and the question and answer session and must answer questions directed to them. Only key personnel (see Section L.8 for a list of key personnel positions) can take part in the oral

presentation and question and answer session. The Project Director who will have a 40% time operational responsibility for contract performance must be present and must, at a minimum, answer questions directed to him/her during the question and answer session.

Offerors may not use company senior or general managers or consultants to make any part of the oral presentation unless they are small businesses. In addition to the maximum of five individuals who will participate, the offeror may send two non-participating representatives to observe. Hence a total of seven contractor personnel will be permitted to attend (only five may participate) the presentation. No other officers, employees, consultants, agents, or other representatives of the offeror may attend. Only presenters are permitted to answer questions during the question and answer session.

5. Content of presentation: The presentation shall not encompass price or cost and fee. During the 90 minute oral presentation, the offeror's presenters must demonstrate the offeror's understanding of the work that will be required under the prospective contract by addressing the following topics, in the following order, in accordance with the following instructions:

(a) Introduction: The offeror should provide some information about itself as a firm, briefly describing its organization, history, products and services. (10 minutes)

(b) Work Breakdown: Present an analysis of the statement of work. Subdivide statement of work tasks [identify selected tasks] into their constituent activities. Briefly describe each activity and its inputs and outputs. Briefly describe interrelationships and interdependencies among the activities. (20 minutes)

(c) Contract Work Schedule: Present a Gantt chart that illustrates the contract work schedule by [week, month, quarter, or year]. Show the starting date and ending date of each activity identified in the work breakdown analysis. Describe the interrelationships and interdependencies among the tasks. (10 minutes)

(d) Contract Resource Allocations: Describe the types of professional, administrative, clerical and other labor that will be required to perform the contract work. Briefly describe each classification of professional and blue collar labor, including position title(s), duties and responsibilities. Describe the total number of hours of each of these professional and blue collar labor classifications that will be allocated to each of the activities identified in the work breakdown analysis from start to finish. Also identify the types and hours of administrative and clerical labor that will be required for each activity. (10 minutes)

(e) Performance Risk Analysis: Identify contingent events that could, if they were to occur, endanger satisfactory performance. Focus on critical events that are realistically likely to occur and that would pose serious problems. (Do not try to identify every event that could cause some minor difficulty.) Briefly describe the nature of each such event, each work activity with which it is associated, the estimated likelihood of its occurrence, its likely effect on performance if it were to occur, its likely causes, and plans to prevent its occurrence and to respond in the event that it does occur. (20 minutes)

(f) Responsibility Assignments: Identify the components of the offeror's organization that will have primary support responsibility for the performance of each of the activities identified in the work breakdown analysis. Include affiliates, subsidiaries, and subcontractors. Also, identify the individual managers of each such organization. Briefly describe the qualifications of personnel, including education and training and especially their experience doing such work. (10 minutes)

(g) Conclusion: Summarize the main points of its presentation and state why the Government should select the offeror for contract award. (10 minutes)

An offeror may address any other topic, as well, within the 90 minute limit. The Contract Specialist will strictly enforce the 90 minute time limit.

6. Clarification of oral presentation points: After completion of the oral presentation, the Government may request clarification of any points addressed which are unclear and may ask for elaboration by the offeror on any point which was not supported. Any such interchange between the offeror and the Government will be for clarification only, and will not constitute discussions within the meaning of FAR Part 15. The time required for clarification will not be counted against the offeror's presentation time limit.

7. The following Government personnel may be present at the oral presentation:

- Contract Specialist and/or Contracting Officer.
- Federal Staff to assist in the administration of the presentations.
- The Technical Evaluation Panel consisting of five (5) individuals with expertise in employment and training programs administered by the Department of Labor/ETA.

8. Documentation: The Government will provide one overhead projector, one flip-chart pad, and marker pens for the offeror's use during the oral presentation.

