

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE 1 OF 8 PAGES	
2. AMENDMENT/MODIFICATION NO. 0001		3. EFFECTIVE DATE 09/14/2026		4. REQUISITION/PURCHASE REQ. NO. PR16213708	
5. PROJECT NO. (If applicable)					
6. ISSUED BY CODE AMERICAN EMBASSY TALLINN ATTN: GSO/PROCUREMENT KENTMANNI 20, TALLINN, 15099 ESTONIA		7. ADMINISTERED BY (If other than Item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (NO., street,city,county,State,and ZIP Code)				9a. AMENDMENT OF SOLICITATION NO. 19EN1026Q0383	
				X 9b. DATED (SEE ITEM 11) 08/21/2026	
				10a. MODIFICATION OF CONTRACT/ORDER NO.	
				10b. DATED (SEE ITEM 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
[X] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [...] is extended until [X] 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 <u> 1 </u> 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 with 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 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:				
X	D. OTHER (Specify type of modification and authority)				
E. IMPORTANT: Contractor [] is not, [X] is required to sign this document and return <u> 1 </u> copies to the issuing office.					
14. DESCRIPTION OF AMENDMENT/MODIFICATION <u>The purpose of this amendment is to:</u> <u>1. Update Section I, SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20 and make changes to the work statement.</u> <u>2. Update Section 3 – Solicitation Provisions – add specifications to the summary of instruction</u>					
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 OF CONTRACTING OFFICER Tracci Gabel		
15B. NAME OF CONTRACTOR/OFFEROR BY _____ (Signature of person authorized to sign)		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA BY _____ (Signature of Contracting Officer)	
				16C. DATE SIGNED September 14, 2026	

SECTION I - THE SCHEDULE
SCHEDULE OF SUPPLIES/SERVICES, BLOCK 20

IS HEREBY AMENDED TO READ AS FOLLOWS:

4.4. PERSONNEL SECURITY

4.4.1 After award of the contract, the Contractor shall provide the following list of data on each employee who will be conducting the deliveries. For everyone the list shall include:

Full Name

Personal code

Vehicle details to include license number, make and model.

10. DELIVERABLES

The following items shall be delivered under this contract:

Description	Quantity	Delivery To	Date
1.1 General Instructions	1	COR	30 days after award
4.4.1 List of Personnel	1	COR	5 days after award
7. Evidence of Insurance	1	COR	5 days after award
9. Transition Plan	1	COR	5 Days after award
20-Day Menu Plan		COR	1 week prior to start of new menu cycle
Menu Adjustments		COR	1 week in advance of change
Menu Acceptability	1	COR	Monthly
Menu Metrics	1	COR	Monthly
Hazard Analysis and Critical Point (HACCP) Plan	1	COR	Prior to start of performance
Reporting Plan	1	COR	Start of performance
Risk Management Plan (Risk management and mitigation-quality control & assurance, etc.)	1	COR	Provide as part of proposal response and updated/maintained throughout performance

Quality Control Plan	1	COR	Prior to Start of Performance
Food Service Operation Uniform plan	1	COR	Within first 30 days
Health, Safety and Environment Plan	1	COR	Within first 30 days

11.2 STANDARD OPERATING PROCEDURES (SOP)

[Reserved]

11.4 REPORTING PLAN

Performance Data System

The Contractor will keep DOS informed of performance through deliverables, changes and reports as needed. The contractor shall capture and record resource changes against contract requirements to track schedules. The Contractor shall coordinate with the COR to enforce project controls at the site level. The Contractor's systems should be flexible, scalable, and adaptable to each requirement offering DOS real-time performance data upon request with minimal risk of information exposure.

Business Systems

The Contractor's business systems shall provide the support structure needed to input and track data for Quality Assurance/Quality Control (QA/QC) and performance management; personnel management; contract management and to share deliverables and reports upon request.

