AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 005 of Solicitation Number DLA-20130412

Amendment Issue Date: February 28, 2014

ISSUED BY:

Defense Logistics Agency (DLA)
Office of Small Business Programs (DB)
Procurement Technical Assistance Program
8725 John J. Kingman Road, Suite 1127
Ft. Belvoir, VA 22060

DESCRIPTION OF AMENDMENT:

Solicitation Number DLA-20130412 is hereby amended to reestablish a due date for applications to establish a PTAC to provide procurement technical assistance to Kentucky businesses.

1. The solicitation is amended by adding subparagraph A.4. in Section IV with the title "Applications to establish a PTAC in Kentucky", which reads as follows:

   "For applications to establish a PTAC to serve Kentucky businesses, the closing date and time for applications is Wednesday, April 30, 2014 at 5:00 p.m. Eastern Time. The 2-step application process is not applicable. The entire application in Section IV, paragraph B. is due before 5:00 p.m. Eastern Time on Wednesday, April 30, 2014. The www.grants.gov Funding Opportunity Number is: DLA-20130412-Kentucky."

2. Except as provided herein, all other terms and conditions of Solicitation Number DLA-20130412 remain unchanged and in full force and effect.

3. Applicants shall acknowledge receipt of this Amendment by signing in the space provided and submitting a copy using the "Other Attachments Form", which is part of the grants.gov application package.

Applicant Name: _____

Representative's Signature: _____ Date: _____

Name & Title of Representative: _____

AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 004 of Solicitation Number DLA-20130412

Amendment Issue Date: August 12, 2013

ISSUED BY:
Defense Logistics Agency (DLA)
Office of Small Business Programs (DB)
Procurement Technical Assistance Program
8725 John J. Kingman Road, Suite 1127
Ft. Belvoir, VA 22060

DESCRIPTION OF AMENDMENT:

The Defense Logistics Agency (DLA) is reassessing recipient responsibilities under the Procurement Technical Assistance Program (PTAP) for monitoring and reporting performance. As part of this effort, DLA is using a pilot program to evaluate certain changes under consideration. Under the pilot, a select group of established Procurement Technical Assistance Centers (PTACs) will make the necessary changes to their processes to accommodate revised performance reporting requirements and will collect and report information in compliance with the new requirements.

This Amendment incorporates changes to facilitate the pilot program and makes certain distinctions for applicants/recipients participating in the pilot (hereafter referred to as pilot participants) and for those not participating (hereafter referred to as pilot non-participants). Pilot participants will be designated in writing by DLA.

Solicitation Number DLA-20130412 is amended –

1. By adding Appendix C "Pilot Program to Assess Performance Reporting" (attached) to the solicitation. Appendix C provides the performance report that will be used by pilot participants, including definitions, instructions, due dates and other pertinent information for the pilot program.

2. Section III – "Program Requirements", paragraph E "Performance Reporting and Record Keeping" is amended –

   a. Subparagraph E.1. is amended by inserting "for pilot non-participants" as part of the paragraph title after "Performance reporting".

   b. Subparagraph E.3. is amended by inserting "for pilot non-participants" as part of the paragraph title after "Client survey".

   c. By adding Subparagraph E.4. with the title "Performance reporting and client survey for pilot participants", which reads as follows:

      "Performance reporting and client survey requirements for pilot participants are stipulated in Appendix C."

3. Section IV – "Submission of Applications", paragraph B. "Documents to be Submitted" is amended –

   a. Subparagraph B.1.g. "Online Document #7" is amended by inserting "The 'Proposed Performance Goals Submission' worksheet described in this paragraph is not required with the application for a pilot participant." at the end of the paragraph.

   b. Subparagraph B.2.b.12) "Attachment 12" is amended –

      1) By redesignating subparagraph B.2.b.12) as B.2.b.12)i. and inserting the title "Attachment 12 for pilot non-participants"; and

      2) By adding subparagraph B.2.b.12)ii. with the title "Attachment 12 for pilot participants", which reads as follows:

         "A pilot program participant shall formulate and attach proposed goals, as stipulated in Appendix C. Pursuant to Appendix C, annual goals shall be proposed for 1) number of "new clients"; 2) amount of "counseling time"; and 3) number of "participated events". The information provided as Attachment 12 shall also include the rationale used in the formulation of the proposed goals. There is no particular form or format required to be used in submitting the goals or the supporting rationale."

