

|   |   |                                       |  |  |                                      |
|---|---|---------------------------------------|--|--|--------------------------------------|
| <b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>   |   |                                       | 1. Contract Number                                   | Page of Pages<br>1 1   |                                      |
| 2. Amendment/Modification Number<br><b>A001</b>   |   | 3. Effective Date<br><b>3/15/2007</b> | 4. Requisition/Purchase Request No.                  | 5. Solicitation Caption<br><b>NIF Predevelopment and Project</b> |                                      |
| 6. Issued By:<br><b>Office of Contracting and Procurement<br/>GROUP V<br/>441 - 4th Street, NW, Suite 700 South<br/>Washington, DC 20001</b>  |   |                                       | 7. Administered By (If other than line 6)            |  |                                      |
| 8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)   |   |                                       | (X)  | 9A. Amendment of Solicitation No.<br><b>DCEB-2007-R-0007</b>     |                                      |
|   |   |                                       |  | 9B. Dated (See Item 11)<br>16-Feb-07                             |                                      |
|   |   |                                       |  | 10A. Modification of Contract/Order No.                          |                                      |
|   |   |                                       |  | 10B. Dated (See Item 13)   |                                      |
| Code  | Facility  |                                       |  |  |                                      |
| 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>7</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,<br>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14  |   |                                       |  |  |                                      |
| (X)   | A. This change order is issued pursuant to: (Specify Authority)<br>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)   |                                       |  |  |                                      |
| <b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" 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.)   |   |                                       |  |  |                                      |
| <b>PROPOSAL DUE DATE CHANGED FROM: MARCH 19, 2007 at 2:00 p.m. TO MARCH 23, 2007 at 2:00 p.m</b>  |   |                                       |  |  |                                      |
| <b>Clarifications, changes and corrections to subject solicitation are set forth on the Attached Sheets.</b>  |   |                                       |  |  |                                      |
| 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<br>ANNIE R. WATKINS |  |                                      |
| 15B. Name of Contractor   |   | 15C. Date Signed                      | 16B. District of Columbia                            |  | 16C. Date Signed<br><b>15-Mar-07</b> |
| (Signature of person authorized to sign)  |   |                                       | (Signature of Contracting Officer)                   |  |                                      |

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CONTRACTING AND PROCURMENT**



**TO: ALL PROSPECTIVE OFFERORS**  
**SUBJECT: Solicitation No. DCEB-2007-R-0007**  
**NIF-Predevelopment and Project Grant Fund**

**AMENDMENT NO. 1**

**PROPOSAL DUE DATED CHANGED FROM: March 19, 2007 at 2:00 p.m.**  
**TO: March 23, 2007 at 2:00 p.m.**

Clarifications, changes and corrections to subject solicitation are set forth below:

- 1. Change the language in Attachment J.1.2 from “Eligible Borrowers” to “Eligible Grantees”.**
- 2. Attachment J.1.4 NIF Target Area Boundaries, Target Area #3, change “corner of 50<sup>th</sup> Street, NW” to “corner of 50<sup>th</sup> Street, NE”.**
- 3 Attached hereto is a list of Responses to Vendor Questions.**

Only one (1) copy of this amendment is being sent to offerors. Sign and attach a copy of the amendment to each copy of your proposal submitted to the District, and return to the address listed above. In the event your proposal has been previously deposited, submit this amendment by sealed envelope, identified on the outside by solicitation number and proposal closing date.

This amendment, together with your proposal, must be received in this office prior to the time set for receipt of proposals.

Revisions or price changes occasioned by this amendment must be received in this office prior to the submission date set for receipt of proposals.

**FAILURE TO ACKNOWLEDGE RECEIPT OF THIS AMENDMENT MAY BE CAUSE FOR REJECTION OF YOUR OFFER.**

Annie R. Watkins  
Contracting Officer

This amendment is acknowledged and is considered a part of the offer.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Name of Firm

\_\_\_\_\_  
Date

## QUESTIONS FROM PROSPECTIVE OFFERORS

1Q. It is my assumption that this is a grant program for predevelopment activities. However in Attachment J.1.2 - the document uses the language "Eligible Borrowers." This would imply a predevelopment loan. Does the money reach the non profit organization as a loan or a grant?

**1A. This is a typo that is being corrected in an amendment. It should read eligible grantees. This is a grant program. See Amendment No. 1 dated 3/15/07.**

2Q. Does the fund management remain within the Office of the Deputy Mayor for Planning and Economic Development or will it shift to another agency - such as DHCD?

**2A. The NIF program and all funding initiatives are housed in the Deputy Mayor's office.**

3Q. I understand that the fund is designed to assist projects within the geographical areas listed in solicitation. Is there flexibility with these geographic boundaries or will they be strictly adhered to?

**3A. The geographic boundaries will be strictly adhered to because of the targeted nature of the program.**

4Q. For purposes of the long term affordability requirements, are limited equity or limited income cooperatives deemed to be rental or homeownership?

