

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE J		PAGE OF PAGES 1 17	
2. AMENDMENT/MODIFICATION NO. 0004		3. EFFECTIVE DATE 23-Feb-2023		4. REQUISITION/PURCHASE REQ. NO. 1301053781		5. PROJECT NO.(If applicable)	
6. ISSUED BY MILITARY SEALIFT COMMAND NORFOLK 471 EAST C. STREET BLDG. SP-64 NAVAL STATION NORFOLK NORFOLK VA 23511		CODE N32205		7. ADMINISTERED BY (If other than item 6) See Item 6		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)				<input checked="" type="checkbox"/> X		9A. AMENDMENT OF SOLICITATION NO. N3220523Q0033	
				<input checked="" type="checkbox"/> X		9B. DATED (SEE ITEM 11) 10-Feb-2023	
						10A. MOD. OF CONTRACT/ORDER NO.	
						10B. DATED (SEE ITEM 13)	
CODE		FACILITY CODE					
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 Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer 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 <u>1</u> copies 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)							
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 <input type="checkbox"/> is not, <input type="checkbox"/> 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.) The reason for amendment is to update information in FAR 52.212-1, and incorporate the Wage Determination, Questions and Answers, FAR 52.222-41, FAR 52.222-42, FAR 52.217-8, CLIN 002, and correct the Unit of Measure on CLIN 001. The deadline to submit quotes was extended to 2 March 2023 by the previous amendment.							
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)			
				TEL: _____ EMAIL: _____			
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)		16C. DATE SIGNED 23-Feb-2023	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

SECTION SF 30 - BLOCK 14 CONTINUATION PAGE

The following have been deleted:

52.217-8 Option To Extend Services NOV 1999

SECTION SF 1449 - CONTINUATION SHEET

SOLICITATION/CONTRACT FORM

The set aside percentage 100.00% has been added.

SUPPLIES OR SERVICES AND PRICES

CLIN 0001

The unit of issue has changed from Lite to Activity Unit.

CLIN 0002 is added as follows:

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0002		1	Activity Unit		
OPTION	Two SAMI Instructors FFP Option Period 1 FOB: Destination				

NET AMT

DELIVERIES AND PERFORMANCE

The following Delivery Schedule for CLIN 0002 has been added:

DELIVERY DATE	QUANTITY	SHIP TO ADDRESS	DODAAC / CAGE
---------------	----------	-----------------	------------------

POP 01-APR-2024 TO
30-SEP-2024

N/A

N/A

FOB: Destination

INSPECTION AND ACCEPTANCE

The following Acceptance/Inspection Schedule was added for CLIN 0002:

INSPECT AT
N/A

INSPECT BY
N/A

ACCEPT AT
N/A

ACCEPT BY
Government

The following have been added by reference:

52.217-8	Option To Extend Services	NOV 1999
52.222-41	Service Contract Labor Standards	AUG 2018
52.222-42	Statement Of Equivalent Rates For Federal Hires	MAY 2014

The following have been added by full text:

23 FEB 2023 - Q&A

Q1: If an instructor candidate meets all other criteria, does not having an active SECRET clearance automatically disqualify the individual?

A1: A secret clearance is required for award. Evidence of an active secret clearance or ability to obtain one prior to award must be provided. Inability to obtain an active secret clearance prior to award will make the offer ineligible for award.

Q2: Does this mean that each Instructor must have an active clearance as part of their resume screening package?

A2: Each applicant must have an Active clearance or be able to obtain one prior to award.

Q3: How would an applicant provide proof of a clearance?

A3: All personnel who hold a SECRET or TOP SECRET clearance can access their clearance through the Department of the Navy Central Adjudication Facility (DONCAF) via their Social Security Number. DONCAP only keeps SECRET clearances for 10 years and TOP SECRET clearances for 5 years.

Q4: Will Instructors be handling, teaching classified content, or be exposed to classified material?

A4: The contract instructors will not be teaching classified content or handling classified material. The contract instructors may be exposed to classified material when teaching in TCHR building 650.

Q5: What SCA code does the government feel is most applicable to these two positions?

A5: SCA code 15090 - Technical Instructor applies to the subject solicitation for both instructors.

Q6: Any page limits to the RFQ?

A6: No.

Q7: Can the USG provide the pricing spreadsheet?

A7: No, a price sheet will not be provided. Please indicate the value of CLIN 001, CLIN 002, and the total extended value on the SF-1449 combined synopsis/solicitation. The total value resulting from CLIN 001 plus CLIN 002 (value in Block 26) will be the total evaluated price.