4. SCAA Section VII – "Administrative Requirements" is amended –

   a. Subparagraph B.7. "Performance and Financial reporting" is amended –

      1) By inserting "or the 1806-T in the case of a pilot participant" after "DLA Form 1806"; and

      2) By inserting "or in Appendix C" after "Appendix B".

   b. Paragraph F. "Performance Reviews" is amended by inserting "or the 1806-T in the case of a pilot participant" after "DLA Form 1806" wherever appearing.

   c. Subparagraph G.9. is amended by inserting "or the 1806-T in the case of a pilot participant" after "DLA Form 1806".

5. Except as provided herein, all other terms and conditions of Solicitation Number DLA-20130412 remain unchanged and in full force and effect.

6. Applicants shall acknowledge receipt of this Amendment with application Step (2) by signing in the space provided and submitting a copy using the "Other Attachments Form", which is part of the grants.gov application package.

Applicant Name: _____

Representative's Signature: _____ Date: _____

Name & Title of Representative: _____

Appendix C – Pilot Program to Assess Performance Reporting

A. THE DLA FORM 1806-T "Cooperative Agreement Performance Report"

PART I				
1. Cooperative Agreement Number SP4800-	2. Recipient Name and Address Name Division (if applicable) Street City, State Zip code	3. Recipient CAGE Code 4. Report Type (interim or final)	5. Period of Performance From: (MM/DD/YYYY) To: (MM/DD/YYYY)	6. Reporting Period From: (MM/DD/YYYY) To: (MM/DD/YYYY)

PART II		
Always complete Part II (due with interim and final reports). Follow report instructions.		
7. New Clients		
7.a. New clients goal		
7.b. New clients (added this reporting period)		
7.c. New clients previously reported		
7.d. Total new clients (sum of blocks 7.b. & 7.c.)		
7.d.i. Number of small business concerns in block 7.d.		
7.d.ii. Number of distressed area concerns in block 7.d.		
7.e. Remaining new clients needed (block 7.a. minus 7.d.)		
8. Active Clients		
8.a. Number of small business concerns in block 8		
8.b. Number of distressed area concerns in block 8		
9. Counseling Time	HOURS	MINUTES
9.a. Counseling time goal		
9.b. Counseling time (this reporting period)		
9.c. Counseling time previously reported		
9.d. Total counseling time (sum of blocks 9.b. & 9.c.)		
9.d.i. Counseling time with small business concerns in block 9.d.		
9.d.ii. Counseling time with distressed area concerns in block 9.d.		
9.e. Remaining counseling time needed (block 9.a. minus 9.d.)		
10. Participated events		
10.a. Participated events goal		
10.b. Participated events (this reporting period)		
10.c. Participated events previously reported		
10.d. Total participated events (sum of blocks 10.b. & 10.c.)		
10.e. Remaining participated events needed (block 10.a. minus 10.d.)		

PART III
Always complete Part III (due with interim and final reports). Follow report instructions. Use a continuation sheet if necessary.
11. Discussion (follow report instructions)
12. Discussion (follow report instructions)

13. Discussion (follow report instructions)
14. Discussion (follow report instructions)
15. Discussion (follow report instructions)
16. Discussion (follow report instructions)
17. Discussion (follow report instructions)

