

U.S. DEPARTMENT OF LABOR

Employment and Training Administration
P.O. BOX 193768
San Francisco, CA 94119-3768

Reply to the Attention of:
Job Corps (9TGH)



January 17, 2001

To: Prospective Bidders to the Sierra Nevada Job Corps Center Solicitation,
Number IX-01-01

Subj: Pre-proposal Questions and Answers

This letter transmits the responses to questions raised during the pre-proposal conference at the Sierra Nevada Job Corps Center on January 9, 2001. In addition, Amendment A0001 to the solicitation is enclosed. Bidders must acknowledge receipt of all amendments prior to the hour and date specified in the solicitation by completing items 8 and 15 of the amendments, and returning one (1) copy of each amendment to this office, or incorporating them in their proposal.

Sincerely,

JACQUELINE G. ROBERTS
Contracting Officer

Attachments

SOLICITATION, OFFER AND AWARD		1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 350)		RATING	PAGE OF 1 2 PAGES	
2. CONTRACT NO.		3. SOLICITATION NO. IX-01-01		4. TYPE OF SOLICITATION G SEALED BID (IFB) X NEGOTIATED (RFP)		5. DATE ISSUED
7. ISSUED BY U.S. DEPARTMENT OF LABOR, OFFICE OF YOUTH SERVICES AND JOB CORPS, SAN FRANCISCO 71 STEVENSON STREET, SUITE 1015 SAN FRANCISCO, CA 94105-2970		CODE	8. ADDRESS OFFER TO (If other than Item 7) Same as Block 7			

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

SOLICITATION

9. Sealed offers in original and Two (2) 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 71 Stevenson Street, Suite 1015 until 2:00 local time February 16, 2001

(Hour) (Date)

CAUTION — LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-10. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME	B. TELEPHONE NO. (Include area code) (NO COLLECT CALLS)
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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 _____ 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 NO. (Include area code)	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: G 10 U.S.C. 2304(c) () G 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)	CODE	25. PAYMENT WILL BE MADE BY		CODE	
26. NAME OF CONTRACTING OFFICER (Type or print) JACQUELINE G. ROBERTS, Contracting Officer		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.

5. Restriction to center will not be used as a penalty for nonresidential students.
6. Supper and weekend meals will be provided if the student wishes to remain on center. Transportation at additional cost to the center is not mandatory when students stay for supper and weekend meals.
7. Nonresidential students will be considered to be in the performance of duty as Federal employees from the time they physically arrive at any scheduled center activity or program until they leave such activity or program.
8. Nonresidential students will receive all benefits residential students receive, except as noted herein.

D. Governing Regulations, Handbooks

The Job Corps Policy and Requirements Handbook (hereinafter referred to as the PRH) has been developed to include all mandatory program requirements in one document and is hereby incorporated into this contract by reference. The total Job Corps program is defined in the Code of Federal Regulations, Title 20 - Labor, Subtitle A - Office of the Secretary of Labor, Part 638. The contractor will follow the PRH, the Regulations, and all other requirements established in this contract.

E. Vocational Offerings by National Office Contractors

A portion of the vocational training offered in this program may be training implemented under separate contracts between the U.S. Department of Labor and one or more national training contractors under the terms and conditions specified in the Memorandum of Understanding shown in the PRH as Appendix 203.

C.2 SITE

The Sierra Nevada Job Corps Center is located in the City Reno, County Washoe State of Nevada. The property consists of approximately 60 acres of land with improvements.

The entire center consists of **42 buildings which include see site map at J-34**

Revised per Amendment #1

C.3 PROGRAM CONTENT

A. Outreach and Admissions

1. **Direct Outreach and Admissions (applies to centers with direct outreach goals and X is " is not applicable to this contract)**

The contractor will perform outreach and admissions activities which ensure that the Job Corps program:

- Maintains a positive public image.
- Maintains a ready supply of eligible and committed applicants.
- Works in partnership with individuals, communities, organizations, and State and local workforce development systems.

The contractor will meet the standards established by the Director of Job Corps each year in the Outreach and Admissions Outcome Measurement System.

Youth screened for the Sierra Nevada Job Corps Center will come from: **the State of Nevada.**

The contractor will be expected to recruit and screen sufficient numbers of applicants to generate arrivals in accordance with the delivery schedule in Section F.

