

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number		Page of Pages			
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2. Amendment/Modification Number 001		3. Effective Date See Box 16C		4. Requisition/Purchase Request No.		5. Solicitation Caption Consultant Services for the District's State Workforce Plan		
6. Issued by:  Office of the Deputy Mayor for Planning and Economic Development Office of Contracts, Procurement and Grants 1100 4 <sup>th</sup> Street, S.W., Suite E500 Washington, D.C. 20024			Code				7. Administered by (If other than line 6)  Office of the Deputy Mayor for Planning and Economic Development C/O Workforce Investment Council (WIC) 4058 Minnesota Avenue, N.E., Suite 3700 Washington, D.C. 20019	
8. Name and Address of Contractor (No. street, city, county, state and zip code)  TO ALL PROSPECTIVE CBE BIDDERS			Code		Facility		9A. Amendment of Solicitation No. DCEB-2016-B-1001	
							X 9B. Dated (See Item 11) November 19, 2015	
							10A. Modification of Contractor/Order No.	
							10B. Dated (See Item 13)	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>								
<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 type="checkbox"/> is extended. <input checked="" 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 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)								
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTORS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14</b>								
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								
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input type="checkbox"/> 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.)								
<p><b>1. THE DUE DATE AND TIME FOR SUBMISSION OF BIDS IS ON OR BEFORE 10:00AM LOCAL TIME, WEDNESDAY, DECEMBER 2, 2015.</b></p> <p><b>2. THE DISTRICT WILL ACCEPT ELECTRONIC BID SUBMISSIONS VIA EMAIL TO: <a href="mailto:LINDEL.REID@DC.GOV">LINDEL.REID@DC.GOV</a></b></p> <p><b>3. PROSPECTIVE BIDDER QUESTIONS OF CLARIFICATION AND THE DISTRICT'S RESPONSES ARE SET FORTH BELOW:</b></p> <p><b>Question #1:</b> Section B.2 states that the base period is 9 months. B.3.1 states that the number of labor hours during the base period is 1500. Section F.1 states that the term of the contract shall be the Date of Award through September 30, 2016, with at least 200 hours of staff time provided through January 22, 2016. <b>a)</b> Is it the Government's intention that the base year will have a period of performance from January 1, 2016 to September 30, 2016? <b>b)</b> Is it the Government's intention for the contractor to perform 200 hours of work between January 1 and January 22, 2016? <b>c)</b> Is the Government willing to allow the work conducted to be split across two or more contractor personnel?</p>								
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			15C. Date Signed		16B. District of Columbia		16C. Date Signed 11-25-15	
(Signature of person authorized to sign)			(Signature of Contracting Officer)					