The Contractor shall enhance program consistency, transparency, and accountability by maintaining detailed, Government-recognized processes and procedures for all MSG Detachment Cook duties.

During performance, Contractor shall document work progress against the schedule. The Contractor shall measure performance against planned tasks weekly and monthly and develop a series of schedule performance metrics. The Contractor shall submit reports via electronic messaging to the COR.

12. QUALITY CONTROL PLAN

This plan provides an effective method to promote satisfactory contractor performance. The QASP provides a method for the Contracting Officer's Representative (COR) to monitor Contractor performance, advise the Contractor of unsatisfactory performance, and notify the Contracting Officer of continued unsatisfactory performance. The Contractor, not the

Government, is responsible for management and quality control to meet the terms of the contract. The role of the Government is to monitor quality to ensure that contract standards are achieved.

Performance Objective	Scope of Work Paragraph	Performance Threshold
<u>Services.</u> Performs all services set forth in the scope of work.	1 through 10	All required services are performed and no more than two (2) customer complaints are received per month. All required services are 90% % adherence to ServSafe quality standards

12.1 SURVEILLANCE. The COR will receive and document all complaints from Government personnel regarding the services provided. If appropriate, the COR will send the complaints to the Contractor for corrective action.

12.2 STANDARD. The standard for performance is that the Government receives no more than two (2) customer complaints per month. The COR shall notify the Contracting Officer of the complaints so that the Contracting Officer may take appropriate action to enforce the inspection clause (FAR 52.212-4, Contract Terms and Conditions-Commercial Items), if any of the services exceed the standard.

12.3 PROCEDURES

- (a) If any Government personnel observe unacceptable services, either incomplete work or required services not being performed they should immediately contact COR.
- (b) The COR will complete appropriate documentation to record the complaint.
- (c) If the COR determines the complaint is invalid, the COR will advise the complainant. The COR will retain the annotated copy of the written complaint for his/her files.
- (d) If the COR determines the complaint is valid, the COR will inform the Contractor and give the Contractor additional time to correct the defect, if additional time is available. The COR shall determine how much time is reasonable.
- (e) The COR shall, as a minimum, orally notify the Contractor of any valid complaints.
- (f) If the Contractor disagrees with the complaint after investigation of the site and challenges the validity of the complaint, the Contractor will notify the COR. The COR will review the matter to determine the validity of the complaint.
- (g) The COR will consider complaints as resolved unless notified otherwise by the complainant.

- (h) Repeat customer complaints are not permitted for any services. If a repeat customer complaint is received for the same deficiency during the service period, the COR will contact the Contracting Officer for appropriate action under the Inspection clause.

ATTACHMENT 1

DESCRIPTION/SPECIFICATIONS/PERFORMANCE WORK STATEMENT

2. SPECIFIC REQUIREMENTS

1. Menu Adjustments

The Contractor will submit adjustments to the menus to the COR one week in advance, in writing for approval.

Any additional requests from individual Marines that require additional food cost shall be the responsibility of the individual Marine to cover additional charges. The additional charges shall be coordinated between the Marine and the Contractor.

6. Food Worker Health, Sanitation, and Hygiene

FDA and USDA Service Guidelines

The Contractor will follow current Food Service Sanitation and Public Health Service standards, and FDA and USDA food service guidelines, codes, and regulations. The contractor will monitor host nation evolution to World Health Organization (WHO) guidelines, including Codex Alimentarius, and incorporate WHO guidelines into its approach as appropriate.

Health and Sanitation Inspections

The Contractor will maintain and retain reports on health and sanitation inspections.

Food Service Management

The Contractor will train food service management and service staff in National Restaurant Association ServSafe food handling procedures.

Food-Handling Awareness

The Contractor will provide periodic health, sanitation, and hygiene training to address food handling awareness and sanitation processes.

Fit for Duty

All Food Service workers will be physically capable, certified communicable disease-free, and attired in clean clothing.

