

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>		1. CONTRACT ID CODE	PAGE OF PAGES 1   13
2. AMENDMENT/MODIFICATION NO. 000002	3. EFFECTIVE DATE 09/14/2016	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)
6. ISSUED BY US Department of Transportation OST, Acquisition Services, M-63 1200 New Jersey Avenue, SE Tremayne Terry Washington DC 20590	CODE M-63-TREMAINE	7. ADMINISTERED BY (If other than Item 6) U.S. Department of Transportation OST, Acquisition Services, M-63 1200 New Jersey AVE, West Wing Attn: Tremayne Terry Washington DC 20590	CODE M-63-TREMAINE
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)		(x) 9A. AMENDMENT OF SOLICITATION NO. DTOS5916Q00069	
		x 9B. DATED (SEE ITEM 11) 09/07/2016	
		10A. MODIFICATION OF CONTRACT/ORDER NO.	
		10B. DATED (SEE ITEM 13)	
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 telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 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  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.)

Tax ID Number: Not Available

DUNS Number: Not Available

The purpose of this amendment is to post responses to Offerors' questions submitted in reference to the solicitation and also extend the time for submission of Offerors' proposals. Accordingly, this the solicitation is hereby modified as follows:

- Responses to Offerors' questions - See attached pages 3 thru 13.
- The submission date and time for Offerors' proposals is extended from September 15, 2016, 11:00 AM (EST) to September 16, 12:00 AM (EST).

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A 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) Tremayne W. Terry	
15B. CONTRACTOR/OFFEROR  (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA  (Signature of Contracting Officer)	16C. DATE SIGNED 09/14/2016

**CONTINUATION SHEET**

REFERENCE NO. OF DOCUMENT BEING CONTINUED  
DTOS5916Q00069/000002

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NAME OF OFFEROR OR CONTRACTOR

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	All other terms and conditions of the solicitation remain unchanged.				

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**Offeror Questions in reference to Solicitation DTOS5916Q00069  
United States Merchant Marine Academy Culture Audit**

**Question 1:**

Will the report be made public (in its entirety)? Will the findings be made public?

**Response: The report and its findings will remain property of the Department of Transportation. The DOT General Counsel and Public Affairs offices will determine appropriate disclosure.**

**Question 2:**

Could the government clarify what it means by, “documenting and outlining a plan for an alternative service delivery model at the Department”. This is stated on page 9 section E. Does the government see it as feasible to complete this assessment, make recommendations on next steps to address gaps and propose and outline for an alternative service delivery model in 60 days?

**Response: This requirement was erroneously included in the solicitation and should be disregarded by Offerors.**

**Question 3:**

C.1.5 states that we should “include a review of interaction(s) between USMMA and corporate vessel owners/ship operators participating in the Sea Year Program” what databases or repositories of “interactions” between these two communities exist?

**Response: The information about these interactions will be provided to the contractor by DOT after award of the task order.**

**Question 4:**

Would the government consider establishing a 6 month option period for this effort? It would provide flexibility due to any unforeseen delays due to information or key stakeholder accessibility shortfalls. Also would provide additional flexibility if the final report generates further “deep dive” analysis directed by senior leadership.

**Response: All work under the resultant task order awarded under this solicitation including the final report must be completed within 60 days after award.**

**Question 5:**

Can you confirm if this response requires a firm fixed price or Time and Material price quote?

**Response: A Firm-Fixed-Price quote is requested.**

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**Question 6:**

Please define the term "during Sea Year" as used throughout the RFQ. Please note that the 2011-12 and 2013-14 USMMA SAGR surveys did not ask questions that were specific to "Sea Year" as that term is commonly understood; the question on the SAGR surveys encompassed summer internships, off-campus summer activities as well as Sea Year. Is DOT using Sea Year to encompass the same activities encompassed in the questions asked in the SAGR surveys? Please clarify.

**Response: Sea Year encompasses the program described on the USMMA website at <https://www.usmma.edu/academics/departments/sea-year>**

**Question 7:**

Is the contractor expected to conduct a survey to determine the prevalence of SA/SH during Sea Year under the definition provided above? This question is important for purposes of consistency and relevancy of data produced by previous vendors.

**Response: The Contractor will have access to all existing survey data, but may employ any other investigative tools, as deemed necessary.**

**Question 8:**

Will preference in the award be given to female owned firms? Minority owned firms?

