

AMENDMENT OF SOLICITATION/MODIFICATION A0002		1. CONTRACT ID CODE		PAGE OF PAGES 1 of 3	
2. AMENDMENT/MODIFICATION NO.		3. EFFECTIVE DATE		4. REQUISITION REQ. NO. 5. PROJECT NO. (If applicable)	
6. ISSUED BY U.S. DEPARTMENT OF LABOR, ETA OFFICE OF YOUTH SERVICES & JOB CORPS 1100 Main Street, City Center Squares Suite 1000 Kansas City, MO 64105-2112		7. ADMINISTERED BY: (if applicable)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)			9A. AMENDMENT OF SOLICITATION NO. JC-00-05		
			9B. DATE (See Item 11)		
			10A. MODIFICATION OF CONTRACT/ORDER NO.		
CODE		FACILITY CODE		10B. DATE (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS <input type="checkbox"/>					
This above number solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended <input type="checkbox"/> x is not extended <input type="checkbox"/> XX					
Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of each offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. ACCOUNTING AND APPROPRIATION DATE (If required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN CONTRACT ORDER NOL ITEM 10A.					
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as Changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b), and in accordance <input type="checkbox"/> with 52.243- <input type="checkbox"/> ALT I. <input type="checkbox"/>					
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:					
D. OTHER (Specify type of modification and authority)					
E. IMPORTANT: Contractor is not _____ Is required to sign this document and return _____ copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION is to add the (organized by section heading including solicitation/contract subject matter where feasible.) GENERAL INTENT: Questions asked at the Pre-Bid Conference for Iowa, RFP JC-00-05, Issued July 12, 2000 in CBD, for O/A Placement and Career Development and Support Services Contract date was July 31, 2000, at 9:00 am, location 1100 Main Street, City Center Square, Kansas City, Missouri, Conference Room 202. Contracting Officer: Robert P. Sabochik, Contracting Specialist: Norman W. Plume Jr. See attached questions and answers as follows:					

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. UNITED STATES OF AMERICA

16C. DATE SIGNED

BY: ROBERT P. SABOCHIK

03 August 2000

(Signature of person authorized to sign)

NSN 7540-01-152-8070

10-83)

PREVIOUS EDITION UNUSABLE

53.243

(Signature of Contracting Officer)

30-105

Standard Form 30 (Rev.

Prescribed by GSA
FAR (48 CFR)

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Questions:

1. Reference Section C-2(b) page C-3, Post - Center Career Development and Support Services.

a. Contractor should anticipate servicing a pool of 300 students?

b. "What percentage split between the graduates and the 60 day students should contractor anticipate?

C. or is this a graduate placement pool?

Answer:

a. Yes, the contractor will provide services to all 300 students in the pool which may be more or less.

b. We believe that 50% of all enrollees will be graduates which will require 12 months of follow-up services. In addition, 25% of all enrollees will be former enrollees with 60 or more days which will require initial placement services in the ninety day period following termination.

c. No, this is a combination of both graduates and former enrollees.

Question:

2. Is there a percentage growth constraint restriction per year? It is not in identified within the RFP?

Answer:

a. The fiscal restraint imposed by the national office is 2.2% per year and will remain constant. Contractor should plan on this in the 2 year base period of the contract.

Question:

~~3. Reference page J - 1 , item J - 8 , " Wage Determination State of Iowa" , Cross reference J-16~~

a. Wage Determination will be provided when available?

b. Will it be provided at the pre-bid conference?

c. If not, will the be provided in enough time that contractor can respond by the proposal due date or will proposal be extended?

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Answer:

a. This will be provided as soon as it is received by the regional office. Copies will be mailed to all bidders that attended the pre-bid conference in Flint Hills and to anyone upon written request.

b. It will not be provided at the pre-bid conference.

c. If the "Wage Determination" is not provided in a timely manner the proposal will be extended

Question:

4. Reference page L-5, Technical Proposal;

a. Is there a page limitation?

Answer:

a. YES, there a page limitation L-5 SECTION G, should read as follows:

"The 600 page limitation applies to the initial proposal".

Question:

5. Reference page L- 4, Item L.6 Submission of Proposal

a. Is the contractor to assume that no Subcontracting Plan is to be submitted even though at the bottom of page M -1 and top of page M -2 indicates that a plan should be submitted yet not scored?

b. Will a subcontracting plan be required after the contract award of contract?

Question:

6. Reference location:

a. Were should the A/C offices be located at?

Answer:

- a. The government prefers that all A/C offices be co-located at One-Stop Career Centers.

