

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT I D CODE	PAGE OF PAGES	
			1	71
2. AMENDMENT/MOD NO. 5	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO	
NASA/Johnson Space Center Attn: Andrea L. Browne/BR 2101 NASA Parkway Houston, TX 77058-3696	CODE JSC	7. ADMINISTERED BY	CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No. Street, County, State and ZIP Code) To Prospective Offerors		(9)	9A. AMENDMENT OF SOLICITATION NO NNJ13473923R	
		<input checked="" type="checkbox"/>	9B. DATED (SEE ITEM 11) 11/1/13	
		(10)	10A. MOD. OF CONTRACT/ORDER No	
CODE	FACILITY CODE	<input type="checkbox"/>	10B. DATED (SEE ITEM 13)	
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 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 one (1) copy 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) <i>Financial Management</i>				
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.				
<input type="checkbox"/>	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.			
<input type="checkbox"/>	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).			
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:			
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)			
IMPORTANT: Contractor IS NOT 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 5 is to: 1. Make changes to clarify and correct various parts of the RFP based on questions received from prospective Offerors, with change pages attached; and 2. Publish Questions and Answers pertaining to this solicitation. (CONTINUED ON PAGE 2)				
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 Andrea L. Browne		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		16B. UNITED STATES OF AMERICA	16C. DATE SIGNED 12/3/13	
		 (Signature Of Contracting Officer)		

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Cont'd)

1. Revise Section 2.A.19 by amending as follows:

From:

(a) The on-site Government personnel observe the following holidays:

New Year's Day
Labor Day
Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(c) On-site personnel assigned to this contract shall not be granted access to the installation during the holidays in paragraph (a) of the clause, except as follows: the Contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative. If the Contractor's on-site personnel work during a holiday other than those in paragraph (a) of this clause, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for authorized overtime work that would have been overtime regardless of the status of the day as a holiday.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site, unless otherwise instructed by the Contracting Officer.

~~(e) When the NASA installation grants administrative leave to its Government employees (e.g., as a result of inclement weather, potentially hazardous conditions, or other special circumstances), Contractor personnel working on site should also be dismissed. However, the~~

~~contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative.~~

~~(f) Whenever administrative leave is granted to Contractor personnel pursuant to paragraph (e) of this clause, it shall be without loss to the Contractor. The cost of salaries and wages to the Contractor for the period of any such excused absence shall be reimbursable under this contract for employees in accordance with the Contractor's established accounting policy.~~

(End of clause)

To:

(a) The on-site Government personnel observe the following holidays:

New Year's Day
Labor Day
Martin Luther King, Jr.'s Birthday
Columbus Day
President's Day
Veterans Day
Memorial Day
Thanksgiving Day
Independence Day
Christmas Day

Any other day designated by Federal statute, Executive order, or the President's proclamation.

(b) When any holiday falls on a Saturday, the preceding Friday is observed. When any holiday falls on a Sunday, the following Monday is observed. Observance of such days by Government personnel shall not by itself be cause for an additional period of performance or entitlement of compensation except as set forth within the contract.

(c) On-site personnel assigned to this contract shall not be granted access to the installation during the holidays in paragraph (a) of the clause, except as follows: the Contractor shall provide sufficient on-site personnel to perform round-the-clock requirements of critical work already in process, unless otherwise instructed by the Contracting Officer or authorized representative. If the Contractor's on-site personnel work during a holiday other than those in paragraph (a) of this clause, no form of holiday or other premium compensation shall be reimbursed as either a direct or indirect cost. However, this does not preclude reimbursement for

authorized overtime work that would have been overtime regardless of the status of the day as a holiday.

(d) The Contractor shall place identical requirements, including this paragraph, in all subcontracts that require performance of work on-site, unless otherwise instructed by the Contracting Officer.

