

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE OF PAGES 1 3	
2. AMENDMENT/MODIFICATION NUMBER 0001		3. EFFECTIVE DATE Sept. 12, 2022		4. REQUISITION/PURCHASE REQUISITION NUMBER		5. PROJECT NUMBER (If applicable)	
6. ISSUED BY CODE		0945		7. ADMINISTERED BY (If other than Item 6) CODE			
Congressional Office for International Leadership 101 Independence Ave SE, LA-144 Washington, DC 20540-9980				(X)		9A. AMENDMENT OF SOLICITATION NUMBER	
				<input checked="" type="checkbox"/>		COIL-22-R-0001	
				<input type="checkbox"/>		9B. DATED (SEE ITEM 11) August 23, 2022	
				<input type="checkbox"/>		10A. MODIFICATION OF CONTRACT/ORDER NUMBER	
				<input type="checkbox"/>		10B. DATED (SEE ITEM 13)	
8. NAME AND ADDRESS OF CONTRACTOR (Number, street, county, State and ZIP Code)		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.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NUMBER 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 NUMBER IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	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 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)

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.)

See page 2 and following pages of this amendment for changes to Solicitation COIL-22-R-0001.

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)	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA	16C. DATE SIGNED
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

a. Questions 1-12 associated with Solicitation COIL-22-C-0001 are addressed below:

1. Would the government consider the solicitation as a small business set aside to encourage opportunities for small businesses and their participation?
The Government encourages small business participation but can not set aside this opportunity for small business.
2. Is there any incumbent contractor performing services currently? If yes, we request the government to share the details?
There is no incumbent contractor performing these services.
3. Can the government provide details about the current website stack in addition to Drupal 7?
Website is hosted on a LAMP stack configuration.
4. Who will provide the translation?
If the question is referring to Page 20, Paragraph 7.1.4.4.c, COIL will provide the translated documents during contract performance.
5. Under Instructions, the price section must also be submitted as a Microsoft Excel document. Do we assume the government will provide an Excel template for this response?
The Government will provide a template attached to this amendment, which outlines the requested data in Figure 2 on Solicitation page 24 and Figure 3 on Solicitation page 25. The templates only provide format of information and not data specific to labor categories, hours or price. Each offeror is responsible for providing all pricing information for each CLIN specific to the offer.
6. It is our understanding that, within eight months, the vendor is expected to complete Website Design and Development within the base year, and the subsequent three months will be for support.
The Government's goal is to complete Website Design and Development within 8 months. The solicitation does not define the base period of performance as a "year". Appreciate the question, as a review of the performance period shows Clause 52.217-9 should be corrected to read in Paragraph (c) "3 years and eight months" vice "3 years and six months". Corrected page 12 of the solicitation is attached.
7. Is the cover letter included in the 30-page limit requirement?
If a cover letter is provided, it will not be included in the technical proposal 30 page limit.
8. How many past performances are required to be submitted? Is Past Performance counted against the 30-page limit?
There is no required number of past performance reference(s) defined in the solicitation. Yes, past performance proposal pages are included in the proposal page limit of 30 pages.
9. Is the [coil.gov](https://www.coil.gov) domain already procured
Yes, the domain name is already secured.
10. We request the government to clarify the scope of the Online forms. Do we consider automation of the grant application form in the PDF <https://www.openworld.gov/grants/apply-grant>
Forms posted on the website must function properly, e.g. viewable and can be downloaded.
11. The Past Performance section requests a "narrative rating assigned by the Government requiring agency or official commercial source", is the government asking for a CPARS rating and if so, do they want just the rating or would they like copies of the CPARS to be included in the document as well?

The overall past performance rating (CPARS or non-Government rating system) assigned to the representative contract; with individual assessed category ratings (e.g. quality of product/service, schedule, customer satisfaction, key personnel retention etc) should be included in the proposal. The actual ratings document should not be included in the past performance proposal submission but the rating received for contract performance (e.g. exceptional, marginal, unsatisfactory etc) should be provided in the proposal submission. Of course, the entity responsible for the rating, with an accessible point of contact with telephone number, that can verify the assigned rating shall be provided.

12. If the Government is requesting a CPARS rating, please provide an example of a commercial organization equivalent rating that would be acceptable to submit.
No example is available other than the guidance contained in the acquisition regulations representing the structure for CPARS ratings.
 13. The solicitation states that the Government requires CLIN 0001 delivery in **6 months** after the contract award on page 15. But on page 16 it mentions that COIL's goal to support this effort is **8 months** or less from the time of award to Phase 7 - Asset Delivery. We request the government clarify this information about CLIN durations to help us prepare the schedule, level of effort, and associated costs.
Please see answer to question 6 above.
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- b. Pages 12, 15, 23 and 24 of Solicitation COIL-22-R-0001 are corrected and replaced with this amendment.
 - c. Solicitation COIL-22-R-0001 remains unchanged, with the exception of the items addressed above.

