

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract ID Code	Page of Pages
2. AMENDMENT MODIFICATION NO.		3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (if applicable)
6. ISSUED BY CODE			7. ADMINISTERED BY (If other than item 6) CODE		
8. NAME AND ADDRESS OF CONTRACTOR (NO., Street, Country, State and ZIP Code)				(x)	9A. AMENDMENT OF SOLICITATION NO.
					9B. DATED (SEE ITEM 11)
					10A. MODIFICATION OF CONTRACT/ORDER NO.
					10B. DATED (SEE ITEM 13)
CODE		FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of offers <input type="checkbox"/> is extended, <input type="checkbox"/> 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 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 OR OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your 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 ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.					
Check One	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)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> 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)					
<small>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.</small>					
15A. NAME AND TITLE OF SIGNER (Type or print)			16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)		
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA		16C. DATE SIGNED
_____ (Signature of person authorized to sign)			_____ (Signature of Contracting Officer)		

The purpose of this amendment is to update the following:

1. Update Paragraph E.1.1, Submission Deadline to read:

Offers should be received no later than **5:00PM Eastern Standard Time on February 16, 2016 to email address: mpddcteam@ed.gov. Please submit proposals to this address email ONLY.** The time of receipt is considered to be the time in which the proposal submission is received at the initial point of entry to the Department's infrastructure.

2. Update Paragraph E.1., Solicitation Response Requirements to read:

Offerors are required to meet all solicitation requirements. Failure to meet a requirement may result in an Offeror being ineligible for an award. The Government may not consider an Offeror for an award if the Offeror's proposal includes incomplete pricing data. **All information is to be submitted in Times New Roman, 12 point.**

3. Update Paragraph E.1., Section D of Proposal. Subcontracting Plan to read:

Section D of Proposal. Subcontracting Plan. **(Applies to Other Than Small Businesses Only).**

- Subcontracting Plan – All Offerors **who are other than small businesses** must provide a small business subcontracting plan in accordance with the requirements of FAR 52.219-9. The Offeror may use the Subcontracting Plan Template (See Section D – Attachment 2). The Offeror shall propose the small business subcontracting percentage, which is defined as the percentage of the Offeror's account transfers received from FSA that will be subcontracted to small business. **The small business subcontracting percentage must include some of the collection efforts, e.g. the small business subcontractor performs the entire collection process from skip-tracing through collections, to include rehabilitation and consolidation, as well as administrative wage garnishment and not just one part of the collection process, such as skip-tracing.** Offerors that propose subcontracting 50% or more of their account transfers are considered to be at a higher risk of unsatisfactory performance.

4. Update Paragraph E.1.1 Proposal Format Requirements to read:

Each section of the Offeror's proposal (Section A, B, C, and D) must be a separate .doc or .pdf file. The Offeror shall not combine all sections of the proposal and submit it as a single file. **Proposals will be submitted in Times New Roman, 12 point font.**

5. Update Paragraph E.2.1, Subfactor 1.b, Quality of Past Performance to read:

Subfactor 1.b. - Quality of Past Performance

Each Offeror will be evaluated based on the quality of its past performance on the three contracts or projects identified in its proposal. This assessment of past performance quality may include the following factors, among similar others:

- **client portfolio size dollars and accounts**
- **total portfolio (dollars and accounts)**
- **years of experience in collections**
- **years of experience in student loan collections**

6. Update Paragraph E.2.1, Factor 3 – Small Business Subcontracting Plan to read:

Factor 3 – Small Business Subcontracting Plan (**Other Than Small Businesses Only**)

7. Update Paragraph 3.4.2.3 Incarcerations of the Performance Work Statement to read:

In situations where the borrower is determined to be incarcerated, the Contractor shall obtain verification from a prison official of the borrower's earliest release date. The Contractor shall document ED's system with the prison official's name, title (or official website), prison, prison telephone number and earliest release date.

If the borrower is to be incarcerated for a period exceeding nine (9) months, the Contractor shall recommend the account be recalled. If the borrower is scheduled to be incarcerated for a period of less than nine (9) months, the Contractor shall suspend collection activity on the account and follow up after the borrower's anticipated parole date. The Contractor shall also document the account notepad with this information.

At the discretion of the Department, incarceration processing may be suspended. If suspended, the contractor will have the ability to recommend any borrower account be removed from its inventory for reason of Incarceration. Detailed processing flows and procedures will be distributed as part of the suspension process.

Incarceration processing may be changed with a 30-day notice from the Contracting Officer. At that time, if the contractor finds a borrower who they believe is incarcerated; they may send the borrower data to the Department and

request the borrower be removed from their inventory without regard to the length of time the account has been with the contractor.