The offeror must submit its set of overhead transparencies and seven (7) paper copies to the Government in a sealed package with its proposal" (see Section L.7). Failure to submit the overhead transparencies and paper copies by the date established for receipt of offers will cause the offer to be rejected as non-responsive. Each offeror must use black and white overhead transparencies (slides) to document key points of its presentation. Color slides are not acceptable. The offeror's overhead transparencies must be 8.5 by 11 inches. The transparencies must be legibly and clear. There is no limit to the number of overhead transparencies that an offeror may use during its presentation. However, when evaluating the offeror's presentation, the Government will consider only the information on the transparencies that were actually projected during the presentation. The production and use of an excessive number of slides may be detrimental to an offeror's interests. The presentations will be audio taped by the Government. Offerors should mark slides in accordance with FAR 52.215-1 (e), Restrictions on Disclosure and Use of Data, as appropriate. If there is a discrepancy between any of the transparencies and what is verbally stated during the presentation, the information that appears on the transparency will take precedence over what the presenters say.

Thirty (30) minutes before the presentation, the Contract Specialist will provide the offeror with the blank flip chart paper, transparencies and an overhead slide projector also with the transparencies the offeror submitted with its proposal. At the close of the presentation, the offeror shall give the Government all flip charts and/or overhead slides used during the presentation. The Government will not accept any additional documentation which may or may not have been referenced during the presentation.

L.7 SUBMISSION OF PROPOSAL

(A) - General Instructions:

Each offeror must submit an offer (proposal) in strict accordance with these instructions. When evaluating an offeror, the Government will consider how well the offeror complied with the letter and spirit of these instructions. The Government will consider any failure on the part of an offeror to comply with both the letter and spirit of these instructions to be an indication of the type of conduct it can expect during contract performance. Therefore, the Government encourages offerors to contact the Contracting Officer by electronic submission only, in order to request an explanation of any part of these instructions.

Your proposal must be submitted in three (3) separate and distinct parts as outlined below, consisting of the number of stated copies and accompanied by the required supportive materials to insure that the proposal will be considered responsive to the Request for Proposals.

- Part 1 –**
- (1) Original and two (2) signed copies of completed Standard Form 33, Solicitation, Offer and Award,
 - (2) Original and two (2) signed copies of Section K, the Representations, Certifications and other Statements of Offerors, DOL does not accept illegible copies. (All copies must be ink-signed.)
- Part 2 -**
- (1) A set of overhead transparencies and seven (7) paper copies in a sealed package. These transparencies form the basis of the offeror's Oral Presentation. PLEASE NOTE: The sealed package containing the transparencies will not be opened until the scheduled date for the offeror's presentation, in the presence of the Contract Specialist and a representative of the offeror. DOL uses both the transparencies and the Oral Presentation to evaluate the offeror's capability to perform the contract (See Section M.2 (C));
 - (2) Original and six (6) copies of a modified resume for each key personnel involved in the project. (See Section M.2 (B)) At a minimum, the resume shall include:
 - a. The title and position to which the individual would be assigned for the project;
 - b. The individual's current employment status and a list or description of the activities or projects on which the individual is currently working;
 - c. The individual's previous work experience, to include position title, dates in position, employing organization, duties performed, and role performed, e.g., management, task leader, lead investigator, chief analyst, etc., and how these are relevant to the tasks and duties in this project;
 - d. The titles of the individual's previous or in process written products or reports, with their date of completion or publication and other authors noted; and the relevance of these works to the tasks and duties in this project; and
 - e. The individual's educational background and a brief description of its relevance to the individual's role in the project. The overall staffing plan is reasonable and likely to support the technical approach.
 - (3) Original and six (6) copies of letters of intent for each key personnel, including employees and contingency hires (defined as persons not currently employed but who have executed a binding letter for commitment for employment with the offeror, if the offeror receives award under this solicitation). Letters of intent must be dated and include signatures from the individual and the offeror/contractor. The letter must state that the individual will be available for at least 1 year. The letter must also disclose the position the person will have on the contract.
 - (4) Original and three copies of relevant past performance information (See Sections L.5 and M.2(D)); and
 - (5) Original and six (6) copies of the technical approach (See Section M.2 (A)). (PLEASE NOTE: Text type shall be at least 12 point font size or larger.)

