AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Solicitation Number DCCB-2010-R-7002	Page of Pages 1 of 5

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
A0003	March 24, 2010		State Disbursement Unit

6. Issued by:	7. Administered by (If other than line 6)
Office of Contracting and Procurement Financial Legal and Consulting Commodity Group 441 4th Street, NW, Suite 700 South Washington, DC 20001	Office of Contracting and Procurement Financial Legal and Consulting Commodity Group 441 4th Street, NW, Suite 700 South 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. DCCB-2010-R-7002
		9B. Dated (See Item 11) February 8, 2010
		10A. Modification of Contract/Order No.
		10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended. ☐ 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 _____7____ 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

	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 ☐ is not ☒ is required to sign this document and return ____7_____ copies to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

1. Solicitation DCCB-2010-C-7002 is hereby modified as described on pages 2 – 5 and Attachments A and B that follows.

2 The Solicitation No. DCCB-2010-R-7002 for State Disbursement Unit is hereby extended to Friday, March 30, 2010. The time remains the same 2:00 p.m. (EST), Eastern Slandered Time.

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 (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed March 24, 2010

Item No. 1, Section A, Block 9

Delete: March 26, 2010
Insert: March 30, 2010

Item No. 2, Section B.3

Delete: In its entirety
Insert: Revised Section B.3 provided as Attachment A to Amendment A0001

Item No. 3, Section C.1.2.14

Delete: In its entirety
Insert:

C.1.2.14 **Child Support Enforcement (CSE) Agency** - Agency that exists in every State that locates non-custodial parents (NCPs) or putative fathers (PF), establishes, enforces, and modifies child support, and collects and distributes child support money. The CSE is operated by State or local government according to the Child Support Enforcement Program guidelines as set forth in Title IV-D of the Social Security Act., also known as an "IV-D Agency."

Item No. 4, Section C.2 Background

Insert:

C.2.3 In accordance with Title IV-D of the Social Security Act (IV-D) (Applicable Document #1), 66% of the contract resulting from this solicitation will be federally funded

Item No. 5, Section G.4

Delete: In its entirety
Insert:

G.4 **PAYMENT**

Payment will be made monthly based on the actual number of collections processed and accepted for the month in accordance with the performance standards described in C.3.5.10 at the fixed unit price stated in Section B.3. For example, if the total collections processed and accepted for the month is 25,300, the total payment would be 25,300 X the unit price for CLIN 0001AG, would equal the total payment for the month. If the total collections processed and accepted for the month is 16,500, the total payment would be 16,500 X the unit price for CLIN 0001AB, would equal the total payment for the month.

Item No. 6, Section G.10.1

Delete: In its entirety.
Insert:

G.10.1 Any supplies and services to be furnished under this contract must be ordered by issuance of delivery orders or task orders. The Contracting Officer will issue one task order at the beginning of the contract term. Such orders may be funded by the issuance of Purchase Orders (PO), during the term of this contract.

Item No. 7, Section H.10.7

Insert:

H.10.7 The District, through the IVR will make available receipt and disbursement information.

Item No. 8, Section I.4

Delete: In its entirety
Insert:

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and District holidays, (New Year's Day; Martin Luther King, Jr.'s Birthday; Washington's Birthday; D.C. Emancipation Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans Day; Thanksgiving; Christmas) unless otherwise stated herein.

Item No. 9, Section I.10

Delete: In its entirety
Insert:

I.10 PRE-AWARD APPROVAL

In accordance with D.C. Official Code §1-301.05a and 1-204.51(c), the Council of the District of Columbia must approve award of any contract that has a period extending beyond twelve (12) months.

Item No. 10, Section L.3.1, first sentence

Delete: March 26, 2010
Insert: March 30, 2010

Item No. 11, Section L.7

Delete: In its entirety
Insert:

L.7 PROPOSALS WITH OPTION YEARS

The Offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include option year pricing for the two (2) one-year options after the initial period of performance.

Item No. 12, Section M.3.1

Delete: In its entirety
Insert:

M.3.1 **TECHNICAL EVALUATION FACTORS (0-70 POINTS MAXIMUM)**

Description: These factors consider the Offeror's Technical Expertise, Technical Approach and Past Performance, in performing services as described in Section C.

