

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 7	
2. Amendment/Modification Number A0001	3. Effective Date 24-Sep-10	4. Requisition/Purchase Request No.		5. Solicitation Caption Online Training Program	
6. Issued By: Office of Contracting and Procurement Professional Services/Public Safety Cluster 441 4th Street, N.W. Suite 700 South Washington, DC 20001		Code	7. Administered By (If other than line 6) Department of Human Resources/Workforce Development Administration 441 4th Street, Suite 800S Washington, D.C. 20001		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) ALL PROSPECTIVE BIDDERS			(X)	9A. Amendment of Solicitation No. DCBE-2010-B-0001	
			X	9B. Dated (See Item 11) 9/10/2010	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	Facility		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 <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> 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>One</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 fax which includes a reference to the solicitation and amendment number. 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 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)					
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) 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:					
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>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) THIS SOLICITATION IS HEREBY AMENDED TO PROVIDE ANSWERS TO BIDDER-SUBMITTED QUESTIONS (SEE ATTACHMENT A),					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer ELONA EVANS-MCNEILL		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)				<i>Elona Evans-McNeill</i>	9-25-10
				(Signature of Contracting Officer)	

ATTACHMENT A

Questions submitted by prospective Bidders and the District's Answers (Ref. DCBE-2010-B-0001 – Online Training Program)

- Question 1 Please clarify what types of companies can respond to this solicitation (one or more of the following):
- any company
 - only DC CBE's (Certified Business Enterprises)
 - DC CBE's as prime contractor, teamed with other companies which may not necessarily be CBE's
 - only companies which have been invited to bid
- If possible, would you send us a list of companies which have been invited to bid.
- Is there a company currently performing work for DC similar to what is described in this solicitation. If, so, what is the name of that company?
- Answer 1 This solicitation is issued in the Open Market. with Preferences for Certified Business Enterprises**
- Question 2 Block 1 on page 1 of the solicitation indicates that this is an "Open Market" solicitation; however, Section C.7.1 states "In accordance with Section B.5, and to be considered for award, the Bidder must include with its bid documentation showing certification as a Small Business Enterprise in the category of General Services or Professional Services, Business Services, certified by the D.C. Department of Small and Local Business Development (DSLBD)." Please clarify whether or not this is a Set Aside solicitation.
- Answer 2. No, it is not set-aside, but there are preferences for Certified Business Enterprises.**
- Question 3 Please clarify the period of performance associated with an award resulting from this solicitation. Section C.5.1 States the "program starting in fiscal year 2011 (October 1, 2010 – September 30, 2011)" while Section C.5.2 states that "This requirement will provide for a contract beginning in October 1, 2011". What is the anticipated start date associated with an award resulting from this solicitation?
- Answer 3 From the date of award through 12 months thereafter.**

- Question 4 Can you please explain what is mean by “Bidder’s Authorization to Extend Contract:” referenced in Section B.5. What would be the contracting/funding approach associated with this authorization?
- Answer 4 If authorized by the bidder, resultant contract(s) will be extended to any or all of the listed Council of Government (COG) members as designated by the bidder in section B.5 to purchase at contract prices in accordance with contract terms.**
- Question 5 Can additional options be priced in Section B.3?
- Answer 5 You are required to provide pricing for the option periods**
- Question 6 Is the word “maximum” in section C.5.5 correct, or was it intended to state “minimum”?
- Answer 6 It is intended to state minimum not maximum.**
- Note* C.5.5 The Contractor shall provide a comprehensive selection of content course offerings of which a maximum quantity of 15 desktop application courses from the Microsoft Office Suite and other current office software applications will be identified. Actual course titles will be selected and finalized upon award.**
- Question 7 Section B.3 details the audience to be priced as 10,000, while section C.5.7.9 states “Vendor will provide, at a minimum 8,500 licenses for DC Government employees.” Please clarify the minimum licensed audience size that is desired.
- Answer 7 The vendor is to provide 10,000 licenses.**
- Question 8 Section C.7.3 refers to a “performance evaluation review conducted by the customer”. Does the DC Government have an evaluation form or format that is prescribed for this use?
- Answer 8 See C.7.3 (a) and (b)**
- Question 9 Can you please provide the government’s definition of what is meant by and underutilized course?
- Answer 9 Courses that are utilized less than fully or below the potential**