**Response: This requirement was not set-aside for any specific business type. DOT is soliciting quotations on a competitive basis from any qualified Offeror deemed eligible to receive task orders under their GSA Professional Services (PSS) contract specific to Special Item Number (SIN) 874-1, Integrated Consulting Services.**

**Question 9:**

Will any of the contractor's research, data analysis and interview notes, surveys, recordings, summaries, etc. be subject to the Freedom of Information Act (FOIA)? If so, please specify which categories will be subject to FOIA. This is important for purposes of factoring in costs related to indexing of information and archiving of records.

**Response: Only documents provided to DOT as part of this project will be subject to FOIA. Therefore, any potential vendor would need only to index and archive its work only to the extent necessary for its own business processes and needs. Offerors should not plan to receive requests for additional documents from the FOIA office.**

**Question 10:**

If a contractor's employee(s) or consultant(s) have in any way been employed by, or acted in an advisory capacity to, either MARAD or USMMA, does that constitute a conflict of interest under this RFQ?

**Response: A determination in regard to potential conflicts of interest will be made during the Government's review of the awardee's Conflict of Interest documentation.**

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### **Questions about Background (Section A)**

The prospective bidder is asked to assess past performance at USMMA (*e.g.*, Task C.1.4, C.15, (sic), C.1.8). In order to submit an appropriate bid, it is therefore necessary for DOT to set out the nature of prior efforts at USMMA.

**Response: The information will be provided to the contractor by DOT after award of the task order.**

#### **Question 11:**

Is the scope of the work limited to only existing reports, survey data, policies and other written documentation or will new data collection be required?

**Response: New data collection will be required.**

#### **Question 12:**

If new data collection is required, which of the following sources does DOT expect the contractor to collect information from: midshipmen, Academy staff/faculty, maritime union representatives, actively sailing mariners of U.S. flag commercial and/or MSC vessels, corporate employees engaged in the US flagged shipping industry, alumni, US Navy and US Coast Guard employees, MSCHE members, USMMA Board of Visitors, USMMA Advisory Board?

**Response: There is no restriction on any of the above sources.**

- a. Has DOT identified and procured (or expect to procure) the consent and cooperation of the entities listed?

**Response: DOT expects to procure consent and cooperation.**

- b. The RFQ (p.4) misquotes the MSCHE as directing USMMA to take steps “to build a climate of mutual respect and trust on campus and during the Sea Year.” The exact quote from the MSCHE report (on page 20 of the report and repeated on page 34) is:

"The pervasiveness of sexual harassment on campus must be addressed as a pressing and substantial concern that has fostered a hostile environment for many cohorts of midshipmen. The institution must implement specific steps to build a climate of mutual respect and trust among midshipmen, faculty, and staff with respect to sexual assault and sexual harassment."

**Response: The Offeror's concern is noted.**

**Question 13:**

The misquote creates substantial ambiguity. Please confirm that the Contractor is to address only what was reported in the MSCHE report as the hostile environment on campus.

- a. The MSCHE does recommend that USMMA take "demonstrable steps in preparation for and upon return from the Sea Year experience." Is the Contractor being asked to recommend these steps to meet this recommendation? Please clarify scope.

**Response: The contractor will address all requirements identified in the RFQ's Statement of Work.**

- b. Is the selected vendor required to assess the difference between Sea Year training on US Flagged commercial vessels, Federal Government vessels including US Navy, Military Sealift Command, and ROS/RFF ships? Are State Maritime Training Vessels to be assessed?

**Response: The minimum requirements are described in the tasks within the RFQ's Statement of Work.**

- c. For all of the above, is it a culture study only? Please clarify the scope.

**Response: In addition to a culture study, an analysis of other more data-driven, concrete elements will be required.**

**Question 14: Subsection 1 of the Scope (Section B)**

- a. Define what is meant by the term "culture" ("... history and culture of USMMA and the Sea Year program . . .") and how is it defined in the context of the scope of work?

