

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number DCBA-2009-R-0753		Page of Pages																
						1	2															
2. Amendment/Modification Number A00002		3. Effective Date February 6, 2009		4. Requisition/Purchase Request No. RQ480753		5. Solicitation Caption DC Municipal Regulations Update																
6. Issued by: Office of Contracting and Procurement District of Columbia Government 441 4 th Street NW, Suite 700 South Washington, DC 20001				7. Administered By: (If other than line 6) Office of Documents and Administrative Issuances 441 4th Street, NW Suite 520S Washington, DC 20001																		
8. Name and Address of Contractor (No. street, city, county, state and zip code) Offeror:				9A. Amendment of Solicitation No. DCBA-2009-R-0753		9B. Dated (See Item 11) 1/09/2009																
				10A. Modification of Contract/Order No.																		
Code				TIN		10B. Dated (See Item 13)																
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS																						
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offerors 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) completing Items 8 and 15, and returning <u>One</u> copies of the amendment; (b) acknowledging receipt of this amendment on each copy of the offer submitted; or (c) separate letter or fax which includes a reference to the solicitation and amendment number. 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, telegram or fax, provided each letter or telegram 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) Encumbrance Codes:																						
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 is issued pursuant to (Specify Authority): 27 DCMR 3601.2 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 27 DCMR, Chapter 36, Section 3601.2.																						
C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2																						
D. Other (Specify type of modification and authority)																						
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>one</u> copies to the issuing office.																						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) This Amendment shall make the following changes to Solicitation No. DCBA-2009-R-0753:																						
1. Section B.3: Delete B.3, Insert-Offerors may submit proposals in response to CLIN 1 (digitizing) OR CLIN 2 (Interface) OR both CLIN 1 and CLIN 2 together.																						
<table border="1"> <thead> <tr> <th>Contract Line Item Number (CLIN)</th> <th>Description</th> <th>Total Price</th> </tr> </thead> <tbody> <tr> <td>0001</td> <td>Legally research, update with regulatory and Code amendments, edit, digitize, and index and annotate all 35 titles of the District of Columbia Municipal Regulations (DCMR) as described in Section C.3.1</td> <td>\$ _____</td> </tr> <tr> <td colspan="3" style="text-align: center;">Aggregate Group 1</td> </tr> <tr> <td>0002</td> <td>Design and create an interface, electronic data management system including hardware platform, database, and operating systems as described in Section C.3.2</td> <td>\$ _____</td> </tr> <tr> <td colspan="3" style="text-align: center;">Aggregate Group 2</td> </tr> </tbody> </table>								Contract Line Item Number (CLIN)	Description	Total Price	0001	Legally research, update with regulatory and Code amendments, edit, digitize, and index and annotate all 35 titles of the District of Columbia Municipal Regulations (DCMR) as described in Section C.3.1	\$ _____	Aggregate Group 1			0002	Design and create an interface, electronic data management system including hardware platform, database, and operating systems as described in Section C.3.2	\$ _____	Aggregate Group 2		
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2. Section L.1.3: Insert-AGGREGATE GROUP: Award, if made, will be to a single offeror in the aggregate for those groups of items indicated by "Aggregate Award Group" herein. In the event that one contractor is the lowest bidder, Contractor must quote unit prices on each item within each group to receive consideration.
3. Section J: J.11 Attachment- DCMR Titles indicating Format, ie) Paper, PDF, Word
4. Section C.3: Insert: This procurement will be requiring the standard use of Filenet.