At a minimum, the Outreach and Admissions program shall include the following:

- a. **Outreach:** The contractor will work cooperatively with various individuals and organizations to attract and enroll eligible at-risk youth. The contractor will develop and implement effective marketing techniques to educate the public about the program and to ensure that Job Corps is viewed as a positive alternative for youth. Required steps for planning and implementing outreach activities are found in PRH 1.1.
- b. **Eligibility:** The contractor will assess, verify, and document applicant eligibility for the Job Corps program, in conformity with the criteria and procedures listed in PRH, 1.2 and Exhibit 1-1.

Revised per Amendment #1

- c. ***Assignment and Departure: The contractor will provide a regular flow of applicants for assignment to centers and ensure that students are efficiently and safely transported. Required procedures for preparing students and ensuring safe arrival on center are listed in PRH, 1.3.***
- d. ***Readmission: The contractor will assess and verify that applicants for readmission meet criteria found in PRH, 1.4.***

2. **Outreach Support Activities (applies to all centers)**

Centers will provide support to Outreach and Admissions contractors to ensure that the center is maintained at overall design capacity. Centers shall:

- a. Accurately project arrival needs and issue arrival orders in accordance with Regional Office policy.
- b. Ensure that the application folder is complete and contains all required documentation upon arrival to center. The center shall contact the admission counselors (ACs) to obtain missing or incomplete documentation.
- c. Schedule timely assignment, for first available opening on center of youth referred by ACs to ensure maintaining center at capacity.
- d. Contact assigned applicants to answer questions and welcome applicant prior to departure.
- e. Provide timely travel authorization and arrival information to ACs and other appropriate parties as required.

B. Student Training

The contractor will provide an integrated program of academic, occupational and social skills training which will meet all the requirements of the PRH, Chapter 2, and which will achieve the following objective:

While enrolled in Job Corps, students will:

- C Acquire the knowledge and skills necessary to find and hold good jobs.
- C Understand the work place environment and learn to function successfully in it.

Revised per Amendment #1

7. **Occupational Exploration:** The contractor will develop a program for helping students to choose occupational training programs suited to their interests, capabilities, and potential. Required activities and expected time frames are detailed in PRH, 2.8.
8. **Test of Adult Basic Education (TABE):** The contractor will ensure that the TABE is scheduled, administered, and recorded in conformity with required procedures in PRH, 2.4, and Appendix 201.
9. **Evaluation of Student Progress:** The contractor will provide a system for periodically evaluating student progress and assisting students in setting short and long range goals toward employability. *(text deleted)*
10. **Reading:** The contractor will develop and administer a reading program which provides students with the skills needed for employment in their chosen occupations and assists them to function independently in society. Instruction is required for each of the reading competencies listed in PRH, 2.10.
11. **Mathematics:** The contractor will develop and administer a mathematics program which provides students with the skills needed for employment in their chosen occupations. Instruction is required for each of the mathematics competencies listed in PRH, 2.11.
12. **GED Certificate/High School Diploma:** The contractor will provide students with the skills and knowledge necessary to pass the examination for the General Educational Development Certificate (GED) or to obtain their High School Diploma (HSD). The contractor will make every possible effort to assure that students attain their GED or HSD. Specific requirements for the GED/HSD program are found in PRH, 2.12.
13. **Work Place Communications:** The contractor will provide instruction and practical experiences which prepare students to communicate effectively in the workplace. Instruction is required for each of the competencies listed in PRH, 2.13.
14. **Wellness:** The contractor will provide instruction to students on practices which lead to physical and mental health and which enhance employability. Instruction is required for each of the subjects listed in PRH, 2.14.

Revised per Amendment #1

Revised per Amendment #1

15. **Driver Education:** The contractor will provide driver education training to all students who do not already possess driver's licenses. Students will be provided the skills and knowledge necessary to pass the State examination and will be given the opportunity to acquire a driver's license while enrolled. Specific requirements for driver education are contained in PRH, 2.15.
16. **English as a Second Language (ESL) (X is " is not applicable to this contract):** If applicable, the contractor will provide students with limited English proficiency the opportunity to develop English language and acculturation skills. Specific requirements for ESL are contained in PRH, 2.16.
17. **Vocational Training:** The contractor will provide individualized competency-based vocational training for students. Training will provide students with the skills required for entry level employment in specific occupations approved by the Department of Labor. Specific requirements for occupational training are listed in PRH, 2.17.

