

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

BPA NO.

1. CONTRACT ID CODE

PAGE

OF PAGES

1

6

2. AMENDMENT/MODIFICATION NUMBER
00053. EFFECTIVE DATE
10-17-2018

4. REQUISITION/PURCHASE REQ. NUMBER

5. PROJECT NUMBER (if applicable)

6. ISSUED BY
CODE
U.S. Department of Veterans Affairs
OPAL | Strategic Acquisition Center

10300 Spotsylvania Ave | STE 400
Fredericksburg VA 22408-2697

36C10G

7. ADMINISTERED BY (If other than Item 6)
CODE
U.S. Department of Veterans Affairs
OPAL | Strategic Acquisition Center

10300 Spotsylvania Ave | STE 400
Fredericksburg VA 22408-2697

36C10G

8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code)
To all Offerors/Bidders

(X)

9A. AMENDMENT OF SOLICITATION NUMBER

36C10G18R0208-1

X

9B. DATED (SEE ITEM 11)
09-14-2018

10A. MODIFICATION OF CONTRACT/ORDER NUMBER

10B. DATED (SEE ITEM 13)

CODE

FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, 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 1 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. 13:00 PM Eastern 05-November-2018

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 A AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

- The purpose of Amendment 0005 is to publish revised submission instructions and extend the date and time for receipt of proposals
- See Summary of Amendment 0005 RFP Changes for specifics.
- Refer to Block 11 of this Form SF30 for date and time for receipt of proposals.
- All other Terms and Conditions remain the same.

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)

Lori A. Smith
Director, Procurement Svcs A.

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)

SUMMARY OF CHANGES

1. The time and date for receipt of proposals is extended to 05-November-2018 at 13:00 Eastern.
2. The RFP requirement to submit proposals in CD ROM format is deleted in its entirety. The number of hard copy proposals has been reduced. See Section L.4 below.
3. Revised submission instructions under Section L.2.7 is replaced with the following:

L.2.7. SUBMISSION OF PROPOSALS: Offerors shall submit their proposals via

a.) email,

b.) upload to the Community Care Network Region 4 (CCN R4) AcquiServe Vendor Portal, **and**

c.) mail hard copy proposals

See SF33 Block 9 for date and time of the proposal due date and (L.4.) for electronic and hard copy format.

a. Offerors shall submit electronic proposals to the Contracting Officer, Ms. Lori Smith at email address CCN4@va.gov.

b. Offerors shall upload all required proposal documentation to the Community Care Network Region Four (CCN R4) AcquiServe Vendor Portal.

To obtain access to the AcquiServe Vendor Portal, (<https://vendors.acquicenter.noblis.org/VA/CCNR4>), an Offeror must employ a certificate for entry to the portal. Offerors have two options: (1) purchase or use an existing U.S. Government External Certificate Authority (ECA) Medium Assurance Certificate or (2) obtain and use a certificate generated by Noblis for the AcquiServe Vendor Portal only.

You may purchase an ECA through IndentTrust (<https://www.identrust.com/certificates/dod-eca-programs>) or Operational Research Consultants (<https://eca.orc.com>). Offerors may alternatively use an existing Access Certificate for Electronic Services (ACES) Business Representative Certificate.

For Noblis-generated certificates, please contact the Noblis help desk at vendorhelp@noblis.org. Additional instructions on how to use the AcquiServe Vendor Portal system are available once access is granted.

Electronic file names shall identify the Offeror and be consistent with the instructions at (L.4) and include revision number, if applicable. Each proposal section shall be uploaded through the AcquiServe Vendor Portal as a separate electronic file. Offerors will receive a time stamp receipt of proposal submission through the AcquiServe Vendor portal.

See Section J, Attachment “VA CCN R4 Vendor Registration Instructions” for instructions on how to register into the portal. Please allow up to 48 hours for the AcquiServe Vendor Portal team to complete your account setup and notify you.

c. Offerors shall mail the hard copy proposals to the following:

Strategic Acquisition Center

Contracting Officer

ATTN: Ms. Lori A. Smith

Solicitation No.: 36C10G-18-R-0208-1

10300 Spotsylvania Ave Suite 400

Fredericksburg, VA 22408

4. Section L.4 is replaced:

L.4. PROPOSAL PREPARATION

L.4.1. The Offeror's proposal shall consist of five (5) physically separated Volumes, in the format and quantities described below; the Volumes shall be legible, organized and marked as indicated. Failure to submit complete Volumes in the manner described for each Volume shall be considered as a “no response” and shall exclude the proposals from further consideration. Elaborate brochures or documentation binding, detailed artwork, or other embellishments shall not be submitted and if submitted will not be evaluated. Hard copy proposals shall be printed double-sided with sequential page numbers at the bottom of each printed page. All pages of each proposal shall be appropriately numbered and identified with the solicitation number. Offerors' electronic versions of their proposals must be submitted in the Portable Document Format (PDF) unless otherwise specified below.