Replace the following pages of the RFP JC-00-05 with the attached pages:

F - 1,
L -1 to L - 12,
M -1 to M - 10,

SECTION F. DELIVERIES OR PERFORMANCE

- a. The contractor’s efforts hereunder shall be performed in the **State of Iowa**, during the period of **February 1, 2001** through **January 31, 2003** and if appropriate, will perform necessary functions related to a transition period for the month of **January 1, 2001**.

B. Input Schedule:

Annual Arrivals by Month			
Month	Male Students	Female Students	Total
January	25	30	55
February	20	24	44
March	20	24	44
April	20	30	50
May	25	30	55
June	25	30	55
July	15	15	30
August	25	30	55
September	20	24	44
October	20	24	44
November	20	24	44

December	15	15	30
Total	250	300	550

Monthly arrival goals remain the same for all base and option years during the life of the contract.

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SECTION L. INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS OR RESPONDENTS

L.1 TYPE OF CONTRACT 52.216-1

The Government contemplates award of a Cost Reimbursement contract resulting from this solicitation.

L.2 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE 52.252-1

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 the quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provisions 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 the following addresses:

- www.arnet.gov/far/fac
- www.far.npr.gov
- www.gsa.gov/forms/far

**Federal Acquisition Regulation (48 CFR Chapter 1)
Solicitation Provisions**

CLAUSE	TITLE
52.215-1	Instructions to Offerors - Competitive
52.216-27	Single or Multiple Awards
52.222-24	Pre-award Onsite Equal Opportunity Compliance Review
52.222-46	Evaluation of Compensation for Professional Employees

L.3 DATA UNIVERSAL NUMBERING SYSTEM (DUNS) NUMBER 52.204-6

- A. The offeror shall enter, in the block with its name and address on the cover page of its offer, the annotation "DUNS" followed by the DUNS number that identifies the offeror's name and address exactly as stated in the offer. The DUNS number is a nine-digit number assigned by Dun and Bradstreet Information Services.
- B. If the offeror does not have a DUNS number, it should contact Dun and Bradstreet directly to obtain one. A DUNS number will be provided

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immediately by telephone at no charge to the offeror. For information on obtaining a DUNS number, if located within the United States, should call Dun and Bradstreet at 1-800-333-0505. The offeror should be prepared to provide the following information:

- 1. Company Name
 - 2. Company Address
 - 3. Company Telephone Number
 - 4. Line of Business
 - 5. Chief Executive Officer/Key Manager
 - 6. Date the Company was Started
 - 7. Number of People Employed by this Company
 - 8. Company Affiliation
- C. Offerors located outside the United States may obtain the location and phone number of the local Dun and Bradstreet Information Services office off the Internet Home Page at <http://www.dnb.com/>. If an offeror is unable to locate a local service center, it may send an e-mail to Dun and Bradstreet at globalinfo@dnd.com.

L.4 SERVICE OF PROTEST 52.233-2

- A. Protests, as defined in section 33.101 of the Federal Acquisition Regulation, that are filed directly with an agency, and copies of any protest that are filed with the General Accounting Office (GAO), shall be served on the Contracting Officer (addressed as follows)

Department of Labor/Youth Services/Job Corps
1100 Main Street, City Center Square
Suite 1000
Kansas City, Missouri 64105-2112

by obtaining written and dated acknowledgment of receipt from Mr. Robert P.

Sabochik (Contracting Officer designate the official or location where a protest may be served on the Contracting Officer).

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

L.5 ADDITIONAL INSTRUCTIONS

- A. Standard Form 33 - Block 9 - Solicitation

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Hand-delivered proposals must be delivered to the depository outlined in Block 9 prior to the time set forth in Block 9. Proposals delivered by commercial carrier will be treated as hand-delivered proposals.

- B. Disposition of Proposals

One copy of each proposal and related supporting materials received shall be retained as part of the official procurement file. After award, extra copies of proposals and related materials shall be destroyed unless the offeror's proposal specifically outlines the disposition action to be taken.

- C. Pre-Proposal Conference

All technical and contractual questions concerning this proposed procurement will be answered at a Pre-Proposal Conference to be held on July 31, 2000, at 9:00 a.m. local time, at the Job Corps Regional Office located at Kansas City, Missouri.

Potential offerors are encouraged to submit questions in writing to the issuing office before the Pre-Proposal Conference is held in order to facilitate responses at the conference.

- D. Exchanges and Communication Restrictions

Exchanges and communication with any Government personnel concerning this RFP other than the cognizant negotiator named in Block 10 on SF 33, Face Page, may be considered as a basis for disqualification (except during the pre-proposal conference, if applicable).