The following vocational programs will be offered at the center:

Vocational Offerings	Training Slots	
	On Center	Off Center
FOOD SERVICE	40	
SECURITY OFFICER	20	
FACILITIES MAINTENANCE	24	
AUTO REPAIR TECHNICIAN	40	
WELDING	24	
HEALTH OCCUPATIONS	120	
FACILITIES MAINTENANCE (NTC)	24	
BUSINESS TECHNOLOGY	120	
CARPENTRY (NTC)	40	
ELECTRICIAN TRAINEE (NTC)	24	
PLUMBER (NTC)	24	
PAINTER, PRE-APPRENTICE (NTC)	20	
PLASTERER (NTC)	24	

Vocational Offerings	Training Slots	
	On Center	Off Center
CEMENT MASON	24	
MTE	24	
ADVANCED CAREER TRAINING (ACT)	30	

18. **Work-Based Learning:** The contractor will incorporate work-based learning as a primary instructional method of training. Students will be provided opportunities to learn about career opportunities and employer expectations, and to learn about and apply new occupational skills in actual work places and on real work projects. Specific requirements regarding training methods and procedures are found in PRH, 2.18.
19. **Vocational Skills Training (VST):** The contractor will provide training to students in the eligible trades through work on actual construction or manufacturing projects. Projects accomplished through the VST program will provide students with quality training in a wide range of required skills. Policies and procedures for implementing a VST program are found in PRH, 2.19.
20. **Advanced Vocational Training (X is " is not applicable to this contract):** The contractor will provide advanced vocational training through enrollment in post-secondary institutions to students who demonstrate the potential to successfully participate in higher education. The program will meet all the requirements of PRH, 2.20.

C. Social Development Support

The contractor will provide students with an environment which affords them the opportunity to:

Revised per Amendment #1

- C Experience personal growth.
- C Learn self-management and personal responsibility.
- C Practice both independent and community living skills.

At a minimum, the program will consist of:

1. **Residential Living:** The contractor will provide a safe, secure, clean, and attractive living environment where staff model and reinforce social and employability skills and where students can learn and practice independent and community living skills. Requirements for residential living procedures and systems are listed in PRH, 3.1.
2. **Counseling:** The contractor will provide students with a counseling program which assesses individual needs and delivers services to meet those needs. Counseling services will be performed in accordance with the requirements of PRH, 3.2.
3. **Recreation and Leisure Time:** The contractor will provide students a comprehensive program of recreational activities and events which promotes productive and socially acceptable use of leisure time. Activities will be provided that build self-esteem and enhance the Job Corps experience by providing opportunities for **all** students to participate in enjoyable and safe activities. The program will meet all the requirements of PRH, 3.3.
4. **Student Government and Leadership:** The contractor will develop and support a program which enables students to learn and practice skills in leadership, citizenship, and self-government. The program will include a student benefit fund, to be managed by student government with the assistance of center staff. Requirements for program content and structure are contained in PRH, 3.4.
5. **Behavior Management:** The contractor will develop a behavior management system which promotes high standards of student conduct through the application of incentives and sanctions. The contractor will maintain an environment that is free from drugs and violence. Students will be provided with opportunities for due process in disciplinary proceedings. Rules and procedures for behavior management are provided in PRH, 3.5.

D. Student Administrative Support

C-12

The contractor will develop systems for providing support services and benefits

which:

- C Facilitate students' successful participation in Job Corps.
- C Accurately track and document student participation and achievements to ensure accountability.

At a minimum, the program will consist of:

1. **Student Attendance, Leaves, and Absences:** The contractor will establish systems to monitor and track student attendance, provide leave when appropriate, and respond promptly when students are absent without authorization. Required elements for each of these systems are listed in PRH, 4.1.
2. **Student Allowances and Allotments:** The contractor will establish a system for issuing student allowances (*text deleted*) earned through participation and achievement. The systems will be uniformly administered and easily understood by the student population. Criteria for payment of allowances, bonuses and allotments are detailed in PRH, 4.2.
3. **Student Records Management:** The contractor will maintain student records in a manner which ensures accurate documentation of the services and benefits provided to students and which safeguards the confidentiality of student information. Required documents which centers must maintain and procedures for disposition of records are outlined in PRH, 4.3.
4. **Student Enrollments, Transfers, and Separations:** The contractor will complete all enrollment, transfer and separation transactions in accordance with PRH, 4.4.
5. **Student Clothing:** The contractor will provide clothing for students and will guide them in making wardrobe selections which will be suitable for the workplace. Specific requirements concerning clothing allowances and record keeping systems are found in PRH, 4.5.
6. **Student Transportation:** The contractor will provide economical transportation to students in accordance with PRH, 4.6, and Exhibit 4-3.
7. **Food Service:** The contractor will provide students with well-balanced, nutritious meals in a dining environment which is clean, sanitary, attractive and pleasant. Food service program requirements are described in PRH, 4.7.