(End of clause)

2. Revise DRD 1, Management Operating Plan, Paragraph I. (1) by amending as follows:

From:

(1) Vacation, sick and personal leave; short and long term disability insurance; life insurance; retirement or 401K matching; health insurance; and vision and dental insurance. For each fringe benefit, discuss the specific benefit offered, the company and employee share of premium costs, any co-payments and deductibles, the effective date of coverage or vesting. For health insurance, discuss the company policy on assuming health insurance coverage for incumbent employees, including pre-existing medical conditions, and the offeror's policy on spouse and family benefits.

To:

(1) Vacation, sick and personal leave; short and long term disability insurance; life insurance; retirement or 401K matching; health insurance; and vision and dental insurance. For each fringe benefit, discuss the specific benefit offered, the company and employee share of premium costs, any co-payments and deductibles, the effective date of coverage or vesting.

3. Revise DRD 8 Remarks and DRD 12 title in the DRL by amending as follows:

DRL 8 Remarks From:

9. Remarks
Bi-weekly

DRL 8 Remarks To:

9. Remarks
Submit within 5 working days after the subject week and at least 5 working days before the submittal of the monthly invoice containing charge for the subject week.

From:

1. Line item 12	2. DRD Title Information Technology (IT) Security Program Plan and Program Plan & Reports
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To:

1. Line item no. 12	2. DRD Title IT Security Management Plan
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4. Revise the First Submission Date for DRD 5 by amending as follows:
From: FIRST SUBMISSION DATE: Notice to Proceed (NTP)
To: FIRST SUBMISSION DATE: The 15th of the following month after contract award.
5. Revise both the First Submission Date and the Frequency of Submission for DRD 8 by amending as follows:
From: FIRST SUBMISSION DATE: Notice to Proceed (NTP)
To: FIRST SUBMISSION DATE: 10 working days after contract start.
From: FREQUENCY OF SUBMISSION: Bi-weekly
To: FREQUENCY OF SUBMISSION: Submit within 5 working days after the subject week and at least 5 working days before the submittal of the monthly invoice containing charges for the subject week.
6. Revise the reference in Attachment 4.9 by amending as follows:
From:

Installation-Accountable Government Property (NFS1852.245-71)
Attachment to Section 2, Item 2.A.33

2.A.33.c(3) continued

Computer services, including printers, facsimile services, and other office equipment services will be made available by the Government to administrative support personnel as necessary to perform the Statement of Work requirements.

Computer services will be provided to on-site program management personnel. At least one network printer and facsimile machine will be made available on-site for use to the program management personnel.

Copy machines are available for use by all JASS II Contractors at all JSC facilities.

Government property provided to the Contractor shall only be utilized in performance of the Statement of Work requirements for this contract.

Supplying Office Supplies

The office supplies necessary for administrative support personnel to accomplish the Statement of Work requirements will be provided by the specific NASA organization which requested the administrative services. These items include pens, pencils, paper, tape, scissors, paper/binder clips, folders, notebooks, copier paper, calculators, dictionaries, etc.

Office supplies and paper for corporate-owned printers and facsimile machines [if approved by the Contracting Officer per 2.A.33c(3)] are not provided to program management personnel.

Copy and facsimile machine paper will be provided for use in the machines that JSC makes available in common work areas.

Supplies provided to the Contractor shall only be utilized in performance of the Statement of Work requirements for this contract.

To:

Installation-Accountable Government Property (NFS1852.245-71)
Attachment to Section 2, Item 2.A.20(c)(3)

2.A.20(c)(3) continued

Computer services, including printers, facsimile services, and other office equipment services will be made available by the Government to administrative support personnel as necessary to perform the Statement of Work requirements.

Computer services will be provided to on-site program management personnel. At least one network printer and facsimile machine will be made available on-site for use to the program management personnel.

Copy machines are available for use by all JASS II Contractors at all JSC facilities.

Government property provided to the Contractor shall only be utilized in performance of the Statement of Work requirements for this contract.

Supplying Office Supplies

The office supplies necessary for administrative support personnel to accomplish the Statement of Work requirements will be provided by the specific NASA organization which requested the administrative services. These items include pens, pencils, paper, tape, scissors, paper/binder clips, folders, notebooks, copier paper, calculators, dictionaries, etc.

