

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number		Page of Pages		
					1   1		
2. Amendment/Modification Number DCCF-2008-R-0007-0002		3. Effective Date April 2, 2008		4. Requisition/Purchase Request No. RQ395675		5. Solicitation Caption Passport to Work Summer Youth Program	
6. Issued by: Office of Contracting and Procurement 441 4 <sup>th</sup> Street, NW, 700 South Washington, DC 20001			Code		7. Administered by (If other than line 6) Department of Employment Services Office of Youth Programs 609 H Street, NE, Washington, D.C. 20002		
8. Name and Address of Contractor (No. street, city, county, state and zip code)  Prospective Offerors  Code Facility				X	9A. Amendment of Solicitation No. DCCF-2008-R-0007		
				X	9B. Dated (See Item 11) MARCH 3, 2008		
					10A. Modification of Contractor/Order No.		
					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 ___1___ 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)							
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return ___1___ copies to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  Solicitation DCCF-2008-R-0007 "Passport to Work Summer Youth Program", is hereby amended as follows:  (See Attachment 1) A) Information to Delete B) Response to Questions  NOTE: All other conditions of the solicitation remain unchanged.							
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 Lafayette Smith			
15B. Name of Contractor  (Signature of person authorized to sign)		15C. Date Signed		16B. District of Columbia		16C. Date Signed  (Signature of Contracting Officer)	

## Attachment 1

**Amendment Number: 0002**  
**Solicitation Number: DCCF-2008-R-0007**  
**Passport to Work Summer Youth Program**

### A) Information to Delete

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Page 2; Paragraph B.1.1; Line; 7: Delete **“in its entity”** the following: “Historically the District’s cost per participant has not exceeded \$1,200.00”.

### B) Response to Questions from Pre- Proposal Conference

1. Several vendors use schools for implementing the Passport to Work Summer Youth Program and the dates of the proposed Department of Employment Services (DOES) program could conflict with school operations (e.g. teachers still using classrooms the week of June 16th, school cleaning in preparation for the new school year, new teacher orientation August 13th - 15th, and staff development August 19th - 22<sup>nd</sup>). Will DOES seek cooperation from DC Public Schools (DCPS) to allow vendors to use the schools from June 16th - August 22, 2008?

#### **RESPONSE**

DCPS is aware of the dates for the Mayor’s Summer Youth Program; however, it is the responsibility of the offeror to secure a facility to host the youth.

2. During the pre-proposal conference, it was stated that vendors will be required to conduct the orientation for youth and that Junior Achievement will provide the curriculum and training to implement their orientation curriculum to vendors. Please delineate what the curriculum entails, what specifically vendors are required to do, when and where and the length of time the training of the curriculum to vendors will take place?

#### **RESPONSE**

Junior Achievement (JA) will provide training to supervisors on its work-readiness curriculum that consists of seven modules (‘It’s My Life’, ‘Listen Up’, ‘Stay Connected’, ‘Think Win/Win’, ‘Work Smart’, ‘Marketing Spin’ and ‘It’s My Future’). In turn, the supervisors will present the curriculum to the participants during the first week of their program and the offerors have the option of utilizing it throughout the summer program. Junior Achievement will also provide technical assistance if needed during the first week. In addition, the Department will schedule dates, times and location for supervisors to report for the JA curriculum training. The JA curriculum is designed to help participants understand the importance of the career decisions they make. Offerors will be required to send their supervisor to the JA training.

3. During the pre-proposal conference, it was also mentioned that Junior Achievement will provide the supervisor training to vendors that is normally conducted by DOES. Please keep in mind that for vendors who need a start up week, it will be difficult to have staff leave for the supervisors training during the week of June 9th. When, where and what length of time will this training take place?

**RESPONSE**

The Office of Youth Programs (OYP) will facilitate the programmatic policies and procedures and will provide the necessary information regarding said training when the contracts are awarded.

4. Is C.3.8.1 requiring that the youth in the program be placed, employed or “hosted” by a private sector employer? If so, when would this be expected to take place? – During or after the 10-week program? Exactly what types of opportunities beyond employability and leadership development skills training are the youth expected to partake in? Could you provide some examples of what you are requiring? C.3.8.1 goes on to say that the contractor is not expected to provide private sector opportunities for all youth. Does this mean that only SOME of the youth participants will be expected to be provided with these private sector opportunities? And if so, how many? What percentage? In that same sentence, C.3.8.1 continues and states that RATHER (than provide private sector opportunities for all youth), that contractor is expected to just identify at least a few (three or more) additional opportunities. Does the word “rather” refer to providing ALL or SOME of the youth with private sector opportunities? Does it mean instead that just identifying at least a few (three or more) additional opportunities will satisfy the requirement of C.3.8.1?

**RESPONSE**

Offerors proposing to provide work experience during the program shall leverage its existing partners as well as recruit additional private sector employers to participate during the ten-week program. Section C of the RFP describes the activities and services that the District is seeking. Youth that express a career or occupational interest or demonstrate skills in certain areas should be exposed to those opportunities. The number of placements is determined by the offeror.

5. How will the fingerprinting, etc. process be handled this year? Will vendors be able to select the date and time they go to the DC Police? Will DOES need to provide paperwork that identifies each vendor’s staff person that requires fingerprinting and background checking before going?

**RESPONSE**

All pertinent information regarding the Criminal Background Check process will be discussed during DOES/OYP’s worksite supervisor orientation.