Revised per Amendment #1

The contractor will assist eligible students in entering and maintaining long-term attachment to the labor market or further educational opportunities and training by:

- C Equipping them with job search skills and knowledge of the labor market.
- C Providing them with access to services that support successful transition.
- C Identifying and making referral to suitable employment or educational opportunities.

The final objectives of this effort will be quality placement and continued attachment to the workforce, defined as further training or a job with the following characteristics: full time, high wage, long term, training match.

At a minimum, the program will consist of:

1. **On-Center Career Development Services (CDSS)
(applies to all centers):**

As outlined in PRH, 7.1, the contractor will:

- a. Prepare students for successful job search, employment and further educational opportunities.
- b. Prepare students to access resources and services available to assist in making a successful transition to the workforce
- c. Facilitate direct job placement.

2. **Post-Center Career Development Services:**

The contractor will provide or arrange for post-center career development services for all eligible students:

9 **enrolled at the Sierra Nevada Job Corps center.**

9 **returning to the following geographic area: The State of Nevada**

9 **relocating to the following geographic area: The State of Nevada**

For purposes of this procurement the contractor should anticipate an annual assignee placement pool of:

201 **Graduates.**

119 **Former enrollees.**

Revised per Amendment #1

5. **Environmental Health:** The contractor will ensure that all environmental health and food sanitation standards are met in order to provide environmentally healthy surroundings for students and staff. Specific requirements concerning environmental health management are found in PRH, 10.6.
6. **Safety and Occupational Health:** The contractor shall establish *and* operate a safety and occupational health program in accordance with the requirements in PRH,10.7 and Appendix 1001.
7. **Staff Housing (staff housing " is X is not available at this center):** The Contractor shall ensure that rates are charged in accordance with OMB Circular A-45 which implements 5. U.S.C. Section 5911 (1976). This regulation requires that basic rental rates be set at rates prevailing in the area for similar housing. Following is a description of staff housing provided: **N/A**
The contractor will submit to the GAR a plan and schedule of rates pursuant to PL 88-459 for housing for non-students no later than 30 days after contract award. Collection of rent will become income to the contract and reported as a reduction to costs on center financial reports.

Revised per Amendment #1

SECTION F. DELIVERIES OR PERFORMANCE

A. The contractor shall operate the Sierra Nevada Job Corps Center located in Stead, Nevada, during the period of September 01, 2001 through August 31, 2003, and if appropriate, will perform necessary functions related to a transition period for assuming responsibility for the operation of the center for the month of August 2001.

B. Input Schedule: **X** Applicable 9 Not Applicable

Annual Arrival by Month			
Month	Male	Female	Total
January	28	28	56
February	24	24	48
March	24	24	48
April	19	19	38
May	24	24	48
June	28	28	56
July	28	28	56
August	28	28	56
September	21	21	42
October	19	19	38
November	28	28	56
December	14	14	28
Total	285	285	570

Revised per Amendment #1

- 52.242-2 Production Progress Reports
- 52.242-3 Penalties for Unallowable Costs
- 52.242-4 Certification of Final Indirect Costs
- 52.242-13 Bankruptcy
- 52.241-15 Stop Work Order - Alternate I
- 52.242-3 Penalties for Unallowable Costs
- 52.243-2 Changes - Cost-Reimbursement - Alternate I
- 52.244-2 Subcontracts
- 52.244-5 Competition in Subcontracting
- 52.245-5 Government Property
- 52.246-5 Inspection of Services- Cost-Reimbursement
- 52.246-25 Limitation of Liability Services
- 52.249-6 Termination (Cost-Reimbursement)
- 52.249-14 Excusable Delays
- 52.251-1 Government Supply Sources
- 52.251-2 Interagency Motor Pool Vehicles and Related Services
- 52.253.1 Computer Generated Forms (January 1991)

1.2 *deleted*

Revised per Amendment #1

I.3 NOTIFICATION OF OWNERSHIP CHANGES 52.215-19

A. The Contractor shall make the following notifications in writing:

1. When the Contractor becomes aware that a change in its ownership has occurred, or is certain to occur, that could result in changes in the valuation of its capitalized assets in the accounting records, the Contractor shall notify the Administrative Contracting Officer (ACO) within 30 days.
2. The contractor shall also notify the ACO within 30 days whenever changes to asset valuations or any other cost changes have occurred or are certain to occur as a result of a change in ownership.