Office supplies and paper for corporate-owned printers and facsimile machines [if approved by the Contracting Officer per 2.A.20(c)(3)] are not provided to program management personnel.

Copy and facsimile machine paper will be provided for use in the machines that JSC makes available in common work areas.

Supplies provided to the Contractor shall only be utilized in performance of the Statement of Work requirements for this contract.

7. Revise Attachment 4.8 by amending as follows:

From:

COR provides service requirements to Contractor

To:

COR provides service requirements to Contractor and requests a Task Plan/Proposal

8. Revise the correct reference in Table 5-2 by amending as follows:

From:

12/18/13 1:30 PM CST	JSC (See 5.9)	IV	Other Proposal Requirements			6 Hard copies, 2 CD-ROM
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To:

12/18/13 1:30 PM CST	JSC (See 5.9)	IV	Eligibility Considerations			6 Hard copies, 2 CD-ROM
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9. Revise the correct reference in Table 5-2 by amending as follows:

From:

12/18/13 1:30 PM CST	JSC (See 5.9)	V	Model Contract			6 Originals, 2 CD-ROM
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To:

12/18/13 1:30 PM CST	JSC (See 5.9)	V	Model Contract			3 Hard copies, 2 CD-ROM
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10. Revise Section 5.14.3.2(c) by amending as follows:

From:

- Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. The submission shall include rationale supporting your assertion of relevancy. This submission shall clearly detail what portions of the Statement of Work, the prime, joint venture, subcontractors, and proposed program manager are responsible for and/or proposing to do. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section 6.1.2. If the Past Performance volume includes data on any parent or affiliated company that is not a proposed team member, then provide a narrative to address the specific resources (workforce, management, facilities, or other resources) of the parent or affiliated company and the degree to which these resources will be provided or relied upon for contract performance, such that this parent or affiliated company will have meaningful involvement in contract performance.

To:

- Submit information on contracts that you consider relevant in demonstrating your ability to perform the proposed effort. The submission shall include rationale supporting your assertion of relevancy. This submission shall clearly detail what portions of the Statement of Work, the prime, joint venture, subcontractors, and proposed program manager are responsible for. For a description of the characteristics or aspects the Government will consider in determining relevance, see Section 6.1.2. If the Past Performance volume includes data on any parent or affiliated company that is not a proposed team member, then provide a narrative to address the specific resources (workforce, management, facilities, or other resources) of the parent or affiliated company and the degree to which these resources will be provided or relied upon for contract performance, such that this parent or affiliated company will have meaningful involvement in contract performance.

11. Revise Section 5.14.3.2 to clarify how the Past Performance Questionnaire should be submitted by amending as follows:

From:

- (d) In addition to the information above, Offerors (including any major subcontractors, joint ventures, and proposed Program Manager

associated with this offer) shall each submit the Past Performance Questionnaire, Attachment 5-PPQ, to all of the point of contacts references required in paragraph (3) above. The Offeror is responsible for ensuring that each of its references, including those from its major subcontractors and proposed Program Manager, is directed to return two copies of each questionnaire directly to the Contracting Officer in a sealed envelope by fax or e-mail to the contact identified in Section 5.9 Proposal Marking Instructions and that they are submitted on time.

To:

- (d) In addition to the information above, Offerors (including any major subcontractors, joint ventures, and proposed Program Manager associated with this offer) should each submit the Past Performance Questionnaire, Attachment 5-PPQ, to all of the point of contacts references required in paragraph (c) above. The Offeror is responsible for ensuring that each of its references, including those from its major subcontractors and proposed Program Manager, is directed to return two copies of each questionnaire directly to the Contracting Officer in a sealed envelope, by fax, or e-mail to the contact identified in Section 5.9 Proposal Marking Instructions and that they are submitted on time.