- F. Signature Requirements; Proposal Preparation Costs

The SF 33 Face Page of this solicitation and all other documents requiring signature must be signed by an official authorized to bind the offeror. This solicitation does not commit the Government to pay any costs incurred in the submission of proposals or for studies or designs for the preparation thereof, nor to contract for the article or services. It is also brought to your attention that the Contracting Officer is the only individual who can legally commit the government to the expenditure of funds in connection with this procurement.

G. Reference Material

Copies of the Policy and Requirements Handbook can be ordered from the North Texas Job Corps Distribution Center, P. O. Box 8003, McKinney, Texas 76069-8003, by submitting a request on Company letterhead. Copies of the

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Job Corps regulations and 48 CFR Chapters 1 and 29 are available through the Government Printing Office.

L.6 SUBMISSION OF PROPOSALS

A. General

Proposals submitted in response to this RFP shall consist of the following sections, each separately bound:

- Section 1: Technical Proposal
- Section 2: Past Performance and Experience
- Section 3: Staff Qualifications
- Section 4: Cost Proposal
- Section 5: Subcontracting Plan
- Section 6: Transition Proposal

Unnecessarily elaborate proposals, brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate art work, letters of commendation, expensive paper and bindings, and expensive visual and other presentations are neither necessary or wanted. Additionally, copies of Job Corps provided materials, job descriptions for each position, copies of newsletters or magazines, copies of certificates or awards, are not needed. The requirements of the solicitation are identified below and incorporate the Job Corps Policy and Requirements Handbook (PRH) and Job Corps Regulations.

The Office of Job Corps takes seriously the intent of the Procurement Integrity and

Ethics statutes. Any proposal found to be copied from a potential competitor is subject to disqualification.

B. Specific Instructions

The entire proposal submission shall include a transmittal letter, accompanied by **1 original and 4 copies** of each section listed above.

The Technical Proposal shall not make reference to cost or pricing data so that a technical evaluation may be made on the basis of technical merit alone.

In response to the Proposal Submission Instructions listed below, proposals shall describe **HOW** the offeror intends to operate the Job Corps Outreach, Admissions, Career Development and Support Services program in the State

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of Iowa in the context of the State's eligible population, geographic location and the local and regional labor market.

A recitation of the regulatory or PRH requirements is not necessary, as these requirements are set forth in existing documents. Procedural approaches shall be incorporated into the proposal to the extent that they are necessary to describe how the offeror intends to meet the required outcomes and quality indicators specified in the PRH.

1. Technical Proposal (1 original 4 copies)

The Technical Proposal response to this RFP shall be divided into 4 separately bound parts based on the following evaluation categories:

- | | |
|--|--------------------------|
| A. Program Management & Administration | PRH Chapters 8, 9 and 10 |
| B. Outreach | PRH Chapter 1 |
| C. Admissions Program | PRH Chapter 1 |
| D. Career Development and Support Services | PRH Chapter 7 |

The technical proposal shall be submitted as follows:

- a. Each page shall be 8 ½ X 11", with at least 1" margins on all sides
- b. Type size 12 pitch or larger.
- c. Pages shall be consecutively numbered within each section.
- d. Title pages, tables of contents, and section dividers shall not be included in page totals.
- e. Pages in two column format may be used.

- f. Pages submitted in excess of the limits shown above will not be evaluated but will be returned to the offeror.
- g. The **600 page limitation** applies to the initial proposal. The Final Proposal Revision shall be limited to responses to the government's concerns, and should not be an entirely new submission.

The Technical Proposal shall be presented in the order listed below.

A. Program Administration & Management

1. Administration & Management

Program design, organization, staffing, office locations
Leadership, goal setting, communication and teamwork
Achievement of outcomes and quality indicators
Personnel administration - qualifications, supervision, staff training
Self-assessment, performance tracking and quality control
Corporate support and oversight

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Use of technology
Reports control and management
Integration with and relationship with Job Corps Centers
Partnership with One-Stops and WIA entities
Procurement and property management

2. Financial Management

Budget formulation and execution
Cost control
Reports management
Audit and quality control

B. Outreach

Use of linkages and community resources to promote applicant referral
Identification of potential applicants
Marketing and publicity to promote referrals and positive public awareness
Follow up of leads
Materials development

C. Admissions

2. Eligibility

Applicant interview process and eligibility assessment
Verification and documentation of eligibility criteria
Approval/denial of applicants

3. Readmission

Readmit eligibility assessment
Approval/denial of readmits

4. Assignment and Departure

Selection and assignment to centers
Pre-departure preparation
Transportation and arrival scheduling
Student retention support

D. Career Development and Support Services

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1. As requested by a Job Corps Center Career Development and Support Services

Eligibility for services
Contact with graduates
Graduate needs assessments
Initial and on-going placement, job development and referral
Job retention services
Transitional support services