The total number of copies are in the table below:

Table 21. Volume Copies

VOLUME	NAME	NUMBER OF HARD COPIES	NUMBER OF COPIES ELECTRONIC
Volume I	Completed Section K, Certs & Reps (L.2.2.1.) OCI Information (L.2.4.) Organization Chart (L.4.8.) Executed Offer, to include SF 33 (L.5.1.1.) Points of Contact (L.5.2.) (L.5.5.) Wage Determinations or CBAs (L.5.4.) Financial Data (L.5.6.) Proposal Requirements- Table Mapping (L.10.)	1	1
Volume II	Organization Chart (L.4.8.) Technical Proposal (L.6.) Addendum (L.6.2.1.1.) Proposal Requirements – Table Mapping (L.10.)	4	1
Volume III	Organization Chart (L.4.8.) Past Performance (L.7.1.) Past Performance Narrative (L.7.2.) Summary of Description of Each Contract (L.7.2.) Organization Roadmap (L.7.6.) Small Business Compliance Record (L.7.8.)	1	1
Volume IV	Organization Chart (L.4.8.) Small Business Subcontracting Plan (L.8.) Socioeconomic Business Concerns (L.8.)	1	1
Volume V	Organization Chart (L.4.8.) Price Proposal (L.9.)	1	1

	Completed "CCN Reg 4 Pricing Template v3" (L.9.1.)		
Volume I - V	Total Combined Volume Set	8	5

L.4.2. Electronic Copies (Email)-One electronic copy per volume for a total of five (5) electronic copies shall be submitted to CCN4@va.gov. The electronic copies shall be compatible with Microsoft Office 2010. For the copies listed above, the documents shall be either in Microsoft Word or Excel format. If this is not possible, then a portable document format (PDF) document in Optical Character Reader (OCR) format is acceptable for all volumes. Do not use compressed file formats. Use separate files to permit rapid location of all portions, including exhibits, annexes, and attachments, if any. Electronic versions shall be exact duplicates of the paper copy proposals in both content and format. All portions of the electronic documents, including the body of text, tables, charts, and graphs shall be in a format that enables the Government to perform electronic searches of the documents. The information does not need to be duplicated in its entirety in multiple locations, but the narrative should reference the tables and charts. No part of a volume shall incorporate by reference portions of other Volumes of the proposal (e.g., Volume V, Price Proposal, shall not be referenced in Volume II, Technical Proposal). Information may be referenced within the same volume rather than duplicating the information within that volume. Electronic copies of the proposals shall be sequentially numbered at the bottom of each page.

L.4.3. Paper Copies. Paper copy proposals, in the amount noted under Table L.1, Volume Copies, above shall be exact duplicates of the electronic versions in both content and format. In instances where the paper copy differs from the electronic copy, the original paper copy shall prevail. Paper copies shall be separated by Volume, each in a 3-ring binder and identified with the Offeror's name, volume number, volume title, proposal date and solicitation number. A separate binder is required for each volume. All paper copy proposal narrative material shall be submitted on 8 ½" x 11" white paper with one-inch (1") margins on all sides. The font for paper submissions shall be no less than 12-point font and Times New Roman, with 1.5 line spacing. Elaborate brochures or documentation, binding, detailed artwork, or other embellishments shall not be submitted. Proposals shall be printed double-sided, double-spaced between paragraphs, with non-duplicative, sequential page numbers at the bottom of each printed page. Spacing requirements do not apply to the table of contents, illustrations, organization charts, supporting data tables, report listings, or labels on process flows. Each page will include the Offeror's name, and solicitation

number with the exception of past performance questionnaires, Section K, and financial reports.

Screen shot, tables, diagrams, graphs, graphics, and /or charts shall be no less than 9-point font and shall be clear and legible for all documents and content. Any content included in the proposal that is determined not clear and legible will not be evaluated. All portions of the electronic documents, including the body of text, tables, charts, and graphs shall be in a format that enables the Government to perform electronic searches of the documents.

(Hand delivered submissions are not permitted.)

5. Additional responses to questions after Amendment 0003 are forthcoming. **No additional questions will be addressed by the Government.**
6. All other terms and conditions remain the same.