Health Certifications

Health certifications shall be made by medical examination with exam documentation retained on file for DOS inspection.

i. Food Service Management System and Controls

Food Service Management System

The Contractor will implement and/or maintain a Food Service Manage System for maintaining accountability and limiting access to authorized patrons. With tracking and database tools for the Contractor's program office, and storage facilities, the system will be a flexible and transparent inventory management solution. The system will enable the Contractor to monitor inventory levels, streamline purchasing, develop menus, standardize recipes, analyze data, and accurately report on a wide range of food service activities and metrics.

Access Control

All Contractor staff that will conduct food deliveries and empty container / uneaten food takeaways will need to be cleared upon request by the U.S. Embassy Regional Security office prior to having access to the MSGR.

Fraud, Waste, and Abuse

The Contractor will have procedures, processes, and systems in place to detect and eliminate fraud, waste, and abuse.

b. Food Provisioning and Storage

Contractors shall provide all oversight, labor, materials, equipment, insurance and overhead to provide food provisions and storage services required to operate.

i. Food Quality Standards

The quality of product shall be equivalent to standards established by USDA Agriculture Marketing Service Grades and Standards (<https://www.ams.usda.gov/grades-standards>), or better.

ii. U.S. and Familiar Brands

Patrons are American citizens that associate certain name brand products to high quality. Local products may be submitted, with approval for "equal".

iii. Supply Chain Management

Best Value

Sources should be procured wherever possible to ensure highest quality and best value.

Preventing Spoilage

The Contractor's Food Service Managers and Supervisors will follow USDA, HHS, and PHS published guidelines for procedures and processes to prevent spoilage. They shall consider regular inventory inspection, temperature rotations, the practice of first-in, first-out (FIFO), increased physical security for inventory, and selective or exclusive inventory access limitation.

i. Supplies, Utensils, Dishware and Consumables

The Contractor is responsible for all supplies to conduct food service operations in its own facility to include the purchase of food and individual packing containers to deliver a final product to the MSGR.

SECTION 3 – SOLICITATION PROVISIONS

ADDENDUM TO 52.212-1

Summary of Instructions.

Each offer must consist of the following:

1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 has been filled out.
2. Information demonstrating the offeror's/quoter's ability to perform, including:
 - a. Name of a Project Manager (or other liaison to the U.S. Embassy/Consulate) who understands written and spoken English;
 - b. Evidence that the offeror/quoter operates an established business with a permanent address and telephone listing in Estonia. This shall be in the form of business registry outtake or a link to the company's registry page.
 - c. The offeror shall provide proof of SAM registration to include the SAM UEI number
3. List of clients over the past 2 years, demonstrating prior experience with relevant past performance information and references (provide dates of contracts, places of performance, value of contracts, contact names, telephone number and email addresses).

If the offeror has not performed comparable services in Estonia, then the offeror shall provide its international experience. Offerors are advised that the past performance information requested above may be discussed with the client's contact person. In addition, the client's contact person may be asked to comment on the offerors:

- Quality of services provided under the contract;
- Compliance with contract terms and conditions;
- Effectiveness of management;
- Willingness to cooperate with and assist the customer in routine matters, and when confronted by unexpected difficulties; and
- Business integrity / business conduct.

The Government will use past performance information primarily to assess an offeror's capability to meet the solicitation performance requirements, including the relevance and successful performance of the offeror's work experience. The Government may also use this

data to evaluate the credibility of the offeror's proposal. In addition, the Contracting Officer may use past performance information in making a determination of responsibility.

4. Evidence that the offeror/quoter can provide the necessary personnel, equipment, and financial resources needed to perform the work; This may be in the form of an annual fiscal report, and it is sufficient to provide the link to the annual report.
5. If providing this service requires special license or permit, then the offeror shall address its plan to obtain all licenses and permits required by local law. If offeror already possesses the locally required licenses and permits, a copy shall be provided.
6. [Reserved]
7. The Offeror is required to provide a sample 20-day menu plan together with their offer.