

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE Y	PAGE OF PAGES 1 8
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 12-Mar-2010	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY US ARMY MEDICAL RESEARCH ACQUISITION ACT DIRECTOR 820 CHANDLER STREET FORT DETRICK MD 21702-5014	CODE W81XWH	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. W81XWH-10-R-0018	
		X	9B. DATED (SEE ITEM 11) 05-Mar-2010	
			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 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 purpose of this amendment is to incorporate questions which have been submitted as of 12 March 2010 and to remove part 8 (Award Exclusions) of the Additional Instructions of the RFP.				
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 _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 12-Mar-2010

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

ADDITIONAL INSTRUCTIONS**ADDITIONAL INSTRUCTIONS TO OFFERORS PERTAINING TO THIS REQUEST FOR PROPOSAL:****(1) Date and Time of Receipt of Proposals**

- a. Number of proposals: Submission should be on CD's (9 each technical volume and 9 each business volume)
- b. Address: See block 9 of the SF 1449
- c. Receipt date and time: See block 8 of the SF 1449

(2) General Information to the Offerors

- a. Point of contact: Mr. Jason D. Kuhns, 301-619-1861, jason.kuhns1@us.army.mil (Agency's full address is shown at SF 1449, block 9)
- b. Technical Acceptability: To be technically acceptable, an offeror's proposal must include all data and information required by this section and be compliant with requirements as stated in the solicitation package.
- c. Offerors are responsible for forwarding a copy of the Past Performance Survey with instruction cover letter (Attachment B) to all government contracting offices with whom they have provided same or similar services within the last five years. It is the responsibility of each offeror to ensure the arrival of completed surveys to the contracting office by the date and time of closing for this RFP.

(3) Proposal Instructions

- a. Offerors shall state how the efforts required by the solicitation will be assigned for performance within the offeror's corporate entity and among the proposed subcontractors. The information provided for the prime offeror and each proposed major subcontractor must include the entire company name, company address, CAGE Code, DUNS Number, and type of work to be performed by citing the applicable Government PWS subparagraph number.
- b. Proposals shall be submitted on CD ROM. The technical and business parts of the proposal shall be submitted on separate CD ROMs. The offeror is required to submit a technical and business proposal that demonstrates the offeror has a clear and full understanding of the requirements as set forth in the Performance Work Statement and the ability to provide adequate and stable resources. The quality of the proposal will be evaluated in the context of being representative of the offeror's products. Data previously submitted, or presumed to be known, e.g. previous projects performed for the Government, cannot be considered as part of the proposal unless physically incorporated therein.
- c. Do not rephrase or restate the Government's requirement. Rather, provide convincing rationale of the methods intended to be used to meet the requirements as set forth in the Performance Work Statement. Assume the Government has no prior knowledge of your experience. With the exception of past performance, the evaluation of the proposals will be based on their content, not on assumptions or other outside knowledge of the offeror.

d. There are six evaluation criteria for award, five of a technical nature and one for price. The technical evaluation criteria will be evaluated by studying the technical proposals and other requested documents for past performance. The price will be evaluated by the conducting of a cost analysis.

e. This section specifies the format and content that offerors shall use in this Request for Proposal. The intent is not to restrict the offerors in the manner in which they will perform their work but rather to ensure a certain degree of uniformity in the format of the responses for evaluation purposes. Offerors must submit a proposal that is legible and comprehensive enough to provide the basis for a sound evaluation by the Government. Information provided should be precise, factual, and complete. Legibility, clarity, completeness, and responsiveness are of the utmost importance. Proposals shall be in the form prescribed by, and shall contain a response to, each of the area detailed below. Any proposal which does not provide, as a minimum, that which is required in this solicitation may be determined to be substantially incomplete and not warrant any further consideration. If any section is received past the respective closing date, the entire proposal will be considered late.

Volume 1- Technical (9 CD's)

Section 1: Table of Contents

Section 2: Offeror's Introduction/ Executive Summary

Section 3: Technical Knowledge and Understanding:

The offeror shall demonstrate the appropriateness of the techniques, methods and processes the offeror plans to use to successfully accomplish the requirements specified in the Performance Work Statement. The offeror will also demonstrate how each administrative, technical, logistical, and managerial requirement of the PWS will be achieved. The proposal will be evaluated to determine the extent to which it demonstrates a clear understanding of the solicitation. The proposal will be evaluated to determine the extent to which the proposed approach is workable and the end results achievable and whether the offeror's methods and approach in meeting the requirements in a timely manner provide the Government with a high level of confidence of successful completion. Offerors should add any additional information deemed appropriate to demonstrate their knowledge of the evaluation factor and their capabilities to perform.

