

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. CONTRACT ID CODE J	PAGE OF PAGES 1   7
2. AMENDMENT/MODIFICATION NO. 0001	3. EFFECTIVE DATE 03-Aug-2022	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO.(If applicable)
6. ISSUED BY MICC - FORT BENNING 6650 MELOY DRIVE BLDG 6, SUITE 250 FORT BENNING GA 31905-1300	CODE W911SF	7. ADMINISTERED BY (If other than item 6) <b>See Item 6</b>		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO. W911SF22R0033	
		X	9B. DATED (SEE ITEM 11) 03-Aug-2022	
			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.)				
It's deemed necessary and in the best interest of the Government to Amended Solicitation W911SF22R0033 as follow s:				
(a) To Correct Page # 50 To Read as Proposal Submission:1. You must submit your quote via email no later than 1:00 PM Eastern Time, Thursday, 18 August 2022. Late proposals will not be considered.				
(b) All other Terms and Conditions to Solicitation W911SF22R0033 Amendment 1 remain unchanged.				
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	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)		BY _____ (Signature of Contracting Officer)		03-Aug-2022

## SECTION SF 30 BLOCK 14 CONTINUATION PAGE

## SUMMARY OF CHANGES

## SECTION SF 1449 - CONTINUATION SHEET

The following have been modified:

SECTION L SUBMISSION OF OFFERS

1. The Offeror is to provide its submission in accordance with the instructions found herein and within the solicitation provision **52.212-1, Instructions to Offerors – Commercial Items. The SF 1449 is being used, all offers are to be submitted on the form SF1449.** (If unable to read the posted solicitation in its entirety, contact Primary: Cardova Hall [cardova.d.hall.civ@army.mil](mailto:cardova.d.hall.civ@army.mil), or alternate (only if instructed by Primary Point of Contact: for an electronic copy.)

2. **Offers are to be received by MICC-Fort Benning no later than 1:00 PM Eastern Time, Thursday, 18 August 2022. All proposals should be submitted to [cardova.d.hall.civ@army.mil](mailto:cardova.d.hall.civ@army.mil). All questions regarding this solicitation shall be submitted in writing via email. The deadline for the submittal of all questions and/or comments is Tuesday 9 August 2022 no later than 10:00 AM, in writing via email only.**

**NOTE: Your quote must be valid for 30 days.**

3. Offers are to consist of the following documents:

**L.3.1 Offeror's proposal:**

a. **(Volume I) Management and Technical Proposal "Capabilities Statement" Company Letterhead**

b. **(Volume II) "Price" Offers submitted on the form SF 1449 containing and attaching the information prescribed by 52.212-1.**

c. **(Volume III) Past Performance**

d. A completed copy of the Offeror's representations and certifications required by the provision **52.212-3**, or completion of **only paragraph (b) of provision 52.212-3**, as per the instructions of said provision.

4. Submission shall be made via e-mail to [cardova.d.hall.civ@army.mil](mailto:cardova.d.hall.civ@army.mil). **Delivery of offers via mail and facsimiles will not be accepted.**

5. All quotations from responsible sources will be fully considered. Vendors, who are not registered in the System for Award Management (SAM) with all required information provided prior to award, will not be considered. Vendors may register with SAM by visiting [www.sam.gov](http://www.sam.gov)

6. **As per 52.212-2 Evaluation Criteria for Commercial Items, the evaluation factor is Best Value Buy, the lowest price technically accepted (LPTA).**

Contracting Office Address: MICC-Fort Benning, 6650 Meloy Drive, Suite 250, Fort Benning, GA 31905

Point of Contact: Cardova Hall, [cardova.d.hall.civ@army.mil](mailto:cardova.d.hall.civ@army.mil), Phone: (706) 545-1064

## CLAUSES INCORPORATED BY REFERENCE

Request for Proposal to provide property book clerk supply services for Maneuver Center of Excellence (MCoE), Fort Benning, GA.

**Authority and Supporting Rationale for Authority Cited: In accordance with FAR 15.2 “Solicitation and Receipt of Proposals and Information” (see the Performance Work Statement attached)**

### Instructions to Offers:

You are requested to submit a proposal with Section B to provide the required services listed within the attached **PWS**.

