

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE	PAGE OF PAGES
2. AMENDMENT/MODIFICATION NO. 0002	3. EFFECTIVE DATE 21-May-2003	4. REQUISITION/PURCHASE REQ. NO. RCI BAH-3038-0001	5. PROJECT NO.(If applicable)	
6. ISSUED BY CONTRACTING DIVISION PO BOX 1715 BALTIMORE MD 21203-1715	CODE CA31	7. ADMINISTERED BY (If other than item 6) See Item 6		
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)		X	9A. AMENDMENT OF SOLICITATION NO DACA31-03-R-0020	
		X	9B. DATED (SEE ITEM 11) 01-May-2003	
			10A. MOD. OF CONTRACT/ORDER NO.	
			10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offer <input type="checkbox"/> is extended, <input checked="" type="checkbox"/> is not extended. Offer 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.				
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.) SEE ATTACHMENT				
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)		
		TEL: _____ EMAIL: _____		
15B. CONTRACTOR/OFFEROR _____ (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	16C. DATE SIGNED 21-May-2003	

SECTION SF 30 BLOCK 14 CONTINUATION PAGE

SUMMARY OF CHANGES

The solicitation for the Basic Allowance for Housing (BAH) Rent Payment Management Services (DACA31-03-R-0020) is hereby amended to incorporate the following changes:

SECTION C – DESCRIPTIONS AND SPECIFICATIONS:

Exhibit 4 (Page 23a) is hereby updated to include the following new installation:

INSTALLATION	ESTIMATED TRANSFER DATE	ESTIMATED NUMBER OF UNITS
Fort Hood, TX	March 2006	5,427

Each unit equals a potential BAH transfer transaction each month (assumes 100% occupancy, which is high). Each installation will have a single developer/asset manager to receive funds transfer.

Other DoD sites may be added to this contract as they are approved in the FY03 through FY06 Military Family Housing Initiative.

SECTION J – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS:

Section J is hereby updated to include the following new attachments included with this amendment:

PAGE	DESCRIPTION
38a	SECTION J – TABLE OF CONTENTS
234	SAMPLE HOUSING FORM
236	EFT FORM

SECTION J

TABLE OF CONTENTS

<u>ATTACHMENT</u>	<u>PAGE</u>
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FORT XXXX FAMILY HOUSING AGREEMENT

This Occupancy Agreement is between _____ (the "Resident") and the XXXXXXXXXXXX. The parties agree to the following terms and conditions stated below:

1. UNIT: XXXX shall provide the Resident with unit _____ located in _____, Fort XXXXX, XXXXX 12345, in a condition that is decent and suitable for occupancy.

2. RENTAL RATE: The monthly rental rate shall equal the Service Members (Senior grade with dual Military) Basic Allowance for Housing (BAH) and payment will be made through an Allotment/Deduction from the Service Members pay account to XXXX, Company Code: XXXXXXXX Acct# XXXXXXXXXXXX. The allotment will be increased/decreased when promotions/reductions occur to Service Members new BAH rate. Payment is due on the first day of the month for the previous months rent (payment in arrears). By signing this Agreement, authorization is given to initiate and maintain an allotment equal to the BAH payable to XXXX, effective next month. Payment will be made by check for the prorated portion of the first month's rent for the number of days quarters are occupied. Payment is due on the first day of the month after occupying quarters. After terminating the unit, any refund due will be made within 5 business days of management's receipt of the allotment applicable to the month of move out. Spouse must be in possession of a Power of Attorney in the absence of the sponsor to sign agreement and authorize initiation of BAH allotment. Failure to pay rent on time or stopping BAH allotment may result in eviction from the housing unit.

3. TERM OF OCCUPANCY: Resident shall reside in the Unit commencing _____ 200__ This agreement shall automatically continue on a month to month basis unless terminated by either party giving 30 days notice. PCS/ETS orders received with less than 30 days advance notice may authorize release of the resident on a case by case basis with proof of orders. Early release for emergencies will be validated by the soldiers Chain of Command.