Section 4: Experience

The offeror's proposal shall provide information regarding their experience in planning, managing, and performing a contract of a same or similar nature or complexity to that described in the solicitation. The offeror shall also demonstrate experience in prioritizing and performing concurrent taskings and abilities to realign key and support personnel during times of significantly increased and/ or changed taskings. The offeror shall also demonstrate knowledge and experience with protocols involving military, federal, scientific, and academic communities to provide required services.

Section 5: Personnel Qualifications:

The offeror's proposal shall provide a list of key personnel and CV's that shall demonstrate their ability to meet the varied technical, logistical, administrative, and managerial services required. A summary description of tasks or responsibilities for each key person proposed shall be submitted.

If any key personnel proposed are contingency hires, the offeror shall inform the Government at any time during negotiations if such employee is no longer available. In that case, the offeror shall provide a replacement contingency hire candidate and a complete CV for that individual.

Section 6: Past Performance

The past performance evaluation will examine how the offeror's past performance validates expected performance. The offeror's proposal shall demonstrate in narrative, performance of services of same or similar nature to that described in the solicitation over the past five (5) years. A contract of a similar nature is a contract of comparable risk – the functions, responsibilities, and control exercised by the offeror are essentially the same as required under the solicitation. The offeror's performance will be evaluated to determine if the services were performed in a timely, professional manner, and in accordance with all contract requirements. The past performance shall specifically identify what that Contractor did wrong in previous contracts and what the offeror did to resolve the problems. Each offeror will be assessed for performance risks. Performance risks are those risks associated with the offeror's record of current or past performance.

In addition to the above, the following information should be provided:

- a. Project or contract title;
- b. Contract number, contracting agency, type of contract, and total current dollar value;
- c. Date of contract and period of performance;
- d. Firm or Government agency for which work was performed, including address and telephone number;
- e. Point of contact (Project Manager or Contracting Officer), name, title, address, email, and phone number;
- f. Brief description of how the cited work is the same as or similar to the proposed effort.

Each offeror must also request completion of the past performance questionnaires (Attachment B) from all contracting offices with which they have provide same or similar services within the past five (5) years. The questionnaire must be forward to the Contracting Officer responsible for administering the referenced contract. References must complete the "contract performance report" and submit it electronically to Mr. Jason Kuhns no later than the date specified on the SF 1449, block 8. These forms may be submitted separately from the proposal or may be included in the technical section.

- Email: jason.kuhns1@us.army.mil

Note: Government source selection evaluators will verify past performance information and also may solicit additional recent information from other sources.

Section 7: Small Business Participation Plan

1) All offerors, both small and large businesses, are required to submit Small Business Participation Plan information in accordance with DFARS 215.304 that shall include the following:

- (a) Type of Business of Prime Contractor: Check all applicable boxes
 - Large
 - Small (also check type of Small Business below)
 - Small NonDisadvantaged Business
 - Small Disadvantaged Business
 - WomanOwned Small Business
 - HUB Zone Small Business
 - Veteran Owned Small Business
 - Service Disabled Veteran Owned Small Business
 - Historically Black College and Universities/ Minority Institutions

(b) Total Contract Value: (Include options, etc) \$_____

(c) Dollar Value of your participation as a Prime Contractor: \$_____

(d) Dollar Value and Percentage of Total Contract Value of Subcontracts Planned for:

	Dollar Value	% of Total Contract Value
Large	\$ _____	% _____
Total Small	\$ _____	% _____
Small NonDisadvantaged	\$ _____	% _____
Small Disadvantaged	\$ _____	% _____
WomanOwned Small	\$ _____	% _____
HUB Zone Small	\$ _____	% _____
Veteran Owned Small	\$ _____	% _____
Service Disabled Veteran Owned Small	\$ _____	% _____
HBCU/ Minority Institutions	\$ _____	% _____

Each participation percentage above shall be accompanied by detailed supporting documentation regarding the individual commitments. Detailed explanations shall also be provided when the percentages fall short of the DOD goals. **NOTE:** The sum of the dollar values and percentages of Small NonDisadvantaged and Small Disadvantaged should equal the entries for Total Small. However, the sum of all the percentages under Paragraph (d) need not equal 100% since the prime is not included and individual subcontractors may be counted towards more than one category. All percentages should use TOTAL CONTRACT VALUE as a baseline. Detailed explanations shall also be provided when the percentages fall short of the Small Business Goals listed below:

Small Business Category	Goal
Total Small	12%
Small NonDisadvantaged	8%
Small Disadvantaged	1%
WomanOwned Small	1%
HUB Zone Small	0.5%
Veteran Owned Small	0.5%
Service Disabled Veteran	0.5%

Owned Small

HBCU/ Minority Institutions 0.5%

(e) List principal supplies/services (be specific) to be subcontracted to:

Name of Company	Type of Service/Supply
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Large:

Small:

Small NonDisadvantaged:

Small Disadvantaged:

WomanOwned

Small:

HUB Zone Small:

Veteran Owned Small Business:

Service Disabled Veteran Owned Small:

HBCU/ Minority Institution:

NOTE: For purpose of subcontracting, Historically Black Colleges and Universities/Minority Institutions (HBCUs/MIs) are considered as disadvantaged and should be broken out separately.

