

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	CODE	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 021/2016 (original attached)
		9B. DATED (SEE ITEM 11) July 19, 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 _____ 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:
	D. OTHER (Specify type of modification and authority) X 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 August 5, 2016 (5pm Bangkok Time) to August 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)	16B. UNITED STATES OF AMERICA BY  (Signature of Contracting Officer)
15C. DATE SIGNED	16C. DATE SIGNED 8/13/16

Attachment A

REQUEST FOR PROPOSAL (RFP)

A. RFP no. and Date:	021/2016 – July 19, 2016
B. Subject:	Purchase of Training Courses for ARTC (Cross-cultural)
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:	July 19, 2016 – (5pm, Bangkok Time)
Closing date for receipt of proposals:	July 29, 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) plans to offer three sessions of a one (1) day cross-cultural communications skills course on/about January 20, April 28, and August 18, 2017 at the Asia Regional Training Center (ARTC). Each training session will consist of approximately 30 different participants from the USAID Regional Development Mission/Asia (RDMA) located in Bangkok, Thailand.

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. 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 ARTC. ARTC is a dedicated training facility to deliver skills-building and specialized technical training to USAID staff.

USAID/RDMA has a culturally diverse workforce with most employees having less than five years of USAID experience. The USAID/RDMA staff comprises of about 110 Thai nationals and 81 expats. It is our intent to strengthen communication and management skills in order to build a stronger, unified team by developing a deeper understanding of cross-cultural issues and its impact in the workplace.

III. Services Required

A. Approach

Training must incorporate teaching methodologies that take into account different learning styles, cultural, and language barriers. Given the wide range of educational background, years of experience, and a workforce that spans generations and locations, this training must consider field-tested scenarios and provide valuable take-home applications.

The training shall incorporate the following principles:

- Highly participatory, interactive, and experiential for all participants
- Incorporates current and best practices in cross-cultural communication and management skills
- Takes into account/allows for adapting to USAID's organizational culture
- Facilitates personalization/unique experiences for participants (as opposed to a generalized 'one size fits all'), and
- Sets the stage for ongoing self-development, providing forward-looking opportunity for skills, behaviors and supportive systems to continue to improve well after the training is completed.

B. Core themes to cover in the training course include:

- Understanding the dynamics of Thai and American (Expat) cultures
- Improving cross-cultural communication in the workplace (in all situations)
- Managing conflicts and finding win-win resolutions
- Team building – increasing participation to achieve common goals
- Fostering accountability and assertiveness between cultures

C. Deliverables

- 1) The contractor will deliver three sessions of this one (1) day course over the period of one year. Any purchase and delivery of books and other printed training material 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, with summarized metrics, will be provided to the ARTC Training Coordinator within three weeks of completion of the training. This information will be used as feedback for similar future events that USAID/RDMA may wish to undertake.

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 one page).
- Demonstrated past experience delivering (within the past three years). similar training to an overseas U.S. Government audience (culturally and generationally diverse) with three references (names and email addresses) (maximum two pages).
- Resume of proposed instructor(s) that describes expertise conducting similar trainings, maximum two pages).

B. Price Proposal

Total fixed price quotation - be sure to consider all costs associated with the delivery of this training course including, but not limited to, preparation of course materials, preparation of course survey, delivery of course, local transportation, and transport of training materials. 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.