Q8: Is there an incumbent for the Small Arms Training Instructors RFQ: N3220523Q0033?

A8: No, this is a new requirement.

Q9: Is this solicitation only open to the companies who responded to the sources sought?

A9: No, the solicitation is open to interested small businesses under the relevant NAICS.

Q10: If companies who did not submit a sources sought are eligible, what is the expected format required for the submitted proposal?

A10: All quoters shall submit quotes as a PDF via email to the POCs indicated in the solicitation.

Q11: Does the government want all of this information in one proposal document or multiple volumes?

A11: The quote may be multiple volumes as long as the quote includes the pricing provided on the SF-1449 and all other information requested in accordance with the solicitation.

Q12: Does the government want us to include the total price on CLIN 001, CLIN 002, and the Total Value on page 13 of the solicitation?

A12: Yes.

Q13: Is this requirement set aside for small businesses?

A13: Yes, this requirement is a 100% small business set aside.

Q14: Is the deadline to submit quotes extended?

A14: Yes, the deadline to submit quotes is extended to 2 March 2023 at 1:00PM local time (Norfolk, VA).

Q15: Is the deadline for questions extended?

A15: No.

Q16: Para 1.3. "instructors may teach independently or alongside other qualified Government small arms instructors or range safety officers". Considering the independent performance potential for instructors does the government intend for the instructors to also serve as Range Safety Officers as referenced in PWS Paragraph 4.2.2.2 in accordance with Navy, Installation, and Range Control regulations?

A16: Yes, they will serve as RSO. MSC will train and issue a qualification letter to the RSO's. The RSO's shall be trained in accordance with the MSC requirements and safety requirements for all small arms ranges used by MSC.

Q17: Para 1.3. “instructors may teach independently or alongside other qualified Government small arms instructors or range safety officers”. Considering the independent performance potential for instructors does the government provide the proper training and certifications for the instructors to serve as Range Safety Officers?

A17: Yes, MSC will train and issue a qualification letter to the RSO’s.

Q18: Para 1.3. “instructors may teach independently or alongside other qualified Government small arms instructors or range safety officers”. Considering the independent performance potential for instructors does the government require that all instructors are previously certified Range Safety Officers?

A18: No, MSC will train and issue a qualification letter to the RSO’s. All instructors shall have previous SAMI experience per solicitation requirements.

Q19: Regarding Para 4.1.1.1.3, does the government intend to offset weekday hours to stay under the 40-hour weekly maximum in the event weekend work is required?

A19: Yes.

Q20: Regarding Para 4.1.1.1.3, if not, does the government intend to provide overtime cost reimbursement options?

A20: No.

Q21: Regarding Para 4.1.4 and 4.1.5, does this include instructor-required weapons and ammunition to conduct a proper demonstration of correct techniques and skills?

A21: The Government will provide all weapons and ammunitions as stated in paragraph 4.1.4 and 4.1.5.

Q22: Regarding Para 4.2.3.5, can the government provide the qualification exam requirements and courses of fire for the weapons listed in Para 4.2.3.5?

A22: Yes. As stated in paragraph 4.2.3.5, the Government shall provide all weapons and ammunitions for requalification. Proficiency/refresher training for instructors will be conducted during scheduled class sessions.

Q23: Regarding Para 4.2.3.7, does the government intend to pay or reimburse for the initial and annual certification of this?

A23: No, as the government instructor will provide the initial and annual certifications.

Q24: Regarding Para 4.2.3.8, can the government clarify this requirement?

A24: Instructors are required to have Common Access Cards for access to military facilities/buildings at FT Eustis, and for completion of a SAAR which authorizes instructors access to the Government’s internet service, NMCI, as well as to obtain an MSC Laptop.

Q25: Regarding Para 4.2.3.8, will a DD-254 be sent?

A25: Yes, a blank DD 254 is posted to SAM.gov and should be submitted.

Q26: Regarding Para 4.2.3.8, are there storage requirements?

A26: No.

Q27: Regarding Para 4.2.3.8, are there networking access requirements?

A27: Yes, the instructors will complete SAAR form and will be provided upon award.

Q28: Regarding Para 4.2.3.8, are there badging requirements?

A28: Yes, all contractor personnel will complete a DD Form 1172 upon award and will be issued a Common Access Card (CAC) in order to gain access to military facilities/buildings at FT Eustis. No access card is required at C2.

