

Amendment 1 to Solicitation PA2-014

1. Under section III., entitled “Proposal Requirements,” Paragraph 1 entitled “Proposal Format” is revised to read as follows:

“1. Proposal Format: The Offeror’s proposal should be divided into two sections: (1) Technical Proposal, and (2) Cost Proposal. The length of the technical proposal shall be no more than 5 pages, exclusive of resumes, references, and title page. There are no page limits on the number of resumes, references, or the pages for the cost proposal. The proposal should be written and organized so as to be compatible with the Statement of Work, company’s organization and accounting structure, and proposed costs.

The technical proposal should demonstrate the Offeror’s understanding of and approach to the requirement. The Offeror should describe how the work activities required to complete the statement of work will be done. The Offeror should explain specifically: how technical objectives, tasks and deadlines will be determined; how staff responsibilities will be assigned; the number of anticipated direct labor hours required by labor category to complete the task; whether consultants and/or subcontractors will be utilized; the nature of any other direct costs such as those required for computing and reproduction; how the quality and timeliness of work performance will be supervised and controlled; how the Offeror will coordinate with the program office; and how a surge capacity will be maintained to meet unanticipated requirements. The Offeror should include information relative to previous efforts for the same or similar services provided in the past to include contract numbers and Government points of contact where applicable. The Offeror should explain what corporate facilities are available and would be used in support of the work including computer resources and classified storage and meeting facilities.

The Offeror should submit a cost proposal indicating the hourly labor rate for the quantities and types of labor proposed, any consultants/subcontracts, and identifying other direct costs proposed (to the extent known) and the amount (rate) of indirect costs, and fee or profit. The cost proposal should have a cover sheet indicating the performer, title, proposal date and number if applicable, citation of the solicitation number, technical point of contact (name, telephone, fax, and e-mail), business point of contact (name, telephone, fax, and e-mail), and a signature of an official authorized to contractually bind the offeror.”

2. Under section III., entitled “Proposal Requirements,” Paragraph 2 entitled “Proposal Submission” is revised to read as follows:

“2. Proposal Submission: The due date for submission of proposals for this solicitation is 2:00 p.m. (Washington D.C. local time) on 29 Jun 2004 Proposals can be:

(1) faxed to Jesse Seaton at (703) 696-0993 or

(2) sent electronically to the following E-mail address "seatonj@onr.navy.mil" providing that the file contains an authorized signature of the offeror or

(3) mailed/hand delivered to the Office of Naval Research, Attn: Jesse Seaton, ONR 0252, Ballston Tower One, 800 North Quincy Street, Arlington, VA 22217-5660."