PART IV	
Complete Part IV with the report for the period ending on 9/30 (due annually). Report for the period 10/1 - 9/30. Follow report instructions.	
18. Contract Awards by DoD	
18.a. Number of prime contract awards received by all active clients that were awarded by DoD	
18.b. Dollar value of awards in block 18.a.	
18.c. Number of awards received by active clients that are small business concerns in block 18.a.	
18.d. Dollar value of awards in block 18.c.	
19. Contract Awards by Federal Agencies other than DoD	
19.a. Number of prime contract awards received by all active clients that were awarded by Federal agencies other than DoD	
19.b. Dollar value of awards in block 19.a.	
19.c. Number of awards received by active clients that are small business concerns in block 19.a.	
19.d. Dollar value of awards in block 19.c.	
20. Contract Awards by State and Local Governments	
20.a. Number of prime contract awards received by all active clients that were awarded by State and local governments	
20.b. Dollar value of awards in block 20.a.	
20.c. Number of awards received by active clients that are small business concerns in block 20.a.	
20.d. Dollar value of awards in block 20.c.	
21. Subcontract Awards Resulting from Prime Contract Awards by DoD	
21.a. Number of subcontract awards received by all active clients resulting from prime contract awards by DoD	
21.b. Dollar value of awards in block 21.a.	
21.c. Number of awards received by active clients that are small business concerns in block 21.a.	
21.d. Dollar value of awards in block 21.c.	
22. Subcontract Awards Resulting from Prime Contract Awards by Federal Agencies other than DoD	
22.a. Number of subcontract awards received by all active clients resulting from prime contract awards by Federal agencies other than DoD	
22.b. Dollar value of awards in block 22.a.	
22.c. Number of awards received by active clients that are small business concerns in block 22.a.	
22.d. Dollar value of awards in block 22.c.	
23. Subcontract Awards Resulting from Prime Contract Awards by State and Local Governments	
23.a. Number of subcontract awards received by all active clients resulting from prime contract awards by State and local governments	
23.b. Dollar value of awards in block 23.a.	
23.c. Number of awards received by active clients that are small business concerns in block 23.a.	
23.d. Dollar value of awards in block 23.c.	

PART V	
Complete Part V with the report for the period ending on 9/30 (due annually). Report survey results received during the period 10/1 - 9/30. Follow report instructions.	
24. Number of surveys distributed	
25. Number of surveys returned	
26. Results: survey question #1 (follow report instructions)	
27. Results: survey question #2 (follow report instructions)	
28. Results: survey question #3 (follow report instructions)	

29. Certification: By submitting this report, I certify that it is true, complete, and accurate to the best of my knowledge.	29.a. Name and Title of Authorized Certifying Official Name Title	29.b. Telephone (Area code, number and extension)
		29.c. Email address
		29.d. Date Certified (MM/DD/YYYY)

Note : Annual performance goals are established for blocks 7.a., 9.a. and 10.a.

B. PERFORMANCE REPORTING

The recipient is required to collect and maintain current, complete and accurate information in order to complete and submit the DLA Form 1806-T. Interim and final performance reports are due pursuant to the timeline provided in the next paragraph.

C. REPORT SUBMISSION AND DUE DATES

Reports shall be submitted via email with a copy to the cognizant administration office and to PTAP@dla.mil.

The following reporting period end dates shall be used for interim reports: March 31, June 30, September 30, and December 31. The period of performance specified in the cooperative agreement establishes the beginning of the first reporting period and the end of the final reporting period. For interim reports, the reporting period begins immediately following the end of the previous reporting period.

Interim reports are due no later than 30 days after the end of each reporting period, with the exception of the report for the period ending September 30, which is due no later than December 29. Final reports are due no later than 90 days after the end date of the performance period specified in the cooperative agreement. When the due date falls on a Saturday, Sunday, or legal holiday when Government offices are closed, the due date is extended until the following business day.

D. DEFINITIONS AND DOCUMENTATION REQUIREMENTS

1. An "**active client**" is U.S. business with which the PTAC has recorded at least 30 minutes of "counseling time" and/or has attended at least one "participated event" during the 12 month period that ends on the reporting period end date. For the purposes of this definition, "counseling time" is cumulative, which means that the 30 minute standard may be satisfied using the collective amount of "counseling time" amassed during a number of shorter periods. If applicable, "active clients" carry forward from one cooperative agreement to a follow-on award. All businesses counted as "active clients" must have provided information sufficient to satisfy the documentation standards below, including having explicitly stated intent to become a PTAC client. For example, having completed a PTAC enrollment form or similar document. A formerly "active client" that no longer meets the standard above shall not be reported as such in subsequent reports. If for any reason or at any time, the PTAC does not expect to have subsequent contact with a business, that business shall not be considered an "active client", regardless of the time of its last contact with the PTAC.

DOCUMENTATION STANDARDS: Documentation for "active clients" shall include 1) the business name, 2) the physical address of the business's primary location (The PTAC may rely on a client's representation as to what address it considers its primary location.), 3) a point of contact with contact information (e.g., phone number or email address), 4) if applicable, designation in any category of small business provided in the Federal Acquisition Regulation (FAR) for which the business qualifies (i.e., small disadvantaged businesses, women-owned small business, etc.), 5) evidence that the business has explicitly stated intent to become a PTAC client and 6) information that substantiates the business's status as an "active client", such as a record of the "counseling time" with the client and/or the date of the most recent "participated event" attended.

