

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 3 PAGES	
2. AMENDMENT/MODIFICATION NO. 0001			3. EFFECTIVE DATE 09/18/2026		4. REQUISITION/PURCHASE REQ.NO.		5. PROJECT NO. (If applicable)
6. ISSUED BY FEDERAL AVIATION ADMINISTRATION AAQ-500 - REGIONAL ACQUISITIONS 10101 HILLWOOD PARKWAY FORT WORTH TX 76177-1524			CODE AAQ520FTW-AFN		7. ADMINISTERED BY (If other than Item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code)					9A. AMENDMENT OF SOLICITATION NO. (X) 697DCK-25-R-00368		
					9B. DATED (SEE ITEM 11) (X) 08/12/2026		
					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 <u>1</u> 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 number. 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 data, etc.) SET FORTH IN ITEM 14.						
☐	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.) See continuation page							
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)			
				Stephen J. Young			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. CONTRACT AUTHORITY		16C. DATE SIGNED	
				Stephen Young Digitally signed by Stephen Young Date: 2026.09.18 13:29:24 -04'00'		9/18/2026	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

Working Copy

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED 697DCK-25-R-00368/0001			PAGES PAGE 2 OF 3	
NAME OF OFFEROR OR CONTRACTOR						
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)	
	Period of Performance: 02/19/2027 to 02/18/2032					

The purpose of Amendment 0001 is to extend the Proposal due date to October 6, 2026 at 5:00 PM ET.

All other terms and conditions remain unchanged.

Offerors must sign this amendment and incorporate it in Volume I of their proposal.

LIST OF CHANGES:

Section L - Instructions, Conditions, and Notices to Bidders was revised as follows.

Clause List was revised as follows.

L.1 GENERAL INSTRUCTIONS

- (a) Offerors are expected to examine the entire SIR. The Offeror should ensure that the submissions required are complete and accurate. Failure to do so will be at the Offeror's own risk.
- (b) Replies to this SIR must follow the outlines and/or instructions concerning format given below and must be free of grammatical errors.
- (c) Offerors must address all SOW requirements, with a particular emphasis on the functionalities of the web portal, order processing, financial reporting, and delivery services.
- (d) Each proposal should be organized according to the evaluation factors and subfactors outlined below.
- (e) Late submissions will not be considered. The Offeror assumes the full responsibility of ensuring that proposals are submitted in the respected file, at the designated place, and by the date and time specified below:

- **Address:** The Offeror must submit the proposal to the Government Point of Contact (POC) at the following email address: **kay.f.morello@faa.gov and stephen.young@faa.gov**
- **Date and Time:** **The proposal must be received no later than October 6, 2026, by 5:00 PM ET.**

PLEASE NOTE: Lack of submission of any of the information required shall render a Offeror's proposal as non-responsible and will not be considered further for award.

The Offeror must provide a proposal that adequately addresses each of the three (3) volumes outlined in Section L.3 and Section L.4. The Offeror must respond to each factor separately. Clearly label and tab each section of the proposal for easy navigation.

The following naming convention should be used for all files submitted as part of an Offeror's proposal: "SIR 697DCK-25-R-00368 - Company Name." The FAA firewall will not permit emails with combined attachment file size of 10MB or greater; the Offeror may need to zip the attachments or transmit multiple emails. We require that all proposals with multiple emails be submitted in accordance with the following guideline:

- Solicitation Number - Company Name - Part X of Y (if applicable)
- Example: SIR 697DCK-25-R-00368 - Company Name - Part 1 of 3

L.2 PROPOSAL FORMAT INSTRUCTIONS

Proposal content, to include template proposed narrative submissions, must be formatted using Times New Roman, 11-point font (no reduction permitted), standard letter sized (8.5 x 11 inches), single-spaced, with 1-inch margins on all sides. All pages must be numbered. Tables, charts, graphics (including callout boxes or similar), captions, headers, footers, and figures must not use fonts smaller than 11-points.

L.3 PROPOSAL VOLUME AND PAGE LIMITS

The Offeror's proposal must be submitted in individual volumes (i.e., individual electronic files) per the Proposal Organization Table below. Pages submitted beyond the specified page limitations will not be evaluated and will be removed from the proposal prior to the evaluation.

