AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
	1	2

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
001	See Box 16C		New Communities Initiative (NCI) Marketing Consultant Services

6. Issued by: Code	7. Administered by (If other than line 6)
Office of the Deputy Mayor for Planning and Economic Development Office of Contracts, Procurement and Grants 1100 4th Street, S.W., Suite E500 Washington, D.C. 20024	Office of the Deputy Mayor for Planning and Economic Development New Communities Initiative (NCI) Program 1350 Pennsylvania Avenue, N.W., Suite 317 Washington, D.C. 20004

8. Name and Address of Contractor (No. street, city, county, state and zip code)		
TO ALL PROSPECTIVE CBE OFFERORS		9A. Amendment of Solicitation No. DCEB-2014-R-0002
	X	9B. Dated (See Item 11) April 30, 2014
		10A. Modification of Contractor/Order No.
Code Facility		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 one (1) copy 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 CONTRACTORS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Section 3601.2(b) 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:
	C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2 Change Clause, 27 DCMR 2005.6(d) as amended
	D. Other (Specify type of modification and authority) Paragraph 15, Changes, Standard Contract Provisions

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return one (1) copy to the issuing office.

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

1. **THE DUE DATE AND TIME FOR SUBMISSION OF OFFERS IS HEREBY EXTENDED TO 2:00 PM LOCAL TIME, FRIDAY, MAY 23, 2014.**

2. **PROSPECTIVE OFFEROR QUESTIONS OF CLARIFICATION AND THE DISTRICTS RESPONSES ARE SET FORTH BELOW:**

Question #1: On the First Source Agreement – it asks what is the contract number, award amount, when it would begin/end. I do not have that information and I reviewed the solicitation and I did not see it listed?

Response: The contract number, award amount, and the contract start and end dates are provided by this office and not by the offeror.

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 Jacque McDonald, CPPO, CPPB, SPSM, MBA, MST Director of Contracts, Procurement and Grants	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed 5/20/14

Question #2: Would you like applicants to submit a separate price proposal for financial piece or just fill in the boxes that were provided in section B?

Response: Offerors shall submit price information as stated in Section B. Price proposals shall be bound separately from the technical proposal. See Section L.4 Price Proposal for further instruction.

Question #3: In section J, are applicants required to turn in each of the 11 attachments? Some of the attachments have no place for signature or any writing required and it appears that they are there for informational purposes, but in the solicitation it reads as if we are to turn those in? Please clarify which of the attachments need to be turned in.

Response: Offerors shall complete and submit with its offer Attachments J.3., J.4 (if applicable), J.7, J.8, J.9 (if applicable), J.10 and J.11. See Section L.3.5 Section 5 – Attachments for further instruction.

Question #4: Is this a new project – meaning is this the first time this has been placed out to bid? Or has this solicitation been required to go out for re-bid by District standards.

Response: This is a new requirement, and the first time out for bid.

Question #5: How many events does NCI plan to hold on an annual basis? Are the events to be geared towards each individual project or just for the initiative itself?

Response: The number of annual events will depend on the communication strategy that is developed with the contractor, but we anticipate at least one but no more than two. We envision both; events that are geared towards the individual neighborhood and events for the overall initiative.

Question #6: NCI has suggested creating a newsletter and brochure; are these documents geared towards the initiative or for each redevelopment project?

Response: NCI envisions a newsletter and brochure for the initiative.

Question #7: Is there a ceiling for costs per year for these items.

Response: Offerors must propose the ceiling cost for each reimbursable item listed in Section B – Price Schedule.

Question #8: The offeror would like to include residents that may have an interest in marketing or getting children involved in a posted contest or putting together the newsletter. Is this okay or should these documents be geared just towards the redevelopment of the four projects?

Response: The District does not understand this question, however offerors may propose whatever it wants.

Question #9: When will DMPED award this contract; what timeframe is your office working from in order get this started?

Response: The District would like to make award during the month of June 2014.

Question #10: It seems the District is looking for additional developers local as well as national developers. The offeror is under the impression that all of these developments have developers attached to them already. Is this an effort to get additional subcontractors or is the District looking to replace any of the lead developers?

Response: Of the four neighborhoods, only Barry Farm has a selected master developer. Park Morton is in the process of procuring a developer. The other two neighborhoods do not have a developer.