

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages	
					1 11	
2. Amendment/Modification Number 0001		3. Effective Date November 6, 2007		4. Requisition/Purchase Request No.		5. Solicitation Caption Exercise Support
6. Issued by: Office of Contracting and Procurement 441 4 th Street, NW, Suite 720 North Washington, DC 20001			7. Administered by (If other than line 6) Office of Contracting and Procurement 441 4 th Street, NW, Suite 720 North Washington, DC 20001			
8. Name and Address of Contractor (No. street, city, county, state and zip code) Prospective Bidders			X	9A. Amendment of Solicitation No. DCBN-2007-R-7014		
				9B. Dated (See Item 11) October 19, 2007		
				10A. Modification of Contract/Order No.		
Code				10B. Dated (See Item 13)		
Facility						
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 checked="" type="checkbox"/> is extended. <input 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 _____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 fax which includes a reference to the solicitation and amendment number. 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 may be made by letter or fax, provided each letter or telegram 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 data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.						
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 checked="" type="checkbox"/> is required to sign this document and return _____1_____ copies to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)						
Item No. 1 The date for the receipt of bids from this solicitation has been extended to November 26, 2007.						
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.						
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer			
			Joseph Albanesi			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)				(Signature of Contracting Officer)		11/06/07

Item No. 2

Section B.4 shall be replaced in its entirety by the following:

B.4 PRICE SCHEDULE

The District contemplates award of a firm fixed-price requirements contract from date of award for a period of one year.

B.4.1 Costing assumptions. Requirements are listed throughout Section C and should be incorporated into the cost estimate. However, the total number of exercises expected in the period of performance shall remain unknown until the training and exercise strategy is delivered. Therefore, for the purposes of developing a cost estimate, please assume the following for exercise deliveries:

- A) One (1) full-scale exercise**
 - i. Two (2) day duration**
 - ii. 100 participants**
 - iii. Two (2) sites within the District**
 - iv. Include comprehensive support, e.g., invitations, site development, catering, registration, all facets of exercise development**
 - v. Participants will include DC Government departments and agencies as well as National Capital Regional partners (NCR)**
 - vi. Two (2) planning conferences associated with the exercise**
- B) Four (4) tabletop exercises**
 - i. One (1) day duration**
 - ii. 30 participants each**
 - iii. One site**
 - iv. Include comprehensive support, e.g., invitations, catering, all facets of exercise development**
 - v Meeting space to be provided by HSEMA**
 - vi. Participants will include DC government department and agencies as well as National Capital Regional (NCR) partners.**
- C) Two (2) functional exercises**
 - i. One (1) day duration**

- ii. 30 participants each
- iii. Include comprehensive support, e.g., invitations, catering, all facets of exercise development
- iv. Meeting space to be provided by HSEMA
- v. Participants will include DC Government department and agencies as well as National Capital Regional (NCR) partners

B.4.2 BASE YEAR PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description (Provide summary description of Supplies/Services)	Total Price
0001	Consulting services to design and develop an integrated training and exercise program that is based on risk, and achieves the goals of the District’s Homeland Security strategy, and will test priority capability levels.	\$ _____ –
Grand Total for B.4.2		\$ _____

B.4.3 BASE YEAR PRICE SCHEDULE – REQUIREMENTS

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
0002	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of full-scale exercises (As described in Section B.4.1.A and Section C.3.1) over the course of the base year of the contract.	\$ _____ per Full scale exercise	1	\$ _____
0003	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of			

	table top exercises (As described in Section B.4.1.B and Section C.3.1) over the course of the base year of the contract	\$____per Table top exercise	4	\$_____
0004	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of functional exercises (As described in Section B.4.1.C and Section C.3.1) over the course of the base year of the contract	\$____per functional exercise	2	\$_____
Grand Total for B.4.3				\$_____

B.4.4 OPTION YEAR ONE PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description (Provide summary description of Supplies/Services)	Total Price
1001	Review, evaluate and update the exercise training and strategy program and schedule as described in Section C.3	\$_____
Grand Total for B.4.4		\$_____