### Proposal Preparation Instructions

L.3.1 Offeror’s proposal shall consist of three (3) parts:

**Volume I – Management and Technical Proposal**

**Volume II – Pricing**

**Volume III – Past Performance**

### L.3.2 Proposal Format

**L.3.2.1 OFFERS shall submit an original and the number of copies of their proposal as listed in Table 1.**

To aid in evaluation, proposal shall be clearly and concisely written as well as being neat, indexed (cross-indexed as appropriate), and logically assembled. All pages of each part shall be appropriately numbered and identified with the date and Request for Proposal number to the extent practicable. A cover sheet should be submitted in each volume, clearly marked as to part number, title, solicitation identification and the offeror's name. Dimensions of paper are 8 ½ x 11 inches. Typing is permitted on both sides of the sheet, head to head utilizing no less than a size 12 font. All text shall be single spaced and printed black on white paper (Black and white requirement does not apply to graphics, photos, etc., Company stationary and logos are acceptable). Cross-references should be utilized to preclude unnecessary duplication of data between sections. Copy of the proposal requires the original signature by offeror. Offer shall email the following: One (1) original Volume I and One (1) original Volume II and One (1) redacted version of Volume I (Technical Proposal). Volume I should contain no pricing data.

**TABLE I**

Page limitations are as follows:

<b>Volume</b>	<b>Format</b>	<b>Page Limitation</b>	<b>Submission Type</b>
<b>Volume I – Technical Submission</b>	<b>MS Word or PDF</b>	<b>10 (Excluding the table of contents)(8.5 x 11 inch pages; 12 font or larger)</b>	<b>Electronic copy only (email)</b>

Volume II – Price Submission	Price Data in Excel and Section B of SF1449	None 8.5" x 11" pages or 11 x 17 fold outs: 12 font or larger)	Electronic copy only (email)
Volume III – Past Performance	MS Word or PDF	8.5" x 11" pages NTE 3	Electronic copy only (email)

**The entire Proposal should not exceed 10 pages.**

All proposal documents when printed should fit on 8 ½ x 11 inch paper to include spreadsheets (with appropriate page breaks). All documents and spreadsheets will include the Contractor Name, PWS Title, and Date. Ensure your proposal is submitted in PDF format. Spreadsheets should be submitted as an Excel document.

Please identify the primary and alternate point of contacts (POCs) for this effort. Information should include the POC name, office telephone numbers, mobile telephone numbers and e-mail address.

**Contacts:**

a. Contacts regarding the requirements set forth in this RFP shall only occur with the Contracting Specialist or Contracting Officer. Discussions or information obtained via other sources may render the Contractor's firm ineligible for award if the action represents a Conflict of Interest or is deemed a violation of the Procurement Integrity Act.

b. Contractor questions and proposals shall be submitted to the following:

Name Email Phone Cardova

Hall

Contract Specialist [cardova.d.hall.civ@army.mil](mailto:cardova.d.hall.civ@army.mil) (706) 545-8176

**Proposal Submission: W911SF-22-R-0033**

**1. You must submit your quote via email no later than 1:00 PM Eastern Time, Thursday, 18 August 2022. Late proposals will not be considered.**

STATEMENT OF WORK

**Description of Requirement:** Provide qualified labor and management in order to effectively and efficiently establish, Contract Logistical Support (CLS) elements, for Property Book Office, and Unit Supply operations.

**Period of Performance: 25 August 2022 – 24 August 2023**

**Hours of operation:** Monday thru Friday from 0800 – 1630

**Concept of Support:** Provide qualified labor and management in order to effectively and efficiently establish, operate, and manage unit equipment records and monthly reports at building 9195 to include providing all required supporting functions for supply activities at building 9087 for 1<sup>st</sup> Security Forces Advisor Brigade (SFAB) Command Supply Discipline Program (CSDP). Required supporting functions include providing Sustainment Level technical assistance, technical inspections, property book

management, and supply operations. The contractor shall ensure professional execution of this effort in support of the 1<sup>st</sup> SFAB mission.

**Supply Management PWS Para 5.14 and 5.18:** The contractor shall manage 1st SFAB Property Book. The contractor shall provide services in support of asset requisition, receipt, short-term holding, inventory, issue, redistribution, classification, turn-in, maintaining hand receipts/annexes, adjustment reports, reconciliations and serial number and unique item tracking. The contractor shall use the appropriate property book LIS for transactions, accountability and reporting. The contractor shall provide Equipment Fielding Support. The contractor shall perform these functions in accordance with AR 710-2, AR 700-84, DA PAM 710-2-1, DA PAM 710-2-2, AR-735-5, CTA 50-900, CTA 50-909, CTA 50-970, CIPBO SOP, AR 840-10, AR 25-400-2, and Army Record Information Management System (ARIMS).

The contractor shall comply with the CSDP to evaluate and check compliance with Army supply policy and procedures in accordance with AR 710-2, AR 735-5, and DA PAM 710-2-1. The contractor shall ensure that personnel assigned to perform CSDP duties are organizationally independent from any contractor activities subject to review under CSDP.