Proposal Section	Description	Page Inclusions	Reference	File Format
Volume I	Business Proposal	No page limit	Sec L.4.1	PDF
Volume II	Technical Proposal Factors 1 - 4	Submission must not exceed a total of 12 pages; Factors 2 and 4 should each be limited to (4) pages each; while Factors 1 and 2 should each be limited to (2) pages each	Sec L.4.2.1	PDF
Volume II	Technical Proposal Factor 5: Past Experience	IAW Attachment 3, Past Experience Information Form Page limited to (3) pages per example	Sec L.4.2.2	PDF or MS Word 2019 or later
Volume II	Technical Proposal Factor 6: Past Performance	IAW Attachment 4, Past Performance Questionnaire (PPQ)	Sec L.4.2.3	PDF
Volume III	Price Proposal	IAW Government Furnished Template, Attachment 2, Pricing Model Evaluation Worksheet	Sec L.4.4	MS Excel 2019 or later

L.3.1 Q&A MATRIX FORMAT

Offerors must submit questions in a Microsoft (MS) Excel file type. Examples ("e.g.") are provided in italic font.

Reference SIR Section	Reference SIR Subsection And Paragraph Number (if applicable)	Quote specific SIR language in question	Question	Suggested resolution (if applicable)
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<i>e.g., Section L</i>	<i>e.g., L.3.3.1, header</i>	<i>e.g. Q&A Matrix Form at”</i>	<i>e.g., Does Q&A mean Question and Answers?</i>	<i>e.g., Spell out acronym</i>
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L.3.2 EXPENSES RELATED TO OFFEROR SUBMISSIONS

The Government will not pay for the information solicited nor reimburse the Offeror for any costs incurred in: (1) preparing and submitting the response to this SIR; (2) responding to Government clarification requests; or (3) negotiating the contract terms and conditions or any other pre-award activities.

L.4 PROPOSAL CONTENT AND SUBMISSION

L.4.1 VOLUME I - BUSINESS PROPOSAL

Proposals must include the following:

- (a) Cover letter signed by an individual who is authorized to contractually bind the Offeror. The cover letter must include a statement that no exceptions are taken to any specification requirements or contract terms and conditions or list a detailed summary of all exceptions taken. The cover letter must also include the following:
 - i. SIR number,
 - ii. Name and address of Offeror, CAGE code, and UEI Number; and
 - iii. Name, title, and point of contact information of authorized representative of the company.
- (b) Signed Standard Form 33, SOLICITATION, OFFER AND AWARD FORM (Blocks 14 A, B, C & 15, 16, 17 and 13 if amendments are issued)
- (c) Section K, REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS *
- (d) Small Business certification from Small Business Administration

***PLEASE NOTE: Complete any SIR clause(s) and/or provisions that require information to be filled in by the Offeror.**

L.4.2 VOLUME II - TECHNICAL PROPOSAL

L.4.2.1 FACTORS 1 - 4, TECHNICAL

Proposals must include the following:

FACTOR 1 - PROGRAM MANAGEMENT

- **FACTOR 1A: Program Administration**
 - **Web Portal Design and Usability:** The proposal must demonstrate that the portal's user interface is easy to navigate for tracking orders and accessing consumable information. It must ensure secure access for authorized users and compliance with Section 508 requirements.
 - **Order Tracking Features:** The proposal must demonstrate that the portal provides real-time order tracking and status updates. It must include search functions for product availability and order status information based on the following fields and their respective formats:
 - Manufacturer Part Number; manufacturer's format
 - Stock Keeping Unit (SKU); manufacturer format
 - Search Start and End dates; MM/DD/YYYY format
 - SOT system generated order numbers. These numbers will be provided by the SOT using the formats below based on "ServiceNow" platform-as-a-service (PaaS)
 - Request (REQ); SOT Order number; REQXXXXXXX format where REQ is followed by XXXXXXX seven digits

- Request Item (RITM); Line Items within the order; RITMXXXXXXX format where RE Q is followed by XXXXXXX seven digits
- Vendor Order; any format the vendor may use
- Ship to:
- Order Status: The options for the order status should be one of the following depending on the order status; 'Processing', 'Shipped-In Transit', 'Partially Shipped', 'Back Order', 'Delivered', 'Cancelled', or 'Unapproved'
- Purchase Order/Requisition Number; Vendor format
- Shipment Tracking Order; Shipping Company's format
- Order Total Amount; currency format