Q29: Regarding Para 4.2.3.8, are there any SAP, ACCM, or special requirements that would be addressed on the DD 254?

A29: No.

Q30: Regarding Para 3.1, does the Government intend to fund the range/facility access costs for the SAMI instructors, reimburse the membership to the contractor, or should the cost of membership be included in the instructor rates?

A30: Yes, the Government will fund the cost of range access at C2 for the SAMI instructors. The cost of membership should not be included in the quotes as the Government will reimburse these costs.

WAGE DETERMINATION

WAGE DETERMINATION

The following wage determination, in accordance with the Service Contract Act of 1965, as amended, is hereby incorporated by reference into the contract and compliance with the same is mandatory: WD# 2015-4341 ; 15090 - Technical Instructor

The following have been modified:

PERFORMANCE WORK STATEMENT

PERFORMANCE WORK STATEMENT FOR SMALL ARMS MARKSMAN INSTRUCTOR (SAMI) TRAINING FOR MSC CIVIL SERVICE EMPLOYEES (CIVMARS)

PERFORMANCE WORK STATEMENT

1. BACKGROUND

- 1.1. This contract is for the services of two (2) qualified, full-time equivalent small arms instructors to support Government instructors with the teaching and qualifying of government personnel using a Small Arms Marksman (SAM), Advanced Watchstander and Ships Reaction Force training. The instructors will teach the training courses at the following ranges: Commercial range (C2) in Virginia Beach, VA (Pungo area), Government owned/operated range at Fort Eustis, VA, and the M-14 contracted range

within 50 miles for Fort Eustis. The contracted M-14 Range is currently located in Jamaica, VA.

- 1.2. The Government is required to qualify civilian shipboard personnel in the handling and use of small arms, including pistol, rifle and shotgun annually. Small arms qualified personnel normally serve as ship's crew and may stand armed watches or be members of ship's security forces. The students are Military Sealift Command (MSC) Civil Service Mariners (CIVMARs), additionally, uniformed military personnel (active/reserve) and MSC contracted mariners (CONMARs) may occasionally attend the training at the discretion of the Government. The training associated with this contract will be conducted at Government furnished facilities including government furnished classrooms, weapons, ammunition and related equipment following curriculum provided by and approved by the Government. The firearms that will be used for the training have been procured via a separate commercial contract, which also includes a provision for providing commercial ammunition or Government weapons and ammunition. The Contractor does not provide curriculum, facilities, weapons or ammunition under this contract. This contract is only for instructor services.
- 1.3. The contracted instructors may teach independently or alongside other qualified Government small arms instructors or range safety officers, depending upon the situation and at the discretion of the Government. If teaching independently, the contracted instructors will be furnished or have access to the curriculum, equipment, firearms and ammunition necessary to conduct the training and qualification.
- 1.4. A typical class is made up of 16 students (maximum). However, a class can range from 8 to 24 students, pending on location. The Commercial range (C2) in Virginia Beach, VA (Pungo area) is limited to 16 students. The ranges located at FT Eustis and the M-14 contracted range can accommodate up to 24 students.
- 1.5. A typical training class consists of four days of small arms qualification training followed by a one (1) day non-lethal Advanced Watchstander (AWS) qualification training.
- 1.6. The Ships Reaction Force (SRF) is a three (3) day course is offered when required.
- 1.7. The government will train the contracted instructors to teach the AWS and SRF courses.

2. SCOPE OF WORKS

- 2.1. The Contractor shall provide two qualified, full-time equivalent small arms instructors to assist and support Government instructors on the teachings of the Small Arms Marksman Training, Advanced Watchstander, and Ships Reaction Force courses for Military Sealift Command (MSC), Civilian Mariner, (CIVMAR), Commercial Mariner (CONMAR) and Military personnel.
 - 2.1.1. The instructors shall teach the training courses at the following ranges:
Commercial range (C2) in Virginia Beach, VA (Pungo area), Government owned/operated range at Fort Eustis, VA, and the contracted M-14 range.
- 2.2. The Contractor shall provide each student in attendance the Small Arms Marksman, Advanced Watchstander, and Ships Reaction Force Courses with the relevant up-to-date training course materials. The Small Arms Course is related to the Berretta M9 pistol, Sig Sauer M18 Pistol, M-14 Rifle, M-4 Rifle and M500 12GA Riot Shotgun. All training materials will be provided by the Government.
- 2.3. The government will train the contracted instructors to teach the AWS and SRF courses.

