

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			BPA NO.		1. CONTRACT ID CODE		PAGE 1		OF PAGES 4	
2. AMENDMENT/MODIFICATION NUMBER A00001			3. EFFECTIVE DATE 02-23-2017		4. REQUISITION/PURCHASE REQ. NUMBER 640-17-2-4503-0028 640-17-2-4503-0038			5. PROJECT NUMBER (if applicable)		
6. ISSUED BY Department of Veterans Affairs VA Sierra Pacific Network (VISN 21) VA Northern California HealthCare System 5342 Dudley Blvd, Bldg 209 McClellan CA 95652-2609			CODE 612MCP		7. ADMINISTERED BY (If other than Item 6) Department of Veterans Affairs Department of Veterans Affairs VA Northern California HealthCare System 3230 Peacekeeper Way, Bldg. 209 McClellan CA 95652-1012			CODE 612MCP		
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code) To all Offerors/Bidders					(X)	9A. AMENDMENT OF SOLICITATION NUMBER VA261-17-Q-0269				
						9B. DATED (SEE ITEM 11) X 02-23-2017				
						10A. MODIFICATION OF CONTRACT/ORDER NUMBER				
						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 Offers <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offers 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 <u>1</u> copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication 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 letter or electronic communication, provided each letter or electronic communication 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.										
CHECK ONE	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.) This amendment addresses questions that have been received from interested vendors and makes revisions to the price schedule and Performance Work Statement. See attached documents. The quote due remains unchanged.										
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) Michael Hodahkwen Contracting Officer					
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 02/23/2017		
PREVIOUS EDITION NOT USABLE										

Price Schedule

To submit a quote, please fill in your pricing in the green areas.

Base Year: March 1, 2017 to February 28, 2018

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
0001	7 Business Day Delivery Certified Transcript	Page	13,000		\$0.00
0002	3 Business Day Delivery Digital Transcript	Page	13,000		\$0.00
0003	24 Hour Expedited Delivery Digital Transcript	Page	100		\$0.00
0004	Minimum Transcript Fee	Day	30		\$0.00
0005	Cancellation Fee	Each	10		\$0.00
				Base Year Total	\$0.00

Option Year #1: March 1, 2018 to February 28, 2019

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
1001	7 Business Day Delivery Certified Transcript	Page	13,000		\$0.00
1002	3 Business Day Delivery Digital Transcript	Page	13,000		\$0.00
1003	24 Hour Expedited Delivery Digital Transcript	Page	100		\$0.00
1004	Minimum Transcript Fee	Day	30		\$0.00
1005	Cancellation Fee	Each	10		\$0.00
				OY1 Total	\$0.00

Option Year #2: March 1, 2019 to February 29, 2020

Item	Description	Unit	Estimated Quantity	Unit Price	Estimated Total
2001	7 Business Day Delivery Certified Transcript	Page	13,000		\$0.00
2002	3 Business Day Delivery Digital Transcript	Page	13,000		\$0.00
2003	24 Hour Expedited Delivery Digital Transcript	Page	100		\$0.00
2004	Minimum Transcript Fee	Day	30		\$0.00
2005	Cancellation Fee	Each	10		\$0.00
				OY2 Total	\$0.00
				Grand Total	\$0.00

The quantities entered above are purely estimates for the purposes of price comparison. We anticipate approximately 5 AIB Hearings, 1 EEO Hearings, and 1 HR Hearings each year, but the number of cases may vary. The contractor will provide the unit pricing for each line item and the services will be paid against the actual quantities that are used for each hearing.

Amendment #1
Court Reporting Service for VA Palo Alto Health Care System
Solicitation VA261-17-Q-0269

- 1) Reference PWS page 5, para. 5.3.D and Solicitation price schedule: The Government states that the contractor must allow the Government to cancel hearings without charge. However, the solicitations price schedule requires the offeror to provide a price for cancellations. Industry standard practices recognize that if a client cancels a hearing less than 24-hours in advance of a scheduled hearing incurs costs on the vendor. Typically, the vendor charges and the client accepts a fee for these scheduling and labor costs. Would the Government consider striking the provision that the Government will not pay for hearing cancellations? Not to do so imposes unrecoverable costs on the contractor.

Response: The Government agrees to revising section 5.3(D) of the Performance Work Statement to be consistent with industry standards. The last sentence of section 5.3(D) of the PWS will now read:

The contractor shall accommodate cancellations where 24-hours advance notice is given prior to the scheduled proceeding without charge.

- 2) Reference PWS page 5, para. 5.6 & page 7, para. 5.13 and Solicitation price schedule: The Government requires a different delivery schedule for electronic and paper delivery of transcripts, but it does not separate the level of effort (LoE) with the delivery timelines. It is standard in the industry to have separate rates for the different services and expedites because it is in the best interest of the Government to lower costs. As an alternative, would the Government consider expanding the price schedule to allow for the following separate price schedule Items:
- a. Depositions and hearings, and price schedule Items that delineate
 - b. Each desired turnaround time, including a rate for delivery of transcripts on extraordinary short schedules less than three (3) days?

Would the Government consider aligning the certified and digital transcript turnaround times, i.e., seven (7) business day delivery certified transcript, seven (7) business day delivery digital transcript?

Response: The PWS states that printed transcripts will be provided within 7 business days (see section 5.6(A)(B)(C)). The PWS states that electronic transcripts must be available for download from the vendor's website within 3 business days (see section 5.6(D)). The price schedule has two line items to capture these different delivery requirements under items #XXX1 and #XXX2 each for each year of the contract.

The PWS states that the vendor will provide expedited digital transcripts within 24 hours, but there was not a line item for the vendors to provide separate pricing for these expedited services. The price schedule has been revised and a line item has been added under XXX3 for each year of the contract allowing the vendors to provide separate pricing for expedited digital transcripts. **Please use the revised price schedule when submitting a quote.**

- 3) Reference PWS page 6, para. 5.7.C and Solicitation price schedule: The Government lists an LoE for legal videographers. We have this capability, but there is no price schedule Item for it. Would the Government consider removing this requirement or allowing for the pricing of this service?

Response: Legal videographers are not needed under this contract. Section 5.7(C) is no longer included under the PWS.

- 4) Will the Government require rough draft transcripts?

Response: Yes, there is a requirement for same day rough draft transcripts under section 5.7(A) of the PWS. This is not a line item on the price schedule. Vendors should build any costs associated with this service into their other line items.

- 5) The price schedule has line item XXX2 for digital transcripts with a unit of “each” but the written transcript under line item XXX1 have a unit of “page”. Should those units have the same measurement since they are for the same deliverable just in a different format?

Response: Yes, the unit of measure for the digital transcript should be the same as the written transcript. The price schedule has been updated to use “page” as the unit of measure for the digital transcript and the new line item for the expedited digital transcripts.