AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE	PAGE	OF	PAGES
	1		9

2. AMENDMENT/MODIFICATION NUMBER	3. EFFECTIVE DATE	4. REQUISITION/PURCHASE REQUISITION NUMBER	5. PROJECT NUMBER *(If applicable)*
0001	June 24, 2026		

6. ISSUED BY	CODE	7. ADMINISTERED BY *(If other than Item 6)*	CODE
U. S. Embassy Mexico City GSO Contracts	19MX53	U. S. Embassy Mexico City Human Resources Office	19MX53

8. NAME AND ADDRESS OF CONTRACTOR *(Number, street, county, State and ZIP Code)*	(X)	9A. AMENDMENT OF SOLICITATION NUMBER
	☒	19MX5326R0004
		9B. DATED *(SEE ITEM 11)* May 11, 2026
	☐	10A. MODIFICATION OF CONTRACT/ORDER NUMBER
		10B. DATED *(SEE ITEM 13)*
CODE / FACILITY CODE		

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 1 copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication 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 letter or electronic communication, provided each letter or electronic communication 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 NUMBER AS DESCRIBED IN ITEM 14.

CHECK ONE	
☐	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: *(Specify authority)* THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NUMBER IN ITEM 10A.
☐	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES *(such as changes in paying office, appropriation data, 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 ☐ 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.)*

See attached Amendment 0001 Continuation To SF-30, Block 14, Solicitation Number 19MX5326R0004 which contains the specific changes to this Solicitation.

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)*	
15B. CONTRACTOR/OFFEROR *(Signature of person authorized to sign)*	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA *(Signature of Contracting Officer)*	16C. DATE SIGNED

Amendment 0001
Continuation To SF-30, Block 14
Solicitation Number 19MX5326R0004

The purpose of this amendment is to: change the proposals deadline from July 29, 2026, to July 13, 2026; add the Historical Claim Report 2021–2026 under subsection J.2.4, Number of Losses and Claim Amounts, incorporated as a separate PDF attachment; and add subsections J.2.5, USG List of Employees, and J.3.5, ORE List of Employees, both incorporated as separate PDF attachments. This amendment also adds and replaces information for clarification purposes resulting from the Pre-Proposal Conference and questions received, in the following subsections: B.1, Group Life Insurance Services; C.1.6.2, Employee Information Sessions; C.2, Definitions; F.5.3, Policy Validity; G.8.1.4, English Language Proficiency Certification; H.3.2, Revisions to Insurance Listings; H.4.1.1, Administrative Records; H.4.1.2, Settlement of Life Insurance Claims; H.5.1, Quarterly Report; H.5.3, Insured Employees; and H.5.3.1.1, Submission Date. See below for the specific changes to this solicitation.

SF-33

1. Block 9

Submission Date is hereby corrected to read July 13, 2026. As a result, block 9 of SF-33 shall read as follows:

> "9. Sealed offers in original and ____1____ copies for furnishings the supplies or services in the Schedule will be received at the place specified in item 8, or if hand carried, in the depository located in __See Section L.3.1___until___12:00 Hours___local time on__July 13, 2026___.
>
> CAUTION - LATE Submissions, Modifications, and Withdrawals: See Section L, Provision Number 52.214-7 or 52.215-1. All offers are subject to all terms and conditions contained in this solicitation."

Section B, Prices

2. B.1 – Group Life Insurance Services

The reference to eligible dependents is hereby removed. As a result, paragraph B.1, Group Life Insurance Services, is hereby deleted in its entirety and replaced to read as follows:

"**B.1 GROUP LIFE INSURANCE SERVICES**

The Contractor shall provide Group life Insurance services described herein to employees of the Government of the United States of America (USG) in the Embassy and Consulates in Mexico as described in Section C. This insurance shall be provided in accordance with Section C and the Exhibits in Section J."

Section C, Description/Specification/Work Statement

3. C.1.6.2 – Employee Information Sessions

Clarifications about the number of sessions and language requirements are added. As a result, subsection C.1.6.2, Employee Information Sessions, is hereby deleted in its entirety and replaced to read as follows:

"C.1.6.2 Employee Information Sessions

The Contractor shall conduct at least one employee information and Q&A session annually, delivered in Spanish, to explain benefits, procedures, and requirements to covered Local Employees. The Contractor must be prepared to provide responses in English when English-speaking employees have questions, ensuring the same quality and level of information is provided in both languages. The Contractor shall also conduct additional sessions on an as-needed basis, as requested by the COR, to address enrollment periods, policy changes, or other circumstances that warrant employee communication."

4. C.2 – Definitions

The definition of Rate is hereby added to the Definitions table to read as follows:

RATE	Monthly rate means monthly amount or monthly premium per insured individual in each category. An annual rate means annual amount or annual premium per insured individual in each category.