- Question 10 Please clarify whether the value of \$250,000 threshold for mandatory subcontracting is an annual or cumulative value.
- Answer 10 Each Contract period.**
- Question 11 Please clarify how software subscription license fees are considered for the purposes of determining mandatory subcontracting requirements as identified in paragraph H.9.1.
- Answer 11 See H.9.1.1**
- Question 12 I guess I am confused. In the solicitation I do not see any specific information on what you are looking for. Normally there is an RFP that outlines what your requesting. Is there a document somewhere that I am missing? I am fairly new to the organization and I am not familiar with what WDA stands for. Maybe knowing that would help me to determine if this is something that we need to pursue. Thank you for your help.
- Answer 12 See Section C.5 – Requirements. WDA stands for Workforce Development Administration.**
- Question 13 Section B.3 Price Schedule and C.5.7.9 - Please explain what appears to be a discrepancy in the number of users. Does DCHR/WDA plan on procuring a minimum of 8,500 IDs/year up to a maximum of 10,000 IDs/year?
- Answer 13 The vendor is to provide pricing for 10,000 licenses.**
- Question 14 C.7.3 (b) Past Performance - Is the requirement to submit a list of 5 clients (with requested contract information) and a copy of the performance evaluation review conducted by the customer mandatory? Some of our clients neither have a formal performance evaluation nor will disclose this information to a vendor. What should we do in these situations? As an alternative, does the DC Government have a vendor past performance questionnaire that we can use instead to gather feedback from our clients?
- Answer 14 This requirement is a condition for selection for award**
- Question 15 C.5.7.1 to 3 - Are the items listed in this section considered mandatory or a combination of mandatory and desired features?
- Answer 15 Mandatory**

- Question 16 C.5.7.4.D.1 - Please explain the MAC OS requirement. Must the vendor's content and platform support the MAC OS or just their platform?
- Answer 16 Yes, the vendor platform must support MAC OS.**
- Question 17 B.5 Bidder's Authorization to Extend Contract - is it your intent to allow any of the listed entities to purchase off DCHR/WDA's contract for the same prices as those proposed in response to this Solicitation? How will purchases of smaller quantities be handled?
- Answer 17 Yes. Quantity should be the same or similar as described in this solicitation**
- Question 18 C.7.1 - It's our understanding that there are preference (points) available for companies that are SBEs. Based on a review of this section, though, it says that "...to be considered for award, the Bidder must include with its bid documentation showing certification as a Small Business Enterprise...". Does this mean that only companies that are SBEs will receive an award? Or, may a large business submit a proposal that will be considered for award?
- Answer 18 Not necessarily. SBEs receive preference points (maximum of 12 points).**
- Question 19 J.7 Tax Certification Affidavit - Where can we obtain a copy of this document?
- Answer 19 At www.ocp.dc.gov or can pick up a copy from the Office of Contracting and Procurement located at 441 4th Street, NW, 700S, Washington, DC 20001**
- Question 20 What is your current learning management system?
- Answer 20 Peoplesoft**
- Question 21 Will the proposed vendor be responsible for the integration of the system?
- Answer 21 Yes, the vendor be responsible for providing reports for DCHR to integrate into peoplesoft.**
- Question 22 Will the client make the API available to the vendor?
- Answer 22 There is no mention of API in this solicitation.**

Question 23 Will all courses be provided by one vendor or multiple vendors?

Answer 23 The District intends to award one contract.

Question 24 Section H.9.1 "For contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted....". Is the \$250,000 threshold based on "Base Year" of the contract or does it include an assumption of the extended four year contract (total value over the complete length of contract)?

Answer 24 This is required for every contract period.

Question 25 Price Schedule (pages 3-7) Contract Line items 0001A, 1001A, 2001A, 3001A, 4001A requests pricing for online training programs hosted by Workforce Development Administration. Does the Workforce Development Administration require a contractor to be on a eligible training provider list for Workforce Investment Act training services, or does the contractor need to be pre-approved to administer training for the Workforce Development Administration?

Answer 25 NO

Question 26 F.3. Deliverables

1. According to the Table it appears that DCHR/WDA desires the winning bidder to provide each of the reports only in the Base Year of the contract. Is this correct?
2. According to the Table, the reports should be supplied under CLIN 0001 and 0001A. However, according to Section B, CLIN 0001A designates that content will be hosted on the DCHR/WDA LMS rather than on a vendor-provided LMS. Accordingly, in this scenario, completion/usage data will not be available to the content vendor and therefore can't be supplied to DCHR/WDA in report format. Please remove the requirement to supply reports if the government opts to purchase CLIN 0001A (or any relevant options).
3. If DCHR/WDA opts to purchase a vendor-hosted solution and the vendor's LMS provides access to a self-serve reporting engine whereby DCHR/WDA staff can extract the desired data on-demand, must the vendor also supply the reports as detailed in the Table (frequency, format, etc.)?
4. Please explain the type of data desired in the report entitled "Customized Report"?

- Answer 26
1. **WDA will need the winning bidder to provide unlimited access to provide and create reports throughout the duration of the contract.**
 2. **The vendor should host the data and the data will be integrated into DCHR/WDA LMS system as well.**
 3. **No**
 4. **Customized reports are pre-designed and reports such as:**

Student Progress

Shows detailed student information, including: percentage completed, first and best score, first and best skill assessment, start and end date, number of units, percentage mastered, passing status, and course hours.

Student Information

Shows detailed information about students, including: when courses were last accessed, first and last name, date student's record was created, user ID and email address.

Series Mastered

Displays how many series students have mastered. Includes series mastered, number of courses and hours, and last access date.

Single Student Transcript

Shows detailed course performance for individual student.