



June 15, 2022

**Subject: Change Order to Implement Program Instruction Notice 21-12**

Pursuant to FAR 52.243-1, Changes-Fixed Price (FAR 52.243-2 Alternate II, Changes-Cost Reimbursement, for Cost Reimbursement CLINS), the Statement of Work, Section C of your contract<sup>1</sup> is changed to incorporate Program Instruction Notice (PIN) 21-12, located at:

<https://prh.jobcorps.gov/Program%20Instruction%20Notices/Pages/default.aspx>.

When implementing this change order, contractors shall adhere to the following process and timelines:

1. **PIN 21-12:** Pursuant to PIN 21-12, Center operators must develop Center Plans using the Job Aid and Plan Template provided to align with PIN 21-12 guidance and approved on-board strength targets, including consideration for students' vaccination status. The Center Plan must be submitted to your Contracting Officer's Representative (COR) and Contracting Officer **within seven calendar days** of the issuance of this Change Order with a copy to your center's Regional Nurse Specialist and [PINplanupdates@4s-llc.com](mailto:PINplanupdates@4s-llc.com).

Each center's PIN 21-12 Plan must be approved by the Office of Job Corps and contractually authorized by Job Corps Acquisition Services (JCAS) before the center can begin performance.

In addition, the Student COVID-19 Vaccine Certification, Authorization, and Acknowledgements and Testing Consent form, previously released as Attachment C of PIN 21-01 has been revised to include "up to date, as defined by the Centers for Disease Control and Prevention (CDC) guidance." It is being re-released as Attachment A to PIN 21-12. Contractors must continue to show compliance by placing a completed and signed Attachment A, Student COVID-19 Vaccine Certification, Authorization, and Acknowledgements and Testing Consent, reflecting the student's current vaccination status, and if partially or fully vaccinated or up to date, records verifying proof of their vaccination status in the Student Health Record and the CIS Health e-folder. The CIS COVID Vaccination Status for each student must also be kept current. See CIS3G\_ReleaseNotes 06\_10\_2022 for more information.

If you estimate that an overall increase in your contract value will result, you may submit a REA to the COR and CO in the attached template. Please be advised that any REA is being submitted in a non-competitive environment. As such, if your REA (cumulative for all contract years) is

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<sup>1</sup> The list of contracts that this change order is issued against is attached.

below \$750,000 (\$2 million for contracts awarded after July 1, 2018), include other than cost and pricing data in accordance with FAR 52.215-21. If your REA (cumulative for all contract years) is above \$750,000 (\$2 million for contracts awarded after July 1, 2018), include certified cost and pricing data in accordance with FAR 52.215-21.

If you have any questions concerning this correspondence, please feel free to contact your Contracting Officer.

Sincerely,

Jillian Matz  
Senior Director of Job Corps Acquisition Services