12. Revise the Past Performance Matrix in Section 5, which is attached electronically for proper completion.

13. Revise Section 5.14.3.3.A, Introduction, Standard Labor Categories Job Description Guidelines by amending as follows:
From:

Training Specialist	Associate degree, or equivalent college hours, and 5 years office experience	The training specialist works with contract management to design, develop, revise, and implement appropriate training coursework to satisfy the Statement of Work requirements, related computer application requirements, and computer application changes and upgrades. The training specialist shall be an expert in the requirements list in the Statement of Work. Training specialist will prepare student course guides and course materials, other work requirements, reference guides, and deliver the training. Responsibilities also include ensuring that contractor personnel complete required course work and NASA and JSC mandatory training, and maintain records of training completion for all Contractor personnel.
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To:

Training Specialist	Associate degree, or equivalent college hours, and 5 years office experience	The training specialist works with contract management to design, develop, revise, and implement appropriate training coursework to satisfy the Statement of Work requirements, related computer application requirements, and computer application changes and upgrades. The training specialist shall be an expert in the requirements list in Section 2.5, Training Management in the Statement of Work. Training specialist will prepare student course guides and course materials, other work requirements, reference guides, and deliver the training. Responsibilities also include ensuring that contractor personnel complete required course work and NASA and JSC mandatory training, and maintain records of training completion for all Contractor personnel.
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14. Revise Section 5.14.3.3.D.1, Fully Burdened Rates Development Templates (FBR-FT, FBR-PT, and FBR-Temp) by amending as follows:

From:

A separate FBR-FT, FBR-PT, and FBR-Temp are required for each contract year of the effort from the Prime Offeror and all major subcontractors. Major subcontractor is defined in this solicitation as a company that the Offeror anticipates providing at least \$500,000 of contract value in support of the Statement of Work effort. These templates are provided so that each Offeror may show how they arrived at its individually proposed fully burdened rates including profit.

The templates consist of two sections. The section under the red row is to be completed by the Prime Offeror and all major subcontractors. The fully-burdened rates per Standard Labor Category (SLC) computed by the subcontractor may include an amount for profit if the subcontractor does not have a profit-sharing arrangement with the Prime Offeror. The subcontractor's fully-burdened rates are to be provided to the Prime Offeror for inclusion into the development of the Prime Offeror's composite fully-burdened rates.

The section under the green row in the template is to be completed by Prime Offerors only. Note that this section also includes the section under the red row. For a Prime Offeror, the red section will contain data used in developing its own fully-burdened rates per SLC. The green section is used by the Prime Offeror to apply any proposed burden rates to all major and minor subcontractors' fully-burdened rates, which is then used to calculate the composite fully-burdened labor rates by SLC based on the

percentage usage of the Prime Offeror and its subcontractors. The template provides columns to accommodate three subcontractors. Should the Prime Offeror propose more than three subcontractors, then the appropriate columns shall be added to accommodate the additional subcontractors. (Please refer to the asterisked notes in the template.)

The following provides some detailed guidance in preparing the FBR for full-time, (FBR-FT), part time, (FBR-PT), and temporary (FBR-Temp), employees. The FBR templates calculate a fully-burdened composite labor rate for each SLC while simultaneously mapping the Offeror's labor categories into NASA's SLCs.

The first column identifies the Offeror's labor categories that map into the Government SLCs in the second column. The Offeror may have one or more of its labor categories mapped into each SLC. The next column provides for the incumbent retention percentage that the Offeror proposes to retain at the current incumbent labor rate.

The column entitled "usage" provides the comparative weighting for each of the Offeror's labor categories. The usage percentage must total 100% for each SLC. The following example is provided for clarification. Assume that the Offeror's Labor Categories "Secretary - Junior" at \$28.75/hour and "Secretary - Intern" at \$25.25/hour map into the SLC "JSC - Secretary I. Also assume that the Offeror's labor categories will be utilized at 75% and 25%, (total 100%) respectively. The weighted average for the SLC "JSC - Secretary I" is then calculated as follows: $(\$28.75/\text{hr.} * 75\%) + (\$25.25/\text{hr.} * 25\%) = \27.88 .

