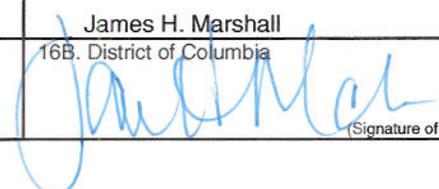


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number DCBN-2010-R-1558		Page of Pages 1 4	
2. Amendment/Modification Number A00002		3. Effective Date June 28, 2010		4. Requisition/Purchase Request No. RQ691558		5. Solicitation Caption Citizen Preparedness and Public Outreach Consulting
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) Homeland Security and Emergency Management Agency District of Columbia Government 2720 Martin Luther King, Jr. Ave., SE Washington, DC 20032			
8. Name and Address of Contractor (No. street, city, county, state and zip code) Offeror:			X	9A. Amendment of Solicitation No. DCHC-2010-R-1558		
				9B. Dated (See Item 11) 5/26/2010		
				10A. Modification of Contract/Order No.		
				10B. Dated (See Item 13)		
Code		TIN				
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.) Solicitation DCHC-2010-R-1558 is hereby amended as described on pages 2-4 and Attachments A and C. All other terms and conditions remain unchanged.						
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 6/28/10
(Signature of person authorized to sign)				(Signature of Contracting Officer)		

No.	Solicitation Reference	Amendment	Amended Provision
1	Section A Page 1, Block 9 and L.3.1	Delete: June 30, 2010 Insert: July 2, 2010	July 2, 2010
2	C.5.2(c)	Insert: Closing Meeting The Contractor shall attend a closing meeting to discuss the summary of the project within the last two weeks of the contract.	The Contractor shall attend a closing meeting to discuss the summary of the project within the last two weeks of the contract.
3	C.5.3.2	Delete: In it's Entirety Insert : After Action Report The Contractor shall provide an After Action Report (AAR) for the seminars and functional exercise. The reports shall detail service provided, including strengths, weaknesses and recommendations for improvement. A final detailed report at the end of the project shall include all of the AARs.	The Contractor shall provide an After Action Report (AAR) for the seminars and functional exercise. The reports shall detail service provided, including strengths, weaknesses and recommendations for improvement. A final detailed report at the end of the project shall include all of the AARs.
4	C.5.5.1	Insert: Preparedness Seminars The Contractor shall recruit the 50 participants for each seminar. The Contractor shall supply registration material and register all preparedness seminar attendees. Registration shall include recordation of the participant's basic contact information. The Contractor shall secure the venue	The Contractor shall recruit the 50 participants for each seminar. The Contractor shall supply registration material and register all preparedness seminar attendees. Registration shall include recordation of the participant's basic contact information. The Contractor shall secure the venue for all seminars. The Contractor

		for all seminars. The Contractor shall conduct the seminars regardless of the number of actual attendees. The Contractor is not required to conduct additional seminars if the 50 participant request is not met.	shall conduct the seminars regardless of the number of actual attendees. The Contractor is not required to conduct additional seminars if the 50 participant request is not met.
5	C.5.5.2 and F.3 No. 5	Insert: The Contractor shall provide training material for the participants of all preparedness seminars in accordance with Applicable Document No. 3 (HSEEP Volumes 1-4.)	The Contractor shall provide training material for the participants of all preparedness seminars in accordance with Applicable Document No. 3 (HSEEP Volumes 1-4.)
6	C.5.5.9	Insert: The Contractor shall distribute the promotional fliers for the preparedness seminars.	The Contractor shall distribute the promotional fliers for the preparedness seminars
	C.5.5.11(b)	Delete: In it's Entirety	See Amendment 2, No. 5
7	C.5.5.12(c)	Insert: The Contractor shall support HSEMA at the LEP/NEP Meetings with the Office of Asian and Pacific Islander Affairs to participate in HSEMA's outreach efforts, to promote the LEP/NEP seminars, and to collaborate with other city agencies for participation in the preparedness seminars.	The Contractor shall support HSEMA at the LEP/NEP Meetings with the Office of Asian and Pacific Islander Affairs to participate in HSEMA's outreach efforts, to promote the LEP/NEP seminars, and to collaborate with other city agencies for participation in the preparedness seminars.
8	C.5.6	Insert: Emergency Preparedness Diversity Fairs The Contractor shall secure a venue for the diversity fairs. The fairs may be a part of other District emergency preparedness events or may be developed independently. The Diversity Fairs will be approximately 2 hours long, with 200-300 attendees. The Contractor shall provide translators/interpreters in languages required under the DC Language Access Act. HSEMA will	The Contractor shall secure a venue for the diversity fairs. The fairs may be a part of other District emergency preparedness events or may be developed independently. The Diversity Fairs will be approximately 2 hours long, with 200-300 attendees. The Contractor shall provide translators/interpreters in languages required under the DC Language Access Act. HSEMA will

