

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		BPA NO.	1. CONTRACT ID CODE	PAGE 1	OF PAGES
2. AMENDMENT/MODIFICATION NO. 02	3. EFFECTIVE DATE See Block 16C	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY Executive Office USAID RDMA 63 Athenee Tower, 25th Floor Wireless Road Bangkok, Thailand 10330		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) All Offerors / Bidders		(X)	9A. AMENDMENT OF SOLICITATION NO. RFP 018/2016 (original attached)		
CODE		9B. DATED (SEE ITEM 11) June 30, 2016		10A. MODIFICATION OF CONTRACT/ORDER NO.	
FACILITY CODE		10B. DATED (SEE ITEM 13)			

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 _____ 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.

(X)	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:
X	D. OTHER (Specify type of modification and authority) Extension of closing date

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

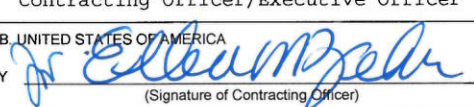
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The purpose of this modification is to:

- extend the closing date for the submission of proposal from June 30, 2016 (5pm Bangkok Time) to July 15, 2016 (5pm Bangkok Time)

All other terms and conditions 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) Ellen Zehr Contracting Officer/Executive Officer
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 6/30/16

Attachment A

REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	018/2016 – June 6, 2016
B. Subject:	Purchase of Training Courses for ARTC (Speed Reading)
C. Issuing Office/Section:	USAID RDMA, Executive Office 25th Fl, Athenee Tower 63 Wireless Road, Bangkok 10330, Thailand
D. Closing date for receipt of questions:	June 16, 2016 – (5pm, Bangkok Time)
Closing date for receipt of proposals:	June 21, 2016 – (5pm, Bangkok Time)
E. Type of Award:	Fixed Price – Purchase Order
F. Basis for Award:	Soliciting competition, evaluation of proposals or offers, award and documentation (FAR Part 13.106)

Description of Requirements

The United States government, represented by the U.S. Agency for International Development (USAID), invites qualified companies/individuals to submit cost proposal of the services specified below. This is to support the operation of USAID/RDMA, Bangkok Thailand.

Proposal submission and questions regarding this Request for Proposal (RFP) shall be ONLY via email to spoomtong@usaid.gov by the time/date specified above.

The award of a contract hereunder is subject to the availability of funds. Issuance of this RFP does not constitute an award or commitment on the part of the U.S. Government, nor does it commit the U.S. Government to pay for costs incurred in the preparation and submission of a proposal. **Please be advised that all interested parties are required to be registered in Dun and Bradstreet and are subject to SAM registration before an award can be made.** Information on obtaining the Data Universal Numbering System (DUNS), can be found at this website: <http://fedgov.dnb.com/webform>. Offerors are also required to register their business on the U.S. Government's System for Award Management (SAM) at www.sam.gov. Information on this process for foreign vendors is available [here](#). Prospective offerors are encouraged to register in SAM prior to the submittal of quotations.

I. Introduction

The U. S. Agency for International Development (USAID) in Bangkok, Thailand plans to offer a one-day speed reading course delivered on three consecutive dates, on/about January 18 - 20, 2017. Each class will consist of approximately 25 different participants from USAID missions located in countries in the Asia region and possibly beyond, including Locally-employed staff (LES) and Third Country National (TCN) and American staff. The training venue will be provided by USAID.

II. Background

USAID is the lead U.S. Government agency that works to end extreme global poverty and enable resilient, democratic societies to realize their potential. In the past few years, USAID has recruited and deployed additional staff, increasing its workforce dramatically and quickly. The Regional Development Mission for Asia (RDMA) in Bangkok serves as a knowledge management platform that works closely with Washington headquarters to provide thought leadership for USAID programs throughout the region and manages the Asia Regional Training Center (ARTC). ARTC is a dedicated training facility to deliver skills-building and specialized technical training to USAID staff.

USAID has a very diverse, global workforce with many employees having less than five years of USAID experience, and nearly half as many eligible for retirement. USAID is dedicated to strengthening its workforce by mentoring and empowering staff and placing emphasis on the transfer of experience and knowledge. It is our intent to enhance employee job performance and productivity through speed reading. The training outlined here is to equip USAID staff with the techniques needed to process more information quickly and effectively, to increase comprehension, and to better organize the information for written reports.

III. Services Required

A. Approach

Training must incorporate teaching methodologies that take into account different learning styles, reading abilities, and cultural language barriers. Given the wide range of talent, years of experience, and a workforce that spans generations, this training must consider what motivates employees with different expectations. Increased reading speed, comprehension, concentration, and recall of a variety of materials (i.e., e-mails, journal articles, policies and manuals, memorandums, announcements, and personal reading) are necessary outcomes of this training. Training should be created for delivery to both the supervisory and non-supervisory employees.

The training should incorporate the following principles:

- Highly participatory, interactive, and experiential for all participants
- Current and best practices in self-development
- Accounts/allows for adapting to USAID's organizational culture
- Personalization/unique experiences for participants (as opposed to a generalized 'one size fits all'), and
- Ongoing self-development, providing forward-looking opportunity for skills, behaviors, and supportive systems to continue to improve well after the training is completed.

B. Training course will consider and include the following contents:

This course should be designed for both native and non-native English participants with limited to no prior experience in speed reading. It should focus on techniques that will increase reading speed and enhance comprehension, concentration, and recall of reading materials. The course should also incorporate effective note taking techniques for organizing information into written documents that can be shared within the agency. Methods utilized could include: hands on learning, both individual and group work in reading exercises, and coaching sessions.

C. Deliverables

1. The contractor will deliver a one-day course (on three consecutive days) for up to 25 participants per class. Any purchase and delivery of books and other printed training material to Thailand are the responsibility of the contractor,

and must be included in the cost proposal. USAID/ARTC will provide the training venue, and access to laptops and projector(s) for presentations.

2. A training evaluation survey completed by course participants (after each course), with summarized metrics, will be provided to the ARTC Training Coordinator within three weeks of completion of the training.

IV. Proposal Instructions

A. Technical Proposal

The offeror shall include in the technical portion of the quotation:

- A brief summary of the topic and learning objective (maximum one page)
- A draft agenda for the course (maximum two pages)
- Demonstrated past experience (within the past three years) delivering similar training to an overseas US Government audience (culturally and generationally diverse) with three references (names and email addresses) (maximum two pages)
- Resume of proposed instructor that describes expertise conducting soft skills training (maximum two pages); the scope of this course requires one instructor only.

B. Price Proposal

Total fixed price quotation - be sure to consider all costs associated with the delivery of this two training courses including, but not limited to, preparation of course materials, preparation of course survey, delivery of course, airfare, lodging accommodations, meals and incidentals, local transportation, and transport of training materials by express courier. Do not include the cost of the training venue and cost for access to laptops and projector(s) for presentations in your quotation.

V. Selection Criteria

The USAID Contracting Officer will select the successful contractor using a Best Value approach, both technical and price factors included. The Contracting Officer, at the Government's discretion, may enter into negotiations with one or more offeror to discuss improvements in the proposal and cost deduction. Upon successful negotiation with the vendor, a purchase order will be issued, and a lump sum payment made upon acceptance of all deliverables and within 30 days of receipt of invoice.

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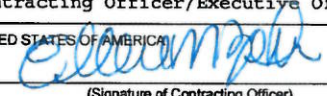
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