2. Documentation, Reporting and Verification

3. Record keeping and reporting systems

Graduate tracking systems
Verification procedures

2. Past Performance and Experience (1 original and 4 copies)

A. Definitions

For purposes of this section of the procurement, the following definitions apply:

1. New Firms: an organization which has not **operated** a Job Corps Outreach, Admissions, Career Development and Support Services contract as the **prime** contractor within the past three (3) years. New firms include, but are not limited to, firms that have never had a contract with Job Corps, subcontractors on any Job Corps contract, organizations whose principals individually possess Job Corps experience, and/or an organization which has held a contract to provide other Job Corps related services.
2. Experienced Job Corps O/A/P Contractor: an organization which currently holds one or more prime contracts for Job Corps Outreach, Admissions, Career Development and Support Services,(CDSS) or has held such a contract within the past 3 years.

B. Submission Requirements

1. **All** Offerors (both new and experienced) must provide a list of contracts (including contract numbers) and programs which they currently operate or have operated within the past three years.

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2. Experienced Contractors may submit up to 5 pages of information for consideration by the Contracting Officer, which describes past performance or explains mitigating circumstances for poor performance.
3. New Firms: For purposes of this solicitation, new firms as defined above, should submit the following:
 - a. Each offeror **shall send** a copy of the Past Experience Confirmation Questionnaire (See Section J) to each organization, including agencies of State and Local governments and commercial customers, with whom, the offeror has had a contract within the last three years. Offerors need not request Past Experience information for any current contract performed for less than 6 months prior to the proposal submission date.
 - b. The offeror shall instruct the respondent of the Questionnaire to forward the completed questionnaire to the address identified on the face sheet of the Past Experience Confirmation Questionnaire.
 - c. The offeror will prepare and submit a Relevant/Transferrable Skills Matrix (See Section J). The matrix should be prepared in such a manner as to allow for the matching and evaluation of the relevant and transferrable skills

identified on the offeror's list of contracts (see B1 above) .

These documents will be used to assess and evaluate the offeror's skills and experiences that are relevant/transferrable to the scope, complexity and content of the requirements of the Job Corps procurement.

3. Staff Qualifications Not to exceed 20 pages of narrative
(1 original and 4 copies)

The Staff Qualifications Proposal shall consist of the following:

- A. A detailed organization chart covering all staff working on the project. Include any subcontracted staff.
- B. Position descriptions for each type of position to be employed on the contract.
- C. Resume of proposed Project Director. The resume shall include information on the nominee's educational and training accomplishments as well as past work and other relevant experience,

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including any special accomplishments and skills. The Government reserves the right, to require offeror certification as to the availability of the designated Project Director. Failure to do so, or information received contrary to the certification, will be reflected in the final evaluation.

- D. A staff incentive plan is (N/A in State Government Contracts). Include what specific incentives will be provided and how these may be earned.
- E. A narrative of services to be provided to the project by the offeror funded through G&A along with the plan for doing so.

4. Cost Justification - Business Management Proposal (BMP) and
(1 original and 4 copies)

Costs shall be mentioned only in the BMP and Transition proposals and nowhere else. The Offeror's Cost Justification shall consist of the following. Sample forms and attachments are shown in Section J.

- A. Contract Pricing Proposal Cover Sheet (SF 1411) - shall be submitted as the first page of the Business Management Proposal.

- B. Cost and Price Analysis Summary Form
- C. Certificate of Current Cost or Pricing Data
- D. An ETA 2110 OA/CDSS Financial Display by Year, which shall be used as a recapitulation sheet for the ETA 2110 OA/CDSS for two base years and three option years.
- E. A narrative justification for each line item of the ETA 2110 OA/CDSS for each of the two base years. Include all explanatory narratives and calculations showing how costs are determined.

Provide narrative justification for each line item showing how the labor, material, travel, subcontractors, facility maintenance, and other costs outlined on the ETA 2110 OA/CDSS were determined. A justification of general and administrative costs shall be provided along with a copy of the offeror's Indirect Cost Negotiation Agreement from the cognizant federal agency. Include the backup data to support the type of labor and estimated numbers of staff within each labor category. Include basis for pay rates used, giving sources and amounts for wage survey.

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Under those ETA 2110 OA/CDSS line items relating to staff costs, show your computations in the following vertical columns: (1) position title; (2) direct wage or (3) benefits and other indirect costs; and (4) total cost to the contract for each position. Individual, separate staff position costs will be included in the narrative justification for each line item of the ETA 2110 OA/CDSS. Do not consolidate costs for similar positions. Show each position cost separately.

Include a breakdown of the amount estimated for travel, including destination, duration, purpose and cost (per diem and transportation).