15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer	
		James H. Marshall	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)		(Signature of Contracting Officer)	2/6/09

OFFICE OF DOCUMENTS AND ADMINISTRATIVE ISSUANCES

1-	Mayor and Executive Agencies	June 2001	Electronic/P
3-	Elections & Ethics	March 2007	Electronic/P
4-	Human Rights	March 1995*	Electronic/P
5-	Board of Education	Dec. 2002*	Paper
6-	Personnel	February 2009	Electronic/P
6A-	Police Personnel	June 2007	Electronic/P
7-	Employment Benefits	January 1986	Paper
8-	University of the District of Columbia	June 1998	Paper
8A-	D.C. Law School	June 1998	Paper
9-	Taxation	April 1998	Electronic/P
10-	District's Comprehensive Plan	March 1994	Paper
10A-	Planning and Development	October 2007	Electronic
11-	Zoning	February 2003	Electronic/P
12-	Construction Code	January 2009	Electronic
13b-	Boiler & Pressure Vessel Code	May 1984	Paper
14-	Housing	Dec. 2004	Paper
15-	Public, Utilities & Cable	June 1998	Electronic/P
16-	Consumer, Commercial Practices	July 1998	Paper
17-	Business, Occupations & Professions	May 1990	Paper
18-	Vehicles & Traffic	April 1995	Electronic/P
19-	Amusements, Parks, and Recreation	June 2001	Electronic
20-	Environment	Feb. 1997	Paper
21-	Water and Sanitation	Feb. 1998	Paper
22-	Public Health and Medicine	August 1986	Electronic/P
22A	Health Care & Community	Feb. 1995	Electronic/P
23-	Alcoholic Beverages	January 2009	Electronic
24-	Public Space and Safety	Dec. 1996	Paper
25-	Food and Food Operations	August 2003	Paper
25A-	Food Processing	2008	Electronic
26-	Insurance	Feb. 1985*	Paper
26A-	Banking	?*	Paper
27-	Contracts & Procurement	July 1988	Paper
28-	Corrections, Courts, Criminal Justice	August 2004	Paper
29-	Public Welfare	May 1987	Electronic/P
30-	Lottery & Charitable Games	March 1997	Paper
31-	Taxicabs	July 2004	Electronic/P

DCBA-2009-R-0753

District of Columbia Municipal Regulations Electronic Update

PRE-PROPOSAL CONFERENCE QUESTIONS 1) Are the documents in paper format, pdf, word or some other format?

The Titles are in paper, Word, and PDF format, depending upon the title (see attachment). The more recent titles may be in Word, the older titles only in paper. The amendments to be researched are in the D.C. Register. The D.C. Register is only in paper form from 1984-2007. Any Register from January of 2007 on is available in electronic format and available online on the Secretary's webpage.

2) When new regulations and amendments are created, is there an approval process?

Yes, each rule must be legally certified. The type of legal certification depends upon the Agency, the powers given to the agency, and the association of the agency's general counsel. For instance, many general counsels of agencies can legally certify a rule themselves, in which case the legal certification process is that the agency legally certifies a rule, the rule is submitted to our office for legal certification and publication, our office proceeds with our own legal certification process, and the rule is published. However, if the agency's general counsel cannot certify the rule themselves, the rule is submitted for legal certification to the Office of Attorney General for approval, then to our office for our legal certification, and then is published in the D.C. Register for a period of time, usually 30 days, as a proposed rulemaking and then published again as a Final Rulemaking. The approval process for Mayor's Administrative Issuances differs significantly.

4) Do you contemplate an award date (and contractor's start date) of no later than March 1, 2009?

Yes. We anticipate an award earlier in February.

5) Funded with local or federal dollars?

The program is funded with local dollars.

6) When do you expect to post the pre-proposal attendance sheet and the answers to questions submitted on the website as an amendment?

By Friday, February 6, 2009.

7) What is the name of the current system?

We do not have a current system. We have used a paper transfer process and the IQ system for Administrative Issuances. We are currently using emails to transfer documents.

- 8) What is the current system technology/platform/vendor?
a) Was the software built in-house or by external vendor?

N/A. See above.

- 9) What services is this contract limited to?

The contract is limited to the services described in CLIN 1 and CLIN 2 of the statement of work. Any proposals above and beyond the minimum services described in the contract will be for informational purposes only and will not affect the evaluation process for this procurement.

