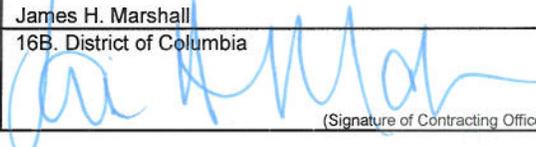


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number	Page of Pages	
			1	4
2. Amendment/Modification Number 0001	3. Effective Date See Block 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Develop Standard Operating Policies and Procedures	
6. Issued by: Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001		Code	7. Administered by (If other than line 6) Public Safety & Justice Cluster 300 Indiana Avenue, Suite 4068 Washington, DC 20001	
8. Name and Address of Contractor (No. street, city, county, state and zip code) Potential Offerors		X	9A. Amendment of Solicitation No. DCBN-2010-R-5334	
			9B. Dated (See Item 11) 6/18/2010	
			10A. Modification of Contract/Order No.	
Code		Facility	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. 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>1</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 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 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				
X	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 data 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 type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)				
1. Solicitation DCKV-2010-R-0001 is amended as described page 2: 2. The proposal closing date is extended from 7/8/2010 2 PM to 7/13/2010 2:00 PM. a) Item 9, Page 1: Delete: July 8, 2010 Insert: July 13, 2010 b) Section L.3.1, Page 74: Delete: July 8, 2010 Insert: July 13, 2010 3. Attachment A – Section C. Statement of Work Attachment B – F.2 Deliverables Attachment C – J.2 Labor Wage Determination 2005-2103 Attachment D – J.9 Past Performance Evaluation Attachment E – J.10 District's Financial Management Policies and Procedures Manual Attachment F – J.11 Audit report Attachment G – Questions and Answers Attachment H – Vendor List				
Except as provided herein, all terms and conditions of the document is 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		
		James H. Marshall		
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed	
(Signature of person authorized to sign)			7.7.10	
		(Signature of Contracting Officer)		

Item #	Solicitation Reference	Amendment	Amended Solicitation language
1	Section C	Delete Section C in its entirety Insert Section C	Please see attachment A (Section C)
2	F.2	Delete F.2 in its entirety Insert F.2	Please see attachment B (F.2)
3	H.2	Delete Revision No. 8 dated May 26, 2009 Insert Revision No. 10 dated June 15, 2010	The Contractor shall be bound by the Wage Determination No. 2005-2103 Revision No. 10 dated June 15, 2010, issued
4	J.2	Delete J.2 in its entirety Insert J.2	U.S. Department of Labor Wage Determination 2005-2103 Revision No. 10 dated June 15, 2010 (Attachment C)
5	J.9	Insert J.9 Past Performance Evaluation	Please see Attachment D.
6	J.10	Insert J.10 District's Financial Management Policies and Procedures Manual	Please see Attachment E
7	J.11	Insert J.11 Audit Report	Please see Attachment F
8	L.2.7.1	Delete L.2.7.1 in its entirety Insert: L.2.7.1 Technical Approach and Methodology The Offeror shall document the current policies and procedures, develop policies and procedures, develop desk reference manuals, and flowchart all major business processes. a. A narrative to describe the Offerer's understanding required services and proposed solution for the development of the written procedures: (C.5.1) b. A narrative to describe the Offer's ability to create desktop reference manuals for key business processes (C.5.2).	L.2.7.1 Technical Approach and Methodology The Offeror shall document the current policies and procedures, develop policies and procedures, develop desk reference manuals, and flowchart all major business processes. a. A narrative to describe the Offerer's understanding required services and proposed solution for the development of the written procedures: (C.5.1) b. A narrative to describe the Offer's ability to create desktop reference manuals for key business processes (C.5.2).

		<p>proposed solution for the development of the written procedures: (C.5.1)</p> <p>b. A narrative to describe the Offeror's ability to create desktop reference manuals for key business processes (C.5.2).</p> <p>c. A narrative to describe the Offeror's ability to provide training curriculum and check lists for each business process (C.5.3).</p>	<p>c. A narrative to describe the Offeror's ability to provide training curriculum and check lists for each business process (C.5.3).</p>
<p>9</p>	<p>L.2.7.3</p>	<p>Delete L.2.7.3 in its entirety Insert L.2.7.3 PAST PERFORMANCE This factor considers the offeror's past performance in performing services similar to the required services in size and scope as described in Section C of this solicitation. This factor includes an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the offeror's performance</p> <p>L.2.7.3.1 The offeror provides references for at least three (3) contracts in which the offeror has performed works similar in size and scope as described in Section C.5. Work is similar, if the function, responsibilities, and duties of the offeror are essentially the same as the required services described in C.5; and</p> <p>L.2.7.3.2 The offeror provides a copy of a previous report produced under any previous contract for work similar to this job in size and scope.</p> <p>L.2.7.3.3 Offeror shall submit at a minimum three completed (3) Past</p>	<p>L.2.7.3 PAST PERFORMANCE This factor considers the offeror's past performance in performing services similar to the required services in size and scope as described in Section C of this solicitation. This factor includes an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the offeror's performance</p> <p>L.2.7.3.1 The offeror provides references for at least three (3) contracts in which the offeror has performed works similar in size and scope as described in Section C.5. Work is similar, if the function, responsibilities, and duties of the offeror are essentially the same as the required services described in C.5; and</p> <p>L.2.7.3.2 The offeror provides a copy of a previous report produced under any previous contract for work similar to this job in size and scope.</p> <p>L.2.7.3.3 Offeror shall submit at a minimum three completed (3) Past</p>