3. PLACE OF PERFORMANCE

- 3.1. 1 April 2023 – 30 September 2023: Two contract SAMI qualified instructors shall be located at the C2 Shooting Range located 6025 Marvin Road, Virginia Beach, VA 23457.
 - 3.1.1. The C2 Shooting Range is a commercial range. The commercial range provides the training facilities, weapons and ammunition.
- 3.2. 1 October 2023 – 30 September 2024: Two contracted SAMI instructors shall be located at Training Center Hampton Roads (TCHR), 650 Monroe Ave, Fort Eustis, VA at building 650 or building 827 and at the contracted M-14 range. The government will provided transportation to and from the contracted M-14 range for all students and instructors.
- 3.3. 1 October 2024 – 31 March 2025: Two contracted SAMI instructors shall be located at Training Center Hampton Roads (TCHR), 650 Monroe Ave, Fort Eustis, VA at building 650 or building 827 and at the contracted M-14 range. The government will provided transportation to and from the contracted M-14 range for all students and instructors.
- 3.4. Training Center Hampton Roads. Training Center Hampton Roads (TCHR) is located on Joint Base Langley Eustis (JBLE), Fort Story, VA. The classroom portions of the TCHR training occur within MSC classrooms which are on JBLE. Shooting of the 9mm Pistol and 12 Gauge shotgun occur at the JBLE shooting range. Because the JBLE range is not capable of handling the M-14 rifle / 7.62mm cartridge shooting of the M-14 is accomplished at a contracted commercial range. The Government weapons and ammunition are transported from JBLE to the contracted M-14 range in Government vehicles driven by Government personnel. The distance between JBLE and the contracted M-14 range is approximately 50 miles on-way.

4. REQUIREMENTS

- 4.1. The Contractor shall provide the two (2) full-time instructors to assist and support the Government instructors with teaching the four (4) day small arms qualification training course and the (1) day non-lethal Advanced Watchstander (AWS) qualification training course.
 - 4.1.1.1. Military Sealift Command (MSC) usually requires Fifty (50) Small Arms Classes and Fifty (50) Advanced Watchstander Classes each Fiscal Year. No classes will be scheduled the week of Christmas and New Year's.
 - 4.1.1.1.1. For Fiscal Year 23 the course dates are listed in paragraph six.
 - 4.1.1.1.2. For FY24 the course dates will be published 30 days prior to the end of the Fiscal Year.
 - 4.1.1.1.3. The Two (2) Full time Equivalent Instructors shall work Forty (40) hours per week times (x) Fifty (50) weeks per year for 2000 hours for the base year and approximately 1000 hours for each subsequent option period. A weekend training period may be scheduled due week day weather delays or Federal Holiday's at the ranges. The work week will not exceed Forty (40) hours.
 - 4.1.2. MSC shall provide the curriculum for the Small Arms qualification training course and the Advanced Watchstander (AWS) qualification training course at both training locations.

- 4.1.3. MSC shall provide Instructor guides for the Small Arms qualification training course and the Advanced Watchstander (AWS) qualification training course.
- 4.1.4. At TCHR FT Eustis the government will provide the training facilities, weapons and ammunition.
- 4.1.5. The Commercial range located in Virginia Beach, VA (Pungo area) will provide the training facilities, weapons and ammunition.
- 4.2. For the base period and Option Period One, the Contractor shall provide:
 - 4.2.1. Two qualified contracted Small Arms Instructors IAW COMSCINTS 3591.1.
The instructors must be qualified by previously successfully completing one of the following courses:
 - 4.2.1.1. Navy Small Arms Marksmanship Instructor Course (A-041-0148). This course trains personnel to instruct students on the use, maintenance and safety precautions for pistols, rifles, and shotguns; trains personnel to be RSO.
 - 4.2.1.2. The Federal Law Enforcement Training Center Small Arms Instructor Course.
 - 4.2.1.3. DoD-equivalent Small Arms Course.
 - 4.2.1.4. Non-DoD. Any other Small Arms equivalencies approved by OPNAV ashore readiness Division (OPNAV N46) after Center for Security Forces (CENSECFOR) review of the course of instruction.
 - 4.2.2. Contracted Small Arms Instructors must show proof of qualification.
 - 4.2.2.1. Instructors will be required and must be capable of presenting approved curriculum in the classroom, serve as line coaches during dry firing walk-thru' or live fire exercises and serve as a Range Safety Officer.
 - 4.2.2.2. Contracted Small Arms Instructors will be required to assist with Ships Reaction Force (SRF) Training. The Government will train and certify the contract instructors.
 - 4.2.3. Additional Contracted Small Arms Instructors Qualifications:
 - 4.2.3.1. The Contracted Small Arms Instructors shall never have been convicted of a felony or any crime of domestic violence.
 - 4.2.3.2. Each Contracted Small Arms Instructors shall be required to sign and attest to the above statements are true.
 - 4.2.3.3. Additionally, the Contracted Small Arms Instructors shall meet, or be eligible to meet, the following requirements:
 - 4.2.3.3.1. DoD Form 2760 Qualification to Possess Firearms and Ammunition
 - 4.2.3.3.2. MSC Supplemental Form to DoD 2760
 - 4.2.3.3.3. Medical restriction IAW COMSCINST 3591.1 Series
 - 4.2.3.4. Contracted Small Arms Instructors must be able to qualify in all weapons listed below IAW MSC Small Arms Qualification Course as per COMSCINST 3591.1 within 30 days of date of hire. The government shall provide all weapons and ammunitions for qualification.
 - 4.2.3.4.1. Berretta M9 Pistol
 - 4.2.3.4.2. Sig Saur M18 Pistol
 - 4.2.3.4.3. M-14 Rifle
 - 4.2.3.4.4. 12ga Riot Shotgun
 - 4.2.3.4.5. M-4 Rifle