B. The Contractor shall:

1. Maintain current, accurate, and complete inventory records of assets and their costs;
2. Provide the ACO or designated representative ready access to the records upon request;
 - a. Ensure that all individual and grouped assets, their capitalized values, accumulated depreciation or amortization, and remaining useful lives are identified accurately before and after each of the Contractor's ownership changes; and

Revised per Amendment #1

C. The Contractor shall submit this certification and estimate upon completion of the contract to JACQUELINE G. ROBERTS, Contracting Officer .

Revised per Amendment #1

ATTACHMENT J-9

VOCATIONAL SKILLS TRAINING (VST)

The following vocational training programs qualify for VST funding at the \$750 per training slot per year:

Vocational Training Program*	Training Slots
PLASTERING	24
CEMENT MASON	24
PAINTING	20
BUILDING AND APARTMENT MAINTENANCE	24
ELECTRICAL	24
PLUMBING	24
CARPENTRY	40
<i>MTE</i>	24
<i>WELDING</i>	24
total	228

* Training provided by National Training Contractors

ATTACHMENT J-10

Past Experience Confirmation Questionnaire

Sierra Nevada Job Corps Center

To Whom it May Concern:

We are currently responding to the Department of Labor RFP # IX-01-01 for the procurement of the continued operation of the Sierra Nevada Job Corps Center.

The Department of Labor is placing increased emphasis in their procurements on past performance as a source selection factor. They are requiring that clients of entities responding to their solicitations be identified and their participation in the evaluation process be requested. Therefore, we are requesting that you provide the following information regarding our performance on the contract identified below. Please complete Sections B-G of this Questionnaire and return it directly to the address shown below no later than **2:00 p.m. PST, February 16, 2001**

ATTN: Jacqueline G. Roberts, Contracting Officer
Office of Job Corps, San Francisco Regional Office
71 Stevenson Street, Suite 1015
San Francisco, California 94105-2970

By my signature below, I authorize you to respond to any additional inquiries by the Department of Labor regarding our performance on the referenced contract.

(Signature)

(Date)

(Title)

A. Contract Identifying Information:	
Offeror:	
Project Title:	
Contracting Officer:	Phone No.
Project Manager:	Phone No.
Address:	FAX No.
Work Performance Period: _____ to _____	
Contract Value: \$	
Brief Summary of Statement of Work:	

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 **an original and two** 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 **Sierra Nevada** Job Corps program in the context of the center's student population, site condition, configuration, 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 (Original and Two Copies)

The Technical Proposal response to this RFP shall be limited to 600 pages total, divided into **7** separately bound parts based on the following evaluation categories:

Outreach and Admissions	PRH Chapter 1
Student Training	PRH Chapter 2
Social Development Support	PRH Chapter 3
Student Administrative Support	PRH Chapter 4
Health Services	PRH Chapter 5
Career Development Services	PRH Chapter 7
Program Management & Administration	PRH Chapters 8, 9 and 10

The Technical Proposal page limit does not include title pages, tables of contents or section dividers. It does include charts and diagrams. 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 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. Outreach/Admissions (X applicable " not applicable)

1. Outreach

- C use of linkages and community resources to promote applicant referral
- C identification of potential applicants
- C marketing and publicity to promote referrals and positive public awareness
- C follow up of leads
- C materials development

Revised per Amendment #1

- C student input

8. Student Civil Rights, Non-discrimination, Legal Services

- C protection of student rights
- C processing of tort and student claims

9. Other Student Services

- C assuring voting privileges
- C access to religious services
- C provision of telephone, mail and laundry services

E. Health Services

1. Health Administration

- C staffing and organization
- C scheduling
- C coordination of health services with other programs
- C student input

2. Delivery of Services

- C provision of basic health, medical, dental, mental health services

3. Related Health Programs

- C Weight Improvement, Smoking Cessation, AODA

F. Child Development Program (" applicable X not applicable)

1. Administration of On-Center Child Development Program

- C organization, staffing, qualifications and training
- C staff to child ratios
- C population of children to be served
- C certification/licensing
- C enrollment and attendance procedures
- C developmental activities
- C parental involvement
- C assessment of program
- C funding and financial administration