		<p>responsibilities, and duties of the offeror are essentially the same as the required services described in C.5; and</p> <p>L.2.7.3.2 The offeror provides a copy of a previous report produced under any previous contract for work similar to this job in size and scope.</p> <p>L.2.7.3.3 Offeror shall submit at a minimum three completed (3) Past Performance Evaluation Forms provided as Attachment J.9 from the list of contracts identified in L.2.7.3.1.1 above.</p>	<p>Performance Evaluation Forms provided as Attachment J.9 from the list of contracts identified in L.2.7.3.1.1 above.</p>
<p>10</p>	<p>L.3.1</p>	<p>Delete July 8, 2010 Insert July 13, 2010</p>	<p>Proposals must be submitted no later than July 13, 2010 2:00 PM</p>

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The Government of the District of Columbia, Office of the Associate Chief Financial Officer (OACFO) for Public Safety and Justice Cluster (PSJC), and the Office of Contracting and Procurement, on behalf of the Homeland Security and Emergency Management Agency (HSEMA), are seeking a contractor to provide technical assistance in the development of Standard Operating Policies and Procedures (SOPP) manuals consistent with all relevant District of Columbia laws and regulations related to the financial management activities, as well as Federal Guidelines and the District's Emergency Response Plan.

C.2 APPLICABLE DOCUMENTS

The following documents are applicable to this procurement and are hereby incorporated by this reference:

Item No.	Document Type	Title	Date
1	Guidelines	Federal Grant Guidelines OMB Circulars A-133, A-87 etc	http://www.whitehouse.gov/omb/circulars/
2	Plan	District's Emergency Response Plan	http://www.octo.in.dc.gov/octo/frames.asp?doc=/octo/lib/octo/information/erp/pdf/erp_2008.jan.final.pdf
3	Existing Policies and Procedures	District's Financial Management Policies and Procedures Manual	Attachment J.10
4.	District procedures	District of Columbia procedures for managing grants.	http://www.cfo.in.dc.gov/cfo/site/default.asp
5.	Report	Audit report	Attachment J.11

C.3 DEFINITIONS

These terms when used in this RFP have the following meanings:

C.3.1 PSJC – Refers to the Public Safety and Justice Cluster

C.3.2 HSEMA – Agency responsible for all Emergency Operations in the District of Columbia

C.4 BACKGROUND

- C.4.1 Recent audits (Attachment J.11) indicate that the PSJC, have several systematic weaknesses throughout the Client Agencies resulting from the need for SOPP. The PSJC does not possess “How To” instructions for all relative tasks or desktop reference manuals for key business processes. Staff must rely on other employees, DC laws and regulation or Central manuals that are not revised in a timely manner or may not be readily available.
- C.4.2 The use of DC Laws becomes problematic when employees overlook or misinterpret certain aspects of the regulations in these manuals. Without predetermined guidelines, processes may not be employed uniformly and efficiency is sometimes sacrificed. Because of these deficiencies, the District’s Chief Financial Officer mandates that SOPP and user-friendly employee desktop reference manuals be developed for all key business processes and all operations and that the development of these procedures be completed by September 30, 2010.
- C.4.3 Goals:** The SOPP are an essential component in improving internal control for compliance with internal control requirements and standards, compliance with laws and regulations, and preventing waste, fraud and abuse.

C.5 REQUIREMENTS

The Contractor shall

- C.5.1 Create written General Financial Policies and Procedures Manual to ensure the safeguarding of the District’s assets and resources. Develop and provide training curriculum in conjunction with the PSJC OCFO, Training Office, and /or PSJC Senior managers. Establish schedule of ongoing employee training for current and future employees on business procedures and systems.
- C.5.1.1.1 Identifying the entity’s major accounting cycles and key processes that generally include (not all inclusive)
- a. Budgetary
 - b. Accounting
 - c. Payroll
 - d. Disbursements and Liabilities
 - e. Revenues and Assets
 - f. Financial Reporting
 - g. Financial Systems
 - h. Property and Equipment
- C.5.1.1.2 Documenting and updating, in detail, the existing procedures performed
- C.5.1.1.3 Determining key internal control requirements, standards, and compliance (program and entity-level) requirements and standards, etc.
- C.5.1.1.4 Reviewing the existing procedures performed against key internal controls and assessing compliance and adequacy, identify gaps, and develop procedures to ensure proper internal controls.
- C.5.1.2 Establish and submit a listing of financial tasks to be completed.