- 4.2.3.5. Contracted Small Arms Instructors must requalify in the above weapons every 6 months. The government shall provide all weapons and ammunitions for requalification. Proficiency/refresher training for instructors will be conducted during scheduled class sessions.
 - 4.2.3.5.1. MSC shall provide qualification training for the contract instructors after award date.
 - 4.2.3.5.2. Government representatives may remove any weapon from the weapon qualification requirement as necessary.
- 4.2.3.6. Contracted Small Arms Instructors must complete required JQRs within 30 days of hire and as required IAW in COMSCINST 3591.1.
- 4.2.3.7. Maintain a current First Aid, Cardiopulmonary Resuscitation (CPR), and Automated External Defibrillator (AED) certification from a nationally recognized organization.
- 4.2.3.8. Maintain a Secret clearance.
- 4.2.3.9. Government has right of refusal for any Contracted Small Arms Instructors if they do not feel instructor is qualified or unsafe.
 - 4.2.3.9.1. Contracted Small Arms Instructors must send resume, and proof of all instructor qualifications prior to hiring.
 - 4.2.3.9.2. Government representatives have 5 business days to review all documentation submitted by candidates.
- 4.2.4. Location of Personnel:
 - 4.2.4.1. For the period 1 April 2023 – 30 September 2023 the Contracted Small Arms Instructors shall provide:
 - 4.2.4.1.1. Two SAMI qualified instructors, as stated in paragraphs 4.2.1 through 4.2.3, shall be located at the C2 Shooting Range located 6025 Marvin Road, Virginia Beach, VA 23457.
 - 4.2.4.2. For Option Period One: 1 October 2023 – 30 September 2024 the contractor shall provide:
 - 4.2.4.2.1. Two SAMI qualified instructors, as stated in paragraphs 4.2.1 through 4.2.3, shall be located Training Center Hampton Roads (TCHR), Building 650 or 827, 650 Monroe Ave, Fort Eustis, VA.
 - 4.2.4.3. Option Period Two: For period 1 October 2024 – 31 March 2025 the contractor shall provide:
 - 4.2.4.3.1. Two SAMI qualified instructors, as stated in paragraphs 4.2.1 through 4.2.3, shall be located Training Center Hampton Roads (TCHR), Building 650 or 827, 650 Monroe Ave, Fort Eustis, VA.
 - 4.2.4.3.2. Shotgun and pistol live fire events will occur at Government ranges located at FT Eustis and ranges within a 30 mile radius of FT Eustis.
 - 4.2.4.3.3. The M-14 rifle live fire events will occur at Government ranges located at a contract range located within 50 miles of Fort Eustis.
 - 4.2.4.3.4. The Government will provided transportation for all students and staff to/from the ranges.
- 4.2.5. Each student shall be provided with an end of course feedback survey. The Instructors shall ensure that students complete the end of course feedback survey for constructive feed-back on the Small Arms Marksman and the Advanced Watchstander courses. The end of course feedback surveys shall provide to the lead

government instructor within two (2) business days of completion of each course. Each student must submit an end of course feedback prior to receiving a completion certificate.

