

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 8	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 16-Feb-2016		4. REQUISITION/PURCHASE REQ. NO. F4G4A45309A101		5. PROJECT NO.(If applicable)	
6. ISSUED BY 374TH CONTRACTING SQUADRON UNIT 5228, BLDG 620 APO AP 96328-5228 UNITED STATES OF AMERICA (T		CODE FA5209		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				X		9A. AMENDMENT OF SOLICITATION NO. FA5209-16-R-0007	
				X		9B. DATED (SEE ITEM 11) 29-Jan-2016	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input checked="" type="checkbox"/> is extended, <input type="checkbox"/> is not extended.							
Offer must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required)							
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 THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(B).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
D. OTHER (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) The reason of the amendment is to incorporate a conversion rate, to add the following description to CLIN x003: "The amount will be determined after award by the Government, so no proposal needed." and correct some typos.							
Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
_____ (Signature of person authorized to sign)				BY _____ (Signature of Contracting Officer)		16-Feb-2016	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The required response date/time has changed from 18-Feb-2016 10:00 AM to 22-Feb-2016 09:00 AM.

SUPPLIES OR SERVICES AND PRICES

CLIN 0002

The pricing detail quantity 12.00 has been added.

CLIN 0003

The CLIN extended description has changed from Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. to Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. The Line Item Cost will be determined after award by the Government, so no proposal needed for this CLIN..

CLIN 1002

The pricing detail quantity 12.00 has been added.

CLIN 1003

The CLIN extended description has changed from Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. to Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. The Line Item Cost will be determined after award by the Government, so no proposal needed for this CLIN..

CLIN 2002

The pricing detail quantity 12.00 has been added.

CLIN 2003

The CLIN extended description has changed from Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. to Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. The Line Item Cost will be determined after award by the Government, so no proposal needed for this CLIN..

CLIN 3002

The pricing detail quantity 12.00 has been added.

CLIN 3003

The CLIN extended description has changed from Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. to Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. The Line Item Cost will be determined after award by the Government, so no proposal needed for this CLIN..

CLIN 4003

The CLIN extended description has changed from Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. to Reimbursable for the taxi fee along with an emergency transfer: one way from local medical facilities back to Yokota. The Line Item Cost will be determined after award by the Government, so no proposal needed for this CLIN..

The following have been modified:

Addenda to FAR 52.212-1 Instructions to Offerors - Commercial Items (Oct 2015) (*Amended by 0001)

(a) Paragraphs 52.212-1(b), Submission of offers, and 52.212-1(f), Late submissions, modifications, revisions, and withdrawals of offers, are deleted in their entirety and replaced with 52.215-1(c), Submission, modification, revision, and withdrawal of proposals, by reference.

(b) Paragraph 52.212-1(c), Period for Acceptance of Offers, is tailored as follows: “The offeror agrees to hold the prices in its offer firm for 90 calendar days from the date specified for receipt of offers.”

(c) The following is inserted as new paragraph (m) of the provision:

“(m) Proposal Preparation Instructions.

A. To assure timely and equitable evaluation of proposals, offerors must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Offerors must clearly identify any exception to the solicitation terms and conditions and provide complete accompanying rationale. The response shall consist of ***three (3)** separate parts; **Part I** - Summary and Miscellaneous Data, **Part II** - Price Proposal, **Part III** - Past Performance Proposal.

B. Specific Instructions:

1. PART I – SUMMARY AND MISCELLANEOUS DATA. *Submit original plus 0 copies.*

(a) The offeror shall provide a concise summary and master table of contents of the entire proposal.

(b) Standard Form (SF) 1449. Complete blocks 12, 17a, 30a, 30b, and 30c. In doing so, the offeror accedes to the contract terms and conditions as written in the solicitation.

***In 17a of SF 1449, insert your NCAGE CODE to an upper right block.**

(c) Complete the necessary fill-ins and certifications in provisions and in the on-line Representations and Certifications at www.sam.gov. Return the provision FAR 52.212-3, Offeror Representations and Certifications –

Commercial Items, along with the proposal. For other provisions and clauses in the solicitation, the offeror is required to submit the pages that require an offeror fill-in.

(d) Submit an acknowledgment of the all solicitation amendments, if issued.

(e) If applicable, provide a copy of the letter from the Small Business Administration (SBA) showing proof of Section 8(a) status.

(f) If none proposed, submit an Affirmation of no Exceptions, Deviations, or Waivers.

2. PART II – PRICE PROPOSAL - *Submit original plus 0 copies.*

(a) This Part shall contain a completed Schedule of Supplies/Services, continuation sheets of SF 1449, blocks 19 – 24.

(b) Insert proposed unit price(s) and extended amount(s) in the Schedule of Supplies/Services for each Contract Line Item Number (CLIN) or Sub CLIN (SCLIN), including all option periods. The extended amount must equal the unit price multiplied by the number of units. It is imperative that mathematical calculations are correct; particular care should be taken to ensure the amounts match when using the EXCEL program and the rounding of figures, limited to two decimal places.

