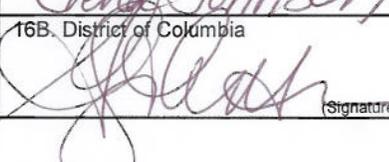


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages	
2. Amendment/Modification Number DCEN-2008-Q-0018 -002			3. Effective Date See 16C Below		4. Requisition/Purchase Request No.	
5. Solicitation Caption Rewrite & Update of DSLBD Regulations			6. Issued by: Office of Contracting and Procurement Department of Small and Local Business Development 441 4 th Street, NW Washington, DC 20001		7. Administered by (If other than line 6)	
8. Name and Address of Contractor (No. street, city, county, state and zip code)			9A. Amendment of Solicitation No. DCEN-2008-Q-0018		9B. Dated (See Item 11) January 15, 2008	
Code _____ Facility _____			10A. Modification of Contract/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 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 <u>1</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 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 <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.						
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)						
The Solicitation DCEN-2008-Q-0018 is hereby amended as follows:						
A. Section B.1 is revised to read as follows: The District of Columbia, Office of Contracting and Procurement on behalf of the Department of Small and Local Business Development (DSLBD) is seeking consulting services from a law firm ("Contractor") to draft rules and regulations for the DSLBD.						
B. Section C.1 is revised to read as follows: The Government of the District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Small and Local Business Development (DSLBD) (collectively, the "District"), is seeking consulting services from a law firm ("Contractor") to draft rules and regulations for the DSLBD. The Contractor, by and through its Key Personnel, will be responsible for advising DSLBD with regard to legal issues, strategic considerations and drafting concerns arising from the development, drafting, review and revision of the rules and regulations.						
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 <i>Gene Johnson</i>			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed <i>2/5/08</i>
			 <small>(Signature of Contracting Officer)</small>			

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Contract Number		Page of Pages	
				2	2
2. Amendment/Modification Number DCEN-2008-Q-0018 -002	3. Effective Date See 16C	4. Requisition/Purchase Request No	5. Solicitation Caption Rewrite & Update of DSLBD Regulations		

- C. Delete the last sentence in Section C.3.2.2
- D. Section L 19.2 .3 is hereby added as follows: The Offeror shall provide the percentage of time that each will devote to the project in the total and broken down by task.
- E. Section L.19.3 .1 is deleted and substituted with the following language: The Offeror shall demonstrate whether the personnel to be assigned to this project have:
- a. prior experience drafting rules and regulations with special emphasis on experience drafting rules or regulations for an agency whose mission is related to economic development (such as DSLBD);
 - b. knowledge of and familiarity with DSLBD's functions, operations, and mission;
 - c. familiarity with regulations governing certified business enterprises (CBEs);
 - d. knowledge of the District's CBE program or other similar set-aside programs.
- F. Section L.19.3 .2 is deleted and substituted with the following language: The Offeror shall provide the following additional information for its proposed key personnel:
- a. Resume for each with full name, title and position with firm, areas of expertise, a description of duties and responsibilities, time with firm and years in practice and the affiliation (that is, staff or subcontractor);
 - b. Education/Training;
 - c. License or Certification as applicable;
 - d. Details about any current or past related work experience; and
 - e. Percentage of time that each will devote to the project in total and broken down by task.
- G. Section L.19.4 is deleted and substituted with the following language: The Offeror shall provide a list of contracts the Offeror has previously performed for similar regulation writing services, for the District, a city, county, municipality, the Federal government or any instrumentality or agency of any of the foregoing, with particular special emphasis on disadvantaged set-aside programs. The Offeror shall provide the following for each contract:
- a. Contract number and period of performance
 - b. Contract amount
 - c. Name of the Contracting Officer Technical Representative (COTR) as identified or program manager with verified phone number and e-mail address;
 - d. Description of services provided.
- The offeror shall have its client references complete the attached Past Performance Evaluation Form (Attachment J.3) and return the signed form directly to Adele Smith, Contract Specialist via fax at 202-727-0245 or via email at Adele.Smith@dc.gov on or before February 8, 2008.
- H. Section M.3.1 is deleted and substituted with the following language: Offeror has demonstrated the extent to which the offeror's proposed key personnel have the qualification and experience (refer to Section L.19.3) in drafting rules and regulations, particularly rules and regulation for set-aside programs or for an agency whose mission is economic development (such as DSLBD).