**4A. At present we would consider them as homeownership units, but would be open to discussing this with selected fund manager.**

5Q. The nature of conducting predevelopment analysis is to determine project feasibility. This means that some of the projects will not move forward after the grant has been expended due to a range of factors. Is there an expectation on the part of ODMPED that some % of the overall funds expended in this area result in successful projects?

**5A. We have no firm percentage set; however, we would like to see as many projects move forward as possible. Ideally, the fund managers review criteria should assess any known factors that would affect project success, i.e. financial stability of the applicant, project track record, regulatory conditions on the site, etc.**

6Q. RFP Sec. L.22.1.4.1.2 requires, as an attachment to the Technical Proposal, a "Summary of the Offeror's portfolio of affordable housing and community development grants." If an Offeror is not at present a grant-making entity and has no current grant portfolio, is it acceptable for the Offeror to provide a portfolio of a previous grant-making project and/or a portfolio of loans made for small-business development? Are such documents required in lieu of a current grant portfolio?

**6A. If an Offeror does not have an active grant portfolio, then they should submit the required information in L.22.1.4.1.2.a.i.1-5 for all grants closed within the past three years. This response should be submitted in lieu of a response to L.22.1.4.1.2.a.ii – "closed grants"**

**from the past three years.” Loan activity for small-business development may not be submitted.**

7Q. THE Offeror’s required attachments in an appendix to the Technical Proposal are listed in several provisions of the RFP. Please confirm that the following list is complete or, if it is not, please identify any that were overlooked:

| APPENDICES TO SECTION I. TECHNICAL PROPOSAL  |
|--|
| A. Sample grant application  |
| B. Sample grant monitoring report  |
| C. Sample grant close-out report   |
| D. Grant review policies and procedures  |
| E. Summary of Offeror Portfolio  |
| F. Letter of Reference – (1)   |
| G. Letter of Reference – (2)   |
| H. Letter of Reference – (3)   |
| I. Organizational Chart  |
| J. Resumes, certifications, and credentials  |
| K. Subcontractor agreements  |
| L. EEO Information   |
| M. Tax Certification Affidavit   |
| N. First Source Employment Agreement   |
| O. Representations, Certifications and Other Statements                              |
| P. Offeror’s Applicable D.C. License, Registration, and Certificate of Good Standing |
| Q. Offeror’s Clean Hands Certification   |

**7A. Yes, the list is complete.**

8Q. In RFP Sec. C.1.2 Definitions/Acronyms, “OMDPED” is listed as the acronym for the Office of the Deputy Mayor for Planning and Economic Development. We believe there was an inadvertent transposition of letters, and the correct acronym is “ODMPED”.

**8A. The correct acronym for the Deputy Mayor’s office is ODMPED.**

9Q. Please clarify the requirements for the content of the cover letters to accompany the Technical Proposal and Price Proposal.

- a) RFP Sec. 1.21.4.1 requires, inter alia, that the cover letters shall include “a statement regarding acceptance of the anticipated contract provision.” Do you want a simple affirmation that the Offeror agrees to accept all anticipated contract provisions, or do you want the Offeror to attempt to itemize provisions anticipated to be in the contract and affirm acceptance of each listed item?
- b) RFP Sec. 1.21.4.1 additionally requires that the cover letter “shall clearly identify the contract requirements that it is responding to (i.e. Section C.3)”. By submitting proposals, Offerors are presumably responding to all of the contract provisions set forth in the RFP. Do you intend for Offerors to list, in the cover letter, each section to which we are responding, even though this will duplicate the list provided elsewhere in the submission?

**9A. An affirmation is acceptable. A cover letter is an introduction and summarization of the contractor's understanding of the solicitation. No, the listing will be provided in the Table of Contents.**

10Q. Please clarify when the First Source Employment Agreement, executed with the D.C. Department of Employment Services, must be submitted.

RFP Sec. H.1.2 states: "The Contractor shall negotiate an Employment Agreement with the DOES for jobs created as a result of this contract." (Emphasis added, to stress that the requirement applies to the Contractor, not the Offeror.) However, RFP Sec. J.2.4 lists a "First Source Employment Agreement" as one of five "INCORPORATED ATTACHMENTS . . ." (which) shall be completed and incorporated with the offer." In our experience, it usually takes DOES personnel 7-10 business days to review, approve, and sign First Source Employment Agreements submitted to them.

For purposes of proposals responding to the RFP, is it acceptable to attach a First Source Employment Agreement signed by the Offeror, with the affirmation that it will be submitted for DOES approval and signature upon award of the contract?

**10A. Attach a First Source Employment Agreement signed by the Offeror. No, the Office of Contracting and Procurement submits to DOES.**

11Q. Please clarify which documents are required as attachments pursuant to RFP Sec. J.2.2. "E.E.O. Information and Mayor's Order 85-85, to be retrieved from the OCP website. The E.E.O. package retrieved from the website consists of the Policy Statement and Assurance of Compliance forms to be completed and signed, the 4-page Employer Information Report form, plus the 3-page Mayor's Order, plus the 13-page Notice of Final Rulemaking. Are all elements of this E.E.O. package to be included in the Offeror's attachment? If not, please identify which are the required elements.

**11A. Yes, the entire EEO package is to be included with the proposal.**