Next, to compute the fully burdened rate, indirect costs are added to the weighted average direct labor cost (\$27.88 in the example above) by applying the appropriate indirect rates to the appropriate bases in accordance with the Offeror's accounting system. The template includes columns to accommodate two indirect rates, the Overhead and the G&A Rates. If the Offeror's accounting system includes other indirect rates, (for example Fringe Benefit Rate), columns shall be added to facilitate incorporating the other rates into the development of the fully-burdened labor rates. The Subcontractor Price Input Area (under the grey row) is used by the Prime Offeror to apply any proposed burden to the subcontractors' fully-burdened rates. In the Subcontractor FBR columns, the Prime Offeror shall input the FBR for **all major and minor subcontractors**. These rates are burdened with the Prime Offeror's burden rate and recorded in the next columns. The template is designed to accommodate three subcontractors. However, if more than three subcontractors are proposed, columns shall be added to accommodate the inclusion of the other subcontractors.

The Percentage Usage Prime/Sub columns are used by the Prime Offeror to input the percentage of effort to be performed by the Prime Offeror and subcontractors for each SLC. These percentages, together with the fully-burdened rates, are used to develop the composite fully-burdened rates for each SLC. (Please refer to the template for an example in developing the composite fully-burdened rate.)

The prime's profit rate and composite columns on the FBR templates are used to input the proposed profit rate and to calculate the fully-burdened labor rates by Standard Labor Category. The fully-burdened rates calculated in the three FBR templates shall be included in Section 1 of the Model Contract in the format provided in Section 1 of the RFP.

The last column to the right on the FBR-FT and FBR-Temp templates addresses the Composite Overtime Prime and Subcontractor FBR per Hour. The Offeror must clearly state in its narrative the basis and methodology used for calculating the overtime rates. For example, if the pricing narrative states that a Secretary is paid time and a half for overtime, the formula to calculate the overtime rate shall reflect this assertion.

To:

A separate FBR-FT, FBR-PT, and FBR-Temp are required for each contract year of the effort from the Prime Offeror and all major subcontractors. Major subcontractor is defined in this solicitation as a company that the Offeror anticipates providing at least \$500,000 of contract value in support of the Statement of Work effort. These templates are provided so that each Offeror may show how they arrived at its individually proposed fully burdened rates including profit.

The templates consist of two sections. The section under the red row is to be completed by the Prime Offeror and all major subcontractors. The fully-burdened rates per Standard Labor Category (SLC) computed by the subcontractor may include an amount for profit if the subcontractor does not have a profit-sharing arrangement with the Prime Offeror. The subcontractor's fully-burdened rates are to be provided to the Prime Offeror for inclusion into the development of the Prime Offeror's composite fully-burdened rates.

The section under the green row in the template is to be completed by Prime Offerors only. Note that this section also includes the section under the red row. For a Prime Offeror, the red section will contain data used in developing its own fully-burdened rates per SLC. The green section is used by the Prime Offeror to apply any proposed burden rates to all major and minor subcontractors' fully-burdened rates, which is then used to calculate the composite fully-burdened labor rates by SLC based on the

percentage usage of the Prime Offeror and its subcontractors. The template provides columns to accommodate three subcontractors. Should the Prime Offeror propose more than three subcontractors, then the appropriate columns shall be added to accommodate the additional subcontractors. (Please refer to the asterisked notes in the template.)

The following provides some detailed guidance in preparing the FBR for full-time, (FBR-FT), part time, (FBR-PT), and temporary (FBR-Temp), employees. The FBR templates calculate a fully-burdened composite labor rate for each SLC while simultaneously mapping the Offeror's labor categories into NASA's SLCs.

The first column identifies the Offeror's labor categories that map into the Government SLCs in the second column. The Offeror may have one or more of its labor categories mapped into each SLC. The next column provides for the incumbent retention percentage that the Offeror proposes to retain at the current incumbent labor rate.

