

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE
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2. AMENDMENT/MODIFICATION NO. 000005	3. EFFECTIVE DATE See block 16C	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY NASA/Johnson Space Center Attn: Mandy Kuehn 2101 NASA Parkway Houston, TX 77058-3696	CODE JSC	7. ADMINISTERED BY (If other than Item 6) NASA/Johnson Space Center Attn: Gisela Moreno 2101 NASA Parkway Houston, TX 77058-3696	CODE JSC

8. NAME AND ADDRESS OF CONTRACTOR (No. Street, county, State and ZIP: Code)	(X)	9A. AMENDMENT OF SOLICITATION NO. NNJ14499347R
	X	9B. DATED (SEE ITEM 11) 06/09/2014
		10A. MODIFICATION OF CONTRACT/ORDER NO.
		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 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 DATA 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 data 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 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.)

Mail and Duplication Support Services (MADSS) Contract

The purpose of Amendment 5 is to provide Offerors with responses to additional questions received in regards to solicitation number NNJ14499347R. Enclosed is the associated change and replacement page to the solicitation.

Except at 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) Gisela Moreno
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED
16B. UNITED STATES OF AMERICA <i>Gisela Moreno</i> (Signature of Contracting Officer)	16C. DATE SIGNED 7-18-14

Block 14 Description of Amendment/modification (continued):**1. Section 5, Attachment 5-TO Sample Task Order 3 (item #3)**

From: Provide the JSC mail pickup, process and delivery of mail, according to the Government established mail routes, from various on and off site locations at 8 a.m. and 1:00 p.m. daily. Mail service are provided for each building on one of the two daily routes (8 am or 1 pm), with the exception of building 1 which receives twice a day mail service.

To: Provide the Johnson Space Center mail pickup, processing and delivery to the on and off site locations identified in JSC 26809, JSC Mail Services Guide on a daily basis. Mail service is provided for each building on one of the two daily routes at 8 a.m. and 1:00 p.m., with the exception of buildings 1 and 4S which receive mail service twice a day.

Mail and Duplication Support Services (MADSS) Contract: Solicitation NNJ14499347R**Question and Answers 07/18/14****RFP Section 4**

Q1. Amendment 2 states that only Building 1 gets twice daily deliveries, but this is in conflict with the Mail Services Guide, JSC-26809. Did you intend to delete Building 4S from the twice daily runs, and, if so, are the mission critical program office personnel and the astronaut office personnel in Building 4S going to have mail delivery 2 or 3 times a week, i.e., to which route are they added? It would also be necessary to know which buildings are on the 8:00 route each day and which are on the 1:00 route, for the Monday/Wednesday/Friday deliveries and also for the Tuesday/Thursday deliveries, so that mail services can be appropriately bid.

A1. Building 4S will receive twice daily mail runs. It was inadvertently left off of the previous communication. All buildings will receive once a day mail service with the exception of buildings 1 and 4S, which will receive twice a day service. The mail delivery schedule indicated within JSC26809, 'JSC Mail Service Guide' is currently being updated based on the requirements indicated within the MADSS solicitation. Amendment 5 corrects this administrative error and reinstates the twice daily delivery requirement for building 4S.

Additionally, JSC 26809, Section 3 identifies the on and off site buildings that require Center mail service. The Government identifies which buildings require mail services; however, it is the Contractor's responsibility to map out the most efficient route for providing that service.

Q2. The Incentive Fee Metrics for Mail and Distribution Services seem to be out of sync with the current mail delivery schedule. The requirement is to deliver the mail within 24 hours of receipt, however some buildings will only receive mail every other day. Can you please clarify how this metric can be met, given the current mail delivery schedule?

A2. Refer to the response provided in question #1.

General

Q3. What type of vehicles does the current incumbent lease?

A3. The current incumbent leases 4 vans. This information is not intended to influence an Offeror's proposal strategy as Offerors shall develop their own estimates that support their unique proposal management and technical approaches.

Data Requirements Description

Q4. Reference: DRD 3 Safety and Health Plan - 3.8 Baseline Documentation. Discuss your responsibilities for maintaining facilities baseline documentation per Chapter 10.4 of JPR 1700.1.