**Response: Culture in this instance refers to the historical and present system at the Academy. Efforts have been made to change behaviors, but the systemic problems that face many male-dominated industries still remain. Culture is an overarching umbrella.**

- b. Is this referring strictly to a culture of SA/SH? Does it include any history and culture of alcohol use, racial attitudes, etc.? The history and culture at USMMA is likely to be substantially different than the history and culture on commercial merchant marine vessels and then different once more on other vessels used as training platforms, including Military Sealift Command vessels, state maritime academy training vessels, etc. Therefore, the scope of work could be vastly expanded depending upon how DOT is using the term "culture."

**Response: If other elements are found to be impacting the SA/SH issue at the Academy during the interview and fact-finding process, they should be incorporated in the final analysis. At its base however, this is a SA/SH concern.**

- c. Culture is a diverse study that must include the background of the current population. What data regarding these social and economic demographics of the midshipmen population prior to entering the Academy will be provided? The response to this is essential to allow the contractor to properly estimate the man hours required for the bid.  
**Response: Background information on the current population will be provided for reference after task order award.**
- d. We are concerned that there will be an insufficient data set to allow an appropriate study given the limited time frame for the study. (For example, the DMDC SAGR survey for 2013-14 required three separate visits to USMMA over a nine (9) month period in order to have access to all midshipmen.  
**Response: The Offeror's concern is noted.**
- e. Please provide a breakdown by class year, split, major (deck or engine), and number of midshipmen who have participated in at least one (1) full Sea Year "split" prior to it being modified in June 2016. Given that a significant portion of second and third class midshipmen are assigned away from USMMA for sea year at any given time, how many midshipmen who have completed at least one full Sea Year split will be accessible during the time frame for the contractor to complete the scope of work?  
**Response: This information will be made available after award.**

**Question 15: Subsection 2 of the Scope (Section B)**

- a. In section 2(b) ii, the RFQ states, "These recommendations should include components for monitoring progress, including metrics, methodology, data collection, compliance reviews, and evidence-based evaluations." Please define the standard(s) to be used for compliance review (e.g. Title IX, Cleary Act, Uniform Code of Military Justice, etc.).  
**Response: Recommendations to be included under 2.b.ii will align with recommendations presented under 2.b.i.**
- b. Should an analysis of the effectiveness of the Service Academy Gender Relations Survey and the Defense Manpower Data Center (DMDC) Focus Groups be performed and recommendations proposed to evaluate alternate surveys and tools?  
**Response: Yes**
- c. Is the contractor to "baseline" existing process, metrics, reporting, and then make recommendations on what needs to change?  
**Response: Yes**

**Question 16: Tasks (Section C)**

- a. Task C.1.2: Please define "all relevant prevention policies" and "related conduct". It is not clear whether this is limited to polices and conduct at USMMA or whether it is far broader, to include policies of commercial shipping companies, Military Sealift Command, state maritime academy training vessels, and conduct related to those entities. Please clarify scope.

**Response: There is no limitation to what the contractor deems relevant.**

- b. Task C.1.3: Define "all relevant education and training". Specifically, does that term include all companies, unions, third party contractors, state school training vessels, and governmental entities with which midshipmen come in contact during Sear Year? Over what period of time is the effectiveness of that training to be measured? Please clarify scope.

**Response: There is no limitation to what the contractor deems relevant.**

- c. Task C.15 (sic): Is this review limited to corporate oversight practices only? Does the term corporate include US Navy, Military Sealift Command, affiliated third party contractors, related unions, state school training vessel personnel, and US Coast Guard? Please clarify scope.

**Response: There is no limitation to what the contractor deems relevant.**

- d. Task C.15 (sic): Please define 'enforcement authorities' and provide a list of these authorities.

**Response: This information will be made available after task order award.**

- e. Task C.1.6: For the first time in the RFQ, a reference is made to "sex discrimination." Is it intended that the scope include sex discrimination? Is the reference to sexual discrimination limited to this specific task or is the intent of the RFQ to address sexual discrimination in addition to SA/SH? (Note that "sex discrimination appears sporadically in other instances of the RFQ (e.g., Task C.1.8) and requires clarification in those instances as well.) Please clarify scope.

**Response: Yes. See Section B "Scope" of the RFQ.**

- f. Task C.1.6: Is this task limited to the reporting procedures available only on campus at USMMA or through USMMA-created programs (e.g., for reporting SA/SH to the USMMA during Sea Year? Or should the contractor analyze reporting procedures available through EEOC; (2) USCG; (3) individual commercial shipping companies; (4) Military Sealift Command; (5) aboard state maritime academy training ships; (5) State and local law enforcement agencies; (6) military authorities; etc.? Please clarify scope.