Part 3 -

A detailed Business Management Proposal for the prime contractor and each subcontractor as further outlined in the below instructions and consisting of:

- (1) Three (3) copies of Attachment J.2 - Cost and Price Analysis, ETA 8555 (Mar. 1981);
- (2) One (1) copy of Attachment J.3 - Statement of Financial Capability, ETA 8554 (Mar. 1981) (c).
- (3) One (1) Accounting System Certification (for prime contractor and each subcontractor) which is a statement certifying that the offeror has an established accounting system with internal controls adequate to safeguard their assets, insure that funds are accounted for by cost categories, check the accuracy and reliability of the accounting data, promote operating efficiency and permit compliance with Government requirements and accounting procedures with respect to Cost Reimbursement types of contracts.

The statement must be executed by a certified public accountant (CPA), licensed public accountant, a bona-fide accounting or audit organization such as Defense Contract Audit Agency (DCAA) or an entity of equivalent status acceptable to the Government.

- (4) Contractor's current approved Indirect Cost Rate Agreement or a description (including dollar amounts) of the base for all proposed indirect rates.

The Cost and Price Analysis (ETA 8555) and Financial Capability Forms (Attachment J.3) support information shall be augmented as follows:

- 1. Most current published annual balance sheet and profit or loss statement.
- 2. List the names and addresses of any subcontractor* the offeror intends to use in the performance of a resulting contract. Include the following information about the subcontract(s).
 - (a) How subcontractor was selected?
 - (b) Has the subcontractor submitted a cost proposal?
 - (c) Will he be able to start performance at the start of the contract period?
 - (d) What is the total cost of (each) subcontract?
 - (e) What services (skills) will the subcontract provide?
 - (f) What experience do they have in this technical area?

*Also provide the above information for consultants you intend to use in the performance of a resulting contract.

Consultants: Persons who are members of a particular profession or possess a special skill and who are not officers or employees of the contractor.

NOTE: Part 1, 2, and 3 should be sealed in separate envelopes and included in one master package. The RFP number and related Part numbers outlined above, if applicable, should show in the upper left hand corner of each of

the envelopes as well as the master package.

The Government warns offerors that taking exception to any term or condition of the RFP (including submitting any alternative proposal that requires a relaxation of a requirement), will make an offer unacceptable and the offeror ineligible for award, unless the RFP expressly authorizes such an exception with regard to that specific term or condition. The Government will consider any exception to a term or condition of the RFP that is not expressly authorized by the RFP to be a deficiency, as defined in FAR Part 15.

An offeror may eliminate a deficiency in its proposal only through discussions, as defined and prescribed in FAR Part 15. However, the Government intends to award a contract without technical discussions, as authorized by FAR Part 15. Therefore, any offeror planning to take exception to a term or condition of the RFP must consult with the Contracting Officer prior to submitting a proposal, unless the RFP expressly authorizes such an exception. Notwithstanding its plan to award without discussions, the Government reserves the right to conduct technical and cost discussions with offerors in a competitive range, if necessary, and to permit such offerors to revise their proposals. The government also reserves the right to change any terms and conditions of their RFP by amendment at any time prior to contract award and to allow offerors to revise their offers accordingly, as authorized by FAR Part 15.

The offeror must not make reference to cost or price data so that an independent technical evaluation may be made on the basis of technical merit alone. Proposals must not specify less than one hundred twenty (120) days Government Acceptance. After the due date, an offeror can not take exception to any provisions of this Request for Proposals or place any condition on his/her proposal. Offerors may only submit one proposal.

DOL will not award to offerors whose proposals do not meet the above requirements.

L.8 SPECIAL REQUIREMENTS

KEY PERSONNEL

The contractor must provide the necessary personnel to accomplish each task listed in the statement of work. The key personnel positions and their required time commitment are as follows:

Project Director – 40%

Principal Investigator(s) – 35%

Task Leaders – 25%

PLEASE NOTE: The same person may be named to more than one key personnel position; however the individual, must not commit more than 100% of their time to this contract, For example: If the proposed Project Director and/or Principal Investigator is also proposed as a Task Leader, the required time commitment could be limited to that required for the primary role. The Project Director must meet the 40% minimum and the Principal Investigator must meet the 35% minimum. However, each Task Leader is assumed only to be leading one task, so if a Task Leader leads multiple tasks, the minimum time commitment is increased commensurately.

