### AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

<table>
<thead>
<tr>
<th>1. CONTRACT ID CODE</th>
<th>PAGE 1 OF 6</th>
</tr>
</thead>
<tbody>
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<table>
<thead>
<tr>
<th>2. AMENDMENT/MODIFICATION NO.</th>
<th>3. EFFECTIVE DATE</th>
<th>4. REQUISITION/PURCHASE REQ. NO.</th>
<th>5. PROJECT NO. (If applicable)</th>
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<tbody>
<tr>
<td>A0003</td>
<td>May 27, 2022</td>
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<table>
<thead>
<tr>
<th>6. ISSUED BY CODE</th>
<th>7. ADMINISTERED BY CODE</th>
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<tbody>
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</table>

Department of State
American Embassy Rabat
KM5.7, Avenue Mohamed VI, Morocco

<table>
<thead>
<tr>
<th>8. NAME AND ADDRESS OF CONTRACTOR (NO., street, city, county, State, and ZIP Code)</th>
<th>9a. AMENDMENT OF SOLICITATION NO. 19M05522Q0001</th>
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<tbody>
<tr>
<td>Prospective Offerors</td>
<td>X</td>
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</tbody>
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9b. DATED (SEE ITEM 11) April 6, 2022

10a. MODIFICATION OF CONTRACT/ORDER NO. 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 e-mail or letter, provided each e-mail 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)

See correction on page 2.

13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

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 [X] 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 amendment is:

To issue edits to the solicitation (See continuation page 2)
To include Attachment A - Pre-Proposal Conference Minutes – 14 April 2022
To include Attachment B - Questions and answers

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 OF CONTRACTING OFFICER

Ivan Murray

15B. NAME OF CONTRACTOR/OFFEROR BY (Signature of person authorized to sign) 15C. DATE SIGNED

May 27, 2022

16B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer) 16C. DATE SIGNED

May 27, 2022
Edits to Solicitation:

Update C.2.1.1 Life insurance coverage from:

C.2.1.1 Amount of Employee Life Insurance.

The following benefit will be paid to the participant's named beneficiaries or estate upon the death of the participant:
(1) Natural Death: 24 times the monthly basic salary
(2) Accidental or work related Death: 30 times the monthly basic salary

To:

C.2.1.1 Amount of Employee Life Insurance.

The following benefit will be paid to the participant's named beneficiaries or estate upon the death of the participant:
(1) Natural Death: 24 times the monthly basic salary
(2) Accidental Death: 30 times the monthly basic salary
(3) Work related Death: Contractor shall follow Law 18-12 relating to work accidents for spouse and orphan pension payments.

Update C.2.1.3 Partial and Total Disability Coverage: by adding the following:

Disability Benefits:

For work related injuries and illnesses, the contractor shall follow Article 37 of Law 18-12. Contractor shall provide the insurance-issued guarantee of payment within 24 hours of the work related injury notification and will pay the full amount of the clinic/hospital fees. If necessary, supply, repair, and renewal of any devices or equipment (such as prosthetics) resulting from the work-related accident shall be covered at a rate of 100% by the Contractor.

Add the following paragraph:

C.2.1.4 Funeral Benefit: The Mission does not have a Funeral Benefit Plan.

Change G.4.2 from:

Invoices may be submitted monthly with payments being made monthly by the government.

To:

Invoices may be submitted quarterly with payment being made quarterly by the government.
Attachment A
U.S. Embassy Rabat
Pre -Proposal Conference Minutes
April 14, 2022

Attendees:
- CPA
- Lyazidi
- AFMA

Introduction:
The meeting started at 10:30 am. The Contracting Officer (CO), Ivan Murray, welcomed all attendees, and introduced the Contracting Officer Representative (COR), Rokia Daanoune, acting Human Resources Office (HRO), Sultana Varvarousis, Contract Specialist and Procurement Supervisor, Karima Qara, and other U.S. embassy staff members in attendance: Fatima Jerroum (Procurement Agent), Rachid El Rhazali (Procurement Agent). Five attendees from the three companies listed above introduced themselves.

Discussion of the Solicitation Package:
The CO explained that the purpose of the conference was to go through each section of the contract solicitation. The CO also clarified the proposal requirements, how to submit their proposal, how the proposals would be evaluated. The specific points below were covered:
- A record of conference minutes would be prepared and posted on the SAM.gov web site and the Embassy Rabat web site for all prospective offerors. This is to ensure full transparency.
- Questions should be submitted in writing and will be answered in writing and posted on the web sites mentioned above.
- Statements made at the conference do not change the solicitation, any changes to the solicitation, if any are needed, will be issued via a written amendment to the solicitation and the amendment will be posted online.
- The solicitation and the contracting process are conducted in accordance with United States Government regulations, specifically the Federal Acquisition Regulations and Department of State Acquisition Regulations (DOSAR).