- 10) Explain how the First Source Contract works in terms of staffing for this project.

[See Solicitation, Section G.3 and Attachment J.5](#)

- 11) How far does the history go back?

The amendments published in the D.C. Register date back to 1984.

- 12) Will documents be allowed to leave the jurisdiction of DC?

The Office of Documents and Administrative Issuances may provide a minimum of primary source documents of the original titles. Some documents may leave the jurisdiction of D.C. For instance, a contractor may have access to ODAI's onsite library, including D.C. Registers. However, a contractor may not remove the D.C. Registers from the ODAI office. A contractor will be given access to any electronic, whether Word or PDF, files of the Titles in ODAI's possession. These files may be taken out of the jurisdiction of D.C. Therefore, it depends upon the type of document.

- 13) What is the estimated amount of books that will need to be converted/scanned/indexed?

There are currently 36 Titles of the DCMR. The titles are in different formats (see attached).

- 14) Does some of this information exist electronically, if so, in form/format or software system?

Some Word and PDF copies are available of the titles (see attached).

- 15) Is the District of Columbia IBM – FileNet License an enterprise site license?

?

16) Do all references have to be completed and submitted by the bid due date?

Yes. All references must be completed and submitted by the bid due date Wednesday, February 11, 2009.

17) Will the District of Columbia consider extended bid solicitation due date for an additional 3 business days? This will allow my firm to submit a comprehensive cost effective proposal for meeting the requirements for this proposal.

Yes, The District of Columbia will extend the proposal due date to Wednesday, February 11, 2009 at 2:00pm.

18) What are your limitations regarding working onsite/offsite for completing the project tasks?

We are open to the contractor proposing to work onsite or offsite. However, the contractor must explicit about which resources you intend you use if you choose to work onsite. For instance, would the contractor need access only to the ODAI library and resources, such as our copies of the D.C. Register, or our computers, conference room, printers and copying machines, etc?

19) Please describe the organization structure of the ODAI?

The Office of Documents and Administrative Issuances (ODAI) was created to be the official publisher for three main products: The D.C. Register, the District of Columbia Municipal Regulations, and the Administrative Issuances System. The Office is under the supervision of the Secretary of the District of Columbia. The Secretary's Office is part of the Executive Office of the Mayor.

Internally, ODAI has 6 staff, including a Director, staff attorney, administrative issuances specialist, an administrative specialist, an editor and a staff assistant.

20) What involvement and/role will the Chief Technical Officer Office play in this process?

The Chief Technology Officer plays only an advisory role.

21) What other technical standards are in place for District of Columbia (Hardware, Remote Access, Security Provisions, Software Compliance, etc.).

Please see the Office of Technology for technology requirements beyond the Filenet requirement.

22) Please confirm that there is not a section F.2.1, as it is referenced on page 41, L.3.1.2.1; we are assuming that it is referencing F.4.1. Please confirm.

Correct. The F.2.1 reference at L.3.1.2.1 (p.41) is actually referring to F.4.1.

23) C.2.2.3: How and what application was used to create those PDF files then, and by who, agency staff or ODAI staff?

The PDF files were made either by the ODAI staff or agency staff using in house scanners and the Adobe program.

24) C.3.1.1: Is DCR the only official source for DCMR rule amendments? Will DCR be provided by ODAI? What format, paper or electronic, of DCR exists for what year?

Yes, the D.C. Register is the official source for any amendments to the rules contained in the DCMR. ODAI is open to providing *onsite access* to past edition of D.C. Registers. However, the Registers may not be taken offsite. The DCR is only available in paper format from 1984 until January of 2007. Starting in January of 2007, D.C. Registers were electronically posted online.

25) C.3.1: For 508 compliance: how many images in total exist in DCMR, roughly?

Unknown.