FACTOR 1B: Customer Support and Point of Contact

o **POC Qualifications:** The proposal must designate one Point of Contact (POC) to oversee inquiries and facilitate coordination with FAA personnel. This single point of contact is essential to ensure streamlined communication and prevent the complications that can arise from multiple contacts. The FAA requires this approach to maintain clarity and efficiency in managing SOT questions.

o **Customer Support Procedures:** The proposal must outline procedures to ensure that responses to FAA inquiries occur within two business hours, 90% of the time. The proposal must include a plan for monitoring and ensuring this response time.

FACTOR 2-ORDER PROCESSING AND CONFIRMATION

FACTOR 2A: Order Processing Procedures

- **Order Receipt and Confirmation:** The proposal must describe the processes for order receipt, email confirmation, and quote response, including timelines via email and quality control measures (Within two (2) business hours of receiving an order). These processes must meet the outlined standards for timeliness and accuracy.
- **Back order and Substitution Management:** The proposal must explain the protocols for handling backordered or unavailable items, including how substitutions are communicated to the FAA. The proposal should demonstrate how the Vendor will notify the FAA within two (2) business days after receipt of order. Clear procedures must be documented to ensure effective communication and resolution.

FACTOR 3 - FINANCIAL AND CONTRACT MANAGEMENT

FACTOR 3A: Financial Reporting

- o **Cost and Schedule Control:** The proposal must demonstrate a financial control system that effectively manages and reports costs and schedules. Offerors must provide sample invoice reports IAW SOW 3.6 Deliverables Schedule (DS), DS-3.

FACTOR 3B: Contract Status Monitoring

- o **Meeting Management:** The proposal must describe processes for conducting monthly and quarterly meetings, including preparing agendas and documenting minutes and action items. The processes should ensure that meetings are structured and outcomes clearly documented.

FACTOR 4 - PRODUCT AND SERVICE DELIVERY

FACTOR 4A: Procurement and Product Quality:

o **Procurement of Consumables:** The proposal must detail a clear approach to supplying OEM and non-OEM products, including the process for obtaining approval for substitutions and handling discontinued items. The reliable procurement process must provide evidence that

substitutions are not automatically processed, and Government approval must be received

before substitutions for discontinued items are quoted or shipped.

FACTOR 4B: Product Delivery and Condition:

- o **Logistics and Delivery Performance:** The proposal must outline logistics plans that ensure a 98% on-time delivery rate and guarantee damage-free deliveries. Proposals must include evidence of past performance or a detailed plan demonstrating the ability to meet these delivery standards.

L.4.2.2 FACTOR 5 - PAST EXPERIENCE INFORMATION

Offerors must use **Attachment 3, Past Experience Information Sheet**, to provide two (2) current or completed contract examples. The examples must be directly relevant to the requirements identified in the Statement of Work (SOW), including the recency and relevancy standards defined below. All cited past experience must reflect work performed by the Prime Offeror acting as a Prime Contractor.

Example contracts may include Government-wide Acquisition Contracts (GWACs) available through the GSA, similar Government agency contracts (Federal, State or Local), and/or commercial contracts that demonstrate the Offeror's ability to perform the proposed effort. However, at least one (1) of the contract example must be from a Government agency.

To be considered acceptable, the two (2) contract examples must have been active within the five (5) years prior to the issuance date of this SIR. While the Government will evaluate the entire period of performance, both examples must meet all of the following criteria:

Table 1 – Past Experience Criteria		
Criteria		Minimum
Size	Yearly value of the contract*	\$1,000,000.00
Scope	Variety of brand names	The following brand names must be included as part of the scope: Brother Canon Dell Epson HP Lexmark Okidata Xerox
Complexity	Number of unique consumables part numbers	750

Table 1: Past Experience Criteria

*Yearly value of the contract will be calculated by taking the value of the contract (whether it is a contract, IDIQ, or other contract type) divided by the number of months performed under the same the contract and then multiplied by 12 months.

The Government will evaluate the provided examples to determine the Offeror's ability to successfully manage and execute the different consumables for the Program.