L.9 CONFIRMATION OF PROPOSED KEY PERSONNEL (OCT 2000)

The offeror must provide the following certificate upon request by the Contracting Officer.

I certify that the proposed key personnel are still available for performance under any contract resulting from this solicitation,

and that the letters of commitment are still valid. I base this certification on written and/or oral confirmation which I received, within the past 30 days, from each individual proposed to fill the Key Personnel requirements. I further certify that I possess copies of written confirmations I received from each individual, and/or a memorandum to the file documenting oral confirmation of that individual's availability. I further promise to immediately inform the Government of any changes in the availability of any proposed key personnel.

Date of Certification

By (Name and Signature of company president)

(PLEASE NOTE: Confirmation of Proposed Key Personnel will be required from ONLY those offerors who make the competitive range, at a date and time designated by the Contracting Officer.)

L.10 REQUEST FOR CLARIFICATION (RFC)

DOL must receive all requests for clarification (RFC) no later than 5:00 p.m. local time, date June 21, 2006.

Only emailed submissions of requests for clarification will be accepted. They shall be submitted to Mr. Lance Purvis at purvis.lance@dol.gov.

Should any RFC be received after 5:00 p.m. local time, June 21, 2006, the Government reserves the right not to provide an answer. If, however, the Government determines that the RFC raises an issue of significant importance, the government will respond electronically. Offerors interested in networking and being placed on a bidders list for the above referenced RFP, please provide the Name and Address of Organization; Telephone Number; and Point of Contact electronically to Lance Purvis at purvis.lance@dol.gov, by 5:00 p.m., June 21, 2006.

The Government will not provide any information concerning requests for clarifications in response to telephone calls from offerors. All requests will be answered electronically and will be available to all offerors at the www.doleta.gov and www.fedbizopps.gov and www.doleta.gov/sga/rfp.cfm.

Please be advised that it is the sole responsibility of the offeror to continually view the website for any amendments to this solicitation.

SECTION M - EVALUATION FACTORS FOR AWARD**M.1 BASIS FOR AWARD (BEST VALUE)**

The Government intends to evaluate proposals using a two-step methodology. The first step will involve the evaluation of the offeror's TECHNICAL APPROACH, INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS, MANAGEMENT PLAN, UNDERSTANDING, and PRICE (evaluation factors A, B, E, F and G listed below). Based on these evaluations, a Competitive Range (FAR Part 15) consisting of the most highly rated proposals will be established.

The second step will involve evaluation of CONTRACTORS PAST PERFORMANCE of each offeror within the Competitive Range. Past Performance will be evaluated in accordance with Section L.5 of the solicitation and evaluation factor D listed below. The second step will also involve evaluation of an ORAL PRESENTATION presented by each of the offerors within the Competitive Range. Evaluation of oral presentations will consist of the offeror's CAPABILITY TO PERFORM THE WORK (evaluation factor C listed below). Therefore, each offer should contain the best terms from a cost or price and technical standpoint.

A cost realism analysis and a Field Pricing Review will be performed for all technically acceptable offerors. Contract award will be based on the combined evaluations of the Technical Approach, Individual Staff Experience and Qualifications, Contractor's Capability to Perform the Contract, Contractor's Past Performance, Management Plan, Understanding and Price. The contract resulting from this solicitation will be awarded to the responsible offeror whose offer, conforming to the solicitation, is determined to provide the "best value" to the Government, which may not necessarily be the proposals offering the lowest cost nor receiving the highest technical score. It should be noted that cost is not a numerically weighted factor.

Although non-cost factors are significantly more important than cost, cost is an important factor and should be considered when preparing responsive offers (proposals). The importance of cost as an evaluation factor will increase with the degree of equality of the proposals in relation to the remaining evaluation factors.