TECHNICAL EVALUATION FACTORS	POINTS
Factor A - Technical Approach	**0 - 30**
Factor B - Technical Expertise and Capacity	**0 - 20**
Factor C - Past Performance	**0 - 20**
TOTAL	**0 - 70**

M.3.1.1 **Factor A - Technical Approach (30 Points Maximum)**

M.3.1.1.a This evaluation factor considers the Offeror's overall understanding of the District requirements and objectives.

M.3.1.1.b This evaluation factor considers the Offeror's methodology to successfully receive, process, deposit and disburse child support payments and innovative features and expected benefit of the features in the performance of the required services.

M.3.1.2 **Factor B - Technical Expertise and Capacity (20 Points Maximum)**

M.3.1.2.a This evaluation factor considers the Offeror's technical expertise and capacity to provide the required services.

M.3.1.2.b This evaluation factor considers the Offeror's primary operating facility, staff and organization including the Offeror's key personnel and their expertise and experience, the Offeror's IT system and technology to be used in the performance of the required services. This factor will also consider the Offeror's Quality Assurance policies and internal controls and the use of these policies and controls to ensure the effective, accurate delivery of the required services including the SDU related supporting requirements.

M.3.1.3 **Factor C - Past Performance (20 Points Maximum)**

M.3.1.2.a This evaluation factor considers the Offeror's past performance and experience with operating an SDU with a collection volume equal to or greater than that of the District.

M.3.1.2.b This evaluation factor considers the Offeror's experience with transitioning an SDU from a preceding vendor or a State program, the Offeror's overall experience with providing services similar in size and scope as those described in Section C, and the Offeror's

performance evaluation information and statistical data provided by or concerning the Offeror's delivery of services similar in size and scope of that anticipated by the District.

B.3 PRICE SCHEDULE

B.3.1 Base Period of Performance (Date of award through three (3) years thereafter)

B.3.1.1 Base Period of Performance – Year One (1)

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Quantity Per Month	Extended Price
0001	**Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.**				
0001AA	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	First 15,700	$ _____
0001AB	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	15,701 – 18,400	$ _____
0001AC	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	18,401 – 20,000	$ _____
0001AD	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	20,001 – 21,700	$ _____
0001AE	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	21,701 – 23,400	$ _____
0001AF	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	23,401 – 25,000	$ _____
0001AG	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	25,001 – 26,700	$ _____
0001AH	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	26,701 – 28,400	$ _____
0001AI	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	28,401 – 30,000	$ _____
0001AJ	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	30,001 – 31,700	$ _____

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Quantity Per Month	Extended Price
0001AK	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	31,701 – 33,400	$ _____
0001AL	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	33,401 – Above	$ _____
0002	**Implementation and transition of the state disbursement unit as described in C.3.5.13 (Base Period of Performance Year One Only)**				$ _____

B.3.1.2 Base Period of Performance – Year Two (2)

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Quantity Per Month	Extended Price
0101	**Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.**				
0101AA	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	First 15,700	$ _____
0101AB	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	15,701 – 18,400	$ _____
0101AC	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	18,401 – 20,000	$ _____
0101AD	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	20,001 – 21,700	$ _____
0101AE	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	21,701 – 23,400	$ _____
0101AF	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	23,401 – 25,000	$ _____
0101AG	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	25,001 – 26,700	$ _____
0101AH	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	26,701 – 28,400	$ _____
0101AI	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	28,401 – 30,000	$ _____
0101AJ	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	30,001 – 31,700	$ _____
0101AK	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	31,701 – 33,400	$ _____
0101AL	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	33,401 – Above	$ _____

B.3.1.3 Base Period of Performance – Year Three (3)

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Quantity Per Month	Extended Price
0201	**Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.**				
0201AA	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	First 15,700	$ _____
0201AB	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	15,701 – 18,400	$ _____
0201AC	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	18,401 – 20,000	$ _____
0201AD	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	20,001 – 21,700	$ _____
0201AE	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	21,701 – 23,400	$ _____
0201AF	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	23,401 – 25,000	$ _____
0201AG	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	25,001 – 26,700	$ _____
0201AH	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	26,701 – 28,400	$ _____
0201AI	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	28,401 – 30,000	$ _____
0201AJ	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	30,001 – 31,700	$ _____
0201AK	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	31,701 – 33,400	$ _____
0201AL	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	33,401 – Above	$ _____