B.4.5 OPTION YEAR ONE PRICE SCHEDULE – REQUIREMENTS

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
1002	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of full-scale exercises (As described in Section B.4.1.A , C.3.1 and			

	C.3.2)	\$____per Full scale exercise	1	\$_____
1003	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of table top exercises (As described in Section B.4.1.B, C.3.1 and C.3.2)	\$____per Table top exercise	4	\$_____
1004	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of functional exercises (As described in Section B.4.1.C and Section C.3.1) over the course of the base year of the contract	\$____per functional exercise	2	\$_____
Grand Total for B.4.5				\$_____

B.4.6 OPTION YEAR TWO PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description (Provide summary description of Supplies/Services)	Total Price
2001	Review, evaluate and update the exercise training and strategy program and schedule as described in Section C.3	\$_____
Grand Total for B.4.6		\$_____

B.4.7 OPTION YEAR TWO PRICE SCHEDULE – REQUIREMENTS

Contract Line	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
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2002	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of full-scale exercises (As described in Section B.4.1.A , C.3.1 and C.3.2)	\$____per Full scale exercise	1	\$_____
2003	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of table top exercises (As described in Section B.4.1.B, C.3.1 and C.3.2)	\$____per Table top exercise	4	\$_____
2004	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of functional exercises (As described in Section B.4.1.C and Section C.3.1) over the course of the base year of the contract	\$____per functional exercise	2	\$_____
Grand Total for B.4.7				\$_____

B.4.8 OPTION YEAR THREE PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description (Provide summary description of Supplies/Services)	Total Price
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3001	Review, evaluate and update the exercise training and strategy program and schedule as described in Section C.3	\$ _____
Grand Total for B.4.8		\$ _____

B.4.9 OPTION YEAR THREE PRICE SCHEDULE – REQUIREMENTS

Contract Line	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
3002	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of full-scale exercises (As described in Section B.4.1.A, C.3.1 and C.3.2)	\$ ____ per Full scale exercise	1	\$ _____
3003	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of table top exercises (As described in Section B.4.1.B, C.3.1 and C.3.2)	\$ ____ per Table top exercise	4	\$ _____
3004	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of functional exercises (As described in Section B.4.1.C and Section C.3.1) over the course of the base year of the contract	\$ ____ per functional exercise	4	\$ _____

Grand Total for B.4.9				\$ _____
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B.4.10 OPTION YEAR FOUR PRICE SCHEDULE – FIRM FIXED PRICE

Contract Line Item No. (CLIN)	Item Description (Provide summary description of Supplies/Services)	Total Price
4001	Review, evaluate and update the exercise training and strategy program and schedule as described in Section C.3	\$ _____
Grand Total for B.4.10		\$ _____

B.4.11 OPTION YEAR FOUR PRICE SCHEDULE – REQUIREMENTS

Contract Line	Item Description	Price Per Unit	Estimated Quantity	Total Estimated Price
4002	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of full-scale exercises (As described in Section B.4.1.A, C.3.1 and C.3.2).	\$ _____ per Full scale exercise	1	\$ _____
4003	The Contractor shall execute this plan by designing, developing, conducting, and evaluating a series of table top exercises (As described in Section B.4.1.B, C.3.1 and C.3.2)	\$ _____ per Table top exercise	4	\$ _____
4004	The Contractor shall execute this plan by designing, developing, conducting, and			

	evaluating a series of functional exercises (As described in Section B.4.1.C and Section C.3.1) over the course of the base year of the contract	\$___per functional exercise	2	\$_____
Grand Total for B.4.11				\$_____

ITEM # 3

Section C.3.2.6 the first sentence will be replaced in its entirety with the following:
 “The Contractor shall assign key personnel for the duration of the task order period of performance and provide resumes for these personnel.”

ITEM #4

The following questions and answers shall be made part of this solicitation by this amendment.

1. Section C.3.1.20, page 15, states that “The Contractor shall conduct operations-based exercises that are consistent with the HSEEP”. Section B.4.1.vi., page 3, states that for costing purposes, the contractor shall assume two (2) planning conferences for each full-scale exercise. HSEEP recommends three planning conferences for operations-based exercises (initial, mid-term, and final). Given that this is a firm fixed price contract, please clarify if the contractor should plan to support two or three planning conferences for each operations-based exercise.