- 4.2.5.1. Any end of course feedback rating of marginal or unsatisfactory must be addressed with the senior government instructor via email within two (2) business days of completion of each course in conjunction with initial student surveys. The Contractor rebuttal or clarification must successfully address the adverse rating to substantiate a rating of Satisfactory or higher.
- 4.2.6. The lead Government Instructor shall provide each student who successfully completes the course of instruction with a certificate of completion.
- 4.2.7. The Contractor will notify the senior government instructor immediately if any students fail to show up for class, or if any student is not expected to pass the course.
- 4.2.8. The contractor shall assist and support the lead government instructor and offer reasonable assistance for student's success of course completion.

5. TRAINING CLASSROOMS AND FACILITIES SUPPORT

- 5.1. The Government shall provide access to a safe, furnished facility and all necessary resources required to perform the Small Arms Marksman training course. The necessary resources which may include office equipment for students, desks and chairs, as well as any required training laptops, software, simulation programs, overhead projectors, DVD players, and audio-visual aids as well as any applicable supporting equipment.

6. SMALL ARMS MARKSMANSHIP TRAINING COURSES DATES

- 6.1. The below dates through September 2023 are for the C2 Shooting Center commercial range.

Week of	Small Arms Dates	AWS Dates	Comments
3-Apr-23	3-6 Apr	7-Apr	
10-Apr-23	10-13 Apr	14-Apr	
17-Apr-23	17-20 Apr	21-Apr	
24-Apr-23	24-27 Apr	28-Apr	
1-May-23	1-4 May	5-May	
8-May-23	8-11 May	12-May	
15-May-23	15-18 May	19-May	
22-May-23	22-25 May	26-May	
29-May-23	30 May-2 Jun	NA	Holiday Week
5-Jun-23	5 -8 Jun	9-Jun	
12-Jun-23	12-15 Jun	16-Jun	
19-Jun-23	20-23 Jun	NA	Holiday Week
26-Jun-23	26-29 Jun	30-Jun	
3-Jul-23	NA	NA	Holiday Week
10-Jul-23	10-13 Jul	14-Jul	

17-Jul-23	17-20 Jul	21-Jul	
24-Jul-23	24-27 Jul	28-Jul	
31-Jul-23	31 Jul - 3 Aug	4-Aug	
7-Aug-23	7-10 Aug	11-Aug	
14-Aug-23	14-17 Aug	18-Aug	
21-Aug-23	21-24 Aug	25-Aug	
28-Aug-23	28-31 Aug	1-Sep	
4-Sep-23	5-8 Sep	NA	Holiday week
11-Sep-23	11-14 Sep	15-Sep	
18-Sep-23	18-21 Sep	22-Sep	
25-Sep-23	25-28 Sep	29-Sep	

Note: The training dates may be adjusted based on weather, instructor and range availability or any other unforeseen issues.

6.2. FT Eustis Training Center Small Arms Marksmanship and AWS classes shall be scheduled 50 weeks a year starting 01 October 2023. No classes will be scheduled the week of Christmas and New Year's. Saturdays will be a work day during weeks with a holiday. The Fiscal Year 2024 training dates will be provided 30 days prior to the end of Fiscal Year 2023.

7. QUALIFIED INSTRUCTORS REQUIREMENTS

7.1. The Contractor shall provide two qualified Small Arms Instructors IAW COMSCINST 3591.1. The instructors shall be qualified to instruct the Small Arms Marksmanship course upon assignment. The instructors shall have previously completing (Successfully) one of the following courses:

7.1.1. Navy Small Arms Marksmanship Instructor Course (A-041-0148). This course trains personnel to instruct pistols, rifles, and shotguns; trains personnel to be RSO.

7.1.2. The Federal Law Enforcement Training Center Small Arms Instructor Course.

7.1.3. DoD-equivalent Small Arms Course.

7.1.4. Non-DoD. Any other Small Arms equivalencies approved by OPNAV ashore readiness Division (OPNAV N46) after Center for Security Forces (CENSECFOR) review of the course of instruction.

7.1.5. Contractor must show proof of qualification.

7.2. Instructors will be required and must be capable of presenting/teaching the approved curriculum in the classroom, serve as line coaches during dry firing or live fire exercises and serve as the Range Safety Officer.

7.2.1. MSC Shall train and issue a qualification letter to the RSO's. The RSO's shall be trained in accordance with the MSC requirements and safety requirements for all small arms ranges used by MSC.

7.3. Instructors will be required to assist with Ships Reaction Force (SRF) Training. Training and qualification letters shall be provided by MSC.