2. A "**new client**" is a business that meets the standard for "active client", which did not meet the standard for the previous reporting period and was not reported as an "active client" for that period. However, if for any reason the PTAC does not expect to have subsequent contact with a business, that business shall not be considered a "new client", regardless of its last contact with the PTAC.

   DOCUMENTATION STANDARDS: Same as "active client".

3. The term "**small business concern**" has the meaning provided in part 2 of the FAR. The PTAC may rely on an adequately informed client's representation that it meets the definition.

4. "**PTAC staff**" means individuals employed by the recipient or a subrecipient including individuals obtained under contract and third party volunteers acting on behalf of the PTAC. For the purposes of reporting "counseling time" or "participated events" conducted by third party volunteers, the contributions shall only be reported if the time spent either counseling clients or participating in an event, as applicable, represents a contribution towards the cooperative agreement's cost sharing requirements that has been reviewed and approved by the Government. "PTAC staff" members that share time between the PTAC and other programs or that do other work are only considered "PTAC staff" when working on behalf of the PTAC.

5. "**Counseling time**" is "PTAC staff" time spent one-on-one interacting with a client, to include any preparation time that is attributable to a specific interaction. "Counseling time" is time that is attributable to an individual client during which profession guidance specific to the needs of the client is provided. The interaction with the client may be in person or via electronic media. "Counseling time" shall be

tracked as the actual number of qualifying minutes and hours. Multiple "PTAC staff" members or individuals representing the client may participate simultaneously; however, no particular period of time may be counted more than once. For example, if two PTAC staff members hold a one hour meeting with a client that is represented by several individuals, this counts as one hour of "counseling time". With regard to email, "PTAC staff" time spent reading and/or responding to a specific inquiry received from an individual client is "counseling time". No other type of email correspondence may be reported as "counseling time". For example, the sending of a newsletter or a system-generated bid match is not counted as "counseling time". Only "counseling time" with "active clients" is reported. However, "counseling time" spent with a "new client" before the client met the "active client" standard may be reported. Travel time is not "counseling time" and is not reported. Time spent on administrative matters such as referrals to other sources of information or between numerous members of the "PTAC staff" is not "counseling time" and is not reported.

DOCUMENTATION STANDARDS: Documentation to substantiate "counseling time" shall include 1) the amount of "counseling time" recorded, 2) the client name, 3) the date of the interaction with the client 3) the name of the "PTAC staff" member(s) that logged the "counseling time" and 4) a brief description of the assistance provided to the client.

6. A "**contract**" or "**subcontract award**" is a contract or subcontract received by a business meeting the definition of "active client" at the time that it received the award or subaward. Only obligated dollars are reported. A maximum contract value or an estimated value of orders that may be placed under a contract at a future date is not reported. Information on contract and subcontract awards received by clients is reported annually for the period October 1 – September 30 with the report for the period ending on September 30.

   DOCUMENTATION STANDARDS: Documentation for "contract" or "subcontract awards" received by clients shall include 1) the client's name, 2) the date of the award, 3) designation as a contract or subcontract, 4) designation as an award (or subcontract as a result of an award) by DoD, a Federal agency other than DoD or by a State/local government, 5) the obligated dollar value of the award, 6) the source of the information obtained 7) evidence of the award such as a copy of the contract, correspondence from the client or a copy of other data obtained, and 8) in the case of an award received by a client that is not a small business concern, a statement from the client that the award was obtained as a result of assistance rendered by the PTAC.

7. A "**distressed area concern**" is a client located within a distressed area, which is based on the physical address of the client's primary location. The PTAC may rely on a client's representation as to what address it considers its primary location. Distressed areas are identified in the cooperative agreement. If the cooperative agreement does not specify distressed areas the recipient is not required to track or segregate data concerning "distressed area concerns".

