



RadioFreeEurope RadioLiberty

MODIFICATION OF RFE/RL Request for Proposal		1. CONTRACT TBD	PAGE OF PAGES 1 3																																									
2. MODIFICATION NO. 001	3. EFFECTIVE DATE 3 November 2009	4. REQUISITION/PURCHASE REQ. NO.	5. PROJECT NO. (If applicable)																																									
6. CONTRACT ISSUED BY: Radio Free Europe/Radio Liberty Vinohradská 159a Praha 10 100 00 Czech Republic		7. CONTRACTOR: TBD																																										
8. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS. IT MODIFIES THE CONTRACT NO. AS DESCRIBED IN ITEM 9.																																												
A. THE ABOVE NUMBERED CONTRACT IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 9.																																												
B. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:																																												
C. IMPORTANT: Contractor/vendor _____ is not, _____ is required to sign this document and return _____ copies to the issuing office.																																												
9. DESCRIPTION OF MODIFICATION (Including solicitation/contract subject matter where feasible.)																																												
The RFP is hereby amended with the following changes.																																												
1. The Statement of Work, paragraph A.2.a Organization of Work is replaced as follows:																																												
a. The management and security staffing of the Operations Manager, assistant operations manager, receptionist and admin assistant shall insure that this security services contract is adequately staffed at all times by recruiting, training and scheduling for duty guard personnel as necessary. At a minimum, the following 12 RFE/RL protection force positions must be staffed 24 hours/day, 365 days a year and 2 positions Monday – Friday 12 hours/day without fail:																																												
<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>Security Staffing</u></th> <th style="text-align: right;"><u>Days/Hours</u></th> </tr> </thead> <tbody> <tr><td>-1 Shift Supervisor</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 Security Operations Center - Console operator I.</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 Security Operations Center - Console operator II.</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 Main building x-ray/walk-thru metal detector screening position</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 Main building security booth</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 Main building deliveries / Fire Safety/Emergency Response/ guard position</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 MCAC security booth</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 MCAC x-ray/walk-thru metal detector screening position</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 MCAC x-ray/walk-thru metal detector screening position</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 SCAC security booth I.</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 SCAC security booth II. Mon – Fri 0630-1830</td><td style="text-align: right;">250/12</td></tr> <tr><td>-1 SCAC x-ray/walk-thru metal detector screening position</td><td style="text-align: right;">365/24</td></tr> <tr><td>-1 SCAC x-ray/walk-thru metal detector screening position</td><td style="text-align: right;">365/24</td></tr> <tr><td colspan="2"> </td></tr> <tr> <th style="text-align: left;"><u>Management Staffing</u></th> <th></th> </tr> <tr><td>-1 Operations Manager – Salaried</td><td style="text-align: right;">250/8</td></tr> <tr><td>-1 Assistant Operations Manager – Salaried</td><td style="text-align: right;">250/8</td></tr> <tr><td>-1 Main building reception desk receptionist Mon – Fri 0630 -1830</td><td style="text-align: right;">250/12</td></tr> <tr><td>-1 Admin Assistant</td><td style="text-align: right;">250/12</td></tr> </tbody> </table>					<u>Security Staffing</u>	<u>Days/Hours</u>	-1 Shift Supervisor	365/24	-1 Security Operations Center - Console operator I.	365/24	-1 Security Operations Center - Console operator II.	365/24	-1 Main building x-ray/walk-thru metal detector screening position	365/24	-1 Main building security booth	365/24	-1 Main building deliveries / Fire Safety/Emergency Response/ guard position	365/24	-1 MCAC security booth	365/24	-1 MCAC x-ray/walk-thru metal detector screening position	365/24	-1 MCAC x-ray/walk-thru metal detector screening position	365/24	-1 SCAC security booth I.	365/24	-1 SCAC security booth II. Mon – Fri 0630-1830	250/12	-1 SCAC x-ray/walk-thru metal detector screening position	365/24	-1 SCAC x-ray/walk-thru metal detector screening position	365/24			<u>Management Staffing</u>		-1 Operations Manager – Salaried	250/8	-1 Assistant Operations Manager – Salaried	250/8	-1 Main building reception desk receptionist Mon – Fri 0630 -1830	250/12	-1 Admin Assistant	250/12
<u>Security Staffing</u>	<u>Days/Hours</u>																																											
-1 Shift Supervisor	365/24																																											
-1 Security Operations Center - Console operator I.	365/24																																											
-1 Security Operations Center - Console operator II.	365/24																																											
-1 Main building x-ray/walk-thru metal detector screening position	365/24																																											
-1 Main building security booth	365/24																																											
-1 Main building deliveries / Fire Safety/Emergency Response/ guard position	365/24																																											
-1 MCAC security booth	365/24																																											
-1 MCAC x-ray/walk-thru metal detector screening position	365/24																																											
-1 MCAC x-ray/walk-thru metal detector screening position	365/24																																											
-1 SCAC security booth I.	365/24																																											
-1 SCAC security booth II. Mon – Fri 0630-1830	250/12																																											
-1 SCAC x-ray/walk-thru metal detector screening position	365/24																																											
-1 SCAC x-ray/walk-thru metal detector screening position	365/24																																											
<u>Management Staffing</u>																																												
-1 Operations Manager – Salaried	250/8																																											
-1 Assistant Operations Manager – Salaried	250/8																																											
-1 Main building reception desk receptionist Mon – Fri 0630 -1830	250/12																																											
-1 Admin Assistant	250/12																																											
<i>Except as provided herein, all terms and conditions of the contract remain unchanged and in full force and effect.</i>																																												
10A. NAME AND TITLE OF SIGNER (Type or print)		11A. NAME AND TITLE OF AUTHORIZING OFFICIAL (Type or print)																																										
10B. CONTRACTOR/VENDOR	10C. DATE SIGNED	11B. RADIO FREE EUROPE/RADIO LIBERTY	11C. DATE SIGNED																																									
(Signature of person authorized to sign)		BY																																										
		(Signature)																																										