2. Administration of Residential Parent/Child Programs

- C dormitory staffing, qualifications, scheduling
- C facility utilization
- C parent/child activities
- C parent responsibilities

G. Career Development Services

1. On-Center Career Development Services

- staffing, organization, roles, responsibilities and scheduling
- assessments, pre-separation program
- placement and referral

2. Post-Center Career Development Services for Graduates

(X applicable " not applicable)

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

3. Former enrollee Career Development Services

(X applicable " not applicable)

- Eligibility for services
- Contact with former enrollees
- Initial placement services

4. Documentation, Reporting and Verification

- Record keeping and reporting systems
- Graduate and former enrollee tracking systems
- Verification procedures

H. Program Management and Administration

1. Administration & Management

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- C leadership, goal setting, communication and teamwork
- C achievement of outcomes and quality indicators
- C self-assessment and performance tracking
- C corporate support and oversight
- C personnel administration, staffing, organization, supervision and qualifications
- C staff training
- C business and community relationships and public education coordination with State Workforce Development System
- C community relations and public education
- C reports control and management
- C personal security
- C procurement & property management

2. Financial Management

- C budget formulation and execution
- C cost control
- C reports management
- C audit and quality control

3. Facilities, Environmental Health and Safety

- C facility utilization and maintenance
- C environmental health
- C safety program to ensure occupational health and safety of staff and students

2. Past Performance and Experience (*Original and Two 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 center as the **prime** operator within the past three (3) years. New firms include, but are not limited to, outreach, admissions and placement (OA/P) contractors, firms that have never had a contract with Job Corps,

complexity and content of the requirements of the Job Corps procurement.

3. Subcontracting Plan (Does not apply to Small Businesses) (Original and two Copies)

Submit a subcontracting plan in accordance with Clause 52.219-09. The plan must separately address subcontracting with 1) small business, 2) small disadvantaged business, and 3) women-owned small business concerns. For purposes of this procurement, the SIC Code is 8744. Offerors are considered small businesses if their annual sales or receipts for the preceding three (3) years do not exceed \$20 million.

Proposed subcontracting of key components must be described in detail including organizational relationships and procedures established to ensure proper management, oversight, training, etc. A complete breakdown of costs associated with the subcontracting of a key component of center operations must be displayed in the Business Management Proposal. This should also include any costs associated with oversight of the subcontractual relationship.

4. Staff Qualifications Not to exceed 20 pages of narrative (*Original and Two Copies*)

The Staff Qualifications Proposal shall consist of the following:

- A. A detailed organization chart covering all staff located on or off the center. Include any contracted or National Training Contractor staff.
- B. Position descriptions of each senior staff (managers who report to the center director or who are responsible for significant key areas on center such as department heads).
- C. Resume of proposed Center Director. The resume shall include information on the nominee's educational and training accomplishments as well as past work and other relevant experience, including any special accomplishments and skills. The Government reserves the right, to require offeror certification as to the availability of the designated. Center Director. Failure to do so, or information received contrary to the certification, will be reflected in the final evaluation. Offerors may provide resumes and certifications of commitment to work on the contract for other department heads.

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- D. Staff schedules showing coverage of critical functions for residential living, student training, counseling and security.
- E. The staff incentive plan. Include what specific incentives will be provided and how these may be earned.
- F. A narrative of services to be provided to the center by the offeror funded through G&A along with the plan for doing so.

5. Cost Justification - Business Management Proposal (BMP) (*Original and Two Copies*)

Costs shall be mentioned only in the BMP and Transition/Phase-out 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 Financial Display by Year, which shall be used as a recapitulation sheet for the ETA 2110 for two base years. The ETA 2110 shall be presented in the following manner: Col. 1, 1st year cost per service year (SY); Col. 2, 1st year costs; Col. 3, 2nd year cost per SY; Col. 4, 2nd year costs and bottom line total of 1st and 2nd year costs.
- E. A narrative justification for each line item of the ETA 2110 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 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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offerors will be required to provide wage and fringe benefit data for both professional and non-professional center staff, including the benchmarked instructor/counselor position in Section 1, above. The position descriptions included in the Handbook will serve as the basis for the development of each individual wage range. It is recognized that some position descriptions will deviate from those utilized by offerors. If an offeror perceives a center staff position to be substantially different, it is recommended that it is brought to the Government's attention in the narrative portion of the cost proposal. This also applies to any substantial deviations in proposed salaries as compared to the wage range produced.