8. A "**participated event**" is a conference, workshop, seminar or similar event in which "PTAC staff" participates to conduct PTAC business. To be reportable, the PTAC's participation in the event must have been recognized by its organizers (the event organizers might be the PTAC itself), for example, the PTAC hosted the event, was allotted time on the agenda or was provided exhibit space. The PTAC's attendance at an event or its referral of clients to an event without other involvement does not constitute reportable participation. "Participated events" encompass various types of events including, but not limited to, training, matchmaking, outreach and promotional events. A "participated event" may be conducted in person or via electronic media; however, "PTAC staff" must have been present at the event. Only a live event conducted in real-time may be reported as a "participated event". A "participated event" co-hosted by the PTAC may be reported if it meets the standards above. The PTAC may not report a single event comprised of multiple breakout sessions as more than one event.

   DOCUMENTATION STANDARDS: Documentation to substantiate a "participated event" shall include 1) the name of the event, 2) the date of the event, 3) the event's agenda, 4) the location of the event, 5) a description and evidence of the PTAC's participation and 6) a list of clients attending if the client's attendance will be used as the basis to document the client as an "active client".

E. CLIENT SATISFACTION SURVEY

Active clients shall be surveyed at least annually to ascertain satisfaction with the assistance provided by the PTAC. For reporting purposes, surveys shall include the date or dates of the PTAC assistance that is being assessed; results shall be compiled for each annual period October 1 – September 30 and shall be reported with the performance report for the period ending on September 30.

The survey shall include, at a minimum, the mandatory survey questions below. Other survey questions, at the recipient's discretion, may also be included in the survey. For each mandatory question, the average rating provided by survey respondents is reported. In calculating the average, only respondents that answered the specific question, which

may be less than total survey respondents, are counted. Mandatory survey questions shall solicit feedback from clients using the scale (5) Strongly agree; (4) Agree; (3) Neither agree nor disagree; (2) Disagree; (1) Strongly disagree. Survey respondents shall also be provided the opportunity to opt out of answering a particular question by responding that the question is "Not Applicable" (N/A), however, respondents that answer "N/A" are not averaged into the reported results.

Mandatory survey questions follow -

Question #1 -
____(name of the PTAC)_____ effectively assisted my business in pursuing contracting opportunities with Federal, State and/or local governments or in pursuing subcontracting opportunities under government contracts.

Question #2 -
____(name of the PTAC)_____ staff is knowledgeable with regard to the terms, conditions, procedures, rules and regulations relating to contracts with Federal, State and local governments.

Question #3 -
____(name of the PTAC)_____ offered relevant, current and effective training on topics pertinent to contracts with Federal, State and/or local governments.

DOCUMENTATION STANDARDS: Documentation to substantiate surveys results reported shall include copies of all returned surveys.

F. GOALS

Performance goals coincide with the cooperative agreement's period of performance and are negotiated annually between the PTAC and the Grants Officer. Progress towards the annual goals is reported with each interim report. Annual goal are established for –

1. Number of "new clients";
2. Amount of "counseling time"; and
3. Number of "participated events".

G. INSTRUCTIONS

Detailed report preparation instructions follow -

BLOCK	REPORTING ITEM	INSTRUCTIONS
PART I		
(Always complete Part I)		
1	Cooperative Agreement Number	Enter the cooperative agreement number.
2	Recipient	Enter the name and address of the recipient.
3	CAGE Code	Enter the recipient's CAGE Code.
4	Report Type	Enter "Interim" or "Final".
5	Period of Performance	Enter the start and end dates of the period of performance specified in the cooperative agreement.
6	Reporting Period	Enter the start and end dates of the reporting period. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30, and 12/31. The period of performance specified in the cooperative agreement establishes the beginning of the first reporting period and the end of the final reporting period. For interim reports, the reporting period begins immediately following the end of the previous reporting period.
PART II		
(Always complete Part II)		
7	**New Clients**	
7.a.	New clients goal	Enter the goal established for number of new clients under this cooperative agreement.
7.b.	Number of new clients	Enter the number of clients that gained status as an active client during the reporting period. This data corresponds to the current reporting period only; do not report cumulative data.
7.c.	Number of new clients previously reported	Enter the number of new clients reported in previous performance reports under this cooperative agreement.
7.d.	Total number of new clients reported	Enter the total number of new clients reported under this cooperative agreement (should be block 7.b. plus 7.c.).
7.d.i.	Number of small business concerns in block 7d	Of the total in block 7.d., enter the number of clients that are small business concerns.
7.d.ii.	Number of distressed area concerns in block 7d	Of the total in block 7.d., enter the number of clients that are distressed area concerns. Leave this block blank if the cooperative agreement does not specify distressed areas.
7.e.	Remaining new clients needed	Enter the number of additional new clients needed to reach the goal in block 7.a. (should be block 7.a. minus 7.d.). Enter zero if the goal has been reached.
8	Number of active clients	Enter the number of active clients as of the reporting period end date.
8.a.	Number of small business concerns in block 8	Of the total in block 8, enter the number of clients that are small business concerns.
8.b.	Number of distressed area concerns in block 8	Of the total in block 8, enter the number of clients that are distressed area concerns. Leave this block blank if the cooperative agreement does not specify distressed areas.
9	Counseling time	
9.a.	Counseling time goal	Enter the goal established for counseling time under this cooperative agreement.
9.b.	Counseling time with active clients	Enter the amount of counseling time recorded with all active clients during the reporting period. This data corresponds the current reporting period only; do not report cumulative data.