(xxii) [52.247-64](#), Preference for Privately Owned U.S.-Flag Commercial Vessels (Nov 2021) ([46 U.S.C. 55305](#) and [10 U.S.C. 2631](#)). Flow down required in accordance with paragraph (d) of FAR clause 52.247-64.

(2) While not required, the Contractor *may* include in its subcontracts for *commercial products and commercial services* a minimal number of additional clauses necessary to satisfy its contractual obligations.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within the contract expiration date; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 30 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3 years and **eight** months.

(End of clause)

52.232-35 Designation of Office for Government Receipt of Electronic Funds Transfer Information (Jul 2013)

(a) As provided in paragraph (b) of the clause at [52.232-34](#), Payment by Electronic Funds Transfer- Other than System for Award Management, the Government has designated the office cited in paragraph (c) of this clause as the office to receive the *Contractor* 's electronic funds transfer (EFT) *information* , in lieu of the payment office of this contract.

(b) The *Contractor* shall send all EFT *information*, and any changes to EFT *information* to the office designated in paragraph (c) of this clause. The *Contractor* shall not send EFT *information* to the payment office, or any other office than that designated in paragraph (c). The Government need not use any EFT *information* sent to any office other than that designated in paragraph (c).

(c) Designated Office:

Name: [Congressional Office for International Leadership](#)

Mailing Address: [101 Independence Ave. SE LA-144, Washington DC 20540-9980](#)

Telephone Number: [202-707-8943](#)

Person to Contact: Finance

Electronic Address:

Commercial Computer Software. As used in this clause, “commercial computer software” has the meaning provided in 48 CFR 2.101. The provisions of the clause regarding the license of commercial computer software set forth in 48 CFR 52.227-19 are incorporated into this agreement with the same force and effect as if set forth herein, with all necessary changes deemed to have been made, such as replacing references to the Government with references to COIL.

Exhibits

(a) Contract Data Requirements List – CDRL 1-10

Payment Schedule

The following payment schedule is agreed to by the parties in accordance with delivery requirements outlined in Clause 52.212-5.

Payment and Delivery Schedule		
Anticipated Award Date October 1, 2022		
CLIN	Date	Contract Value
CLIN 0001 - Phase 1	TBD	TBD
CLIN 0001 - Phase 2	TBD	TBD
CLIN 0001 - Phase 3	TBD	TBD
CLIN 0001 - Phase 4	TBD	TBD
CLIN 0001 - Phase 5	TBD	TBD
CLIN 0001 - Phase 6	TBD	TBD
CLIN 0001 - Phase 7	Mar 31, 2022	TBD
CLIN 0002	Monthly*	TBD
CLIN 0003	Monthly*	TBD
CLIN 0004	Monthly*	TBD
*upon exercise of option TBD = To be Determined based on proposed and accepted contractor competitive proposal, Government requires CLIN 0001 delivery 8 months after contract award		

Statement of Work

Scope and Objective

1. This contract is established to provide professional and technical services in support of design, development and content management for the OpenWorld.gov website (to be renamed to COIL.gov) in Drupal Version 9 using the contractor’s infrastructure for development and testing. COIL shall provide a copy of the existing website for use in this upgrade. This support will provide, but is not limited to design, development and test of an operational public facing website using Drupal 8/9,

- (1) The technical section shall address the intended project plan which will be used in the design and development of the website. The project plan must address each phase of the website build identified in the SOW **and** how each phase will be accomplished. Also the proposal shall address how each website performance characteristic shall be accomplished as well as potential ways to appeal to website target audiences. Any product (software, hardware etc) purchased for incorporation or use for website operation shall be identified; specifying the product name, version and purpose of use with this system. Also a delivery schedule detailing the completion of each CLIN and website Phase listed in the statement of work shall be included in the proposal. This delivery schedule, as negotiated, will be the basis for the performance schedule contained in Section F of the resulting contract. If a license is required for a product the license must be provided with the proposal.
- (2) A well-qualified staff is critical to the success of the website build. The proposal shall document the make-up and qualifications of the proposed staff. A staffing plan and management plan shall also include list of job categories, descriptions and minimum qualifications for all proposed staff.
- (3) Key Personnel shall be identified and their project roles, responsibilities, and authority shall be described. The Offeror shall submit an employee resume, limited to three (3) pages, for each individual to be assigned to perform the work required under this acquisition. Include all relevant training and certifications. Each resume shall be followed by a succinct description of the individual's relevant experience. The Offeror shall specify for each of the individuals identified, the approximate percentage of their total time that they will be available for this effort. Resumes of any subcontractors proposed by the Offeror shall be so identified and shall also be limited to three (3) pages. A consolidated list of hours detailing the proposed hours for each individual by CLIN shall also be provided (in PDF and Microsoft Excel) and shall correspond with the performance schedule(s) for each CLIN. Sample as follows in Figure 1:

