

|   |                                  |  |   |                    |
|---|----------------------------------|--|---|--------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |                                  |  | 1. CONTRACT ID CODE<br>J                              | PAGE OF PAGES<br>1 |
| 2. AMENDMENT/MODIFICATION NO.<br>0004   | 3. EFFECTIVE DATE<br>10-Feb-2004 | 4. REQUISITION/PURCHASE REQ. NO.<br>W68MD9-3337-6366           | 5. PROJECT NO.(If applicable)                         |                    |
| 6. ISSUED BY<br>USA ENGINEER DISTRICT, SEATTLE<br>ATTN: CENWS-CT<br>4735 EAST MARGINAL WAY SOUTH<br>SEATTLE WA 98134-2329   | CODE<br>W912DW                   | 7. ADMINISTERED BY (If other than item 6)<br><b>See Item 6</b> |   |                    |
| 8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and Zip Code)   |                                  | X  | 9A. AMENDMENT OF SOLICITATION NO.<br>W912DW-04-R-0014 |                    |
|   |                                  | X  | 9B. DATED (SEE ITEM 11)<br>24-Dec-2003                |                    |
|   |                                  |  | 10A. MOD. OF CONTRACT/ORDER NO.                       |                    |
|   |                                  |  | 10B. DATED (SEE ITEM 13)                              |                    |
| CODE  | FACILITY CODE                    |  |   |                    |
| <b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>  |                                  |  |   |                    |
| <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.<br>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:<br>(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;<br>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)   |                                  |  |   |                    |
| <b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS.<br/>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>   |                                  |  |   |                    |
| 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.)<br>TITLE: Seattle District Leadership Development Program 2004 thru 2005, Seattle, Washington   |                                  |  |   |                    |
| a. This amendment is issued to clarify Section B, Item 0001 (c), description to read "Initial retreat" in lieu of "Orientation/goal setting retreat".   |                                  |  |   |                    |
| b. There are no other changes as a result of this amendment.  |                                  |  |   |                    |
| 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   | 15C. DATE SIGNED                 | 16B. UNITED STATES OF AMERICA                                  | 16C. DATE SIGNED                                      |                    |
| _____<br>(Signature of person authorized to sign)   |                                  | BY _____<br>(Signature of Contracting Officer)                 | 10-Feb-2004   |                    |

SECTION B  
SUPPLIES OR SERVICES AND PRICES/COSTS

| <u>ITEM</u> | <u>DESCRIPTION</u>   | <u>QUANTITY</u> | <u>UNIT</u> | <u>UNIT PRICE</u> | <u>EXTENDED AMOUNT</u> |
|-------------|--|-----------------|-------------|-------------------|------------------------|
| 0001        | Provide nonpersonal professional services to design, develop and administer a part-time leadership management development program for 10-12 Seattle District Corps of Engineers employees. Services shall begin 1 June 2004 through 30 June 2005. All work shall be performed in strict compliance with the attached Statement of Work, dated 1 December 2003, and all other terms and conditions incorporated herein. All costs associated with this line item will be inclusive of the following activities outlined in the Scope of Work: | 13              | Months      | \$ _____          | \$ _____               |
|             | (a) Administrative/overhead costs associated with program development, curriculum planning, and administration of the part time leadership management development program.   |                 | Cost        | \$ _____          |                        |
|             | (b) Orientation/goal setting sessions to initiate program for Seattle District Corps of Engineers employees (see Section C, paragraphs 3.4.5).   |                 | Cost        | \$ _____          |                        |
|             | (c) <del>Orientation/goal setting</del> Initial retreat, two and one half (2.5) days. Session includes accommodations for retreat; living and dining expenses for all retreat participants (see Section C, paragraph 3.4.6).   |                 | Cost        | \$ _____          |                        |
|             | (d) Provide formal Graduate Level Leadership and Management classroom training.  |                 | Cost        | \$ _____          |                        |
|             | (e) Field Trip: One five (5) - day field trip (see Section C, paragraph 3.4.3)   |                 | Cost        | \$ _____          |                        |

(f) Counseling Sessions. At least two (2) hours per Management Intern (see Section C, paragraph 3.4.9).

Cost \$ \_\_\_\_\_

(g) A two (2) - day ;mid-year retreat for reflecting on learnings thus far, sharing feedback, assessing goal achievement, and continuing team development (see Section C, paragraph 3.4.7).

Cost \$ \_\_\_\_\_

(h) A one (1) day year-end retreat for additional reflection, introspection and planning for future personal development (see Section C, paragraph 3.4.8).

Cost \$ \_\_\_\_\_

(l) Graduation ceremony to recognize achievements of the Management Interns and to celebrate the success of the year's activities. Not to exceed 50 people (see Section C, paragraph 3.4.15).

Cost \$ \_\_\_\_\_

0002 Unscheduled meetings with mentors, supervisors, human resources staff; appearances at ceremonies/presentations/ programs put on by the Seattle District Corps of Engineers (see Section C, paragraph ).

NTE  
24

Hours \$ \_\_\_\_\_ \$ \_\_\_\_\_

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