B.3.2 Option Year One (1) Period of Performance

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Quantity Per Month	Extended Price
1001	**Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.**				
1001AA	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	First 15,700	$ _____
1001AB	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	15,701 – 18,400	$ _____
1001AC	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	18,401 – 20,000	$ _____
1001AD	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	20,001 – 21,700	$ _____
1001AE	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	21,701 – 23,400	$ _____
1001AF	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	23,401 – 25,000	$ _____
1001AG	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	25,001 – 26,700	$ _____
1001AH	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	26,701 – 28,400	$ _____
1001AI	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	28,401 – 30,000	$ _____
1001AJ	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	30,001 – 31,700	$ _____
1001AK	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	31,701 – 33,400	$ _____
1001AL	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	33,401 – Above	$ _____

B.3.3 Option Year Two (2) Period of Performance

Contract Line Item Number (CLIN)	Item Description	Unit	Unit Price	Quantity Per Month	Extended Price
2001	**Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.**				
2001AA	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	First 15,700	$ _____
2001AB	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	15,701 – 18,400	$ _____
2001AC	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	18,401 – 20,000	$ _____
2001AD	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	20,001 – 21,700	$ _____
2001AE	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	21,701 – 23,400	$ _____
2001AF	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	23,401 – 25,000	$ _____
2001AG	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	25,001 – 26,700	$ _____
2001AH	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	26,701 – 28,400	$ _____
2001AI	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	28,401 – 30,000	$ _____
2001AJ	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	30,001 – 31,700	$ _____
2001AK	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	31,701 – 33,400	$ _____
2001AL	Establish and operate the District's centralized state disbursement unit (SDU) as described in Section C.3.	Per Collection	$ _____	33,401 – Above	$ _____

No.	Solicitation Section	Question	Response
1	B.4, M.5.1	Please clarify the requirement found on Page 7 B.4 and Page 112 M.5.1. Is the 35% dollar volume the percent of the total contract value or just the value of the dollar volume being subcontracted? If the 35% is of the total contract value then this will cause prime contractors to complete the work themselves and not seek assistance from certified small businesses enterprises.	Please see Sections B.4 which states: If an Offeror intends to subcontract under this solicitation, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section M.5.1.
2	C.3.1.1.2.1	Section C.3.1.1.2.1 indicates the vendor must establish post office boxes. Would the District consider retaining the same post offices boxes and having the new vendor take over the boxes?	Please see Section C.3.1.1.2.1
3	C.3.2.5.1	In regards to Section C.3.2.5.1 and Notice Production, may the notices be produced and mailed from another state as long as the envelope does not show where the notice came from?	Yes.
4	C.3.5.3.1	Section C.3.5.3.1 indicates that Contractor-acquired computer hardware and software shall become property of the CSSD. Would licensed proprietary software used by the vendor for other purposes beyond child support payments be exempt from this?	Yes.
5	C.3.5.5.1	In regards to Section C.3.5.5.1 and Customer Service requirements, how many calls are received monthly, weekly and daily?	Please see Section C.2.4.2 Volume

No.	Solicitation Section	Question	Response
6	C.3.5.5.1 (c)	C.3.5.5.1 (c) indicates that assistance to employers, interstate agencies, state child support personnel, CSSD personnel, payors or their legal representatives regarding receipt and disbursement information be available 24/7 via a toll free number. Please confirm:	
		That the District intends for receipt and disbursement information to also be available to payees (clients) as well 24/7 via a toll free number	Please see Section C.3.5.5.1
		That the intent of this requirement is for the vendor to have an IVR to provide this information.	Please see Section C.3.5.5.1
		That DCCSES will be able to provide the receipt and disbursement information by delivery of a daily file, through web services, or another means for the IVR.	Please see Amendment 0001, Items No, 7
7	Section L.3.1	Solicitation No. DCCB-2010-R-7002 prescribes a due date of 2:00 PM on March 11, 2010. Given the complexity of this RFP, would the District consider a two week extension of this due date?	Please see Amendment 0001, Items No, 1 and 10
8	M.5.1	The Debit Card Program is provided at no cost to the District and involves issuers (bank), transaction processors, and card associations (VISA or Mastercard). Are subcontractors used for the **Debit Card** excluded from the M.5.1 requirements since there is no dollar amount to associate with the contract value?	Please See Section B.4 and M.5.1
9	General	What is the value of the contract with the current vendor, per year?	Base Period of Performance Year One Base Period of Performance Year Two Base Period of Performance Year Three Option Year One Option Year Two

No.	Solicitation Section	Question	Response
10	General	Can you tell us the number of staff employed by the current vendor?	Nine (9)