4. AUTHORIZED RESIDENTS: The following family members shall reside in the Unit: _____

Spouse: _____ is the spouse in the Military? YES/NO
If Yes spouses SSN _____ - _____ - _____

Children's Name: _____

Other Dependent Adults/Children: _____

No other persons, other than those identified in this agreement, are authorized to reside in the unit. Non-military guests may visit for a period not to exceed 30 days in a calendar year. Resident must obtain approval and notify the Family Housing Office when visitors stay in excess of 30 days.

5. CONDUCT of Residents: All residents shall comply with the terms of this agreement and local FH Reg. XXX-XX (name of regulation), and such changes as may take place during the period of occupancy, a copy of which is attached as Exhibit A and incorporated herein by reference. Additional information relating to Fort XXXX regulations can be reviewed by accessing: www.....army.mil

6. LIABILITY: Residents will be held liable for all damages to the unit that are other than ordinary wear and tear and are therefore highly encouraged to obtain renters' insurance. Damages must be paid for, or a payment plan must be approved by XXXX, or your Chain of Command will be notified in case of delinquencies or failure to pay a just debt. In case of a dispute, the resident and XXXX agree to binding arbitration by the Housing Arbitrator.

7. LEAD BASE PAINT: The undersigned acknowledges receipt of the booklet published by the United States Environmental Protection Agency "Protect Your Family From Lead In Your Home" (EPA747-K-94-001)(May 1995) and agrees that the Service Member has received the Disclosure of Information on Lead-Based Paint and/or Lead Based Paint Hazards" which is fully executed and attached hereto as Exhibit B and incorporated herein by reference.

8. APPLICABLE RULES: This Agreement shall be governed exclusively by applicable military rules, regulations and guidelines. All residents understand and agree that they voluntarily waive all applicable rights and privileges which may exist under XXXXXX landlord-tenant law or any other law on behalf of themselves and their family members.

9. SEPARABILITY: It is intended that each paragraph of this Agreement shall be separate and divisible. In the event that any paragraph or part thereof is held to be invalid or unenforceable, the remaining paragraph of the Agreement shall remain full force and effect.

EXECUTED and agreed to on this _____ day of _____ 200__ by the undersigned

Resident's Signature _____ Resident's Signature _____

Printed Name _____ Printed Name _____

Rank: ____ SSN: _____ Duty Phone: _____ Unit _____

XXXX Representative: Signature: _____ Title: _____

Printed Name: _____

**US ARMY CORPS OF ENGINEERS
ELECTRONIC PAYMENTS/DIRECT DEPOSIT**

- 1. The Debt Collection Improvement Act of 1996 provided that Federal payments shall be made by electronic funds transfer (EFT). The Corps issues electronic corporate payments through the Automated Clearing House (ACH) network using the Cash Concentration or Disbursement Plus Addendum (CCD+) payment format. Instead of receiving checks, you will have payments directly deposited into your checking or savings account.**
- 2. The benefits of receiving payments electronically are no lost or stolen checks, no deposit delays, prompt availability of funds, fully traceable payments, and decrease in fraud.**
- 3. EFT/Direct Deposit payments are available for vendors who have active contracts with the Corps sites within the Continental United States. Corps travelers working for these sites should also sign up for EFT.**
- 4. Attached is Form UFC-DISB-4 with instructions that can be used by both vendors and travelers to sign up for Corps EFT payments.**
- 5. Point of contact for questions is Michael Rye, commercial 901-874-8543, DSN 882-8543, Corps email address; t0rmfmtr@cefc.fc, Internet address; Michael.T.Rye@usace.army.mil.**