Include backup data to support the estimated amount of material and subcontracting (if applicable), including description of materials to be procured, basis for proposed subcontract, and amounts proposed.

Subcontract information shall contain the list of names and addresses of any proposed subcontractors or consultants the offeror intends to use in the performance of the contract. Include the following information about subcontractors in excess of \$25,000:

- (1) Has the subcontractor submitted a cost proposal?
 - (2) Will the subcontractor be able to start performance at the beginning of the contract period?
 - (3) What is the total cost of each subcontract?
 - (4) What experience does the subcontractor have in this technical area?
 - (5) What services (skills) will the subcontractor provide?
- F. An Accounting System Certification, which is a statement certifying that the offeror has an established accounting system with internal controls adequate to safeguard their assets, 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 type contracts. The statement shall be executed by an independent certified or duly licensed public accountant.
- G. A completed Standard Form 33, Solicitation, Offer and Award, and all attachments thereto as outlined in the instructions, (Section K) for each copy of the Business Management Proposal.
- H. Total Compensation Plan (salaries and fringe benefits) for professional and non-professional employees. This plan will also include a description of any bonuses, monetary awards, and other contingent payment plans for all staff charged directly to this contract. The

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narrative must explain the policy under which these payments will be dispersed.

- I. All Representations and Certifications required in Section K of this RFP shall be made part of the Business Management Proposal.
- J. Option Extension Information

The Business Management Proposal shall include estimated costs, including G&A, overhead and fixed fee for three 1-year extensions of this contract. The Government shall have the unilateral right to exercise options to extend the contract for additional year(s) pursuant to Clauses 52.217-08 and -09 of the Schedule, "Option to Extend." Such extensions shall herein after be referred to as "options."

The Offerors will explain how the costs for each option year were estimated. A budget for each option year will be submitted on an ETA 2110 OA/CDSS. The contractor understands that the estimated costs for operating the Job Corps Outreach, Admissions, Career Development and Support Services program in

each of the option years will be based on the agreed-to budget for ongoing expense in the preceding year, with an appropriate adjustment for price inflation using the same inflationary factor that is reflected in the Congressional Job Corps appropriation for the budget or program year in which the option year begins. The amounts proposed in the Option Years are therefore considered provisional.

5. Subcontracting Plan

In accordance with FAR 19.702 (a) In negotiated acquisitions, each solicitation of offers to perform a contract or contract modification, that individually is expected to exceed \$500,000.00 (\$1,000,000) for construction) and that has subcontracting possibilities, shall require the apparently successful offer to submit an acceptable subcontracting plan. Contractor shall submit a subcontracting plan with their proposal.

6. Transition Proposal (1 original and 4 copies)

The offeror shall submit a Transition Proposal. Narrative and cost justification shall be bound together in the Transition Proposal.

The Government recognizes that the offeror will take over an existing Job Corps Outreach, Admissions, Career Development and Support

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Services operation as negotiated. The incoming contractor will have a transition period in which to become familiar with the presently operating OA/CDSS program, as well as time to interview and hire staff necessary to operate the program.

The offeror will be required to take over complete operation of the program with the start of performance under the resultant contract. The transition period begins no less than 30 days prior to that date and will be negotiated as a separate statement of work.

Accordingly, the offeror should submit a separate proposal outlining in detail their transition plan. Included will be the period of time required for each action, staff requirements, and major steps to be accomplished during the transition period.

It is the intent of the Government to have an orderly operation during the last 30 days of the incumbent's contract (see Clause 52.237-3, Continuity of Service). Therefore, the incumbent contractor will be allowed only the normal costs of operating the program for the final month of the contract. The incumbent's

administrative activities required to orient the incoming contractor will be an allowable direct cost. It is the Government's expectation that the outgoing contractor will use persons already included in its organizational indirect cost package for such activities as inventory comparison checks with the new contractor and final billings comparison checks with the new contractor and final billings after contract expiration. The allowable cost for Phase-Out will be limited to unused and unpaid leave for which cost accrual has not been made and if applicable, severance pay and relocation in accordance with personnel policies approved for this contract by the Contracting Officer and any other costs determined to be reasonable by the Contracting Officer.

There will be only one operating contractor responsible for the program's operation at any given time. Transition preparations shall not cause any unreasonable interference with the departing contractor's operation. When the new contractor begins operations, the former contractor will not cause any unreasonable interference with the new operator's program.

SECTION M. EVALUATION FACTORS FOR AWARD

M.1 EVALUATION OF PROPOSALS AND SELECTION FOR AWARD

A. Procurement Review Panel

Proposals will be reviewed by a panel of specialists. Each panelist will evaluate the proposals for acceptability with emphasis on the various specific evaluation categories enumerated in this Section (M). The Government may award a contract on the basis of initial proposals received, without discussions. Therefore, each initial offer should contain the offeror's best terms from a cost or price and technical standpoint.

