

**AMENDMENT OF SOLICITATION
Amendment 4**

Effective Date: 4 June 2003

**Potomac Job Corps Center/Negotiated Procurement/Cost-Plus-Incentive Fee
RFP 3-JC-441-11 Small Business Set-Aside**

**U.S. DEPARTMENT OF LABOR
OFFICE OF JOB CORPS
THE CURTIS CENTER, SUITE 815
170 S. INDEPENDENCE MALL WEST
PHILADELPHIA, PA 19106-3315**

To All Potential Offerors

The above numbered solicitation is amended as set forth below. The hour and date specified for receipt of Offers is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by acknowledging receipt of this amendment on each copy of the offer submitted; or by separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

Description of Amendment:

1. P. 1, Block 10, B., the format of Job Corps' email addresses is now Intrepid.Lynn@Dol.gov.
2. Section C., C. Career Development Period, 12. English as a Second Language is applicable;
 14. Advanced Career Training is not applicable.
3. Section C., E., Management, 12. Staff Housing is not applicable.
4. Section C., F., Administrative Support, 5. Student Clothing, the Regional Field Instruction (RFI) No. 00-11 for Student Dress Code Standards;
 12. On Center Child Program is required; operator required to provide maintenance and custodial services only.
 13. Administration of Residential Parent/Child Program is not required.

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5. Section G.1, Funding and Financial Administration, A. Estimated Cost, Fixed and Incentive Fees, and G.4, Option to Extend the Term of Contract (March 2000), fill in applicable Operations and Fee sections, including totals and submit with the Business Management Proposal. C. Payment and Payment Due Date, 1. Allowable Costs, Fill in G&A rate for each year and submit with BMP.
 - E. Invoice Requirements, submit one copy of the invoice.
6. Section L.5, Submission of Proposals, Subcontracting Plan, Submit three copies, not two; Business Management Proposal, submit three copies, not four.
7. B. Specific Instructions, 5. Cost Justification, Business Management Proposal, a. Content, requirement for floppy disk or CD can be submitted in Quattro Pro also.
 4. Narrative Cost Detail, last paragraph, "For the purposes of this RFP the inflationary rate for projecting cost shall be 2.1%."
8. Attachments J-21 and J-22 are deleted. Attachment J-23 is on Regional web site.
9. Section L., b. Specific Instructions, 1. Technical Proposal, include staff charts and schedules for Career Preparation, Career Development and Career Transition Sections.
- 10.. Add to Attachment J-6 list of RFIs.

RFIs

- 99-03 Placement Resource Centers
- 99-04 Development of Employability Kits
- 99-06 Toll Free Numbers and Business Reply Postcards
- 99-19 Dress Code
- 00-03 Employer Data Base
- 00-20 Register to Vote Campaign
- 01-04 On-Center CTR
- 01-08 Post CTS Requirements
- 01-12 Driver's Ed Certification
- 01-14 CTS Reporting Requirements

**LYNN INTREPIDI
Contracting Officer**

Notes from preproposal conference follow:

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Notes from Preproposal conference based on items emphasized by the contracting officer and in response to questions posed by those in attendance, Potomac JCC, May 28, 2003:

1. Davis Bacon and Service Contract Act apply to subcontracts.
2. Section C. follows PRH in order.
3. A significant five-year redevelopment and rehabilitation period of the center's buildings with corresponding reductions of on-board strength will be occurring during the contract period. Adjustments will be made by the Government at the time of the actions. Offerors shall not take these projects into account when formulating their costs.
4. The transition period will take place during 60 days prior to the official start date.
5. Certifications in Section K-5 must be filled out by the small business offeror.
6. Staff Qualification Proposal is 10 pages excluding charts.
7. Read the questions carefully posed in Section L, Technical Proposal, and tailor the answers to specific characteristics of the Potomac Job Corps center.
8. The Potomac center is not classified as a "Historically Poor Performer."
9. VES 10 and MSO 17 Reports are on the Job Corps web site with National Job Corps Reports.
10. For the Transition Proposal only, narrative and cost can be combined.
11. Past Performance and Experience, new firms must submit a list of contracts and will be evaluated on relevant transferable experience.
12. Highly recommended that the center director candidate be included on contractor's oral presentation team.
13. Subcontracting a "major portion" refers to subcontracting the Academic, Vocational, or Residential aspects of running the center.
14. In the Subcontracting Plan, it was emphasized that although a small business is not required to submit a subcontracting plan, it is important for this procurement that all aspects of the business relationship being entered into for a major portion of the contract must be clearly delineated and explained as described in the RFP.

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15. Potential offerors should take note of the evaluation criteria and assigned point values in Section M.
16. Recommended that prime contractor address past performance of subcontractors.

FURNISHED BY POTOMAC JOB CORPS CENTER

GSA VEHICLE INVENTORY MAY 2003

<u>YEAR</u>	<u>TAG#</u>	<u>MILEAGE</u>	<u>MAKE</u>	<u>MODEL</u>
1996	G32-35684	58,588	BLUEBIRD	BUS
1996	G32-35685	58,142	BLUEBIRD	BUS
1999	G32-00390	15,756	THOMAS	BUS
2001	G41-59811	29,996	DODGE	CARAVAN
2001	G41-59798	41,950	DODGE	CARAVAN
1997	G62-27391	35,016	FORD	CREW-CAB
2001	G62-07867	28,850	CHEVROLET	ASTRO
1998	G61-02499	57,543	CHRYSLER	JEEP
2003	G42-47644	75	FORD	CARGO E150
2003	G42-47632	175	FORD	F 150
2002	G43-19121	25,799	CHEVROLET	EXPRESS
2002	G43-19127	23,364	CHEVROLET	EXPRESS
2003	G43-19216	1,122	FORD	F350
2002	G43-19125	29,151	CHEVROLET	EXPRESS
2003	G43-19217	1,605	FORD	F350
2002	G43-19133	16,120	CHEVROLET	EXPRESS
2003	G43-19209	4,516	FORD	F 150
2003	G43-19210	3,623	FORD	F 150
1991	G82-02674	23,546	FORD	VAN BODY
2003	G10-30371	20,316	CHEVROLET	ALERO
1999	G10-99151	408	CHRYSLER	SEDAN