(f) **Prior Performance Information:** Provide any information substantiating the offeror's track record of utilizing small business on past contracts. For Large Business: include ACO rating and SF 295 Information. For Large and Small businesses: provide descriptive information for all small business categories. Any information concerning long-term relationships with Small Business subcontractors, such as mentor-protégé relationships, should be provided.

(g) **Extent of Commitment:** Provide documentation regarding enforceable commitments to utilize any Small Business category, as defined in FAR Part 19, as subcontractors.

(2) Each Large Business offeror shall provide a Small Business Subcontracting Plan that contains all the elements required by FAR 52.2199. This plan shall be submitted separately from the Small Business Participation Plan information required above, which applies to both large and small businesses. The Small Business Subcontracting Plan is not a requirement for evaluation in source selection, but rather a requirement for award to a large business and will be incorporated into any resultant contract.

Section 8: Quality Assurance Surveillance Plan (QASP): Please refer to section 3.8 of the PWS for further information.

Volume 2- Business (9 CD's)

Section 1: Table of Contents

Section 2: Price Proposal: The offeror shall complete pricing for each CLIN in the schedule. All estimates should be based on the estimates provided in Attachment A (Annual Pre-Application and Full Application Estimates). These estimates should be used for each proposed year.

Section 3: Cost Information: Cost analysis is the review and evaluation of the separate cost elements and fee in an offeror's proposals and the application of judgment to determine how well the proposed costs represent what the cost of the contract should be, assuming reasonable economy and efficiency. Offerors shall identify costs per year for the base period of performance and each option year. Offeror's cost proposal must be submitted in accordance with FAR 15.408, Table 15-2, "Instructions for Submitting Cost/ Price Proposals When Cost or Pricing Data are required."

Section 4: The offeror shall complete the annual representations and certifications electronically through the Online Representations and Certifications Application (ORCA) at <http://orca.bpn.gov>.

(4) FILE AND FORMATTING GUIDELINES:

1. The submission should be clearly indexed and logically assembled. Each volume should be clearly identified and should begin at the top of a page. All pages of each volume should be appropriately numbered and identified by the complete company name, date, and solicitation number in the header/footer. A Table of Contents should be created using the Table of Contents feature in MS Word.

The following additional features are requested: Each paragraph should be separated by at least one blank line. A standard, 12 point minimum font size applies. New Times Roman font is preferred. Tables and illustrations may use a reduced font size not less than 8 point and may be landscape.

2. File Packaging. None of the files shall be compressed (zipped). Zipped files cannot be opened by the Contracting Office.

3. The proposal shall be submitted on virus-free CD-ROMs compatible with Microsoft Office 2003 applications. In addition, each CD-ROM must be made "final." Final is a recording option that renders the CD totally used so no other data tracks can be added. Do not use compressed file formats. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. A separate CD is required for each volume identified above. Documents such as previously printed materials, graphics, or any other document that cannot be submitted in electronic form are exempt. A directory shall be placed on the CD if it contains more than one file.

(5) SUBMISSION OF QUESTIONS: All questions or comments regarding this solicitation shall cite the solicitation number and be directed to the following Government representative via the email address below **no later than 22 March 2010 at 12:00 PM Eastern Standard Time (EST):**

Name: Jason Kuhns, Contract Specialist

E-mail: jason.kuhns1@us.army.mil

Address (must be complete on all transmittals):

U.S. Army Medical Research Acquisition Activity (USAMRAA)
ATTN: MCMR-AAA-R/ W81XWH-10-R-0018 (Mr. Jason Kuhns)
820 Chandler Street
Fort Detrick, MD 21702-5014

The Government will answer all relevant and appropriate questions regarding this solicitation. Questions the Government may have otherwise answered may not be answered if submitted too late to permit transmittal to all potential offerors reasonably in advance of the due date. Questions not submitted electronically may not be answered. Answers to all relevant and appropriate questions will be issued via amendment to this solicitation.

(6) SINGLE AWARD: It is anticipated that one (1) award will be made to all CLINs.

(7) AWARD WITHOUT DISCUSSIONS: The Contracting Officer reserves the right to award without discussions, so offerors should submit their best terms from a price and technical standpoint with their initial offer. In the event discussions are necessary, the Contracting Officer may limit the number of proposals in the competitive range to the greatest number that will permit efficient competition among the most highly rated proposals.

(8) AWARD EXCLUSIONS: Reserved

(End of Summary of Changes)