(c) Extreme care should be exercised to ensure that no price data of any kind are included in any other Part of the proposal.

***(d) The Contractor may submit their proposals either yen or dollar basis. In the event both yen and dollar proposals are received, the conversion rate of Y121.83 /\$1 (FY 16 Government Rate) will be used for evaluation purposes.**

3. PART III– PAST PERFORMANCE PROPOSAL - *Limited to no more than 9 pages per contract listed. Only references for past efforts/contracts of relevance are desired. Submit original plus 0 copies.*

(a) **Quality and Satisfaction Rating of Contracts:** Provide any information currently available (letters, metrics, customer surveys, independent surveys, etc.) that demonstrates customer satisfaction with overall job performance and/or quality of completed and/or ongoing contracts. In addition, explain corrective actions taken in the past, if any, for substandard performance and any current performance problems, such as cost overruns, extended performance periods, numerous warranty calls, etc. (See 52.212-2(d))

(b) **Performance Surveys/Questionnaires:** Past Performance Questionnaires (PPQs) shall be used by the offeror in obtaining and providing past performance information. The government requires the offeror send out a PPQ to each of the Points-of-Contact (POCs) identified in the Past Performance Proposal (paragraph (c) below).

The offeror shall send out the Past Performance Questionnaire (Attachment 3), using the Past Performance List (Attachment 2), to each of their references.

THE RESPONSIBILITY TO SEND OUT THE PAST PERFORMANCE QUESTIONNAIRE RESTS SOLELY WITH THE OFFEROR.

Once the questionnaires are completed by the POCs, the information contained therein will be considered source selection sensitive and will not be released outside the government. The POCs shall forward their completed questionnaires directly to the government – NOT BACK TO THE OFFEROR.

PPQs shall be sent directly from your reference to this office marked to the attention of Ms. Tomoko Harashima as primary and MSgt Andrew L. Peterson as alternate via fax at 011-81-31175-53346, or e-mail to tomoko.harashima.jp@us.af.mil as primary and andrew.peterson.4@us.af.mil as alternate, or mailed to the following address:

374th Contracting Squadron
Attn: Ms. Tomoko Harashima
Unit 5228, Building 620
Yokota Air Base
Fussa-shi, Tokyo 197-0001

(c) **Past Performance Information:** Provide a list of no more than 3, of the most relevant contracts performed for any customer. (See addendum to 52.212-2, paragraph (d))

Furnish the following information for each contract listed:

- (i) Company/Division name
- (ii) Product/Service
- (iii) Contracting Agency/Customer
- (iv) Contract Number
- (v) Contract Dollar Value
- (vi) Period of Performance
- (vii) Verified, up-to-date name, mailing and e-mail addresses, and telephone number of the contracting officer (Point-of-Contact)
- (viii) Comments regarding compliance with contract terms and conditions
- (ix) Comments regarding any known performance deemed unacceptable to the customer, or not in accordance with the contract terms and conditions.

Include rationale supporting your assertion of relevance and identify aspects of the contracts deemed relevant and how they relate to the proposed effort. If an offeror has no past performance history of relevance, the offeror must affirmatively state it possesses no past performance history of relevance.

(d) The evaluation of past performance information will take into account past performance regarding (i) predecessor companies, (ii) will take into account past performance of key personnel who have relevant experience, and/or (iii) will take into account past performance regarding subcontractors that will perform major or critical aspects (medical translation and escort services) of the requirement when such information is relevant to this acquisition.

(e) If a teaming arrangement is contemplated, provide complete information as to the arrangement, including any relevant and recent past performance information on previous teaming arrangements with same partner. If this is a first time joint effort, each party to the arrangement must provide a list of past contracts of relevance.

(f) **Subcontractor Consent:** Past performance information pertaining to a subcontractor cannot be disclosed to the prime offeror without the subcontractor's consent. Provide with the proposal a letter from each subcontractor that will perform major or critical aspects³ of the requirement, consenting to the release of its past performance information to the prime contractor.

C. Documents submitted in response to this RFP must be consistent with the following:

1. Requirements of the solicitation (CLINs and PWS) and government standards and regulations pertaining to the PWS.
2. FAR 52.212-2, Evaluation – Commercial Items, of this solicitation.
3. If a Part in a proposal exceeds the specified page limit cited in the Part Content, the excessive pages will not be evaluated.

4. Format for proposal Parts I, and III, shall be as follows:

(a) Each written Part of the proposal shall be separately bound and labeled in standard three ring loose-leaf binders and clearly identified on the front and side. Each Part shall contain a Table of Contents, Cross References, and the List of Tables and Drawings (if applicable). Cover pages, Table of Contents, and Tabs will not be counted against the page limits. However, pages depicting tables, charts, graphs and figures will count toward the page limit. The number of copies of each part is specified in paragraph B, Specific Instructions, above.