B. Evaluation Categories

All submissions referred to above will be evaluated based on the following points:

Section	Points Possible
1. <u>Technical Proposal</u>	<u>60</u>
Program Administration and Management	<u>10</u>
Outreach	<u>20</u>
Admissions	<u>20</u>
Career Development and Support Services	<u>10</u>
2. <u>Past Performance and Experience</u>	<u>25</u>
3. <u>Staff Qualifications</u>	<u>5</u>
4. <u>Cost Justification</u>	<u>10</u>
5. <u>Subcontracting Plan</u>	<u>0</u>
6. <u>Transition/Phase-Out Proposal</u>	<u>0</u>
TOTAL MAXIMUM POINTS POSSIBLE	100

C. Evaluation Criteria

1. Technical Proposal:

The technical proposal shall be evaluated against the criteria detailed below. Evaluation points assigned to each part and subcategory indicate the degree of importance which has been assigned to each area. In addition to specific evaluation criteria, the following will be used to evaluate each part of the proposal:

- C To what extent is the design of each section of the proposal complete, clear, concrete and consistent, internally and with other proposal sections?
- C To what extent are the systems, procedures and approaches proposed consistent with the Job Corps mission, policies, and initiatives?
- C How effectively does the offeror's proposal recognize and tailor the programs to operate in the context of the State's eligible population, and the local and regional labor market?
- C How effective is the proposal in offering feasible, proven strategies and methods to ensure the achievement of Job Corps' specified outcomes and quality indicators?

Listed below are the categories, subcategories and corresponding weights that will be used to evaluate the proposal:

A. Program Administration and Management (**10 Points**)

Administration and Management (80%)
Financial Management (20%)

B. Outreach (**20 Points**)

Use of linkages and community resources to promote applicant referral
Identification of potential applicants (25%)
Marketing and publicity to promote referrals and positive public awareness
(Marketing Plan) (25%)
Follow up of leads, Materials Development and Information Management (50%)

C. Admissions (**20 Points**)

Eligibility (50%)
Readmission (10%)
Assignment & Departure (40%)

D. Post-Center Career Development and Support Services (10 Points)

Graduate Career Development and Support Services (60%)
Documentation, Reporting and Verification (40%)

2. Past Performance and Experience (25 points)

a. New Firms:

For purposes of this procurement, in addition to the information provided by the offeror in response to Section L, the Government will consider information received from other governmental and non-governmental sources.

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 references will assist in collecting this information. References other than those identified by the offeror, may be used by the Government. All such information may be used in the evaluation of the offeror's past performance.

The Government reserves the right not to contact all of the references provided by the offeror. Names of individuals providing reference information about an offeror's past performance shall not be disclosed.

b. New Firms: (Job Corps Center Operators)

In addition to the information provided by the offeror in response to Section L, the Government will consider such additional information as may provide further insight on the offeror's past experience and performance, and how such experience demonstrates the offeror's ability to perform the contract, including but not limited to the offeror's Center automated past effectiveness report(s) and the past effectiveness report(s) received from other Job Corps officer.

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 references identified in this section will assist in collecting this information. References other than those identified by the offeror, may be used by the Government. All such information may be used in the evaluations of the offeror's past performance.

- c. Past Effectiveness of Experienced Job Corps Outreach, Admissions, Career Development and Support Services (OA/CDSS) operators.

The Past Effectiveness rating for an experienced Job Corps OA/CDSS operator is based on a combination of the Job Corps Automated Past Effectiveness Report (20 points) and Additional Information (5 points) at the discretion of the Contracting Officer.

(1) Automated Past Effectiveness Report **(20 points)**

Each OA/CDSS contractor will receive an automated past effectiveness score. Contracts encompassing only OA or only P will receive points only for those functions. Contracts which include OA/CDSS will receive points based on the combined functions. The OA/CDSS Automated Past Effectiveness Report will be generated automatically by the Job Corps Data Center quarterly.

FURTHER, in the event that the offeror is the incumbent contractor for the OA/CDSS being procured, the offeror will be evaluated using the weighted incumbent score.

For example, if contract A is being procured and the incumbent contractor is XYZ Corp. To determine XYZ's past effectiveness score for that contract, the number shown in the Incumbent Rating column of the OA/CDSS Automated Past Effectiveness Report will be used.

(2) Additional Information **(5 points)**

In assigning these points, the Contracting Officer will consider such additional information as may provide further insight on the offeror's past experience and performance, and how such experience demonstrates the offeror's ability to perform the contract, including but not limited to, past effectiveness reports received from other Job Corps Offices and other Federal Agencies.