Question: This section of the DRD for the health and safety plan infers the MADSS contractor has some level of responsibility to maintain facility baseline documentation IAW chapter 10.4 of JPR 1700.1. There are many inferred requirements within JPR 1700.1 chapter 10.4 which have no associated deliverables in

the MADSS RFP/Contract. Therefore, it is unclear what is required as a contractual requirement from the MADSS contractor to maintain or be responsible for the different requirements of section 10.4 of JPR 1700.1. Please provide a comprehensive list of MADSS contractor responsibilities with respect to the different sections of 10.4 JPR 1700.1.

A4. JPR 1700.1 Rev K Chapter 10.4 "Facility Baseline Documentation Requirements for Critical, Complex or Hazardous JSC Facility" in Section 10.4.2.1 (d) details the JSC buildings that are required to have baseline documentation. Building 227 houses the current workspace for the MADSS services. This facility is not on the current list, therefore the Offeror may respond to this section stating that this requirement does not apply to the MADSS contract.

Pricing

Q5. In regards to the FBR pricing template, should Facility Capital Cost of Money (FCCOM) be calculated in with the hourly wage of the FBR?

A5. Yes, FCCOM should be included in the hourly wage of the FBR should the Offeror have facility/equipment where the Offeror needs to leverage in acquisition costs that need to be recovered. FAR 31.205-10 addresses Cost of Money.

Q6. In regards to the FBR pricing template, there is a column for "Retention." If someone is retained, it is my understanding that an individual would have to be paid what they have been paid by the incumbent. For us to be able to retain someone under those conditions, we will need to know the incumbent's employees current pay.

A6. The retention column is provided so that the government has insight into the percentage retention per Standard Labor Category. If the offeror does retain personnel, the offeror does not have to pay the same as the incumbent employee is being paid so long as the hourly rate is not less than the rate stipulated by the DOL Wage Determination. Offerors must propose based upon their management and technical approach. Current rates paid by the incumbent contractor are considered proprietary information.

Q7. In regards to the WST pricing template, there is a column labeled "Actual Incumbent Labor Rate." The Government has not given these labor rates in the proposal anywhere. Can we get their salaries?

A7. Incumbent rates are considered proprietary information and cannot be disclosed. All non-incumbents shall leave this column blank. Refer to the response provided in question #6 for additional information.

MAIL AND DISTRIBUTION SERVICES Sample Task Order 3

Period of Performance:

March 1, 2015 – February 28, 2016

Scope and Purpose:

The Contractor hours of operation will be 7 am thru 4:30 pm, alternating 5 and 4 days a week on a flex schedule. The Contractor shall provide JSC mail pick-up and delivery of official and unofficial mail from the local Post Office at 10:00 a.m., 11:30 a.m. and 2:30 p.m. in accordance with U.S. Postal Service guidelines. The Contractor shall provide the following services:

- X-ray all incoming Center mail.
- Process all incoming tray/tub mail
 - Sort and set aside official "fan" mail; city, state and Federal Government mail; and all other official correspondence. Open and screen all suspicious mail in any of these categories using the Bio Hazard Cabinet.
- Provide the Johnson Space Center mail pickup, processing and delivery to the on and off site locations identified in JSC 26809, JSC Mail Services Guide on a daily basis. Mail service is provided for each building on one of the two daily routes at 8 a.m. and 1:00 p.m., with the exception of buildings 1 and 4S which receive mail service twice a day.
- Provide a courier service which delivers twice daily between the hours of 8:30 a.m. thru 10:30 a.m., and 12:30 p.m. thru 2:30 p.m. to various buildings and Space Center Houston.
- Process all official incoming and outgoing mail, including registered, certified, insured, postal express, international and priority mail, in compliance with U.S. Postal Service domestic and international mail regulations, JSC Export Control and NASA policies, and JSC Mail handling procedures. Process Federal Express mail for the JSC Transportation Department, and prepare postal logs and applicable postal forms required for each of the specific type of mailings.
- Advise and assist customers as required, and wrap and prepare official packages for mailing, including affixing metered postage to U.S. Postal Service mailings.
- Serve as the central point for incoming and outgoing secret and confidential classified material, and process incoming, outgoing, and JSC internal classified mail.
 - Handle classified documents in accordance with JSCM 1600D "JSC Security Manual," and establish and maintain a database for proper and efficient control of classified documents.
 - Assign control numbers, maintain an accurate control log, prepare appropriate forms, produce meters reports, track incoming and outgoing mail, and prepare classified documents and mailings for delivery.