26) C.3.1: In contract line item 001, should the digitized content be one title per file/unit, or one rule per file/unit? Should the standardized rule database be generated in contract line item 001 or 002?

We are open to contractor proposals. We would like the flexibility be able to insert amendments to individual rules in each title.

27) C.3.2.2: Who will make the editorial content preparation for adopted rules in DCMR, agency staff or ODAI staff, with the understanding that ODAI is responsible for the final review and publishing of DCMR at minimum?

The agencies are responsible for drafting rules under their authority on their subject matter expertise. The Office of Attorney General is responsible for legally certifying rules, which many times includes substantive and editorial edits. However, the ODAI staff is responsible for editing the titles to include the new amendments as well as for final review and publishing.

28) What package is provided in paper currently, when a request is made to ODAI for a title?

ODAI sells the last version of the updated title in paper shrink wrapped form. For some titles, we also include a packet of amendments for the title. We provide copies of individual amendments requested by the public.

29) L.3.1.3.2: What's the deadline for Past Performance Evaluation Form?

Past Performance Evaluations are due with proposals, which is Wednesday, February 11, 2009 at 2:00pm.

30) C.3.2.1: When a rule amendment is adopted, will the system overwrite the old rule content with the new content, or will it support rule versioning, which makes old rule version available for search and access as well as the new rule version?

We would like the system to provide support rule version, making the old rule version available for search and access as well as the new rule version.

31) C3.2.1.3d: Will comments be accessible online by the public during the rulemaking process? Can a user be anonymous to make public comments? What's the archiving requirement for agency users and ODAI to keep public comments in file?

The comments will not be accessible for view by the public online during the rulemaking process at this time. A user can be anonymous. Each agency has a different archiving requirement for comments. We would like the comments to be sent directly electronically to the agencies and the agencies can then deal with them appropriately.

32) C.3.3.1: Should a citation of DC code be linked to the webpage of that specific DC code?

Currently, there is a separation in legal authority to codify the D.C. Code and the District of Columbia Municipal Regulations. ODAI does not have the power to codify or publish the D.C. Code. The D.C. Council is responsible for the D.C. Code. Also, not all of the DCMR rules can be directly cross-referenced to the D.C. Code. Therefore, we are not looking at linking the rules to the D.C. Code at this time.

33) Who owns the copyright of the rule content in DCMR, agencies or ODAI? Can a third party publisher put DCMR content in their research database with the credit language to DCMR?

ODAI is the official publisher of the D.C. Register and the DCMR. In general, public laws cannot be copyrighted, only the format in which the laws are published (i.e. Lexis, Westlaw, etc.) can be copyrighted.

34) C.2.2.1 For the half that has been updated are these documents editable?

Can the state provide a list of the Titles that have been updated?

[See attachment.](#)

How recent have these documents been updated?

[See attachment.](#)

35) Is there a page limit on the Narrative portion of the contract?

No.

36) Has this type of service been provided to any other agency in the District Government--if so which agency?

Unknown.

37) Is there a cost range for the services--a ceiling?

Not identifiable at this time.

38) Section B, page 2 states: the District may require the design and creation." When will you know for certain that you will require this as described in section C.3.2?

Once the bids are evaluated.

39) In the proposal it only mention that the DCMR will need to indexed and digitalized, please confirm. How many different legislative bodies of laws, rules and/or statues? Can you please specify?

The digitization project, or CLIN 1, only contains the rules and regulations for the DCMR. The Interface project, or CLIN 2, must be designed to include Mayor's Administrative Issuances and the D.C. Registers.

40) Please confirm that the Mayor's Order will follow the same indexing criteria.

The Mayor's Orders will be indexed using a different set of criteria than the DCMR titles.

41) Is there a specific annotation methodology that DC will require; if not, what would be your prefer method? We have several approaches to annotation.

We would be open to the contractor's suggestions and proposals for annotations and retain the right to choose which method is most appropriate.