7.4. Additional Instructor qualifications:

7.4.1. The instructors must never have been convicted of a felony or any crime of domestic violence.

- 7.4.2. Each instructor will be required to sign and attest to the above statements are true.
- 7.4.3. Additionally, the instructors must meet, or be eligible to meet, the following requirements:
- 7.4.3.1. DoD Form 2760 Qualification to Possess Firearms and Ammunition.
 - 7.4.3.2. MSC Supplemental Form to DoD 2760.
 - 7.4.3.3. Medical restriction IAW COMSCINST 3591.1 Series.
- 7.4.4. Instructors must be able to qualify in all weapons listed below IAW MSC Small Arms Qualification Course as per COMSCINST 3591.1 within 30 days of date of hire.
- 7.4.4.1. Berretta M9 Pistol
 - 7.4.4.2. Sig Saur M18 Pistol
 - 7.4.4.3. M-14 Rifle
 - 7.4.4.4. 12ga Riot Shotgun
 - 7.4.4.5. M-4 Rifle
- 7.4.5. Instructors must requalify in the above weapons every 6 months.
- 7.4.5.1. Government may remove any weapon from the weapon qualification requirement as it see fit.
- 7.4.6. Instructor must complete required JQRs within 30 days of hire and as required IAW in COMSCINST 3591.1.
- 7.4.7. Government has right of refusal for any instructor if they do not feel instructor is qualified.
- 7.4.7.1. Contractor must send resume, and proof of instructor qualifications prior to hiring.
 - 7.4.7.2. Government has 5 business days to review

8. ACCEPTABLE CONTRACT PROTECT QUALITY LEVELS:

The table below shows deliverables with Acceptable Quality Levels (AQL):

PERFORMANCE ELEMENT	ACCURACY	TIMELINESS	FORMAT	Method of Surveillance
Student surveys	98% student surveys shall meet satisfactory or above ratings or are addressed adequately as per PWS 4.2.	98% timely delivered within two (2) business days of completion of course	Via email in PDF format	100% Inspection: COR reviews all survey for constructive feedback. Adverse comments and rating of satisfactory or less will be addressed with the contractor.
Student certificates of completion	Notification indicated all applicable students 98% accuracy	98% timely delivery within two (2) business days of completion of course	Via email in PDF format	100% Inspection: COR reviews all student certificates for

				completion and accuracy.
Notification of unsuccessful completion	Explanation of unsuccessful completion adequately addresses attempts to assist students.	98% timely delivery within seven (7) business days of completion of course	Via email format	100% Inspection: COR reviews all e-mails and ensures timeliness via student's certificates.
Students not expected to receive a certificate notification	Notification indicated all applicable students 98% accuracy	98% timely e-mail delivery within (7) days of course completion date	Notification via e-mail.	100% Inspection: COR reviews all e-mail notification for timeliness.
Classroom &/OR simulator training	Training must include all sections of the PWS.	Delivered on time 100% of the time	Classroom &/OR simulator training	Periodic Inspection: Government may observe classroom & simulator training at any time.
Contract Clause: (FAR 52.222-50) Combating Trafficking in Persons	Contract requirements must meet the terms of FAR 52.222-50	100% compliance required as per US Zero tolerance policy	In writing or as specified by FAR 52.222-50	Periodic Inspection of the requirements of FAR 52.222-50

9. PERIOD OF PERFORMANCE

Period	Length	Date of Commencement	Date of Completion
Base Period	One Year	1 April 2023	31 March 2024
Option Period One	6 Months	1 April 2024	30 September 2024

10. CONTRACT ADMINISTRATION AND DATA

10.1. Functions and Limitations of the Contracting Officer's Representative (COR):

10.1.1. The COR will represent the Contracting Officer in the administration of technical details within the scope of this Contract and will manage inspection of all deliverables. The COR is not otherwise authorized to make any representations or commitments of any kind on behalf of the Contracting Officer or the Government. The COR does not have the authority to alter the Contractor's obligations, change the specifications in the Contract, or issue contract modifications. If, as a result of technical discussions, it is desirable to alter contract obligations or the Performance Work Statement, a modification must be issued in writing and signed by the

Contracting Officer. The COR is responsible for reviewing all Acceptable Quality Levels (AQL) submissions by the Contractor and for informing the Contracting Officer of areas where exceptions are to be taken. The COR authority is non-delegable. The COR may be personally liable for unauthorized acts.