When the offerors within the competitive range are considered essentially equal in terms of technical, past performance and other non-cost factors (if any), or when cost is so significantly high as to diminish the value of the technical superiority to the Government, cost may become the determining factor for award. In summary, cost/non-cost trade offs will be made, and the extent to which one may be sacrificed for the other is governed only by the tests of rationality and consistency with the established factors.

Prospective contractors are advised that the selection of a contractor for contract award is to be made, after a careful evaluation of the offers (proposals) received, by a panel of specialists chosen by DOL/ETA. Each panelist will evaluate the proposals for technical acceptability using a range of scores assigned to each factor. The factors are presented in the order of emphasis that they will receive (i.e., Factor A has the greatest weight, Factor B the second greatest weight, etc.). The scores will then be averaged to select a contractor for award on the basis of their proposal being the most advantageous to the Government, price and other factors considered.

M.2 EVALUATION CRITERIA AND BASIS FOR AWARD (BEST VALUE)**A. TECHNICAL APPROACH (40 points)**

The proposal should provide a detailed technical approach for performing the evaluation, including:

1. A description of the proposed evaluation and how it will help determine if strategies are operating as per their intent;
2. A discussion of any proposed differences between the role of the thirteen WIRED regions in the evaluation and the role of the Virtual Community; and discussion of the rationale for such differences;
3. A list of study questions and hypotheses for the evaluation, data needed to address the questions, proposed sources of the quantitative and qualitative data needed to address the questions, including administrative and extant data, plans for obtaining the data in timely fashion, potential problems in accessing the data and how the offeror intends to overcome these problems without excess burden on grantees;
4. Proposed site visit strategies and procedures, including site sampling procedures and rationale, if offeror believes site sampling is appropriate;
5. A discussion of possible problems in conducting the site visits and how these will be overcome by the offeror without excess burden on grantees;
6. Proposed analytical methods for the evaluation; and
7. Proposed survey methods, sampling strategies, and justification for sampling strategies, if proposed.

PLEASE BE ADVISED THAT PROPOSALS WILL BE EVALUATED ON THE FOLLOWING FACTORS:

- (1) Offeror's technical approach is sound, comprehensive and its presentation is clear and concise and includes a cross-reference table identifying the location of each element of the technical approach requirements;
- (2) Offeror proposes a list of hypotheses and related study questions for the evaluation that includes and expands upon the study objectives discussed in section C. 3 of this RFP;
- (3) Differences in approach to the WIRED regions and the Virtual Community, if any, are clearly described and are methodologically sound;
- (4) Offeror identifies all data items to be collected, including administrative and extant data, and keys them to study questions; data sources and collection procedures, including site visits, are described and will likely provide complete and high-quality data; key concerns surrounding data collection are identified and addressed; potential challenges in accessing data on a timely basis or conducting site visits and how they will be overcome by the offeror with minimum burden on grantees are described; the questions that apply only to the WIRED regions, only to the Virtual Community, and to both groups are clearly delineated;
- (5) Analytical methods are described in detail and are appropriate to the issues and type of information being analyzed;
- (6) Proposed site visit strategies and procedures, including sampling procedures and justification if offeror believes site visit sampling (either across sites or within regions) is appropriate, is provided;
- (7) Offeror describes the process for obtaining OMB approval for surveys and the offeror's role in preparing for and securing that approval on a timely basis is provided;
- (8) Offeror's approach to accomplishing tasks is likely to lead to its successful completion and includes input from grantees where appropriate.

B. INDIVIDUAL STAFF EXPERIENCE AND QUALIFICATIONS (30 points)

This section of the proposal shall provide sufficient information for judging the quality and competence of staff proposed to be assigned to the project to assure that they meet the required qualifications. Successful performance of the proposed work depends heavily on the qualifications of the individuals committed to this project, and the adequacy of the time commitment for each individual in relation to the specific tasks that they will perform. The proposal shall include the current

employment status of personnel proposed for work under this RFP, i.e., whether these personnel are currently employed by the contractor or are dependent upon planned recruitment or subcontracting.