(b) The proposals will be on 8 1/2" x 11" or A4 paper, except for fold-outs used for charts, tables, or diagrams, which may not exceed 11" x 17".

(c) A page is defined as one face of a sheet of paper containing information. Two pages may be printed on one sheet of paper.

(d) All printing shall be single-spaced. Spacing characteristics are applicable to charts and graphs.

(e) Typing shall not be less than 10 pitch. Size of print is applicable to charts and graphs.

(f) Page margins shall be a minimum of 1 inch top, bottom, and each side.

(g) In addition to the paper copies specified for each Part, one electronic copy of each Part of the entire offer must be submitted. The electronic version of the proposal shall be submitted in a format readable by Microsoft Office 2007 which includes software programs such as WORD, EXCEL, or PowerPoint. For those pages of the proposal that cannot be submitted using Microsoft Office, such as the Standard Form 1449, offerors shall include those pages electronically using Adobe Acrobat portable document files (.pdf) format. The Price Part shall be submitted in spreadsheet format, such as EXCEL, and MS WORD for price narrative. The electronic version shall be submitted on a compact disc (CD). USB flash drives, floppy disks, and zip disks are not acceptable.

Indicate on each CD the Part number and title. The paper copies and electronic versions shall be identical in all respects. In the event there are any discrepancies between the paper copies and electronic copies, the paper copies take precedence and will be used for evaluation. Ensure the electronic documents stored on the CD can be opened. Use separate files and folders to permit rapid location of all portions, including exhibits and attachments, if any. Replacement CDs will be required to update the final proposal resulting from any discussions and updates, if applicable.

(h) Offerors can also submit electronic copies of proposals via e-mail. Files are not to exceed 4 MB. By submitting an electronic copy, offerors assume all risk of proposals not getting through security measures and firewalls. Only files created using Microsoft WORD, Microsoft EXCEL, and/or Adobe .pdf files will be accepted. No zip files will be accepted. If submitting proposals electronically, email the file(s) by the solicitation closing date and time to the following email address: tomoko.harashima.jp@us.af.mil

(i) Each Part shall be complete in itself and shall not reference information contained in other Parts. Page 1 of a Part is defined as the first page after the Table of Contents. All pages shall be numbered.

(j) Price data of any kind shall be presented only in the Price Proposal Part.

(k) Elaborate formats, bindings, and color presentations are not desired or required.

The following table summarizes the proposal submission:

PART	TITLE	ELECTRONIC COPY	PAPER COPY	PAGE LIMIT	DUE DATE
I	Summary and Misc Data (File Name: Part I)	1	0	N/A	<u>*22 Feb 2016</u>
II	Price (File Name: Part II)	1	0	N/A	<u>*22 Feb 2016</u>
III	Past Performance (File Name: Part IV)	1	0	1 list and 3 questionnaires	18 Feb 2016

D. General Information:

1. Information regarding submission of proposals: Hand carried or mailed proposals must be delivered to the following address:

374th Contracting Squadron
Attn: Ms. Tomoko Harashima
Unit 5228, Building 620
Yokota Air Base
Fussa-shi, Tokyo 197-0001

2. The sealed envelope or package used to submit your proposal must show the time and date specified for receipt, the solicitation number, and the name and address of the offeror.

3. Offerors are cautioned that Yokota Air Base has visitor control procedures requiring individuals not affiliated with the installation to obtain a visitor pass prior to entrance. **SOME DELAY SHOULD BE EXPECTED WHEN HAND-CARRYING PROPOSALS.** Offerors should allow sufficient time to obtain a visitor pass and arrive at Bldg. 620 prior to the time specified for receipt. Late proposals will be processed in accordance with FAR 52.215-1(c)(3), *"Submission, modification, revision, and withdrawal of proposals."*

4. **FEDERAL HOLIDAYS:** The following Federal Legal Holidays are observed by this base:

New Year's Day 1 January
Birthday of Martin Luther King Third Monday in January
Washington's Birthday Third Monday in February
Memorial Day Last Monday in May
Independence Day 4 July
Labor Day First Monday in September
Columbus Day Second Monday in October
Veterans Day 11 November
Thanksgiving Day Fourth Thursday in November
Christmas Day 25 December

Note: No Japanese holidays will be observed.

5. **JOINT VENTURE AGREEMENTS.** Joint Ventures are allowable on competitive 8(a) set-asides; however, the joint venture agreement must be received by SBA prior to proposal due date and approved before award of any resulting contract. If you are contemplating a joint venture on this project, you must advise your assigned SBA Business Opportunity Specialist (BOS) as soon as possible. It is also recommended that the agreement be submitted as soon as practicable to ensure compliance with established regulations. Any corrections and/or changes needed can be made only when your BOS has adequate time for a thorough review before the proposal due date. **NO CORRECTIONS AND/OR CHANGES ARE ALLOWED AFTER TIME OF SUBMISSION OF PROPOSAL OR BIDS."**

(End of Addenda)

(End of Summary of Changes)