- 10.1.2. The identity of the COR will be provided to the Contractor via separate correspondence on an official COR appointment letter so as not to unduly require excessive contract modifications should CORs be reassigned during the normal course of the performance of his/her duties during the life of the Contract.

11. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- 11.1. Except as specified in paragraph 11.2 below, no order, statement, or conduct of Government personnel who visit the Contractor's facilities or in any other manner communicates with Contractor personnel during the performance of this Contract shall constitute a change under the Changes clause of this Contract.
- 11.2. The Contractor shall not comply with any order, direction, or request by Government personnel unless it is issued in writing and signed by the Contracting Officer.
- 11.3. The Contracting Officer is the only person authorized to approve changes in any of the requirements of this Contract and notwithstanding provisions contained elsewhere in this Contract, said authority remains solely the Contracting Officer. In the event the Contractor effects any change in the direction of any person other than the Contracting Officer, the change will be considered to have been made without authorization. Therefore, no adjustments will be made in the Contract price to cover any increase incurred as a result thereof. Any MSC Warranted Contracting Officer within his/her warrant can act in the administration of this Contract. The identity thereof shall be made known to the Contractor via separate correspondence so as not to unduly require excessive contract modifications should Warranted Contracting Officers be reassigned during the normal seminar of the performance of his/her duties during the life of the Contract.

12. INITIAL MEETING

- 12.1. An initial Contract meeting will be held within fifteen (15) business days after award.
- 12.2. The Contractor, the COR, and the KO shall arrange a mutually agreeable time and place to meet in person or virtually via a teleconference or phone conference to discuss the work requirements and details.
- 12.3. The Contractor shall create a set of meeting minutes to be signed by both the COR and the Contractor's POC, summarizing all information discussed during the initial meeting. The meeting minutes shall be provided to the COR within three (3) business days upon completion of the initial meeting.

52.212-1 (ADDENDUM) ADDITIONAL INSTRUCTIONS TO OFFERORS--COMMERCIAL ITEMS

- a. Any inconsistency between FAR Provision 52.212-1 and the Addendum to FAR 52.212-1 shall be resolved by giving precedence to the Addendum to FAR 52.212-1.

b. After receipt of quotes the Government may, with or without notice, negotiate with and, if desired, seek quote revisions from as many or as few quoters as it, in its discretion, deems appropriate.

c. The term “offeror” or “offer” as used in FAR 52.212-1 shall be understood to mean “quoter” and “quote,” respectively. Further, the term “award” shall be understood to describe the Government’s issuance of an order.

d. The Government will consider all quotes that are timely received and may, in its sole discretion, consider late quotes. Failure of a quote to address any items required in the submission package may make a quote unacceptable.

e. Paragraph (b) of FAR Provision 52.212-1, Submission of Offers, is amended as follows:

In addition to the quote submission requirements stated in FAR provision 52.212-1, quoters shall provide the following, as part of the quote submission package, no later than the required time and date for quote submission:

Responsible sources shall provide the following:

1. Price quote which identifies the requested item(s), unit price inclusive of shipping (if any), and extended price. Quoters shall include their price quote for CLIN 0001 and 0002, and total firm fixed price in Block 26.
2. Total Firm Fixed price in Block 26
3. Any Discount Terms
4. Estimated time of delivery
5. Technical Submission Requirements
 - a. The quote shall contain all pre-award submission/certification requirements as defined in the Performance Work Statement (PWS).
6. Responses to the solicitation are due by **Thursday, 2 March 2023 at 1:00pm local time (Norfolk, VA)**. Quotes shall be e-mailed to briana.k.veil.civ@us.navy.mil AND alexandra.p.hiser.civ@us.navy.mil. To be considered timely, an e-mailed quote must be received in its entirety in the designated e-mail inbox by the due date and time for quote submission. Quotes received after that time will be considered at the Government’s sole discretion. Please reference the solicitation number on your quote.
7. The period for questions and answers has closed.

Primary Point of Contact: Ms. Briana Veil
briana.k.veil.civ@us.navy.mil

Secondary Point of Contact: Ms. Alexandra Hiser
alexandra.p.hiser.civ@us.navy.mil

The Government will consider all quotes that are timely received and may consider late quotes in its sole discretion. Failure of a quote to address any items listed in the attached submission package may make a quote unacceptable.

8. Basis for Award: Award will be made using Lowest Price, Technically Acceptable (LPTA) methodology. Award will be made to the responsible, technically acceptable quoter, whose quote, conforming to the combined synopsis/solicitation, offers the lowest evaluated price.

(End of Summary of Changes)