The Government, in its evaluation of the contractor's proposal, will place considerable emphasis on the contractor's commitment of personnel qualified for the work involved in accomplishing the assigned tasks. Accordingly, the following information shall be furnished:

1. The proposed Project Director and an indication of a commitment for the forty-five months of the project;
2. The proposed project organization, including key personnel;
3. The proposed plan for deploying personnel and resources including: staffing charts listing names and project roles, staff time/task, loading charts showing the amount of time each staff person will devote to each task and sub-task; and a narrative description of each staff person's role in the project, qualifications, and experience (including outside consultants);
4. A modified resume for each person involved in the project. An example of the modified resume follows Section M. At a minimum, the resume shall include:
 - a. The title and position to which the individual would be assigned for the project;
 - b. The individual's current employment status and a list or description of the activities or projects on which the individual is currently working;
 - c. The individual's previous work experience, to include position title, dates in position, employing organization, duties performed, and role performed, e.g., management, task leader, lead investigator, chief analyst, etc., and how these are relevant to the tasks and duties in this project;
 - d. The titles of the individual's previous or in process written products or reports, with their date of completion or publication and other authors noted; and the relevance of these works to the tasks and duties in this project; and
 - e. The individual's educational background and a brief description of its relevance to the individual's role in the project. The overall staffing plan is reasonable and likely to support the technical approach.
5. Signed letters of intent for all professional staff, including consultants (excluding clerical staff) with a countersignature from the contractor/offeror.

PLEASE BE ADVISED THAT OFFERORS WILL BE EVALUATED UNDER THIS FACTOR BASED ON THE FOLLOWING:

(1) The Project Director shall have a minimum of 5 years of experience in leading related work and a graduate degree in a relevant area of social science (e.g., economics, sociology, political science, or public administration). Time commitment: 40%. **Please be advised that offerors who do not meet the education requirements for the Project Director sub-factor will receive 0 points for that sub-factor and may be determined not eligible for award.**

(2) Principal Investigator(s) shall have at least 5 years of experience relevant to their proposed role in the project. Principal Investigator(s) must have a Ph.D. The Principal Investigator(s) must demonstrate experience performing the tasks assigned to them in the offeror's proposed management plan. These individuals shall be identified specifically with respect to responsibility for tasks. Time commitment: 35%. **Please be advised that offerors who do not meet the education requirements for the Principal Investigator sub-factor will receive 0 points for that sub-factor.**

(3) A task leader must be identified for each of the tasks identified in Section C.4 and each additional task(s) proposed in the offeror's management plan. Each task leader must demonstrate at least 3 years prior experience directly relevant to their proposed role and graduate education in an area relevant to their role in the project. The Task Leaders(s) must demonstrate experience performing the tasks assigned to them in the offeror's proposed management plan. These

individuals shall be identified specifically with respect to responsibility for tasks. Time commitment for each task leader for each task is 25%. **Please be advised that offerors who do not meet the education requirements for the Task Leader sub-factor will receive 0 points for that sub-factor.**

(3) The time commitment and adequacy of the time commitment of all personnel assigned to the project, according to each task and sub-task (the number of hours per month that each individual will devote to each aspect of the project over its life).

(4) The overall staffing plan is reasonable and consistent with the technical approach and management plan; and

(5) A modified resume for each person involved in the project. An example of the modified resume follows Section M. At a minimum, the resume shall include:

- a. The title and position to which the individual would be assigned for the project;
- b. The individual's current employment status and a list or description of the activities or projects on which the individual is currently working;
- c. The individual's previous work experience, to include position title, dates in position, employing organization, duties performed, and role performed, e.g., management, task leader, lead investigator, chief analyst, etc., and how these are relevant to the tasks and duties in this project;
- d. The titles of the individual's previous or in process written products or reports, with their date of completion or publication and other authors noted; and the relevance of these works to the tasks and duties in this project; and
- e. The individual's educational background and a brief description of its relevance to the individual's role in the project. The overall staffing plan is reasonable and likely to support the technical approach.