The Government reserves the right not to contact all of the references provided by the offeror. Names of individuals providing reference information about an offeror's past performance shall not be disclosed.

3. Staff Qualifications (5 Points)

The Staff Qualifications proposal will be evaluated to determine the level and adequacy of staffing proposed to deliver the program; the qualifications proposed in relation to the duties described in the offeror's position descriptions; the scheduling; the credentials, experience and accomplishments of proposed key staff; the demonstrated level of commitment to work on the contract, appropriateness and adequacy of the staff incentive plan; and the degree of support offered through G & A.

4. Cost Justification (10 points)

The offeror shall submit a Business Management Proposal which shall show all costs proposed to fulfill the requirements of the solicitation. The Cost Proposal evaluation is a technical assessment of whether the costs proposed support the offeror's technical proposal. It is not an evaluation of the total estimated cost.

Proposals will be evaluated on the extent to which the allocation and supporting explanation of costs shown in the proposed contract budget assure a reasonable and prudent expenditure of Federal funds in the performance of this contract, and within the requirements of the program.

No Job Corps funds will be provided to pay compensation to any individual, either as a direct cost or as an indirect cost, or proration at a rate in excess of \$141,300 per year, effective PY 2000. Proration means that the amount charged for a less than full-time employee can not exceed an annualized rate of \$141,300.

Compensation is defined as salaries and cash bonuses exclusively. This does not include fringe benefits. This applies to all functions within the Job Corps contract including subcontracted services.

In evaluating the Cost Proposal category, the Government will not weigh cost against technical merit, but will evaluate the credibility and reasonableness of the cost proposal relative to the technical proposal. The cost must be realistic in relation to the services offered. The Estimated Cost itself will not be scored.

In evaluating the Cost Proposal, the Government will take the following factors into consideration:

- a. Adherence to RFP requirements.
- b. Explanation and support of all costs proposed: wages, benefits, utilities, services, supplies, etc.

- c. Explanation and support of G&A costs. G&A costs should be supported by a full description of services to be provided to the center by corporate support staff. The Business Management Proposal may propose a G&A ceiling rate higher or lower than the approved provisional rate. The proposed rate, if accepted, will become the ceiling for the entire contract period, including option years. Offerors must calculate G&A Expense at the proposed G&A ceiling rate.
- d. Consistency of costs with technical proposal. Mathematical errors, incompleteness of data, improper line item designations, etc., will be discussed with the Offerors in the competitive range, if necessary.
- e. Total compensation plan for all employees

The Government will evaluate the Total Compensation plan to ensure that this compensation reflects a sound management approach and an understanding of the requirements to be performed. It will include an assessment of the offeror's ability to provide uninterrupted work of high quality. The total compensation proposed will be evaluated in terms of enhancing recruitment and retention of personnel and its realism and consistency with a total plan for compensation (both salaries and fringe benefits). Therefore, the cost justification evaluation category will include an assessment of the Total Compensation Plan.

- (1) In establishing compensation levels for all employees, the total compensation (both salaries, fringe benefits, bonuses, or monetary awards to employees) proposed shall reflect a clear understanding of the requirements of the work to be accomplished and the suitability of the proposed compensation structure to obtain and retain qualified personnel. The salary rates or ranges must recognize the distinct differences in skills and the complexity of varied disciplines as well as job difficulty. Proposals offering total compensation levels less than currently being paid by the predecessor contractor for the same work will be evaluated on the basis of maintaining program continuity, uninterrupted work of high quality, and availability of required competent employees. Offerors are cautioned that instances of lowered compensation for essentially the same work may be considered a lack of sound management judgment in addition to indicating a lack of understanding of the complexity of the requirements.
- (2) Proposals which are unrealistically low or do not reflect a reasonable relationship of compensation to the job categories so as to impair the contractor's ability to recruit and retain competent employees may be viewed as reflecting a failure to

comprehend the complexity of the contract requirements. The Government is concerned with the quality and stability of the work force to be employed on this contract. The compensation data required will be used in evaluation of the offeror's understanding of the contract requirements.

- (3) An assessment of the potential for adverse effect upon performance and maintenance of the required number of employees with requisite skills resulting from an unrealistically low compensation structure will also be made.

5. Subcontracting Plan

Subcontracting Plan will not be scored or receive an evaluated in this proposal. **(0 points)**.

6. Transition/Phase-out Proposal (0 points)

Although no points are assigned to this portion of the submission, the offeror, is required to submit a transition proposal.

Transition proposals shall be evaluated to determine the following:

- a. To what extent does the offeror's plan display knowledge of the scope of tasks to be accomplished in transition?
- b. How effective is the offeror in proposing complete and concrete plans and procedures to effect an orderly transition of the Job Corps Outreach, Admissions, Career Development and Support Services functions?
- c. To what extent are the corporate resources/staffing proposed adequate to complete the scope of tasks outlined in the transition plan?