BLOCK	REPORTING ITEM	INSTRUCTIONS
9.c.	Counseling time previously reported	Enter the counseling time reported in previous performance reports under this cooperative agreement.
9.d.	Total counseling time reported	Enter the total counseling time reported under this cooperative agreement (should be block 9.b. plus 9.c.).
9.d.i.	Counseling time with small business concerns in block 9.d.	Of the total in block 9.d., enter the amount of counseling time recorded with clients that are small business concerns.
9.d.ii.	Counseling time with distressed area concerns in block 9.d.	Of the total in block 9.d., enter the amount of counseling time recorded with clients that are distressed area concerns. Leave this block blank if the cooperative agreement does not specify distressed areas.
9.e.	Remaining counseling time needed	Enter the amount of additional counseling time needed to reach the goal in block 9.a. (should be block 9.a. minus 9.d.). Enter zero if the goal has been reached.
10	Participated events	
10.a.	Participated events goal	Enter the goal established for participated events under this cooperative agreement.
10.b.	Number of participated events	Enter the number of participated events conducted during the reporting period. The data in block 10.b. corresponds the current reporting period only; do not report cumulative data.
10.c.	Participated events previously reported	Enter the number of participated events reported in previous performance reports under this cooperative agreement.
10.d.	Total participated events reported	Enter the total number of participated events reported under this cooperative agreement (should be block 10.b. plus 10.c.).
10.e.	Remaining participated events needed	Enter the amount of additional participated events needed to reach the goal in block 10.a. (should be block 10.a. minus 10.d.). Enter zero if the goal has been reached.
PART III		
(Always complete Part III. Use a continuation sheet if necessary. If appropriate, enter "not applicable" (N/A).		
11	Discussion (see instructions)	If applicable (new programs), discuss the progress made towards achieving the implementation milestones identified in a Program Implementation Plan.
12	Discussion (see instructions)	Discuss progress made towards the achievement of performance goals including successes and/or difficulties experienced. If applicable, discuss efforts planned to rectify less than anticipated progress towards reaching the goals.
13	Discussion (see instructions)	Discuss training completed, planned or ongoing in order to help PTAC staff stay current in their areas of expertise.
14	Discussion (see instructions)	Discuss any noteworthy client success stories facilitated by the PTAC's assistance or other significant programmatic accomplishments.
15	Discussion (see instructions)	Identify any personnel positions included in the program budget that are currently vacant. Indicate the date the position was last occupied, the actions being taken to fill the position and the anticipated fill date.
16	Discussion (see instructions)	Discuss any significant changes to the budget that was approved at the time of award or the program that was described in the application, such as the addition of a staff, changes in major contractual obligations such as facility rental or any other significant changes whether or not prior approval of those changes is required.