(6) Letters of intent are provided for each professional person, including employees, contractors, or contingency hires (defined as persons not currently employed but who have executed a binding letter for commitment for employment with the offeror, if the offeror receives award under this solicitation.) Letters of intent must be dated and include signatures from the individual and the offeror/contractor. The letter must state that the individual will be available for the number of hours stated in the proposal.

C. CONTRACTOR'S CAPABILITY TO PERFORM THE CONTRACT (25 points)

The Government will evaluate each offeror's capability to perform the contract on the basis of its oral presentation and the responses it gives during the question and answer session that will follow the oral presentation. In making this evaluation, the government will consider an offeror's: (1) knowledge of the content of the work in terms of constituent activities, their inputs and outputs, and their interrelationships and interdependencies (See Section L.6 (5b)); (2) recognition of the appropriate sequence and realistic duration of the work activities (See Section L.6 (5c)); (3) knowledge of the appropriate types of resources required to perform the work activities (See Section L.6 (5d)); (4) familiarity with the difficulties, uncertainties, and risks associated with the work (See Section L.6 (5e)); and (5) knowledge of the personnel and subcontractor qualifications necessary to the performance of the work (See Section L.6 (5f)).

D. CONTRACTOR'S PAST PERFORMANCE (25 points)

Offerors shall submit descriptions of past and current efforts (Federal, State and local government and private) similar to the Government requirement. Past performance information regarding predecessor companies, key personnel who have relevant experience, and subcontractors that will perform major or critical aspects of the project shall be provided. The required information shall include the name and identifying contract number of the project, the contracted amount, the tasks accomplished under the project, the period of performance for the contract and a contact with telephone number at the contracting entity. In addition, offerors shall describe any problems encountered on the identified contracts and the offeror's corrective actions. Past performance shall include

evaluating offerors with no relevant performance history or for whom information on past performance is not available. In such cases, offerors may not be evaluated favorably or unfavorably on past performance and would receive a neutral score. ETA's review shall provide offerors the opportunity to address unfavorable reports of past performance, if the offeror has not had a previous opportunity to review the rating.

ETA shall consider this information, as well as information obtained from any other sources, when evaluating the offerors past performance. The contracting officer shall determine the relevance of similar past performance information.

E. MANAGEMENT PLAN (15 points)

This plan shall include a schedule of task milestones or timeline, and delivery dates for the period of performance and a table showing the level of effort for each task and sub-task. Offerors may divide the project into as many tasks as they deem appropriate for their proposed design. However, the management plan shall include a minimum of five tasks (e. g., design, site visits, survey, collection of extant data, analysis and project management). In addition, the plan shall describe the management structure, reporting relationships and internal communications links for the contractor and any subcontractors. Where subcontractors or outside assistance are proposed, organizational control shall be clearly delineated so as to demonstrate and ensure responsiveness to the needs of the Government.

PLEASE BE ADVISED THAT PROPOSALS WILL BE EVALUATED ON THE FOLLOWING FACTORS:

- (1) A management plan outlined in a chart that depicts how the project will be organized, including all tasks and deliverables and the overall leadership, business management, task or team leaders, and staff for each task. The organization of the project does not have to conform strictly to the tasks in C.4., but must clearly show all tasks and deliverables and who will be responsible for them;
- (2) The scale of each task (e.g., the number and length of site visits) and the level of effort to be devoted to each task makes sense and is sufficient, given the government's estimate of total level of effort, to fully accomplish the tasks' objectives;
- (3) The listing of task milestones is complete and the timing of activities and due dates are realistic, leaving sufficient time for conducting each activity and for review and response by ETA; and
- (4) The proposed management structure, reporting relationships, and communications links are likely to lead to a smooth and efficient functioning in all phases of the evaluation.

F. UNDERSTANDING (12 points)

The proposal should provide clear evidence (in a separate section) of the offeror's knowledge and understanding of:

1. the WIRED Initiative;
2. the public workforce investment system, including the Workforce Investment Act and related programs, and the education system;
3. demonstrated and potential regional economic development strategies (such as research being produced by leading entities such as the Council on Competitiveness);
4. partnerships that fuel innovation and facilitate the process of bringing ideas to market;
5. evaluation methodologies; and
6. how the findings from this evaluation relate to key legislative, regulatory, and technical assistance questions related to the project.