The Contracting Officer explained how the proposal must be submitted and highlighted the various sections of the solicitation:
- Proposals must be in English and submitted in a sealed envelope to the address provided in the solicitation on or before 16:00 on Friday, May 06th, 2022. No proposals will be accepted after this time unless the deadline changes.
- Standard Form 33 blocks 12-18 needs to be fully filled out by the prospective bidder. Blocks 15, 16, 17 and 18 on SF 33 were pointed out.
• The contract is for one base year with four option years.
• The solicitation is for life insurance. It is for the local staff of the United States Embassy Rabat, the Consulate General Casablanca. The Contracting Officer also mentioned this insurance is made available to staff of the Chief of Mission (Ambassador), Deputy Chief of Mission (DCM), and the Consul General in Casablanca, some retirees, members of the Tangier Legation, Peace Corp, and our Employee Association. However, these individuals are considered riders and are not paid for by the Embassy.
• The Contracting Officer mentioned the Zadroga Act is applicable or this contract. Bidders need to remember the Zadroga Act requires that the USG remove 2% from every invoice they submit. They should remember this when submitting their price proposals.
• Section B: pricing, administrative retention amounts, and the economic price adjustment.
• Section C: Statement of Work brochure requirement.
• Sections E, F, G, H, I, J: These sections are clauses that are present in U.S. government contracts, full versions of the clauses can be viewed at the referenced websites.
• Clause 51.217-8: option to extend the term of the contract for six months after the end of the last option year.
• Section K: The winning bidder will be required to register in the System for Award Management (www.SAM.gov).
• Offerors must follow the instructions in Section L of the solicitation when preparing their proposals.
• Evaluation factors for award are listed in section M. The Contracting Officer discussed the importance of separating the proposals (bids). The technical proposal must be submitted separately from pricing information. The Contracting Officer also mentioned this contract will be awarded to the lowest price bidder who submits a proposal that is evaluated as technically acceptable. If a proposal does not contain everything that was requested, the proposal can be rated as not technically acceptable, and bidders may not be given an opportunity to submit missing information.

The Contracting Officer reiterated that all questions and answerers regarding the solicitations must be put in writing. After the section-by-section review, the Contracting Officer then paused to allow offerors to ask questions for all to hear.

**Conclusion:**
The conference concluded and attendees were thanked for their presence and expression of interest in the solicitation. The meeting was adjourned.
Q1: Please advise on the age distribution of your current workforce.
A1: Please see the table below.

1. EMPLOYEES BY GENDER WITHIN AGE RANGES

<table>
<thead>
<tr>
<th></th>
<th>FEMALE</th>
<th></th>
<th>MALE</th>
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<td>Age (years)</td>
<td>Number</td>
<td>Age (years)</td>
<td>Number</td>
<td></td>
</tr>
<tr>
<td>20-34</td>
<td>31</td>
<td>20-34</td>
<td>28</td>
<td></td>
</tr>
<tr>
<td>35-45</td>
<td>38</td>
<td>35-45</td>
<td>103</td>
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<tr>
<td>46-55</td>
<td>16</td>
<td>46-55</td>
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</tr>
<tr>
<td>56-60</td>
<td>12</td>
<td>56-60</td>
<td>33</td>
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<td>61-70</td>
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<td>61-70</td>
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<tr>
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2. EMPLOYEE SPOUSES BY GENDER WITHIN AGE RANGES

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<td>Age (years)</td>
<td>Number</td>
<td>Age (years)</td>
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</tr>
<tr>
<td>20-34</td>
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<tr>
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3. DEPENDENT CHILDREN BY GENDER WITHIN AGE RANGES

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<td>Age (years)</td>
<td>Number</td>
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<td>11-18</td>
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<td>19-25</td>
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<td>19-25</td>
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</tr>
<tr>
<td>(if full time student)</td>
<td></td>
<td>(if full time student)</td>
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<td></td>
</tr>
<tr>
<td>TOTAL</td>
<td>210</td>
<td>TOTAL</td>
<td>209</td>
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</tr>
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</table>

Q2: Please provide statistics of death and the disability for the last three years.
A2: Please see the attached spreadsheet provided by the current Life and Work Accident vendor.
Q3: Please provide instruction on registering in SAM.
A3: U.S. Embassy Rabat has a dedicated person who will assist the winning bidder with registering in SAM.

Q4: Please provide more information about the work accident. Is it included in the solicitation?
A4: Please review the solicitation. All information on payments for work accidents are included in the solicitation in Section C.

Q5: Please advise invoice submission. Is it monthly or quarterly?
A5: Invoices are to be submitted quarterly. Section G.4.2 in the solicitation document has been updated to reflect quarterly and not monthly invoices.