**Response: There is no limitation to what the contractor deems relevant.**



- g. Task C.1.6.4: Should this task be limited to federal service academies only? Valuable data may be available from other American universities and colleges, and, in particular, state maritime academies. DOT may wish to consider expanding the scope to include, at a minimum, the state maritime academies.

**Response: There is no limitation to what the contractor deems relevant.**

- h. Has DOT obtained the consent and cooperation of the U.S. Military Academy, U.S. Naval Academy, U.S. Air Force Academy, and U.S. Coast Guard Academy and obtained permission to access all necessary documents?

**Response: DOT will obtain the necessary consent and cooperation after task order award.**

- i. Task C.1.7: "Review accountability measures imposed over time... retaliatory acts, failure to report known offenses, and related misconduct;" Is the vendor required to differentiate between an honor violation, a conduct violation, a "preponderance of evidence standard", a "beyond a reasonable doubt standard" due process protections, such as adequate notice, open hearings, an impartial tribunal, and knowledge of incriminating and exculpatory evidence, the right to representation by counsel, a midshipman's legal counsel to represent the midshipman during the actual hearing or in subsequent reviews of the hearing outcome before academy officials, clear criteria for determining whether a given act would be charged as a conduct offense or an honor offense, midshipman perception that the rules and regulations were unevenly applied and that midshipmen received different disciplinary actions for the same offenses as these factors may cause considerable reluctance among midshipmen to report their fellow midshipmen for honor violations?

**Response: There is no limitation to what the contractor deems relevant.**

- j. Task C.1.8: How is "personnel within USMMA and in the Sea Year Program" defined? Does it include all personnel aboard a ship to which a midshipman is assigned? Does it include maritime union representatives, corporate employees engaged in the US flagged shipping industry, alumni, state maritime school employees on training vessels, and US Navy and US Coast Guard employees that interact with midshipmen during Sea Year? Does it include Academy Training Representatives? Does it include personnel preparing and advising midshipmen before departure for sea? Does it include personnel who "debrief" midshipmen upon return from sea? (Depending upon the definition of "during Sea Year" (see General Question No.1, at the beginning of this list of questions), personnel could also potentially include people involved in internships and personnel aboard the T/V Kings Pointer.) Please clarify scope.

**Response: Sea Year encompasses the program described on the USMMA website at <https://www.usmma.edu/academics/departments/sea-year>**

- k. Task C.1.9: Please define the term "information gathering". Specifically, does this term include any limitations as to the types of tools and methods contractor may utilize and does this term include any limitations as to the confidentiality/anonymity of the information details gathered and provided to the contractor? Please clarify scope.

**Response: There is no limitation to what the contractor deems relevant.**

- l. Task C.1.9.2: Please define the term, "shipboard environments." Specifically, is this limited to US flagged commercial vessels? Or does it also include US Navy vessels, US Coast Guard vessels, state maritime school training vessels, USMMA training vessels, ROS/RRF vessels? Please clarify scope.

**Response: This is limited to US flagged commercial vessels.**

- m. Task C.1.9.3: This task instructs the contractor to "Identify any progress achieved in recent years in reducing the incidence of these offenses and discuss the reasons therefore." Is the contractor limited to identifying progress made or should it also identify areas of regression (if any)?

**Response: Both should be identified and assessed.**

- n. What is the historical time frame for review? Please clarify scope.

**Response: There is no limitation to what the contractor deems relevant.**

- o. Is the scope of the study limited to sexual assault and sexual harassment or does it include aspects of the academy culture related to perceived issues of equality, fairness, and safety?

**Response: There is no limitation to what the contractor deems relevant. See references to other forms of sex discrimination and footnote #5 to table in Section E.**

#### Question 17: Qualifications and Experience (Section D)

- a. Will demonstrated experience working within the Maritime Industry and State maritime schools on sexual assault and sexual harassment issues be considered equivalent to similar such experience with the U.S. military, the service academies, and/or other academic environments?

**Response: Yes, it will be considered.**

- b. Does demonstrated experience in Distance Learning meet the standard required for the contractor?