PLEASE BE ADVISED THAT OFFERORS WILL BE EVALUATED UNDER THIS FACTOR BASED ON THE FOLLOWING:

- (1) The offeror's complete understanding of the WIRED Initiative and its relevance for regional economic development, including the role of the public workforce investment system, the education community and regional economic development systems in such development;
- (2) The offeror's complete understanding of the intent and requirements under this contract as demonstrated in the technical approach;
- (3) The offeror's understanding of the proposed evaluation's methodological approach and its strengths and weaknesses; and
- (4) The offeror's description of how the findings from the different parts of the evaluation will be linked to one another and how the findings will provide information useful for administering the initiative or determining possible areas for legislative change.

G. PRICE

Cost realism analysis will be performed as part of the proposal evaluation process. The purpose of this evaluation shall be to (a) verify the offeror's understanding of the requirement; (b) to assess the degree to which the cost/price proposal reflects the approaches and/or risk assessments made in the technical proposal as well as the risk that the offeror will provide the services for the offered price/cost; and (c) assess the degree to which the cost reflected in the cost/price proposal accurately represents the work effort included in the technical offer (proposal).

M.3 DETERMINING BEST OVERALL VALUE

In order to determine which offeror represents the best overall value, the Contracting Officer will make a series of paired comparisons among only those offerors that submitted acceptable offers (proposals). If, in any paired comparison, the offeror with the higher expected value also has the lower price, then the Contracting Officer will consider that offeror to represent the better overall value. If the offeror with the higher expected value has the higher price, then the Contracting Officer will decide whether the difference in expected value is worth the difference in price. If the Contracting Officer decides that it is, then they will consider the offeror with the higher expected value and the higher price to represent the better overall value. If not, then the Contracting Officer will consider the offeror(s) with the lower expected value and the lower price to represent the better value. The Contracting Officer will continue to make paired comparisons in this way until they have identified the best overall value. Please be advised that in the event that the offerors within the competitive range are essentially technically equal in terms of technical, past performance other non-cost factors, and price, the Government reserves the right to award multiple contracts under this solicitation.

Pursuant to FAR Subpart 52.215-1 Instructions to Offerors - Competitive Acquisition, the Contracting Officer reserves the right to award without discussion to the source(s) whose offer is the most advantageous to the Government, price and other factors considered.

Example of a Modified Resume:

**Plato Jones
Ideal Research Associates
Ether, CO**

Proposed Position(s) in UI Evaluation: Task Leader and Team Member

Position # 1:

Proposed title: Task Leader
Task Area: UI Reciprocity Study
Functional role: Leader, coordinator and analyst
Activities: Will provide direction and coordinate team of researchers, communicate with Project Director, analyze data on non-filers, and be part of writing and editorial team producing interim report
Time Commitment Over 5-Years: 2,080 hours, or 20% of 10,400

Position # 2

Proposed Title: Team Member
Task Area: Final Synthesis Paper
Functional Role: Analyst and Writer
Activities: Will review other components of project and as part of a team will write and edit section on UI reciprocity and its implications for future research. Will also edit and review other sections of the report
Time Commitment Over 5 years: 520 hours, or 5 percent of 10,400

Total Time Commitment Over 5 years: 2,600 or 25% of 10,400

Relationship to Proposer Organization: Member of subcontractor organization

Current Title and Role: Senior Research Analyst, Project Manager

Current Work/Projects: CO UI studies on...

Experience:

September 03 to Present – Project Director, Social Science Research Section, Ideal Research; coordinates with all team members, manages development of site visit protocol etc.
Aug 1999-Sept. 03 – Senior Analyst at Ideal Research

Papers:

Jones, Plato and Troy, Helen, UI in the Mountains: Shifts in reciprocity during off-peak seasons, 1999, Principal Author

Jones, Plato and Smith, Aristotle, Is Empiricism Dead or Just Sleeping?, 1994, Contributed to literature search.

Education: (as per typical resume).....

Awards: (as per typical resume)