The Past Experience example must be recent and relevant and must have been completed no more than five (5) years prior to the date of issuance of this solicitation, although the Government will evaluate the entire period of performance of the contract. The offeror has both the duty and discretion to determine which of its contracts are

most recent and relevant to the requirements described in this solicitation.

Offerors must submit the same examples for both Past Experience **and** Past Performance.

Failure to demonstrate recent and relevant past experience as defined above or failure to complete the **Attachment 3** will be treated negatively and result in an unacceptable rating

L.4.2.3 FACTOR 6 - PAST PERFORMANCE QUESTIONNAIRE

Offerors must submit two (2) Contractor Performance Assessment and Reporting System (CPARS) evaluations of the Past Performance references in response to the SIR. If CPARS evaluations are not available, offerors must submit two (2) Past Performance Questionnaires (PPQ) forms, which are attached to the SIR (**Attachment 4**).

The Offeror must forward the questionnaire to the contract customers to provide feedback. There is no page limit associated with the questionnaire submission. **The Offeror must instruct customers to complete the PPQ and return it to the Government Point of Contacts (POC's) by email to: kay.f.moreello@faa.gov and stephen.young@faa.gov by the deadline for proposal submissions.** The PPQ must be completed and signed by the Offeror's customer.

The Government may use the information provided by the Offerors in their Past Performance proposal to contact the reference as part of the evaluation of their Past Performance. The Government may use the reference to validate the accuracy of the Past Performance write-ups in order to evaluate Past Performance.

PPQ Instructions:

- (a) The Offeror must complete Part I of the Past Performance Questionnaire (Attachment 4), for each example(s) provided in Factor 5, Experience. Offeror must, at a minimum, include this PPQ with Part 1 completed with their proposal.
- (b) The Contractor is not permitted to submit a questionnaire for any experience that was not submitted for Factor 5, Past Experience Information.
- (c) The Offeror must forward each questionnaire to the contract customer's that is able to respond to Part II and Part III on pages 2 and 3 of Attachment 4.
- (d) All past performance examples cited must be for work performed by the Offeror working as a Prime Vendor.
- (e) All questionnaire responses must be received by the Government no later than the due date of the quote.

The Offeror's Past Performance record will be assessed as unknown or neutral when there is no identifiable performance record in such cases where the Past Performance Questionnaire was not received, contract award was not input into the Contractor Performance Assessment Reporting System and/or no other Past Performance information could be obtained.

If a Contractor receives a rating below Satisfactory from the Offeror's customer in a CPARS assessment or a PPQ, the overall Past Performance rating for that Offeror will be Unacceptable.

L.4.3 VOLUME III-PRICE PROPOSAL

Offerors must complete **Attachment 2 -Pricing Model Evaluation Worksheet**. This worksheet provides a comprehensive list of over 750 printer consumables. The Offeror should ensure that the pricing entered is reasonable, fair, and consistent with the SIR requirements.

The proposed discount percentages will be incorporated into the contract at the time of award.

These discount percentage will remain applicable for the life of the contract and will be applied to all items by brand name, including any new consumables introduced throughout the contract's duration.

The five (5) year pricing in Attachment 2 will be incorporated into the contract at the time of award. For new items added to the contract after award, the Offeror must provide the MSRP at that time.

The Percentage Discount per Brand, agreed at the time of award in Attachment 2, will be applied to each new item for the contract year being performed and the applicable escalation rate from Attachment 2 for each remaining

Ordering period.

The sum of the Base and all Ordering Periods determines the total value for the LPTA evaluation.

Submission Requirements:

- (a) The spreadsheet must be completed strictly according to the instructions within the worksheet.
- (b) If the FAA locked or otherwise “protected” a cell, the cell must remain locked or otherwise “protected.”
- (b) The Offeror must provide the Manufacturer's Suggested Retail Price (MSRP) for each item listed.
- (c) Offerors must specify a "percentage discount per brand" that will apply to all items across all contract Ordering Periods.
- (d) Offerors must propose an annual escalation rate for each option period, which will be used to calculate pricing for the five (5) year period.
- (e) Verification and inclusion of correct formulas/calculations is the responsibility of the Offeror.

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Section M - Evaluation Factors for Award was revised as follows.

Clause List was revised as follows.