M.2 SUPPLEMENTAL INFORMATION

The following information is presented to further assist Offerors in responding to this RFP, as well as to provide information regarding how the Government will make the award decision.

A. Notice on Key Personnel

Offerors shall list all proposed key personnel and shall indicate whether these persons are currently being proposed as key personnel for any other projects.

Offerors who are bidding on more than one contract may propose a single individual for positions on both contracts. This simultaneous bidding of key personnel will not be considered negatively in the evaluation of proposals. However, Offerors must notify the Contracting Officer in writing of any change in the availability of proposed key personnel when the change in status occurs, at any point in the procurement process.

Prior to award of a contract the Government will ask the successful offeror to verify the availability of all named Key Personnel. If for any reason, the named Key Personnel will not be assigned to this project, the offeror may submit the name and qualifications of one or more proposed replacements. If, in the opinion of the Contracting Officer, a person proposed as a replacement is of substantially equivalent qualifications, award may still be made to the offeror. If proposed replacements are not equivalent, the Contracting Officer may find the offeror non-responsible. The Contracting Officer may then award the contract to another offeror or reopen negotiations with all Offerors.

B. Competitive Range

In instances where more than one proposal is found acceptable, the Contracting Officer shall establish a competitive range in accordance with FAR 15.306. The competitive range will consist of proposals which, based upon review panel scores, are grouped at more or less the same level and are competitive with one another. The limits of what constitutes the competitive range in a particular case is a judgement matter for determination by the Contracting Officer.

C. Discussions - Final Proposal Revisions

Discussions will be held with all Offerors who submit proposals determined to be within the competitive range. However, in some instances, award may be made on the basis of initial proposals received (52.215-16) shall be given an opportunity to submit such costs, technical, or other revisions in their proposals as may result from the discussions. All such Offerors shall be informed in writing of the closing of negotiations and the common due date for receipt of final proposal revisions. Technical revisions will be in writing as a response to the Government's written concerns.

D. Selection for Award

Award will be made to the offeror who has submitted the proposal that is most advantageous to the Government. In making this determination, the government will weigh technical factors more heavily than total cost.

E. Calculation and Evaluation of Cost

The term "cost" as used in this RFP is defined as the total of the estimated cost, including G&A and overhead expense, and the fixed fee (if any). Evaluation of proposed costs will take into consideration comparison of costs to past data, allowability and allowability of costs and reasonableness of fixed fee and will be made in accordance with FAR 15.404 and the following will be considered in making the final selection of the successful offeror:

1. Base two-year costs
2. Option year costs
3. Total Costs
4. Transition costs
5. Phase-out costs

Except when it is determined, in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total costs for all options to the total costs for the basic requirement. Evaluation of options will not obligate the Government to exercise the options. In evaluating the total 5 year costs, the Government will place more weight on the base 2 year costs because of the uncertainty of award of option years.

The Government may reject an offer as non-responsive if it is materially unbalanced as to prices for the basic requirement and the option quantities. An offer is unbalanced when it is based on prices significantly less than cost for some work and prices which are significantly overstated for other work.

After a cost analysis of each Business Management Proposal for the base period (i.e., the base two-year period for the operation of the Outreach, Admissions, Career Development and Support Services, the options, and the total cost, a further evaluation will be performed to determine the reasonableness of cost presented in the Phase-Out Proposal and/or the Transition Proposal. The incumbent will not incur a transition cost, and the phase-out cost will act as a negative factor for a challenging offeror when considering total estimated cost. In consideration of the above, it is imperative that the incumbent not overstate phase-out costs, as they will be reduced for cost comparison purposes based on their failure to meet the test of reasonableness noted above.

The Contracting Officer's decision to award an option will be made in accordance with FAR 17.207(c).

M.3 CONTRACTOR RESPONSIBILITY

The Contracting Officer will make a determination of responsibility in accordance with FAR 9.105-2. Should a determination of non-responsibility be made, the offeror will be dropped from consideration for contract award regardless of technical scores and cost. In the case of a small business concern, the matter will be referred to the Small Business Administration pursuant to FAR 19.6. Factors considered in determining responsibility include:

- C Financial resource adequacy
- C Ability to comply with the Statement of Work
- C Past record of performance
- C Record of integrity and business ethics
- C Department of Labor review reports of offeror's Job Corps OA/CDSS contracts if offeror has previously operated or is presently operating such contracts.
- C Program and fiscal controls
- C Quality and quantity of corporate staff to be assigned to contract

(End of Proposal)

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