Figure 1

Project Plan Hours - ALL CLINS				
	CLIN 0001	CLIN 0002	CLIN 0003	CLIN 0004
(Name-Labor Category Title)	(Hours)	(Hours)	(Hours)	(Hours)
(Name-Labor Category Title)	(Hours)	(Hours)	(Hours)	(Hours)
(Name-Labor Category Title)	(Hours)	(Hours)	(Hours)	(Hours)
(Name-Labor Category Title)	(Hours)	(Hours)	(Hours)	(Hours)
(Name-Labor Category Title)	(Hours)	(Hours)	(Hours)	(Hours)
(Name-Labor Category Title)	(Hours)	(Hours)	(Hours)	(Hours)
(Name-Labor Category Title)	(Hours)	(Hours)	(Hours)	(Hours)

- (4) Past Performance Section – Proposals (including any proposed Subcontractors) shall comply with the instructions, as follows:

Past performance will contain a description of the offeror's contracts (both prime and major subcontracts) received during the past three years, which are in any way similar to the effort required by the solicitation. The description should include, as a minimum, the following information: the offeror's Commercial and Government Entity Code (CAGE) and Unique Entity Identifier (UEI) numbers; contract number; contract type; awarded/estimated contract value; narrative rating assigned by the Government requiring agency (or official from commercial source), Government points of contact (POC) (official commercial source POC); a brief narrative of the work required and similarities with the requirements of this solicitation, level of staffing and duration of the relevant projects that are submitted for evaluation. Include the experience of

all subcontractors, joint venture participants and teaming participants, but list them separately. For experience not acquired as a prime contractor, identify the prime contractor and describe the depth and extent of the work you performed, to include the percentage of the total contract dollar value performed by your employees. Information provided in this section must be verifiable through direct communication with the POCs provided, if not, the reference cannot be used to support evaluation of the proposal. Each individual contract used to explain past performance is limited to 2 pages.

(c) Price Section

(Please note all samples are provided for format, use of company labor descriptions and rates shall be identified in responses to this request for proposal.)

(1) Price information shall be provided in the following detail using MS Excel spreadsheet and in PDF format:

(a) The number of hours (by CLIN and Phase) proposed from each labor category/individual by week, the number of weeks for the proposed hours, total number of hours proposed for this project, the labor category rate, the total number of hours the individual works each week, percentage of the individual's total time he/she will working on this project and projected weeks the work will be performed. Figure 2 demonstrates information to be provided for each proposed labor category and individual proposed.

Figure 2

Price Information Solicitation -

Performance Period - Development - # of Months

CLINs 0001-0004

Labor category	Hours	# of Wks	Total Hrs	Rate	Total	Hrs per Wk	% of Time	Per wk	Weeks Performed		
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8	First week	Phase 1	CLIN 0001
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 2	CLIN 0001
Program Manager	6	2	12	\$100.00	\$1,200.00	40	0.15	6		Phase 3	CLIN 0001
Program Manager	4	6	24	\$100.00	\$2,400.00	40	0.1	4		Phase 4	CLIN 0001
Program Manager	4	6	24	\$100.00	\$2,400.00	40	0.1	4		Phase 5	CLIN 0001
Program Manager	4	6	24	\$100.00	\$2,400.00	40	0.1	4		Phase 6	CLIN 0001
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 7	CLIN 0001
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 8	CLIN 0002
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 9	CLIN 0002
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 8	CLIN 0003
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 9	CLIN 0003
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 8	CLIN 0004
Program Manager	8	2	16	\$100.00	\$1,600.00	40	0.2	8		Phase 9	CLIN 0004
			228		\$22,800.00						

(b) A summary of all proposed labor by each category with total hours and price shall be provided for each CLIN and for the total project from CLIN 0001 to 0005. The outline in Figure 3 shall be used to provide this data.

Figure 3