



Amendment of Solicitation and Offer

I. Solicitation

1. Solicitation Number: 6400009275	2. Amendment Number: 4
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3a. Subcontract Administrator: Shirley Marion

3b. Email address: MARIONSJ@ORNL.GOV	3c. Telephone: 865-574-0422	3d. Fax: 865-241-1034
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4. Name and Address of Offeror: Seller Number: 214342 ALL PROSPECTIVE OFFERORS Unknown Unknown TN 37831	5. Address Offer To: UT-Battelle, LLC c/o Oak Ridge National Laboratory P.O. BOX 2008, BLDG. 5700 OAK RIDGE, TN 37831-6024
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6. The solicitation is amended as set forth in item 7 below. Offerors must acknowledge receipt of this amendment in block 14 of the Solicitation and Offer. If as a result of this amendment, offerors wish to revise offers already submitted, they must resubmit the affected sections of the offer.

7. Description of Amendment:
See page 2 for complete description of amendment.

8. Offers Due By:Offers Due By Date is revised as follows - 02/22/2010

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Description of Amendment (continued)

Amendment 4 is issued to change the following:

1a) To revise and clarify Section C. Specific changes are underlined. Paragraphs entitled Scope and Process Work Flow are changed to read as follows:

Section C - Scope

Oak Ridge National Laboratory located in Oak Ridge, TN requires recruiting and staffing support in various Information Technology/Computer Science (IT/CS) areas. Due to the rapidly changing needs and technology, we often have the need to rapidly acquire the services of experienced IT/CS professionals with specialized skills to augment our existing staff.

The types of skills required are expected to run the full gamut of IT/CS services; however, this agreement will be used primarily to obtain the services of experienced personnel. Some examples of services that may be required include applications programmer, applications administrator, web programmer, web site designer, database programmer, database architect, database administrator, systems programmer, system analyst, system administrator, systems engineer, systems architect, computer I/O systems engineer, desktop support analyst, cyber security specialist, cyber policy analyst, and network engineer. An individual job description that defines specific technologies, functions, and/or tasks will be supplied by the Company for each position solicited under this agreement.

The duration of work for supplied staff will be temporary, short-term (up to one year). After six months of full-time work, supplied staff may be offered full-time employment by the Company (no fee shall be charged to the Company or employee). If the company wishes to convert a supplied staff member prior to six months, the Seller's standard fee shall be prorated based upon time worked.

Before submitting résumés to the Company for any position, the Seller shall discuss the job description with any potential candidate and affirm their interest in the position.

All Sellers must respond to each and every job posting by the stated deadline (even if the response is "no viable candidate available").

Before reporting to work, all staff supplied under this agreement shall have undergone background screening consisting (at a minimum) of all of the checks enumerated below. Results from these checks shall be made available to the Company on any supplied candidate upon request.

1. Employment/Unemployment verification for the past 3 years
2. Education verification for any attendance within the past 5 years. Any/all post high school degrees regardless of time
3. At least two references that know the applicant personally and have first-hand knowledge of professional work experience.
4. Felony & Misdemeanor and Federal Felony & Misdemeanor checks for the past 7 years. This check is conducted in the county for the Applicant's present address. If the present address is for a short period of time, then check the longest address.
5. Credit report - ordered through Equifax
6. Motor Vehicle Records report - ordered through motor vehicle department

The Company reserves the right to declare any supplied personnel "unsuitable" at any time.

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This condition will be communicated to the Seller as soon as it is apparent to the Company. The Company's obligation to utilize that worker will cease immediately after notification; however, upon mutual agreement between the Company and the Seller, the worker may continue to be used up to 30 (calendar) days after notification.

The Company will not pay any travel/relocation fees as part of this agreement. Any such premium that is required for an individual candidate must be included in the hourly rate proposed.