		provide preparedness material for distribution.	provide preparedness material for distribution.
9	C.5.7	<p>Insert: Functional Exercise</p> <p>The Contractor shall develop functional exercise activities that test the effectiveness of only Alert DC emergency alert messaging. The expected length of the functional exercise is up to six (6) hours or less depending on the exercise design. The Contractor shall develop the specific functional exercise activities during the exercise planning process. HSEMA Emergency Operations Center will participate in the exercise.</p>	<p>The Contractor shall develop functional exercise activities that test the effectiveness of only Alert DC emergency alert messaging. The expected length of the functional exercise is up to six (6) hours or less depending on the exercise design. The Contractor shall develop the specific functional exercise activities during the exercise planning process. HSEMA Emergency Operations Center will participate in the exercise.</p>
10	C.5.8	<p>Insert: Community Preparedness Presentations</p> <p>The Contractor shall support HSEMA by assisting in the distribution of material and promoting the Preparedness Seminars. HSEMA will prepare an agenda for the Community Preparedness Presentations and provide brochures for distribution including the DC Ready Guide which is available in all required languages. The quantities will vary depending on the size of the meeting and the expected number of attendees.</p>	<p>The Contractor shall support HSEMA by assisting in the distribution of material and promoting the Preparedness Seminars. HSEMA will prepare an agenda for the Community Preparedness Presentations and provide brochures for distribution including the DC Ready Guide which is available in all required languages. The quantities will vary depending on the size of the meeting and the expected number of attendees.</p>
11	C.5.9	<p>Insert: Option Year Requirements</p> <p>The option year requirements are identical to those as described in the C.5.1 - C.5.8</p>	<p>The option year requirements are identical to those as described in the C.5.1 - C.5.8</p>
12	F.4	<p>Insert: F.4 Option Year Deliverables</p>	<p>See Amendment 2, Attachment C</p>

DCBN-2010-R-1558
 Citizen Preparedness and Public Outreach Consulting
 Amendment 0002 Attachment A
 Questions and Responses

No. Solicitation Reference	Question	Response
1 B.4 and H.9.1	If the dollar volume for subcontractors on the contract exceeds \$250K, the prime contractor shall dispatch 35% of the total dollar volume to certified small business enterprises. However if the dollar volume for subcontractors is less than \$250K then the above rule does not apply. True?	No. See B.4 and H.9.1.1
2 General	What has been the assessment of the recent contractor who had the engagement with your agency?	The work was done internally.
3 C.5	How many community preparedness seminars should be budgeted for?	See C.5
4 C.5.2	<p>Meetings</p> <p>a) In addition to the kick-off and monthly meeting, will there be a closing meeting for final presentation / discussion of project?</p> <p>b) Is the kickoff meeting considered the first monthly meeting (or is it 12 meetings + 2)?</p>	<p>a) Yes. See Amendment 2, No. 2</p> <p>b) See C.5.2</p>
5 C.5.3.1	Should the contractor report on general social marketing trends in these areas or trends specific to the COTR existing social marketing tools?	See C.5.3.1.
6 C.5.3.2	After Action Reports	See C.5.3.2 and Amendment 2, No. 3

DCBN-2010-R-1558
 Citizen Preparedness and Public Outreach Consulting
 Amendment 0002 Attachment A
 Questions and Responses

7	<p>C.5.5</p> <p>Preparedness Seminars</p> <p>Is HSEMA requesting a single After Action Report (AAR) that combines a detailed summary and evaluation of all provided services, or is the agency requesting individual after action reports following each event (seminars, fairs, functional exercise)?</p>	<p>a) See Amendment 2, No. 4</p> <p>b) See Amendment 2, No. 6</p> <p>c) See Amendment 2, No. 4</p> <p>d) See Amendment 2, No. 4</p> <p>e) See Amendment 2, No. 4</p> <p>f) See Amendment 2, No. 4</p> <p>g) All seminars, except LEP/NEP Seminars will be conducted in English only. For LEP/NEP Seminars see C.5.5.12.d</p> <p>h) See Amendment 2, No. 4</p>
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DCBN-2010-R-1558
 Citizen Preparedness and Public Outreach Consulting
 Amendment 0002 Attachment A
 Questions and Responses