Three, rather than two.

2. Section L.4.3.2, page 48, states that the contractor shall “Provide proof of actual professional experience in the management of emergency response operations”. Please identify what form(s) of proof will be acceptable and whether the proof is for the overall contractor organization or for each of the key personnel.

Resumes are acceptable and the proof should be focused on the key personnel.

3. How many copies of the proposal should we submit? The “Solicitation, Offer, and Award” form box 9 says “original and 4 copies.” However, Section L.3 on page 46 states “one original and three (3) copies.” Section L.4.2 also states original and three copies.

Original and four copies.

4. What are HSEMA’s requirements for catering during the exercises? Will a continental breakfast, a box lunch, and beverages be acceptable?

Yes.

5. Please provide clarification of the number of exercises that will be conducted. For costing purposes, the solicitation indicates one Field exercise and four tabletop exercises. However, Section C.1.2 indicates One Senior Leader Tabletop, two field exercises, two command Center functional exercises, three tabletop exercises, and four real world after action reports.

The number of exercises to be conducted will be determined after the strategy is delivered.

6. Does HSEMA anticipate conducting functional or command center exercises under the contract? If so, will the fixed cost for these exercises be negotiated as a new CLIN after contract award?

Yes. See amendment Item # 2

7. If strategy identifies a need for training, will the fixed cost for training be negotiated as a new CLIN after contract award?

No. After the strategy is produced, the additional tasks will be for exercises, but not training activities.

8. If the exercise strategy includes Senior Leader Tabletop Exercises, will their fixed cost be negotiated as a new CLIN after contract award? Or, does HSEMA assume the cost for Senior Leader Tabletop Exercises be equivalent to other tabletop exercises. Note that the solicitation indicates 30 attendees for tabletop exercises and 100 attendees for Senior Leader Tabletops.

Yes, it will be negotiated.

9. Will the contractor be required to develop real event after action reports. If so, will the fixed cost for these exercises be negotiated as a new CLIN after contract award?

Yes, the contractor will be required to develop real after-action reports. See Section C.1.1.xx, this will be part of the price for the exercises.

10. Should cost of conducting an Exercise Controller and Evaluator Debriefing be incorporated into the CLINS for the FSE and TTXs? The solicitation does not specifically include a requirement for the contractor to conduct the debriefing. Are the debriefings implied by Sections C.3.1.8 and C.3.1.10, or are they excluded from the scope of work?

Yes, and the costs should be included.

11. Does the two day field exercise include two 8-hour exercise periods followed by an Exercise Controller and Evaluator Debriefing on the third day?

Please use HSEEP as guidance.

12. Option periods 2 through 4 do not include a CLIN to update the training and strategy program and schedule, similar to CLIN 1001. Does HSEMA anticipate that this activity will end after the first option year?

See amendment item # 2

13. Should the cost of developing and maintaining the Exercise Registration Web site (Section 3.2.2) be included in CLIN 0001 and CLIN 1001? If so, where should they be costed in option years 2 through 4?

See amendment item # 2

14. May redacted versions of the three sample AARs (Section C.3.3.2) be submitted to protect sensitive information regarding the jurisdiction?

Yes.

15. May offerors submit unredacted versions of AARs developed for DCEMA?

Yes.

16. Does HSEMA have a specific time frame for operation of the exercise website that extends beyond the end date of the contract?

No.

17. May alternate formats of the "Example Cost Summary Format" (Attachment J.2.5) be submitted if they provide the same information for the direct labor categories (i.e., rate, hours, and dollars)?

No, the District forms must be used.

18. In which CLIN identified in B.4 should the cost of developing, hosting and maintaining the website in Task Requirement C.3.2.2 be included for base and option years?

See CLIN 0002

19. Are the Key Personnel in Task Requirement C.3.2.6 to be full time employees of the contractor, or to be assigned full-time to the task order?

See Amendment Item #3