C.5.1.2.1 Conduct meetings with PSJC OCFO managers regarding the various business processes to confirm the task performed

C.5.1.2.2 Determine areas where written documentation exist

C.5.1.2.3 Determine which additional tasks are to be documented

C.5.1.2.4 Review and analyze all Office of Financial Operations and System (OFOS) policy and procedures manuals (Applicable Document #4)

C.5.1.3 Document each additional Task

C.5.1.3.1 Solicit, gather, and document all information for each task in each division to include budget, accounting/financial reporting, payroll accounts payable, inmate finance, selected HSEMA programs, based on Management's determination:

- a. Conduct interviews of employees
- b. Document procedures
- c. Review and edit procedures.
- d. Prepare draft, exhibits and flowcharts
- e. Establish a process flow for the Homeland Security Grants (Applicable Documents #5) to enable the proper recordation of financial transactions.
- f. Develop SOPP for all grant activities consistent with grant awards, The Federal Office of Management and Budget (OMB) publications – Circulars A-87, A-102, A-133 (Applicable Document #2), and District of Columbia procedures for managing grants (Applicable Document #5).

C.5.1.4 Review and Edit (these are the OCFO required next steps)

C.5.1.4.1 Ensure references to all applicable documents including the D.C. Code, Management Orders, Generally Accepted Accounting Principles, and Federal Grant Guidelines

C.5.1.4.2 Review with agency program staff for content

C.5.1.4.3 Finalize flowcharts for each task and function, and

C.5.1.4.4 Prepare finalized forms for exhibits

C.5.1.4.5 Meet with critical Team Leaders (there will be a point of contact for the Program and OCFO staff) and incorporate comments

C.5.1.4.6 Issue final publication

C.5.1.5 Manuals format

C.5.1.5.1 The contractor shall provide final written policies and procedures manuals formatted as follows:

- a. Volume
- b. Introduction
- c. Divisions
- d. Tasks
 - i. Exhibits
 - ii. Flowcharts
- e. Glossary
- f. Appendices

C.5.1.5.2 The manuals shall incorporate a five (5) part numbering system. Unique identifiers within a volume are to include the location of procedure by:

- a. Cluster
- b. Division
- c. Functional unit
- d. Task
- e. Sub-Paragraph

C.5.1.5.3 Standard Task Sub-paragraphs are to be numbered as follows:

- a. 10 Description
- b. 20 Purpose
- c. 30 Policy
- d. 40 Responsibility
- e. 50 Authorization
- f. 60 Procedures
- g. 70 Internal Controls
- h. 80 Exhibits
- i. 90 Flowcharts

C.5.2 Create written desktop reference procedural manual for key PSJC business processes to ensure that financial activities are completed in accordance with DC. Laws and regulations. Develop and provide training curriculum in conjunction with the PSJC OCFO, Training Office, and /or PSJC Senior managers. Establish schedule of ongoing employee training for current and future employees on business procedures and systems. The procedures will be accessible to employees online.

C.5.2.1 Create desktop reference procedural manual for key PSJC business processes to ensure the tasks are completed efficiently and in accordance with DC laws and regulations

C.5.3 Each manual should include training guidelines as follows:

- a. Develop and provide training curriculum and check list for each business process

C. 5.4 Staffing

The Contractor shall provide a dedicated project manager and all staff required for the timely completion of the engagement.

C.5.5 Documentation

C.5.5.1 The Contractor shall provide a report of assessment of current procedures.

C.5.5.2 The Contractor shall provide planned schedule for achieving final deliverables.

C.5.5.3 The Contractor shall provide biweekly status reports.

C.5.5.4 The Contractor shall provide a draft reports and final reports.

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES**F.1 TERM OF CONTRACT**

The term of the contract shall be for a period of one year from date of award specified on the cover page of this contract.

F.2 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the COTR identified in section G.9 in accordance with the following:

Item No.	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
1	Report of assessment of current procedures (C.5.5.1)	1	Hardcopy and one electric copy	Within 15 days of contract award	COTR
2	Planned schedule (C.5.5.2)	1	Hardcopy and one electric copy	Within 15 days of contract award	COTR
3	Bi-weekly status report (C.5.5.3)	1	Electronic copy	45 Days after contract award	COTR
4	Draft report (C.5.5.4)	1	Electronic copy	August 2, 2010	COTR
5	Final report (C.5.5.4)	1	Hard copy and one electric copy	September 30, 2010	Submit to COTR for review and approval. If approved, submit one electronic copy to COTR
6	Draft Employee Training Manuals (C.5.3)	1	Hard copy of training	October 31, 2010	COTR

7	Final Employee Training Manuals (C.5.3)	1	Hard copy and electronic copy	November 15, 2010	Submit to COTR a hard copy for review and approval. If approved, submit one electronic copy to COTR.
8	List of financial tasks to be completed (C.5.1.2)	1	Hard copy and electronic copy	Within 15 days of contract award	COTR
9	General Financial Policies and procedures Manual (C.5.1)	1	Hard copy and electronic copy	June 30, 2011	COTR
10	desktop reference procedural manual (C.5.2)	1	Hard copy and electronic copy	June 30, 2011	COTR

F.2.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.