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<p><b>Response 1a:</b> The District anticipates an award by early to mid-December, so the period of performance of the base year will be from the date of award through September 30, 2016.</p>			
<p><b>Response 1b:</b> It is the District's intention for the Contractor to perform 200 hours of work from the date of award through January 22, 2016.</p>			
<p><b>Response 1c:</b> Contractor performance may be split among multiple Contractor and Subcontractor personnel, provided that participating personnel have the requisite expertise to contribute to the completion of each task and are able to effectively coordinate project work. Contractor personnel meeting the solicitation's Qualifications Requirements (see Section C.6) and related Special Standards of Responsibility (See Section L.19) must also provide substantive contributions towards the completion of all contract requirements.</p>			
<p><b>Question #2:</b> Section F.3 describes five major deliverables (items 001 – 005) in Draft and Final form due by or before February 1, 2016. <b>a)</b> For item 002, is it the Government's intention for the contractor to produce a final document to include "written analysis and research summary, including SWOT analysis and relevant tables and graphics to illustrate findings as stated in C.5.1.1.2" by January 15, 2016 if the presumed contract start date January 1, 2016? <b>b)</b> As these deliverables will require the contractor to interface with stakeholders, can the Government list the stakeholders that we are expected to engage? <b>c)</b> To ensure a timely deliverable associated with item 002, will the Government schedule and guarantee stakeholder site visits? <b>d)</b> Section B.3.1 includes CLIN 0002 for Contractor/Subcontractor travel expenses. Beyond the Metropolitan DC area, where does the Government anticipate that the contractor will need to travel?</p>			
<p><b>Response 2a:</b> The District anticipates contract award by early to mid-December 2015. Project deadlines have been set to reflect federally mandated deadlines for State Plan submission and the need for reviews by multiple District Government officials and the public. The District may elect to adjust some deadlines based on changing project needs if jointly agreed to with the contractor, but significant adjustments are not anticipated.</p>			
<p><b>Response 2b:</b> Project stakeholders may vary based on changing needs, but primary District Government entities participating in the State Plan process include the Workforce Investment Council (WIC), Department of Employment Services, Department on Disability Services, Department of Human Services, and the Office of the Deputy Mayor for Greater Economic Opportunity; as well as several others offering workforce or related services. The WIC is currently convening multiple working groups with representatives from these government stakeholders to help facilitate coordination and decision-making in this process. Engagement with the WIC Board, DC Council, and other community groups and members of the public may be necessary in completing some deliverables.</p>			
<p><b>Response 2c:</b> The District will assist the Contractor in scheduling and coordinating Government stakeholder attendance at one or more site visits to ensure timely completion of deliverable 002. The District will also provide the Contractor with extensive written documentation on existing District workforce programs and activities, and materials produced by State Plan working groups relevant to this deliverable.</p>			
<p><b>Response 2d:</b> No Contractor or Subcontractor travel is anticipated beyond the District of Columbia. The Contractor may only be reimbursed for travel expenses for personnel residing outside of the Washington-Arlington-Alexandria, DC-VA-MD-WV Metropolitan Statistical Area that make site visits to the District to complete key deliverable items, such as site visits. Detailed records on all travel-related expenses must be submitted for Contractor reimbursement.</p>			
<p><b>Question #3:</b> Who/which contractor has performed similar work for the Government in the last 5 years?</p>			
<p><b>Response:</b> Although similar work has been performed, the District is not at liberty to divulge this information because it may compromise the integrity of this solicitation.</p>			
<p><b>Question #4:</b> If a contractor has performed similar work for the Government in the last 5 years, are they eligible to bid on this current opportunity?</p>			
<p><b>Response:</b> Yes, Contractors that have performed similar work for the District in the last 5 years are eligible to bid on this solicitation, provided that they are also able to meet all of the solicitation's Qualifications Requirements (see Section C.6) and related Special Standards of Responsibility (See Section L.19).</p>			

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**Question #5:** Section I.4 states that time, if stated in a number of days, will include Saturdays, Sundays and holidays, unless otherwise stated. Can the Government define what is meant by “business days”, i.e., “within 5 business days”, what days of the week does that include and does that include holidays?

**Response:** For the resultant contract, business days are Monday thru Friday, excluding holidays.

**Question #6:** Section L.19.1.3 requires that the bid include copies of three (3) reports for other government agencies or institutional clients on the topic of workforce development. Due to the nature of these reports, the offeror will need to remove sensitive client information. Will the Government accept redacted copies of reports?

**Response:** Yes, the District will accept redacted copies of reports in reviewing a Contractor’s qualifications relevant to Section L.19.1.3, provided that redacted copies provide sufficient evidence that the Contractor meets this requirement.

**Question #7:** Due to the length of these reports, multiple hard copies will result in extensive photocopying expenses. Will the Government accept electronic copies versus hard copies?

**Response:** The District will accept electronic copies of these reports so long as the reports are received on or before the due date for bid submission.

**Question #8:** Due to the short time frame to prepare proposal responses, will the Government accept electronic proposals?

**Response:** Yes, the District will accept electronic bids.

**Question #9:** Will the Government extend the due date for the solicitation to allow offerors time to evaluate and incorporate adjustments based on the Government’s answers?

**Response:** The District does not anticipate an extension of the due date for this solicitation, as federally mandated deadlines and related internal and public reviews for the State Plan necessitate the prompt selection of a Contractor and start of work on deliverables.

**Question #10:** What technical and/or qualitative factors will be used to evaluate the proposals?

**Response:** The District will evaluate timely bid submissions to determine if the bidder meets the Qualifications Requirements (Section C.6), as well as the submission requirements set forth in Section L.19 - Special Standards of Responsibility. The District will then evaluate the bid price of bidders that meet the requirements of Sections C.6 and L.19, and will apply CBE preferences to the bid prices. The District intends to the award to the responsive and responsible bidder who has the lowest evaluated bid.