Section G, Contract Administration Data

5. G.8.1.4 – English Language Proficiency Certification

Acceptable Language certifications are hereby added under subsection G.8.1.4, English Language Proficiency Certification. As a result, this paragraph is deleted in its entirety and replaced to read as follows:

"G.8.1.4 English Language Proficiency Certification

a) The Project Manager shall submit an official and annually valid certificate demonstrating a minimum of B2 level of English language proficiency, as defined by the Common European Framework of Reference for Languages (CEFR).

b) Acceptable certifications include those issued by recognized language testing organizations that assess proficiency according to the CEFR framework, such as Cambridge English, TOEFL, IELTS, or other internationally recognized language proficiency examinations that provide CEFR-equivalent scoring. Internal certifications or non-standardized evidence of proficiency will not be accepted unless they are issued by a recognized authority and clearly demonstrate B2-level proficiency according to CEFR standards.

c) The certificate must be valid at the time of contract award and maintained throughout the contract period.

d) This certificate must be sent to the Contracting Officer (CO) and Contracting Officer's Representative (COR) within 30 days of contract award.

e) In the event of a Project Manager replacement, the Contractor shall provide the certificate for the new prospective Project Manager along with the notification of replacement, as outlined in Section G.8.1.3."

Section J, List of Exhibits/Attachments

J.2 Exhibit A – USG Employee Statistics

6. J.2.4 – Number of Losses and Claim Amounts

The Historical Claim Report 2021-2026 stating date of claim, gender, cause of claim, type of coverage and payment amount is hereby added as a separate PDF and incorporated under subsection J.2.4, Number of Losses and Claim Amounts. As a result, sub-section J.2.4 shall read as follows:

"J.2.4 NUMBER OF LOSSES AND CLAIM AMOUNTS

Contract Year****	Death	Death Claim Amounts	Permanent Disability	Disability Claim Amounts
2025 - 2026	2	3,518,165	None	None
2024 - 2025	2	2,880,293	None	None
2023 - 2024	3	2,237,395	None	None
2022 - 2023	1	960,429	None	None
2021 - 2022	1	2,402,167	1	787,856

****Contract Year refers to March 1 to February 28.

Please refer to the attached PDF document named *J.2.4 Historical Claim Report 2021-2026* for further information."

7. J.2.5 – USG List of Employees

The list of employees stating location, date of birth, age, gender and salary is hereby added as a separate attachment under section J.2, Exhibit A, USG Employee Statistics, sub-section J.2.5, USG List of Employees, to read as follows:

"J.2.5 USG List of Employees

The USG List of Employees is included as a separate PDF File."

J.3 Exhibit B – ORE Employee Statistics

8. J.3.5 – ORE List of Employees

The list of employees stating location, date of birth, age, gender and salary is hereby added as a separate attachment under section J.3, Exhibit B, ORE Employee Statistics, sub-section J.3.5, ORE List of Employees, to read as follows:

"J.3.5 ORE List of Employees

The ORE List of Employees is included as a separate PDF File."

Section H, Special Contract Requirements

H.4.1.2 – Settlement of Life Insurance Claims

9. Paragraph Numbering

Paragraph numbering is hereby added to this section solely for purposes of readability.

10. Clarification Regarding Payment

Clarifications regarding the total amount of the claim to be paid and the prohibition of any waiting period beyond the sixty (60) day settlement period are hereby added under paragraph c).

11. Request for Documentation and Contractor's Knowledge of Applicable Laws

Paragraphs e) and f) are hereby added to establish the acceptable scope and limitations governing the Contractor's request for documentation in connection with the settlement of claims, as well as the Contractor's expected knowledge and expertise.

As a result of changes 9, 10 and 11 above, section H.4.1.2, Settlement of Life Insurance Claims, is hereby deleted in its entirety and replaced to read as follows:

"H.4.1.2 Settlement of Life Insurance Claims

The settlement of life insurance claims shall be completed as follows:

a) The Contractor shall provide forms for the designation of beneficiaries for life insurance benefits to the COR. The Contractor shall assist all enrolled eligible employees in completing the designation of beneficiary forms, which the COR shall retain in the HR Office. Upon the death of an enrolled employee, the COR shall provide the completed form to the Contractor.

b) The Contractor shall pay the employee's named beneficiary, legal heir, or estate the total amount of the claim within sixty (60) days from the date the Contractor receives a completed death claim. Payment shall be based on the coverage defined in Section C.1 and its subparagraphs.

c) The Contractor shall pay the employee's named beneficiary, legal heir, or estate the total amount of the claim, equal to forty (40) months of the employee's salary, within sixty (60) days from the date the Contractor receives a claim with the Initial ST-4 form, "Dictamen de Invalidez," issued by the Instituto Mexicano del Seguro Social. Payment shall be based on the coverage defined in

Section C.1 and its subparagraphs, and no waiting period beyond the sixty (60) day settlement period is acceptable.

d) Payments shall be made in Mexican Pesos via electronic funds transfer (EFT) or check to the beneficiary designated in the form duly signed by the employee and provided by the COR to the Contractor."

e) The Contractor is responsible for determining the appropriate documentation required to establish entitlement in connection with the settlement of claims, which typically includes, but is not limited to, death certificates, proof of legal heir status, estate documentation, and any other documents required under Mexican law to verify rightful claimants. The Contractor shall not request documents, forms, or information that are not explicitly required by this contract or applicable law as a condition for processing, approving, or settling a claim, nor shall any such request serve as justification to delay or deny the settlement of a claim.

f) The Contractor is expected to have all necessary knowledge and expertise in the management of Group Life Insurance, as well as a comprehensive understanding of all applicable laws and regulations governing the payment of claims, designation of beneficiaries, and distribution to legal heirs or estates. In the absence of a designated beneficiary, the Contractor shall distribute claim proceeds in accordance with applicable Mexican law to the legal heirs or estate of the deceased employee."