BLOCK	REPORTING ITEM	INSTRUCTIONS
17	Discussion (see instructions)	Discuss any issues regarding the availability of previously committed contributions (including cash and in-kind) towards the cooperative agreement's cost sharing requirements.
PART IV		
(Only complete Part IV with the report for the period ending on 9/30. Report for the period 10/1 - 9/30. For example, if the reporting period end date is September 30, 2014, complete Part IV for the period October 1, 2013 through September 30, 2014.)		
18	**Contract awards by DoD**	
18.a.	Number of prime contract awards received by active clients that were awarded by DoD	Enter the number of prime contract awards by DoD that were received by all active clients during the 12-month period that ended on 9/30.
18.b.	Dollar value of awards in block 18.a.	Enter the dollar value of the awards in block 18.a.
18.c.	Number of awards received by small business concerns in block 18.a.	Of the total in block 18.a, enter the number of awards received by active clients that are small business concerns.
18.d.	Dollar value of awards in block 18.c.	Enter the dollar value of the awards in block 18.c.
19	**Contract awards by Federal agencies other than DoD**	
19.a.	Number of prime contract awards received by active clients that were awarded by Federal agencies other than DoD	Enter the number of prime contract awards by Federal agencies other than DoD that were received by all active clients during the 12-month period that ended on 9/30.
19.b.	Dollar value of awards in block 19.a.	Enter the dollar value of the awards in block 19.a.
19.c.	Number of awards received by small business concerns in block 19.a.	Of the total in block 19.a., enter the number of awards received by active clients that are small business concerns.
19.d.	Dollar value of awards in block 19.c.	Enter the dollar value of the awards in block 19.c.
20	**Contract awards by State and local governments**	
20.a.	Number of prime contract awards received by active clients that were awarded by State and local governments	Enter the number of prime contract awards by State and local governments that were received by all active clients during the 12-month period that ended on 9/30.
20.b.	Dollar value of awards in block 20.a.	Enter the dollar value of the awards in block 20.a.
20.c.	Number of awards received by small business concerns in block 20.a.	Of the total in block 20.a., enter the number of awards received by active clients that are small business concerns.
20.d.	Dollar value of awards in block 20.c.	Enter the dollar value of the awards in block 20.c.
21	**Subcontract awards resulting from prime contract awards by DoD**	
21.a.	Number of subcontract awards received by active clients resulting from prime contract awards by DoD	Enter the number of subcontract awards resulting from prime contract awards by DoD received by all active clients during the 12-month period that ended on 9/30.
21.b.	Dollar value of awards in block 21.a.	Enter the dollar value of the awards in block 21.a.
21.c.	Number of awards received by small business concerns in block 21.a.	Of the total in block 21.a., enter the number of awards received by active clients that are small business concerns.
21.d.	Dollar value of awards in block 21.c.	Enter the dollar value of the awards in block 21.c.

BLOCK	REPORTING ITEM	INSTRUCTIONS
22	**Subcontract awards resulting from prime contract awards by Federal agencies other than DoD**	
22.a.	Number of subcontract awards received by active clients resulting from prime contract awards by Federal agencies other than DoD	Enter the number of subcontract awards resulting from prime contract awards by Federal agencies other than DoD received by all active clients during the 12-month period that ended on 9/30.
22.b.	Dollar value of awards in block 22.a.	Enter the dollar value of the awards in block 22.a.
22.c.	Number of awards received by small business concerns in block 22.a.	Of the total in block 22.a., enter the number of awards received by active clients that are small business concerns.
22.d.	Dollar value of awards in block 22.c.	Enter the dollar value of the awards in block 22.c.
23	**Subcontract awards resulting from prime contract awards by State and local governments**	
23.a.	Number of subcontract awards received by active clients resulting from prime contract awards by State and local governments	Enter the number of subcontract awards resulting from prime contract awards by State and local governments received by all active clients during the 12-month period that ended on 9/30.
23.b.	Dollar value of awards in block 23.a.	Enter the dollar value of the awards in block 23.a.
23.c.	Number of awards received by small business concerns in block 23.a.	Of the total in block 23.a., enter the number of awards received by active clients that are small business concerns.
23.d.	Dollar value of awards in block 23.c.	Enter the dollar value of the awards in block 23.c.
PART V		
(Only complete Part V with the report for the period ending on 9/30. Report survey results for the period 10/1 - 9/30. For example, if the reporting period end date is September 30, 2014, complete Part V for the period October 1, 2013 through September 30, 2014.)		
24	Number of surveys distributed	Enter the number surveys distributed for the period 10/1 - 9/30.
25	Number of surveys returned	Enter the number of surveys returned for the period 10/1 - 9/30.
26	Results: survey question #1	Enter the average rating provided for the first mandatory question. Only respondents that answered the question are counted.
27	Results: survey question #2	Enter the average rating provided for the second mandatory question. Only respondents that answered the question are counted.
28	Results: survey question #3	Enter the average rating provided for the third mandatory question. Only respondents that answered the question are counted.
29	Certification	Enter name, title and contact information for the authorized official submitting the report.

AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 003 of Solicitation Number DLA-20130412

Amendment Issue Date: July 15, 2013

ISSUED BY:
Defense Logistics Agency (DLA)
Office of Small Business Programs (DB)
Procurement Technical Assistance Program
8725 John J. Kingman Road, Suite 1127
Ft. Belvoir, VA 22060

DESCRIPTION OF AMENDMENT:

1. This Amendment authorizes exceptions to the directions provided in the solicitation due to ongoing issues with the electronic system at www.grants.gov and www.sam.gov.

   a. Notwithstanding the direction to submit the application at www.grants.gov, DLA may authorize alternative means for the submission, which shall not affect the application's responsiveness to the solicitation.

   b. Notwithstanding the requirement in Section IX, paragraph Q, an application may be considered from an entity without an active registration in the System for Award Management (SAM). The SAM registration will be required prior to any decision to make an award.

2. Except as provided herein, all other terms and conditions of Solicitation Number DLA-20130412 remain unchanged and in full force and effect.

3. Applicants shall acknowledge receipt of this Amendment with application Step (2) by signing in the space provided and submitting a copy using the "Other Attachments Form", which is part of the grants.gov application package.

Applicant Name: _____

Representative's Signature: _____ Date: _____

Name & Title of Representative: _____

AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 002 of Solicitation Number DLA-20130412

Amendment Issue Date: April 30, 2013

ISSUED BY:

Defense Logistics Agency (DLA)
Office of Small Business Programs (DB)
Procurement Technical Assistance Program
8725 John J. Kingman Road, Suite 1127
Ft. Belvoir, VA 22060

DESCRIPTION OF AMENDMENT:

1. This amendment clarifies information provided in solicitation regarding the need for in-kind contributions to receive prior approval before they are used to satisfy cost sharing requirements.

2. The requirement in Section III, subparagraph A.3.a.5), only applies to third party in-kind, which is defined in Section III, subparagraph A.3.d.

   In addition to the other requirements stipulated, third party in-kind used to satisfy cost sharing requirements must be included in the approved budget or receive prior approval pursuant to the requirement in Section VII, subparagraph D.4.

3. The use or substitution of contributions made by the recipient, regardless of whether they are considered to be cash or in-kind contributions, does not require prior approval. Any reference in the solicitation to the contrary shall be disregarded.

4. Except as provided herein, all other terms and conditions of Solicitation Number DLA-20130412 remain unchanged and in full force and effect.

5. Applicants shall acknowledge receipt of this Amendment by signing in the space provided and submitting a copy using the “Other Attachments Form”, which is part of the grants.gov application package.

Applicant Name: _____

Representative’s Signature: _____ Date: _____

Name & Title of Representative: _____

AMENDMENT OF SOLICITATION FOR COOPERATIVE AGREEMENT APPLICATIONS

Amendment No. 001 of Solicitation Number DLA-20130412

Amendment Issue Date: April 24, 2013

ISSUED BY:

Defense Logistics Agency (DLA)
Office of Small Business Programs (DB)
Procurement Technical Assistance Program
8725 John J. Kingman Road, Suite 1127
Ft. Belvoir, VA 22060

DESCRIPTION OF AMENDMENT:

1. This amendment revises application submission information that applies to applications to establish new programs. Application submission requirements for existing programs remain unchanged.

2. Section IV, paragraph A.1., of the solicitation is revised as follows –

   When submitting an application to establish a new program, i.e., a program that is not an "existing program" as defined in Section II, the applicant shall follow the same 2-step application process described for existing programs. Refer to Section IV, paragraph A.2.

   Step (1) is due before Wednesday, July 17, 2013 at 5:00 p.m. Eastern Time. When the application is for a new program, the Government will establish a due date and time for Step (2) and provide notice of the date established to the applicant after its completion of Step (1). Such notice shall be provided no less than thirty (30) days prior to the due date that is established.

3. Except as provided herein, all other terms and conditions of Solicitation Number DLA-20130412 remain unchanged and in full force and effect.

4. Applicants shall acknowledge receipt of this Amendment by signing in the space provided and submitting a copy using the "Other Attachments Form", which is part of the grants.gov application package.

Applicant Name: _____

Representative's Signature: _____ Date: _____

Name & Title of Representative: _____