

**Cooperative Agreement Single Modification**  
*between*

Committee for Purchase From People Who Are Blind or Severely Disabled

the United States AbilityOne Commission  
1401 S. Clark Street, Suite 715  
Arlington, Virginia 22202-3259

*and*

Central Nonprofit Agency  
National Industries for the Blind  
1310 Braddock Place  
Alexandria, VA 22314-1691

*Concerning*

Cooperative Agreement #002

Change in Agreement Term: N/A

Change in Award Fee Pool: N/A

Effective Date: February 13, 2017

For National Industries for the Blind

\_\_\_\_\_/s/\_\_\_\_\_/2/13/2017\_\_\_\_\_  
KEVIN LYNCH Date  
President and Chief Executive Officer  
National Industries for the Blind

\_\_\_\_\_/s/\_\_\_\_\_/2/13/2017\_\_\_\_\_  
SHELLY HAMMOND Date  
Agreement Officer and  
Director of Policy

**SUBJECT AGREEMENT IS HEREBY MODIFIED AS FOLLOWS:**

1. The purpose of this modification is to remove inconsistencies contained in the Performance Work Statement (PWS) and the Deliverables Schedule. Where minimal editorial changes were made, no individual capture of the revision is included in this cover sheet. Only substantive changes made to the Cooperative Agreement are indicated below. Narrative revisions were made to clearly define the intent of the deliverable and/or capture new requirements.
2. Page 2 and 3, Table of Contents; Repagination from Page 25 through the end of the document to account for new narrative paragraphs and/or edits. As a result, the table of contents was revised to capture such page changes.
3. Page 14, Section C, para 3.1.; Narrative revised to change due date from no later than May 15 to no later than June 1.
4. Page 18, Section C, para 3.2.3.1.; Narrative revised to include due date of June 1<sup>st</sup> in the first sentence and last sentence deleted to remove redundant due date.
5. Page 18, Section C, para 3.2.3.2.; Narrative revised to include (1) “Annually, no later than February 15, beginning in 2018” added to the beginning of the narrative; (2) Single Audit capitalized and (3) “on an annual basis” removed from last sentence.
6. Page 19, Section C, para 3.2.4.2.2; Narrative revised to clarify due date by adding “no later than December 31 of each year” to the last sentence.
7. Page 19, Section C, para 3.2.4.2.3; Narrative added to the first sentence “no later than 45 days after audit is completed” to define due date.
8. Page 20, Section C, para 3.2.5; Narrative revised to clearly define requirement and deliverable due dates.
9. Page 21 Section C, para 3.3.1.3.; Narrative revised to clearly define requirement and deliverable due dates.
10. Page 23 Section C, para 3.3.2.3.; Narrative revised due date of Risk and Financial assessment report to “within ten (10) business days of Commission request.”
11. Page 23 Section C, para 3.3.3.3.; Narrative revised to include following sentence, “This report is not submitted via PLIMS, as it is understood that the report is submitted to generate discussion and a decision at a point in time well before information is ready for entry into PLIMS.”
12. Page 24, Section C, para 3.3.3.6.; Narrative revised to change PIP notification period from three (3) business days to ten (10) business days of initiating or terminating a PIP.

13. Page 24, Section C, para 3.3.3.7.; Narrative revised to include Defense Commissary Agency's Master File deliverable. The following sentence is added "On a quarterly basis, no later than the 5<sup>th</sup> business day after the end of each quarter, the CNA shall provide the Commission with the Defense Commissary Agency's (DeCA) AbilityOne Master File, for the purpose of reconciling against the Procurement List."
14. Page 25, NEW Section C, para 3.3.3.12.; new paragraph added 3.3.3.12. Federal Prison Industries Partial Waiver Report. No later than thirty (30) days after the end of each quarter, the CNA shall submit to the Commission a report detailing all items added to the PL for which Federal Prison Industries has issued a partial waiver. A partial waiver is a dollar value, quantity, or period of time that is less than a total waiver.
15. Page 25, NEW Section C, para 3.3.3.13.; New paragraph added Co-Brand Report. Monthly, the CNA shall respond to Commission supplied information detailing all items added to the PL for which a co-brand agreement has been executed. The monthly co-brand report will be provided by the Commission to the CNA on or about the first business day of each month but no later than the third business day. The report will be in the form of an email and will include four (4) elements:
  - The full co-brand report as an attached spreadsheet.
  - Notations on any initial co-brand agreement that is expiring in the next six (6) months. This notation will appear monthly.
  - Notation on any extended (exercised option) co-brand agreement that is expiring in the next twelve (12) months. This notation will appear monthly.
  - A list of co-brand solicitations with expiration dates (two years from the due date for responses to co-brand solicitations).

The response, due by the 15<sup>th</sup> of each month, must include the following.

- Notification of any material changes to any executed co-brand included in the full co-brand report (spreadsheet). A material change might include a decision to terminate a co-brand agreement or an early decision to not exercise an option.
- Notification of any discrepancies found in the report.
- Co-brand Agreement amendments to exercise options must be reviewed by Commission staff at least 30 calendar days prior to the expiration of the base period of the co-brand agreement.

Any changes to the original co-brand agreement must be highlighted in the amendment to exercise option period, including changes to the list of -Procurement List items, or any other material changes to the original agreement. Exercised options must be executed and delivered to the Commission at least seven (7) calendar days prior to the expiration of the base period of the co-brand agreement. Co-brand re-competitions must be posted to Federal Business Opportunities (FBO) no later than six (6) months prior to the expiration

date of an exercised co-brand agreement option. Standard information required for co-brand agreement solicitations applies.

16. Page 26, Section C, para 3.3.4. Narrative revised to include following sentence, “Exceptions to the ten (10) business day submission requirements will be considered by the Commission on a case by case basis.”
17. Page 26, Section C, para 3.3.5. Narrative revised to include new last sentence “Project level information includes but is not limited to, MTO Medical Kit reports detailing requests for quotes received from DLA Troop Support”.
18. Page 27, Section C, para 3.4.1.4.; Narrative revised to include “Annually, no later than January 31” to clarify annual report due date and replaced “training content” with “training description” in last sentence.
19. Page 34, Section 3.4.6.2.; Narrative revised to include “no later than November 1, beginning in 2017” to clarify annual report due date.
20. Page 34, Section 3.4.8.; Narrative revised to include “no later than October 1, beginning in 2017” to clarify annual plan due date.
21. Page 45, Section E; List of Attachments updated to align with attachments.
22. Pages 46 through 49; Attachment One, Deliverables Schedule has been revised to include numerous changes and is replaced in its entirety.

**\*\*END MODIFICATION\*\***