



REPLY TO  
ATTENTION OF

**DEPARTMENT OF THE ARMY**  
SEATTLE DISTRICT, CORPS OF ENGINEERS  
P.O. BOX 3755  
SEATTLE, WASHINGTON 98124-3755

Civil/HTRW Unit  
Contracting Division

FEB 28 2004

SUBJECT: Notice of Award, Contract No. W912DW-04-C-0007,  
RFP No. W912DW-04-R-0014

Sally J. Fox, PHD and Assoc LLC  
Attn: Sally J. Fox  
9524 46<sup>th</sup> Avenue NE  
Seattle, WA 98115-2618

Dear Ms Fox

You are hereby notified that your response to Request for Proposal No. W912DW-04-R-0014 in the amount shown in block 20 of the contract (SF33) is accepted. Your copy of the executed contract is enclosed.

Project Title: Seattle District Leadership Development Program 2004-2005

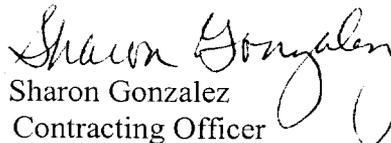
A Contracting Officer's Technical Representative (COTR) with authority to request proposals and administer the work will be designated in the near future, and a letter of appointment sent to you for your acknowledgement.

You shall be notified by the Contracting Officer's Technical Representative of a post award meeting.

A letter detailing the Equal Employment Opportunity Clauses with enclosure – Notice To All Labor Organizations is also enclosed.

If you have any questions regarding the enclosed contract, please contact the undersigned at (206) 764-6696.

Sincerely,

  
Sharon Gonzalez  
Contracting Officer

Enclosures

<b>SOLICITATION, OFFER AND AWARD</b>			1. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700)		RATING	PAGE OF PAGES 1   139	
2. CONTRACT NO. <b>W912DW-04-C-0007</b>	3. SOLICITATION NO. <b>W912DW-04-R-0014</b>	4. TYPE OF SOLICITATION <input type="checkbox"/> SEALED BID (IFB) <input checked="" type="checkbox"/> NEGOTIATED (RFP)	5. DATE ISSUED <b>7 Jan 2004</b>	6. REQUISITION/PURCHASE NO. <b>W68MD9-3337-6366</b>			
7. ISSUED BY USA ENGINEER DISTRICT, SEATTLE ATTN: CENWS-CT 4735 EAST MARGINAL WAY SOUTH SEATTLE WA 98134-2329		CODE <b>W912DW</b>	8. ADDRESS OFFER TO <b>See Item 7</b>		CODE		
TEL: 206-764-3772 FAX: 206-764-6817				TEL:		FAX:	

NOTE: In sealed bid solicitations "offer" and "offeror" mean "bid" and "bidder".

**SOLICITATION**

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if handcarried, in the depository located in Contracting Div 2nd Floor, Column C-5 until 2:00 local time 9 Feb 2004  
(Hour) (Date)

CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision No. 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation.

10. FOR INFORMATION CALL:	A. NAME <b>SUSAN F NEWBY</b>	B. TELEPHONE (Include area code) (NO COLLECT CALLS) <b>206-764-6780</b>	C. E-MAIL ADDRESS <b>susan.f.newby@nws02.usace.army.mil</b>
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**OFFER (Must be fully completed by offeror)**

NOTE: Item 12 does not apply if the solicitation includes the provisions at 52.214-16, Minimum Bid Acceptance Period.

12. In compliance with the above, the undersigned agrees, if this offer is accepted within \_\_\_\_\_ calendar days (60 calendar days unless a different period is inserted by the offeror) from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified in the schedule.

13. DISCOUNT FOR PROMPT PAYMENT (See Section I, Clause No. 52.232-8)			
14. ACKNOWLEDGMENT OF AMENDMENTS (The offeror acknowledges receipt of amendments to the SOLICITATION for offerors and related documents numbered and dated):		AMENDMENT NO.	DATE
		<b>001</b>	<b>1/9/04</b>
		<b>002</b>	<b>2/2/04</b>
15A. NAME AND ADDRESS OF OFFEROR	CODE	FACILITY	16. NAME AND TITLE OF PERSON AUTHORIZED TO SIGN OFFER (Type or print)
<b>SALLY J FOX, PhD &amp; Assoc LLC 9524 46<sup>th</sup> Ave NE Seattle, WA 98115</b>		<b>DUNS: 017 532222</b>	<b>SALLY FOX</b>
15B. TELEPHONE NO (Include area code) <b>206-527-3317</b>	15C. CHECK IF REMITTANCE ADDRESS IS DIFFERENT FROM ABOVE - ENTER SUCH ADDRESS IN SCHEDULE <input type="checkbox"/>	17. SIGNATURE <i>Sally J Fox</i>	18. OFFER DATE <b>2/9/04</b>

**AWARD (To be completed by Government)**

19. ACCEPTED AS TO ITEMS NUMBERED <b>0001 thru 0002</b>	20. AMOUNT <b>\$ 107,487.00</b>	21. ACCOUNTING AND APPROPRIATION <b>96X49020000 082433 252041KHB6NA NA 96453</b>	
22. AUTHORITY FOR USING OTHER THAN FULL AND OPEN COMPETITION: <input type="checkbox"/> 10 U.S.C. 2304(c)( ) <input type="checkbox"/> 41 U.S.C. 253(c)( )		23. SUBMIT INVOICES TO ADDRESS SHOWN IN ITEM (4 copies unless otherwise specified)	
24. ADMINISTERED BY (If other than Item 7) CODE		25. PAYMENT WILL BE MADE BY CODE	
		<b>US Army Corps of Engineers Finance CEFC-AO-P 5722 Integrity Dive Millington, TN,</b>	
26. NAME OF CONTRACTING OFFICER (Type or print) <b>SHARON GONZALEZ, CONTRACTING OFFICER</b> TEL: <b>206-764-6696</b> EMAIL:		27. UNITED STATES OF AMERICA <i>Sharon Gonzalez</i> (Signature of Contracting Officer)	28. AWARD DATE <b>2/27/04</b>

IMPORTANT - Award will be made on this Form, or on Standard Form 26, or by other authorized official written notice

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	\$ <u>7899</u>	\$ <u>102687</u>
	(a) Administrative/overhead costs associated with program development, curriculum planning, and administration of the part time leadership management development program.		Cost	\$ <u>16292</u>	
	(b) Orientation/goal setting sessions to initiate program for Seattle District Corps of Engineers employees (see Section C, paragraphs 3.4.5).		Cost	\$ <u>2792</u>	
	(c) Orientation/goal setting 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	\$ <u>10494</u>	
	(d) Provide formal Graduate Level Leadership and Management classroom training.		Cost	\$ <u>43820</u>	
	(e) Field Trip: One five (5) - day field trip (see Section C, paragraph 3.4.3)		Cost	\$ <u>7750</u>	

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

Cost \$ 11,450

(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 \$ 4,636

(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 \$ 1,895

(i) 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 3.4.145).

Cost \$ 3,560

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 ~~CM~~, paragraph ~~2(C)(6.7)~~).

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Hours \$ 200 \$ 4800