INSTRUCTIONS FOR COMPLETING FORM UFC-DISB-4

- 1. Vendors and/or travelers should indicate if this is an add as a new Direct Deposit to be set up or a change or cancellation. USACE employees already on payroll Direct Deposit who have not completed a travel form should mark ADD.**
- 2. Include the Corps of Engineers District name (example: Savannah) or EROC (example: K6) that wrote the contract authorizing payment. If more than one District issued contracts, prepare a separate form for each District.**
- 3. Include the name or Company as it appears on the invoice. If the contract was written to Bill and Betty Smith, the bill and Direct Deposit form should include both names not Bill Smith.**
- 4. This address should be the physical address of the business.**
- 5. The city and state that match the physical address.**
- 6. The mailing address should include any and all Remit to/payment addresses that are different from the physical address. (If more space is needed, include an attachment page with all addresses listed). This is VERY IMPORTANT since we load the routing and bank account number on each payment address.**
- 7. Include daytime phone number in case there are questions concerning the completed form.**
- 8. Check if the bank account number furnished is a checking account.**
- 9. Check if the bank account number furnished is a savings account.**
- 10. Include bank account number, one number in each slot. This number can be found on the front of the check.**
- 11. The full name of the bank for the account.**
- 12/13. An accurate address for the bank.**
- 14. The routing number for the bank. It is located on the face of the check. This is always a nine digit NUMBER. Enter one number in each space.**
- 15. Depositor account title is the name registered with the bank on the bank account.**
- 16. For businesses include the IRS tax ID number. For an individual use the social security number.**
- 17. Businesses should have a signature of an officer of the company. Individuals should sign. If the Direct Deposit form/contract is written in the name of Bill and Betty Smith, both individuals should sign.**
- 18. Date of the authorization.**

DIRECT DEPOSIT AUTHORIZATION FORM

PRIVACY ACT STATEMENT

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 3322 and 31 CFR 210. This information will be used by the Treasury Department to transmit data, by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

I hereby authorized U. S. Army Corps of Engineer, hereinafter called USACE, to initiate direct deposit credit entries to my (our) account indicated below and the financial institution named below, hereinafter called DEPOSITORY, to credit the same to such account.

- (1) Check One of the following Statements::
 I am not currently participating in the Direct Deposit Program. OR I am currently participating in the Direct Deposit Program.
 ADD - Deposit my payment to the account shown. **CHANGE** - Change financial institutions and/or account number.
- (2) Installation EROC _____

Name or (Company as shown on invoice): (3)		
Address: (4)		
City: (5)	State:	Zip:
Mailing Address (if different): (6)		
Daytime Phone: () (7)		

Contract # (Optional):
 If more than one contract, please list on a separate sheet.
 Please ask your Financial Institution for your Depositor Account Number and Routing Number
(Indicate which type account to credit)

Type of Depositor Account Please check a box.	Checking (8)	Saving (9)																				
Depositor Account Number (10)	<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																					

Name of Financial Institution: (11)																		
Address: (12)																		
City: (13)						State:						Zip:						
Routing Number: (14)																		
Depositor Account Title: (15)																		

Tax ID Number (TIN) for Business: (16)	
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SIGNATURE: (17) _____ **DATE: (18)** _____

Mail To: USACE Finance Center, ATTN: EFT/DISB, 5722 Integrity Drive, Millington, TN 38054-5005
 FORM: UFC-DISB-4

SECTION L – INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS:

52.214-4024 DELIVERY OF BIDS/PROPOSALS

Bids/Proposals may be delivered in person to the Contracting Division, Baltimore District, Corps of Engineers, Room 7000, City Crescent Building, 10 South Howard Street, Baltimore, Maryland 21201.

End of Clause

(CENAB-CT JUL 1993)

(FAR 14.302)

(52.214-4024)

SECTION M – EVALUATION FACTORS FOR AWARD:

Paragraph M.4.2.a. Relevant Experience (Page 232) is hereby updated to state the following:

- a. Relevant experience (**must annotate either as a prime or subcontractor**) provided within the last **five (5)** years which is similar in scope, magnitude, and complexity to the effort detailed in the RFP.

THIS AMENDMENT IS ISSUED IN ACCORDANCE WITH FAR 15.206 “AMENDING THE SOLICITATION”.

ALL OTHER TERMS AND CONDITIONS OF THIS SOLICITATION REMAIN UNCHANGED.

PROPOSAL DUE DATE HAS NOT BEEN CHANGED AND REMAINS 3 JUNE 2003 AT 4:00 PM (EASTERN).

(End of Amendment)