**Unit Supply Support PWS Para 5.14:** The contractor shall perform unit supply support requirements as identified in the PWS for an estimated 778 personnel. The unit supply support operations historically generates an estimated 5,560 transaction within a year, receive an average of 400 pieces of equipment, perform monthly, cyclic, annual property inventory/inspections on an estimated 92 Line items; load/unload; segregate; store; issue; deliver and turn-in an average of 140 organization and installation property and equipment requiring 3760 man-hours to compete within a year. The contractor will maintain a **Secret Clearance**. The contractor shall establish property and inventory control management functions IAW current policy/procedure directives. Maintain property and equipment under GCSS-Army. Review daily and monthly records of all property and equipment transactions including petroleum products, unit/organizational basic/combat loads and operating supplies. Reconcile all local purchase transactions for fiscal/property accounting. Ensure weapons/sensitive item inventories are conducted IAW current regulatory procedure. Provide technical assistance to unit/organizational equipment and records parts specialist. Assist and advise supply officer and company commander. The contractor shall perform duties involving request, receipt, storage, issue, accountability and the preservation of individual, organizational installation, facilities and expendable/durable property and equipment. Operating and maintaining the Global Combat Support System (GCSS-Army) an automated supply system for accounting of organizational and installation property and equipment. The contractor shall perform these functions in accordance with AR 710-2, DA PAM 710-2-1, AR-735-5, CTA 50-909, PBO Standard Operating Policy (SOP), (GCSS-ARMY) End User's Manual, AR 840-10, and AR 25-400-2.

**Brigade Property Book Office (BPBO) PWS Para 5.18:** The contractor shall perform property accountability requirements as identified in the PWS for an estimated 778 personnel. The property Book office historically generates an estimated 8,920 transaction requiring 3,760 man-hours to complete within a year. The contractor shall provide services in support of asset requisition, receipt, short-term holding, inventory,

issue, redistribution, classification and turn-in; maintaining hand receipts/annexes, property book adjustment reports, reconciliations, serial number tracking and unique item tracking. The contractor shall use the appropriate property book Logistics Information System (LIS) for transactions, accountability and reporting. The contractor shall interface with program and item managers for Force Modernization equipment fielding support of new and critically short equipment. The contractor shall perform these functions in accordance with AR 710-2, DA PAM 710-2-1, AR-735-5, CTA 50-909, PBO Standard Operating Policy (SOP), (GCSS-ARMY) End User's Manual, AR 840-10, and AR 25-400-2.

**Records:** Maintain and safeguard information, materiel, equipment and records from being compromised, altered, destroyed, mutilated, damaged, or lost IAW AR 25-1, AR 25-55, AR 25-400-2, AR 340-21, AR 380-5 and other applicable policies. Ensure that all contractor generated technical records, reports, files, and other documentation are made available to the USG as required and IAW PWS paragraph 1.5.2.2.

**Additional Notes:**

- o Approximately 5,130 pieces of Non-Rolling stock- SKO's, Weapons, COMMS, toolkits, skid mounted generators, heaters etc. During this period there is a 10% inventory required for all equipment which equals 100% of the equipment inventoried for the fiscal year. An additional 100% inventory is conducted when the Accountable Officer changes out.

- o In addition to the above NRS equipment there is over 358 rolling stock that requires management.

- o Sensitive items inventory includes 100 items, inventoried monthly.

- o Supply personnel shall assure that all requisitions for the purchase of equipment, personal property, and supplies are properly reviewed for authorization and processed according to appropriate/applicable regulations. Redirect unjustified requests for further justifications and reject requests, which cannot be justified in light of the operating element mission, funds, or other available alternatives. Clears all requisitions for source of supply, assisting in the processing of requisition in accordance with applicable regulations and Command guidance. Screens lists of excess property and supplies for the purpose of redistributing such items. Applies document numbers, priorities designators, etc., as set forth in Army Regulations. Reviews all credit card purchases to assure proper authorization and priority designation, and that they are entered as required by regulation onto property records. Assures that all property acquired by whatever means either on-site or off-site, is properly managed.

- o Advises Hand Receipt Holders and upper level management personnel on the proper management of property and the procedures for processing FLIPLs, investigations, and other regulatory means used to affix responsibility for property lost, stolen or destroyed. Ensures conformity of property management to applicable Army Regulations, TACOM and AMC regulations.

- o Prepares inventory lists, assists Hand Receipt Holders as required in conducting their inventories, and adjusts property records as required to ensure accuracy. Works with management and personnel to settle problems of a special,

controversial, or technical nature, as they occur, regarding all phases of property management. Reviews and approves inventory reports to assure compliance with all regulations, and to see that appropriate adjustments are made when necessary. Prepares and assures the execution of an annual inventory schedule of accounts, reporting problems and discrepancies as required.

- o Serves as assistant points of contact and advisor for auditors, inspectors, and investigators, by explaining and justifying overall local policies and procedures used to account for property. Provides information for investigations and is accountable for accuracy of information provided as to the circumstances involved in individual property transactions. Responsible for coordinating replies to audit reports and investigations to assure corrective action is taken as required.

(End of Summary of Changes)