2. Section F of the RFP, Model Contract – Terms and Conditions, Article 1 Scope of Work, in paragraph 1.3 replace the working hours 112,940 with 116,580 and replace 9,412 with 9,715. Add to the last sentence, (1) admin assistant (0830 to 1730).
3. Section F of the RFP, Model Contract – Terms and Conditions, Article 3, at the end add the following:

The incentive fee pool shall structured such that penalties will be assessed for failure to meet critical requirements as outlined in the table below. The percent penalty applies to the incentive pool.

Infraction Category	% Deduction from Incentive Fee Pool	
	Major Infraction	Minor Infraction
Unsafe acts or improper conduct by contractor staff.	15%	3%
Inability to react properly to security infractions or safety precautions	15%	3%
Failure to provide the level of service described in the Statement of Work.	15%	3%
Not fully staffed	15%	3%
Labor code violations	15%	3%
Unauthorized items introduced into the premises	15%	3%

The implementation of the incentive fee shall be managed in a professional and non-arbitrary fashion. The first infraction will result in a written warning with expectation of a corrective action plan to preclude future occurrences. Thereafter, penalties will be imposed for subsequent infractions. Whether the infraction is major or minor is the Director of Security's determination. The contractor will be afforded the opportunity to address the penalty with the Director of Security regarding the nature of the infraction and corrective actions taken, if appropriate. If the contractor disagrees with the penalty and believes that it is not warranted, then appeal can be made to the Director of Procurement. The determination of the infraction is not subject to the disputes clause.

This fee may be invoiced semiannually.

4. Section F of the RFP, Model Contract – Terms and Conditions, Article 5, Payment for Performance of Services and Reimbursement Limited to Specific Costs, Para 5.4(a) (v) through (vii) are hereby deleted.
5. Section F of the RFP, Model Contract – Terms and Conditions, Article 17, Administration of Agreement is hereby deleted in its entirety.
6. Section F of the RFP, Model Contract – Terms and Conditions, Article 18, Compensation of Contractor Employees, Para 18.2 (iii) is deleted.
7. Section G, Appendices, Exhibits and Attachments, Appendix II, the following changes are made:
 - a. Para 1.2.(ii) change three (3) years to five (5) years and
 - b. Para 2.1 (i) and (ii) to change five (5) to ten (10) years and three (3) to eight (8) years respectively
 - c. Para 3.1 delete from the first sentence the text "...and the members of the Surveillance Detection Team..."
 - d. Para 3.5, delete in its entirety.
8. Section G, Appendices, Exhibits and Attachments, Appendix III, Reports to Operations Manager, item 7 change Due Date from Monthly to Quarterly.
9. Section G, Appendices, Exhibits and Attachments, Exhibit C, Information Sheet – Reimbursement, the following changes are hereby made:
 - a. Delete items 5, 6, 7 and 12.
 - b. Item 9 delete references to sections 6.1 and 5.4

- c. Item 11, delete reference to 7.13
- 10. Section G, Appendices, Exhibits and Attachments, Exhibit D, Information Sheet – Reimbursement, delete items 5, 6, and 7.
- 11. Section G, Appendices, Exhibits and Attachments, Attachment B is replaced with the following table:

Cost Proposal Format				Hourly Labor rate	Cost
COSTS	Labor Direct		Hours per year	Rate	
	Security Staff				
	1 Shift Supervisor		8760		
	1 Security Operations Center - Console operator I.		8760		
	1 Security Operations Center - Console operator II.		8760		
	1 Main building x-ray/walk-thru metal detector screening position		8760		
	1 Main building security booth		8760		
	1 Main building deliveries / Fire Safety/Emergency Response/ guard		8760		
	1 MCAC security booth		8760		
	1 MCAC x-ray/walk-thru metal detector screening position		8760		
	1 MCAC x-ray/walk-thru metal detector screening position		8760		
	1 SCAC security booth I.		8760		
	1 SCAC security booth II. Mon – Fri 0630-1830		3000		
	1 SCAC x-ray/walk-thru metal detector screening position		8760		
	1 SCAC x-ray/walk-thru metal detector screening position		8760		
	Management Staff				
	1 Operations Manager Salaried		1820		
	1 Assistant Operations Manager Salaried		1820		
	1 Admin Assistant Mon- Fri 0830 to 1730		1820		
	1 Main building reception desk receptionist Mon – Fri 0630-1830		3000		
			116580		
	Materials				
		Materials Subtotal			
	Other Direct Costs (ODC)				
		ODC Subtotal			
	G&A				
COST SUBTOTAL					
FEES	Base Fee (x %)				
	Incentive Fee Pool (y %)				
	Total fee (x%+y %)				
VAT					
TOTAL COSTS, FEES and VAT					
XXXXXXXXXXXXNO OTHER CHANGES FOLLOWXXXXXXXXXXXXXXXXXXXXXXXXXXXX					