- 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, fixed fee and OA&CDS (if applicable), 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. The contractor understands that the estimated costs for operating the Job Corps center 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.

The facility shall be provided as Government-furnished property at no cost to the contractor.

6. Transition/Phase-out Proposal (*Original and Two Copies*)

Incumbents shall submit a Phase-Out Proposal and new offerors shall submit a Transition Proposal. Narrative and cost justification shall be bound together in the Transition/Phase-Out Proposal.

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Social Skills Training (10%)
Diversity Training (4%)
Occupational Exploration (4%)
Test of Adult Basic Education (3%)
Evaluation of Student Progress (4%)
Reading (3)
Mathematics (3%)
GED Certificate/HSD (5%)
Work Place Communications (4%)
Wellness (2%)
Driver Education (2%)
English as a Second Language (2%)
Vocational Training (7%)
Work-Based Learning (7%)
Vocational Skills Training (7%)
Advanced Vocational Training (2%)
Information Technology (3%)

C. Social Development Support (8 Points)

Residential Living (25%)
Counseling (20%)
Recreation/Avocational Programs (20%)
Student Government and Leadership (15%)
Behavior Management (20%)

D. Student Administrative Support (5 Points)

Student Attendance, Leaves and Absences (15%)
Student Allowances and Allotments (5%)
Student Records Management (10%)
Student Enrollments, Transfers and Separations (5%)
Student Clothing (10%)
Student Transportation (5%)
Food Service (40%)
Student Civil Rights, Non-discrimination, Legal Services (5%)
Other Student Services (5%)

E. Health Services (4 Points)

Health Administration (50%)
Delivery of Services (30%)
Related Health Programs (20%)

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F. Career Development Services System (5 _Points)
(Adjust percentages based on level of center CDSS responsibilities)

On-Center Career Development Services (25%)
Post-Center Career Development Services for Former Enrollees(10%)
Post-Center Career Development Services for Graduates (50%)
Documentation, Reporting & Verification (15%)

G. Program Administration and Management (_15_ Points)

Administration & Management (70%)
Financial Management (10%)
Facilities, Environmental Health and Safety (20%)

2. PAST PERFORMANCE/EFFECTIVENESS AND EXPERIENCE (25 Points)

Job Corps places a great deal of significance on the value of an organization's past performance/effectiveness and experience in assessing its potential to successfully fulfill the requirements of this solicitation. Therefore, 25 out of a possible 100 points have been allocated to this evaluation category.

Job Corps also recognizes the value of recruiting new organizations into the Job Corps business. Consequently, firms lacking relevant past performance history shall receive a neutral evaluation for past performance. For purposes of this procurement, a Neutral score is defined as a Fair adjectival rating. An adjectival rating of Fair equates to a numerical value of 10 points.

However, it is possible for new offerors/organizations to receive a rating higher than Fair based on the panel's evaluation of their past performance/experience submissions outlined below and elsewhere in this RFP. In no case, however, will a new offeror receive an adjectival rating of less than Fair.

To ensure that all offers receive fair consideration, evaluation of Past Performance and Experience will include an assessment of each offeror's performance vs. outcomes, relevant experience, business practices, cost control and customer satisfaction.

Since the past performance/effectiveness most relevant to this procurement is the performance/effectiveness of the current operating contract for the Sierra Nevada Job Corps Center, the performance/effectiveness of the incumbent contractor for this Center will be afforded greater weight than the incumbent contractor's performance/effectiveness of any other contract.

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

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New Firms: an organization which has not operated a Job Corps center as the prime operator within the past three (3) years. New firms include outreach, admissions and placement contractors, 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, and/or organizations that has absolutely no experience with Job Corps.

Experienced Job Corps Center Contractor: an organization which currently holds one or more prime Job Corps center operations contracts, or has held such a contract within the past 3 years.

2. Past Performance/Effectiveness Submission Requirements:

- A. Offerors (both new and experienced) must provide a list of all contracts (including contract numbers) and programs which they currently operate, or have been operated within the past three years.

(Note: New offerors see additional submission requirements outlined in B.(1) below.)