12. H.5.3 – Insured Employees Report

Date of birth, gender and employee category are hereby added as minimum requirements of the Insured Employees Report. As a result, subsection H.5.3, Insured Employees is hereby deleted in its entirety and replaced to read as follows:

"H.5.3 Insured Employees Report

The Contractor shall prepare a report listing all employees insured under the contract. This report shall clearly identify the following information:

a) Policy number.

b) Certificate number.

c) Date of enrollment.

d) Date of Birth

e) Gender

f) Coverage plan

i. Regular Employee

ii. Bodyguard

g) Any additional information required by the COR."

Section L, Instructions, Conditions and Notices to Offerors

13. L.3.1 Submission Date & Address

Submission Date is hereby changed from Wednesday, July 29, 206, to Monday, July 13, 2026. As a result, subsection L.3.1, Submission Date & Address is hereby deleted in its entirety and replaced to read as follows:

"L.3.1 Submission Date & Address

The offeror shall submit the complete offer to the e-mail address indicated below no later than ***Monday July 13, 2026, at 12:00 hours***, local time:

MexicoCityGSOSolicitations@groups.state.gov

Entire RFP

14. Addition of Paragraphs Numbering

Paragraph numbering is hereby added to the following sections solely for purposes of readability. Such numbering is added to facilitate reference and navigation within the RFP and does not alter, modify, or affect the intent of any provision contained therein:

"F.5.3 Policy Validity

a) The validity of insurance policies shall begin at 00:00 hours on the period of performance start date and shall end at 23:59 hours on the period of performance end date for the base year and each option year exercised.

b) For employees added during the period of performance, the validity of their insurance policies shall begin immediately upon issuance and shall end at 23:59 hours on the current period of performance end date"

"H.3.2 Revisions to Insurance Listings

a) Upon contract award, the COR shall provide the Contractor with an accurate and updated list of employees to be covered during the Base Year. The Contractor is responsible for reviewing the list to ensure that the numbers specified in the individual task orders match the number of employees listed by the COR.

b) Within ten (10) calendar days after the Contracting Officer issues written notice of the Government's intention to exercise the

following option year, in accordance with FAR clauses 52.217-9 and 52.217-8, the COR shall provide the Contractor with an updated list of employees. This list shall include full information as of the pay period immediately prior to the date of the written notice.

c) The COR shall notify the Contractor via email of any newly hired employees to be included in the policy and coverage. The Contractor shall enroll the new employee and issue the individual policy on the same day the request is received. The date of enrollment shall serve as the basis for calculating the prorated premium amount for the new employee.

d) The COR shall also notify the Contractor of any insured individual who is no longer employed by the U.S. Government. The Contractor shall immediately remove such individuals from coverage. The date of notification of removal shall serve as the basis for calculating the applicable prorated premium adjustment.

e) Both the COR and the Contractor are responsible for maintaining updated employee lists throughout the entire contract period. These lists shall include employees enrolled at the beginning of the contract, prior to the exercise of each option year, and any additions or deletions made during each period of performance."

"H.4.1.1 Administrative Records

a) The Contractor shall maintain life insurance files for each covered employee, including requests for claims, receipts, and proof of paid claims.

b) The Contractor shall provide the COR with up-to-date claim forms for each type of benefit under the contract. These forms shall include a list of required documents and clear instructions for claim filing.

c) The Contractor shall use the full names of employees and named beneficiaries, as stated on their Birth Certificates or Identification Cards, in all transactions. The Contractor is solely responsible for reviewing and ensuring the accuracy of names. Neither the employees nor the U.S. Government shall bear responsibility for correcting errors in name usage."

"H.5.1 Quarterly Report

The Contractor shall submit a quarterly report to the Contracting Officer's Representative (COR) no later than the 10th day of the month following the end of the reporting period. This report shall provide a detailed account of all activities conducted during the previous months, including information on all policies, trends, statistics, and data for analysis.

The report shall include the following:

a) A list of all claims paid by the Contractor, including:

i. Name of the claimant.

ii. Location of the claimant (Embassy/Consulates).

iii. Date the claim was received by the Contractor.

iv. Amount claimed.

v. A brief description of the coverage claims.

vi. Any additional information agreed upon by the Contractor and the COR.

b) A list of all outstanding claims, including:

i. A brief explanation of why each claim has not been paid.

Claims information for riders shall not be included in this report."

"H.5.3.1.1 Submission Date

This report shall be submitted:

a) Within ten (10) business days after receiving all fully approved Task Orders.

b) Within five (5) business days of receiving a new Task Order, a Task Order modification revising the employees to be insured, or any modification requested by the COR or GTM."