The column entitled "usage" provides the comparative weighting for each of the Offeror's labor categories. The usage percentage must total 100% for each SLC. The following example is provided for clarification. Assume that the Offeror's Labor Categories "Secretary - Junior" at \$28.75/hour and "Secretary - Intern" at \$25.25/hour map into the SLC "JSC - Secretary I. Also assume that the Offeror's labor categories will be utilized at 75% and 25%, (total 100%) respectively. The weighted average for the SLC "JSC - Secretary I" is then calculated as follows: $(\$28.75/\text{hr.} * 75\%) + (\$25.25/\text{hr.} * 25\%) = \27.88 .

Next, to compute the fully burdened rate, indirect costs are added to the weighted average direct labor cost (\$27.88 in the example above) by applying the appropriate indirect rates to the appropriate bases in accordance with the Offeror's accounting system. The template includes columns to accommodate two indirect rates, the Overhead and the G&A Rates. If the Offeror's accounting system includes other indirect rates, (for example Fringe Benefit Rate), columns shall be added to facilitate incorporating the other rates into the development of the fully-burdened labor rates. The Subcontractor Price Input Area (under the grey row) is used by the Prime Offeror to apply any proposed burden to the subcontractors' fully-burdened rates. In the Subcontractor FBR columns, the Prime Offeror shall input the FBR for **all major and minor subcontractors**. These rates are burdened with the Prime Offeror's burden rate and recorded in the next columns. The template is designed to accommodate three subcontractors. However, if more than three subcontractors are proposed, columns shall be added to accommodate the inclusion of the other subcontractors.

The Percentage Usage Prime/Sub columns are used by the Prime Offeror to input the percentage of effort to be performed by the Prime Offeror and subcontractors for each SLC. These percentages, together with the fully-burdened rates, are used to develop the composite fully-burdened rates for each SLC. (Please refer to the template for an example in developing the composite fully-burdened rate.)

The prime's profit rate and composite columns on the FBR templates are used to input the proposed profit rate and to calculate the fully-burdened labor rates by Standard Labor Category. The fully-burdened rates calculated in the three FBR templates shall be included in Section 1 of the Model Contract in the format provided in Section 1 of the RFP.

For the White Sands SLCs, Offerors are to apply the New Mexico Gross Receipt Tax to the fully-burdened rates inclusive of the profit.

The last column to the right on the FBR-FT and FBR-Temp templates addresses the Composite Overtime Prime and Subcontractor FBR per Hour. The Offeror must clearly state in its narrative the basis and methodology used for calculating the overtime rates. For example, if the pricing narrative states that a Secretary is paid time and a half for overtime, the formula to calculate the overtime rate shall reflect this assertion.

15. Revise Section 5.14.5 – Model Contract to clarify the Section 2 references and Section 7 Representations and Certifications to be completed by amending as follows:

From:

Contract Section	Areas of Model Contract Offerors are Required to Complete
Section 1	1.5 – Phase-In
	1.8 – Fully Burdened Rates Indefinite Delivery/Indefinite Quantity Pricing Table
Section 2	2.A.9 – Notification of Competition Limited to Eligible 8 (a) Concerns
	2.A.25 – Key Personnel and Facilities
Section 3	None
Section 4	DRD 1 – Management Operating Plan
	DRD 2 – Safety and Health Plan
	DRD 10 – Phase-In Plan
Section 5	None
Section 6	None
Section 7	None

To:

Contract Section	Areas of Model Contract Offerors are Required to Complete
Section 1	1.5 – Phase-In
	1.8 – Fully Burdened Rates Indefinite Delivery/Indefinite Quantity Pricing Table
Section 2	2.A.8 – Notification of Competition Limited to Eligible 8 (a) Concerns
	2.A.16 – Key Personnel and Facilities
Section 3	None
Section 4	DRD 1 – Management Operating Plan
	DRD 2 – Safety and Health Plan
	DRD 10 – Phase-In Plan
Section 5	None
Section 6	None
Section 7	Representations, Certification and Other Statements with all fill-ins completed

16. Revise Section 5 Pricing Templates Spreadsheet to accommodate White Sands Test Facility Rates, which is attached electronically for proper completion.

All other terms and conditions remain the same.