**AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT**

| 1. CONTRACT ID CODE | PAGE OF PAGES |
|---|---|
| | 1 3 |

| 2. AMENDMENT/MODIFICATION NO. | 3. EFFECTIVE DATE | 4. REQUISITION/PURCHASE REQ. NO. | 5. PROJECT NO. *(If applicable)* |
|---|---|---|---|
| 0001 | 07/22/2026 | | |

6. ISSUED BY CODE FPAC-HQ-12FPC4

USDA FPAC Business Center
Eastern Section
FPAC-HQ-12FPC4@usda.gov

7. ADMINISTERED BY *(If other than Item 6)* CODE

8. NAME AND ADDRESS OF CONTRACTOR *(No., street, county, State and ZIP Code)*

CODE FACILITY CODE

(x) 9A. AMENDMENT OF SOLICITATION NO.
12FPC426Q0054

x 9B. DATED *(SEE ITEM 11)*
07/22/2026

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 electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT 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 ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. 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 NO. 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.)*

This amendment is to provide answers to questions received in response to the solicitation.

Q1.May the required 1,250 to 1,600 square feet be an exclusive suite located within a larger multi-tenant building, provided USDA has sole access and control of the offered suite?
A1. Yes

Q2. Would USDA consider a second-floor suite if the building provides a fully ADA-compliant elevator and accessible route from the parking area to the suite?
A2. Yes

Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A 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)* | |
|---|---|---|---|
| | | LIZABETH A. KUHANECK | |
| 15B. CONTRACTOR/OFFEROR | 15C. DATE SIGNED | 16B. UNITED STATES OF AMERICA | 16C. DATE SIGNED |
| _____ *(Signature of person authorized to sign)* | | _____ *(Signature of Contracting Officer)* | |

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|---|---|---|---|---|---|
| | Q3. Must both gender-separated restrooms be located entirely within USDA¿s exclusive suite, or would dedicated restrooms immediately adjoining the suite be acceptable?<br>A3. Yes, located within the USDA suite.<br><br>Q4. Must the conference room for seven County Committee members be a permanently enclosed room, or may an existing office or open meeting area be configured for that purpose without construction?<br>A4. Yes as long as it is within the USDA suite.<br><br>Q5. Must the required employee and visitor parking spaces be formally reserved and marked exclusively for USDA?<br>A5. Yes<br><br>Q6. Is the September 1, 2026 occupancy date firm, or would USDA consider a brief transition period if the space otherwise meets all requirements?<br>A6. September 1, 2026 is preferred; however, September 15th is the latest acceptable move in date.<br><br>Q7. The solicitation requires a Letter of Intent when the quoting contractor does not own or manage the property. Does USDA have a required format or minimum-content standard for this letter?<br>A7. USDA does not have a required format for the LOI but shall include the following information: ¿¿Letter of Intent ¿ Verification that the vendor can provide the space as quoted if the space quoted is not owned or managed by specifically by the quoting vendor. If a third party is providing a quote, a letter of intent for the space must also be provided as part of the quote. The letter must list the address of the proposed space.¿<br><br>Q8. Must the owner¿s Letter of Intent expressly authorize Vanguard Strategic Solutions LLC to offer the property, reserve the property through award, and enter into a lease with the owner within five days after award?<br>A8. Per the solicitation -<br>¿Letter of Intent ¿ Verification that the vendor can provide the space as quoted if the space quoted is not owned or managed by specifically by the quoting vendor. If a third party is providing a quote, a letter of intent for the space must<br>Continued ... | | | | |

| ITEM NO. (A) | SUPPLIES/SERVICES (B) | QUANTITY (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|---|---|---|---|---|---|
| | also be provided as part of the quote. The letter must list the address of the proposed space. THIS IS NOT REQUIRED IF THE VENDOR SUBMITTING THE QUOTE OWNS THE BUILDING.<br>¿Within five (5) days of contract award the finalized letter of intent shall include the executed lease between the vendor and building owner and a copy of this letter shall be provided to the Government.<br><br>Q9. May an existing triple-net commercial lease be converted into one gross monthly quotation by combining the base rent, utilities, janitorial service, snow removal, taxes, insurance, and other applicable operating expenses?<br>A9. Yes, per the solicitation- Pricing shall be firm-fixed pricing. Quotes shall be all-inclusive of janitorial services, all utilities, and snow removal services as one gross monthly price.<br><br>Q10. Should telephone and internet availability be documented only as available at the property, since the solicitation states that the Government will procure those services separately?<br>A10. Per the solicitation - ¿ The office space shall have access to telephone and internet service (the Government will provide these services separately.)<br>Period of Performance: 09/01/2026 to 08/31/2027<br>Contracting Officer - Lizabeth Kuhaneck<br>lizabeth.kuhaneck@usda.gov<br>Contract Specialist - Jill Craft<br>jill.craft@usda.gov | | | | |