**Response: Demonstrated experience in Distance Learning will be considered.**

- c. The RFQ states that "The capacity and experience of the firm to deliver in a short time frame is paramount as is past experience of the company in delivering similar products". Will any extension of the sixty (60) Day Period of Performance be granted or must the contractor perform all Tasks and issue a Final Report within the sixty (60) day Period of Performance?

**Response: All work under the resultant task order awarded under this solicitation including the final report must be completed within 60 days after award.**

- d. May the selected vendor sub-contract areas where additional subject matter experience is needed, especially as related to Military Sealift Command, State Maritime Schools, US Navy, and the commercial maritime industry? If so, are the resumes for the proposed sub- contracted subject matter experts also required to be submitted with the contractor's proposal?

**Response: Yes, the selected vendor may subcontract. If resume(s) are available for the subcontractor personnel, the Offeror should include this information in its proposal.**

**Question 18: Deliverables (Section E)**

- a. Item 4(2). While the DOT is asking for assistance with perceived problems identified by the contractor, it is anticipated that the contractor will also discover benefits and advantages associated with the study topics. What data regarding cultural benefits and climate benefits is required? Should such benefits be investigated and how should recommendations for enhancement of these benefits be presented to the COR? Please clarify scope.

**Response: Benefits and advantages should be identified and addressed.**

- b. Please define what is meant by the "alternative service delivery model" as used in the sentence, "...outlining a plan for an alternative service delivery model at the Department". Is this referring to an alternative service delivery model for surveys, programs and practices relating to the prevention of sexual assault, sexual harassment, and other forms of sex discrimination, retaliation, and precipitating or related misconduct? Is this referring to an alternative service delivery model to replace the current Sea Year program at the USMMA? Is this referring to recommendations related to the national security interests of the USMMA and organizational structure (e.g. Department of Transportation or Department of Defense)? Please clarify scope.

**Response: This reference was inadvertently included in the solicitation is hereby deleted under this solicitation amendment.**

**Question 19: Period of Performance (Section F)**

The time frame for completion being reduced in the amendment to the RFQ by 67% without any reduction in the scope of work. In view of the very limited time allowed and the complexity of the RFQ, contractor asks that DOT provide direction as to the priority of each requested task in order for contractor to estimate costs based upon allocation of resources to tasks. Please prioritize the tasks in order of importance.

**Response: Amendment 0001 was issued to correct the anticipated “period of performance” end date for the effort that initially stated in the RFQ as six (6) months versus sixty (60) days. All tasks referenced in the SOW are of equal priority.**

**Question 20: about the Place of Performance (Section G)**

- a. Please reconcile Item G: "All performance under this task order shall occur at the United States Merchant Marine Academy located at 300 Steamboat Rd, Kings Point, NY 11024 and the Contractor's facility." with Item B Scope 1(d) "evaluation of cultures within the student body, faculty and administrative offices, alumni, and other external groups as well as cultures at the intersection of the groups." and C.1.6.4 "Identify all barriers to reporting by victims and witnesses, including mandatory referrals, chain of command requirements, fear of retaliation, and culture; and compare these practices to those used in other Federal Service Academies." It does not appear that the scope of work can be completed exclusively from, or even primarily from, the USMMA campus.

**Response: The majority of work will be completed at the USMMA campus. Other research with other Service Academies can likely be conducted by phone interview or email exchange.**

- b. How does DOT expect contractor to interface with all referenced entities and individuals external to the campus?

**Response: DOT will make arrangements with external entities and provide the contractor with contact information.**

- c. Does DOT expect external individuals to travel to USMMA?

**Response: The majority of work will be completed at the USMMA campus. The will request approval from DOT for specific travel**

- d. Does DOT expect contractor to travel to location of external environments being evaluated in this report?

**Response: As referenced in page 10, Section G of the solicitation, Place of Performance, “All performance under th[e] task order shall occur at the United States Merchant Marine Academy located at 300 Steamboat Rd, Kings Point, NY 11024 and the Contractor’s facility.**

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- e. Will contractor or DOT make such arrangements and will Contractor or DOT absorb those costs?

**Response: The contractor shall be responsible for making specific travel arrangements and shall receive reimbursement for approved actual costs incurred under Contract Line Item Number 0002 as referenced under page 2, "Supplies or Services and Prices/Costs" of the solicitation.**