		h) Does HSEMA have a list of venues from which the contractor can choose?	
8	C.5.5.11 and C.5.5.12	Is the content for the (4) Business Seminars and for example, the three (3) LEP/NEP Seminars the same for each seminar or are they expected to build upon each other or do they vary depending upon the makeup of the audience?	No, See C.5.5.5
9	C.5.5.12	Do the six LEP/NEP meetings have to take place before the seminars?	There are three (3) HSEMA LEP/NEP seminars that should occur within six (6) months of the award. The LEP/NEP meetings may occur before the seminars.
10	C.5.5.12(c)	LEP/NEPs Seminar a) What is the purpose of contractor in attending the LEP/NEP Meetings? b) Is there an expected deliverable after attending these meetings? c) Should the Contractor take notes and prepare and present a summary of the meeting to HSEMA? d) Should the contractor plan to have the appropriate interpreter/translator attend each of these meetings?	a) See Amendment 2, No. 7 b) See C.5.3.1 c) See C.5.3.1 d) See C.5.5.12 (d)
11	C.5.5.12(d)	Are translators/interpreters required during any of the other Seminars, the Diversity Fairs, and or during the Community Preparedness Presentations or during the Functional Exercise?	See C.5.5.12(d) and Amendment 2, No. 8
12	C.5.6	Emergency Preparedness Diversity Fair	

Amendment 0002 Attachment A
 Questions and Responses

	<p>a) Does HSEMA have a venue in mind for the Emergency Preparedness Diversity Fairs or will the contractor be required to secure a venue for these events?</p> <p>b) Will the diversity fairs be part of another event, or developed from scratch?</p> <p>c) What is the expected length of the fairs?</p> <p>d) How many attendees should the Contractor expect to attend the event?</p> <p>e) Are there materials to be developed and distributed at the Fairs?</p> <p>f) Will there be requirement for all language interpreters to attend the Fairs?</p> <p>g) Will the Contractor have to provide refreshments and/or food during this event?</p> <p>h) Will 60 days be sufficient to adequately prepare for the first fair?</p> <p>i) In addition to the functional exercise and the 16 meetings, would there be an After Action Report required for the 2 diversity fairs?</p>	<p>a) See Amendment 2, No. 8</p> <p>b) See Amendment 2, No. 8</p> <p>c) See Amendment 2, No. 8</p> <p>d) See Amendment 2, No. 8</p> <p>e) See Amendment 2, No. 8</p> <p>f) See Amendment 2, No. 8</p> <p>g) The solicitation does not identify a requirement for food and beverages.</p> <p>h) See F.3</p> <p>i) No.</p>
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Amendment 0002 Attachment A
 Questions and Responses

13	C.5.7	<p>Functional Exercise</p> <p>a) What are the goals and objectives of the functional exercise?</p> <p>b) Does HSEMA have any specific activities they want conducted during the functional exercise?</p> <p>c) How many jurisdictions/locations will be participating in the exercise?</p> <p>d) Will the HSEMA EOC be expected to participate in the exercise?</p> <p>e) Will the private sector/business community, wards, LEP/NEP, and disabled/special needs communities expected to participate?</p> <p>f) What is the expected length of the exercise?</p> <p>g) Can local controllers/evaluators be used during the functional exercise?</p> <p>h) Will it be necessary to employ interpreters/translators during the exercise?</p>	<p>a) See Amendment 2, No 9</p> <p>b) See Amendment 2, No 9</p> <p>c) See Amendment 2, No 9</p> <p>d) See Amendment 2, No.9, Yes.</p> <p>e) Yes, if they are registered to receive DC Text Alert notifications.</p> <p>f) See Amendment 2, No.</p> <p>g) Yes.</p> <p>h) No.</p>
14	C.5.8	<p>Community Preparedness Presentations</p> <p>a) Does the Contractor plan the agenda?</p> <p>b) How many brochures will be needed and how many</p>	<p>a) See Amendment 2, No. 10</p> <p>b) See Amendment 2, No. 10</p>