Section C - Process Work-Flow

1. Company identifies an IT/CS need.
2. Company Technical Contact (CTC) prepares a job description, specifies a deadline (typically 1 week) for résumés to be returned, and forwards this information to the subcontract administrator who sends it via email to designated contact for each Seller.
3. Seller responds by the deadline to the subcontract administrator with résumés of interested candidates, total hourly rate (includes any overhead), earliest report-to-work date for each candidate.
4. ORNL Subcontract Administrator forwards résumés to CTC.
5. CTC reviews résumés, selects candidate(s) for interview and notifies appropriate Seller.
6. Seller works with CTC to arrange interviews.
7. CTC selects first choice candidate and notifies Seller.
8. Seller performs background checks and affirms completion to CTC and communicates any "red flags". (CTC may request written results.)
9. CTC initiates a procurement action to add line-item and funding for the person selected to the existing purchase order/contract with the Seller.
10. ORNL Subcontract Administrator works with the Seller to finalize the hourly rate and add the item.
11. CTC and Seller agree upon a firm report-to-work-date.
12. Worker reports to work on the agreed-upon date.

Definitions

Temp-to-hire: The Company plans to make a permanent placement hiring decision during or after a temporary help assignment. Only temporary workers who are also seeking a similar type of permanent work should be sent on the assignment.

Experienced Personnel: This term describes staff who have credible experience with the technologies, functions, and/or tasks that are described in a specific job description.

1b) To revise and clarify Section J. Specific changes are underlined. Section J, Paragraphs entitled Evaluation Criteria, and Technical & Business Management Proposals are revised to read as follows:

Section J - Evaluation Criteria

We will evaluate proposals using the following criteria, which are of approximately equal importance:

Criterion 1: Corporate Past Experience/Past Performance

The Company will evaluate the past experience of the Offeror as it relates to providing experienced personnel for the job titles given in the Statement of Work (Section C). Past

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performance will be reviewed to determine the level of success and customer satisfaction achieved on previous engagements as relayed by references and other information sources.

Criterion 2: Technical Approach

The proposal must include the approach used to provide the minimal requirements outlined in the Statement of Work.

The Company will evaluate how the proposal meets each of the Technical Requirements listed below:

- 1) Demonstrate the ability to supply experienced candidates for specialized IT functions, often on short notice (0-6 months).
- 2) The number of IT Professionals presently affiliated with the Seller. Total may include both committed and uncommitted candidates, as long as they are identified separately in the total.

Section J - Technical & Business Management Proposals

A. To aid our evaluation, your proposal must be in two parts, a Technical Proposal and a Business Management Proposal.

B. Format for Technical Proposal. The Technical Proposal should not exceed 20 pages (excluding personnel resumes). You must provide technical information in sufficient detail to allow the Company to fully evaluate your proposal against all evaluation factors. The Company may assume that the Offeror fails to comply with the Statement of Work if this section is incomplete.

The following information is mandatory:

Section 1: Corporate Past Experience/Past Performance

In this section, the Offeror shall provide detailed information pertaining to past and present experience providing experienced staff for the sample job titles identified in the Statement of Work (Section C). The Offeror must provide a minimum of two technical references. Each reference shall include company name, point of contact, telephone number, email address, and a brief description of the project, including any related problems and resolution.

Section 2: Technical Qualifications

This section must contain the minimal requirements outlined in the Statement of Work. The Company will evaluate how the proposal meets each of the Technical Qualifications. The technical qualifications include:

a) Demonstrating the ability to supply experienced candidates for specialized IT functions, often on short notice (0-6 months). (Provide at least 2 examples)

b) Provide the number of IT Professionals presently affiliated with the Seller. Total may include both committed and uncommitted candidates as long as they are identified separately in the total.

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c) For each candidate proposed under this agreement, the offeror must be able to show an established relationship with the proposed IT Professional. Explain the process for ensuring that your company is authorized to represent the candidate.

d) Provide evidence of proven success records.

1c) To provide responses to all vendor questions received concerning the solicitation. See attached pdf document. Responses to questions are posted to the following website - <http://procurement.ornl.gov/rfp/6400009275>

1d) NOTE: If a vendor has already submitted a proposal, the vendor may revise and re-submit their proposal by the closing date of 12:00 noon EST on 2/22/10.