- B. Offerors shall submit the following, as applicable:

(1) New Firms:

- (a) Past Experience Confirmation Questionnaire (See Section J-10)

This will be used to obtain an assessment of the offeror's performance on past and current contracts.

(1) New Firms (Continued):

- * Each offeror shall send a copy of the Past Experience Confirmation Questionnaire 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.

- * 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.

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(b) New Contractor Relevant/Transferrable Skills Matrix (See Section J-11)

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

- * Submit the completed matrix indicating the Job Corps program component, relevant experience/skills, and the contract number under which these activities were accomplished. Such contract numbers should correspond with the contracts listed on the Past Experience Confirmation Questionnaires and those provided in response to the Submission Requirements (See B) above.

(2). Experienced Job Corps Contractors:

(a) Experience Center Operator Outcome Measurement System (OMS) Report (See Section J-17)

This will be used to assess contractor achievement of outcomes.

- * Submit the Experienced Center Operator Performance Report Form indicating overall performance ratings and rankings for all Job Corps centers operated currently, or within the past three years. Offerors need not submit performance data for any current contract performed for less than 6 months prior to the proposal submission date.

(b) Job Corps Contractor Past Effectiveness Report
(See Section J-10)

This is an internal Job Corps document that is completed by Job Corps Regions which hold or have held contracts with the offeror within the past three years and is being shown here for informational purposes only. This report will be used to obtain an assessment of the offeror's performance on past and current contracts. The offeror is not required to submit anything other than the list of contracts required in item B, under Submission Requirements above.

All offerors may submit additional information that provides further insight on past experience and performance, and how such experience demonstrates the offeror's ability to perform the contract.

Each offeror will be evaluated on performance under existing and prior contracts for similar products or services. Performance information will be used both for responsibility determinations and as an evaluation factor, against which, offerors' relative rankings will be compared to assure the best value to the Government.

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The Government will focus on information that demonstrates quality of performance relative to the size and complexity of the procurement under consideration. The offerors' prior and current contract listing may be used in the collection of past performance 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.

The Government reserves the right to decide 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.

**D. Past Performance/Effectiveness and Experience Evaluation
(25 Points):**

Past Experience/Effectiveness will be evaluated using the criteria, weights, and sources shown below:

NEW FIRMS:

PAST PERFORMANCE & EXPERIENCE (25 POINTS)

CRITERIA:	RELEVANT EXPERIENCE	PAST EFFECTIVENESS
POSSIBLE POINTS	Max. 15 Min. 6	Max. 10 Min. 4
WEIGHT:	60%	25%
SOURCE:	RELEVANT EXPERIENCE MATRIX	PAST EXPERIENCE/EFFECTIVENESS INFORMATION

JOB CORPS EXPERIENCED CENTER CONTRACTORS:

PAST PERFORMANCE & EXPERIENCE (25 POINTS)

CRITERIA:	OUTCOME MEASUREMENT SYSTEM	PAST EFFECTIVENESS
POSSIBLE POINTS	Max. 15 Min. 0	Max. 10 Min. 0
WEIGHT:	60%	40%
SOURCE:	OMS REPORTS	PAST EXPERIENCE/EFFECTIVENESS INFORMATION

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3. Subcontracting Plan (5 Points) (Does not apply to Small Businesses)

Your plan will be evaluated in terms of quality, conformance with regulatory requirements, and corporate efforts/commitment. The Office of Job Corps seeks to provide incentives for offerors to subcontract major portions of center operations with 1) small business, 2) small disadvantaged business, 3) women-owned small business, and 4) Hub Zone small business concerns. Therefore, up to five points may be awarded where the proposed subcontracting involves a key component of center operations (i.e. major components - Residential Living, Academic Education, Vocational Training, Administration; minor components - OA&P, Health Services).

4. 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 and coverage of critical functions; 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.

5. Cost Justification (8 points)

Each 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 Executive Level II (\$141,300 per year.) 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

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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

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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.

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

Although no points are assigned to this portion of the submission, all offerors, with the exception of the incumbent, are required to submit a transition proposal. The incumbent shall submit a phase-out 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 center 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

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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 allocability 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 center), 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

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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 History of prevention and management of significant incidents, if offeror has previously operated or is presently operating a Job Corps center
- C Department of Labor review reports of offeror's Job Corps Center(s) if offeror has previously operated or is presently operating a center
- C Program and fiscal controls
- C Quality and quantity of corporate staff to be assigned to contract

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