		<p>languages should they be in?</p> <p>c) Is the Contractor required to attend all of these events?</p> <p>d) Should the Contractor provide refreshments at any / all of the presentations / events?</p> <p>e) Would HSEMA want to purchase print materials and we could send print-ready jobs in PDF (assuring quality control)?</p> <p>f) Does HSEMA have a printer on contract or on their premises?</p> <p>g) Aside from the distribution of emergency preparedness brochures and responding to attendee questions, are any additional duties/functions expected of the contractor?</p>	<p>c) Yes.</p> <p>d) The solicitation does not establish a requirement for food and beverages.</p> <p>e) See Amendment 2, No. 10</p> <p>f) No.</p> <p>g) See Amendment 2, No. 10</p>
15	F.2.1	<p>Is the work for the option years expected to be similar to the base year (BY) work and associated costing calculated to the same level of effort as in the BY or will the level of effort be reduced? For example, will there be a requirement to conduct 16 seminars and the functional exercise with the same requirements again?</p>	<p>Yes, See Amendment 2, No. 11</p>
16	H.5	<p>Explain the 51% hiring requirement?</p>	<p>See H.5.</p>

Amendment 0002 Attachment A
Questions and Responses

17	L.3.1	Will HSEMA consider an extension for submission of this solicitation until July 2, 2010?	See Amendment 2, No. 1
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Office of Contracting and Procurement
 Homeland Security and Emergency Management Agency

Amendment 1: Attachment B
 DCBN-2010-R-1558: Citizen Preparedness
 and Public Outreach Program Consulting

Solicitation No. DCBN-2010-R-1558

Citizen Preparedness and Public Outreach Program Consulting
 Pre-Proposal Conference
 June 9, 2010

Please Print

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Maura Munn	Munnin & Assoc, LLC	21380-5169	21463-4854	1cmunnin@aol.com

Remarks and explanations provided at the conference do NOT qualify or amend the solicitation. Terms of the solicitation remain unchanged unless the solicitation is amended in writing by the Contracting Officer.



Office of Contracting and Procurement
 Homeland Security and Emergency Management Agency

Solicitation No. DCBN-2010-R-1558

Citizen Preparedness and Public Outreach Program Consulting

Pre-Proposal Conference

June 9, 2010

Please Print

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Rene Newell	Obsidian Analysis	703-615-1283	301-654-3333	rnewell@obsidiana.com
Ikeicha Hill	Technomic	(202) 829-2953	(202) 318-8996	ihill@technomic.com

Remarks and explanations provided at the conference do NOT qualify or amend the solicitation. Terms of the solicitation remain unchanged unless the solicitation is amended in writing by the Contracting Officer.



Office of Contracting and Procurement
 Homeland Security and Emergency Management Agency

Solicitation No. DCBN-2010-R-1558

Citizen Preparedness and Public Outreach Program Consulting

Pre-Proposal Conference

June 9, 2010

Please Print

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TAMMY FELIX	CNA	703-824-2076		felix@cna.org

Remarks and explanations provided at the conference do NOT qualify or amend the solicitation. Terms of the solicitation remain unchanged unless the solicitation is amended in writing by the Contracting Officer.

F.4 Option Year DELIVERABLES

If the District exercises the option years of the contract, the Contractor shall perform the activities required to successfully complete the District's requirements for Option Year 1 and Option Year 2. The Contractor shall submit each deliverable to the COTR identified in section G.9 in accordance with the following:

The Contractor shall submit the following deliverables:

No.	Reference	Description of Deliverable	Quantity	Format/Method of Delivery	Due Date
0001	C.5.1	Project Plan	3	Hard copy and electronic Word version	10 days from award
0002	C.5.7.2	Functional Exercise (FE) Agenda and Outline	8	Hard copy and electronic Word version	30 days from award
0003	C.5.5.1	Preparedness Seminar Agenda and Outline	8	Hard copy and electronic Word version	2 Weeks before respective Seminars
0004	C.5.5.11 (a)	Training Material for Preparedness Seminars	500	Hard copy and electronic Word version	Within three months of award
0005	C.5.3.1	Monthly Progress Report	10	Hard copy and electronic Word version	Monthly, 10 th day of each month
0006	C.5.3.2	After Action Reports	10	Hard copies and electronic Word version	Within twelve (12) months of award
0007	C.5.4	Social Networking Updates; Community Preparedness Website and HSEMA's Face book, Twitter and blog		Hard copies and electronic Word version; Website	Weekly

		Site Maintenance			
0008	C.5.5.12	Provide translated materials and interpretation for 2-hour seminars for Limited and Non-English speakers of six languages- Spanish, Amharic, French, Vietnamese, Korean, and Chinese.	50	Hard copies, electronic Word documents, and oral interpretation	Within six months of award