

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number 1	3. Effective Date See Section 16C below	4. Requisition/Purchase Request No. DCGD-2008-R-0033	5. Solicitation Caption PSAT/SAT Preparatory Program		
6. Issued By: DC Office of the State Superintendent of Education 441 4th Street, NW, SU1te 350 North Washington, DC 20001 Angela Purnell		Code	7. Administered By (If other than line 6) DC Office of the State Superintendent of Education 441 4th Street, N.W., Ste. 350 North Washington, D.C. 20001 Attention: Pamela Taylor (202)- 724-2146		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) To All Prospective Proposers		(X)	9A. Amendment of Solicitation No. DCGD-2008-R-0033		
			9B. Dated (See Item 11) 31-Jul-08		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input 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>3</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, 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 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:					
x D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return <u>3</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
<p>This Solicitation is modified to provide responses to questions received from the proposers as in Attachment 1 to this Addendum; Modifies the term of the contract; Extends the proposal submission date and Amends Pre-Proposal Conference date.</p> <p>All other terms and conditions of the RFQ remain unchanged.</p>					
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 Elizabeth Kilpatrick		
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)		16C. Date Signed 8/13/2008

ATTACHMENT 1

RFP No. DCGD-2008-R-0033 PSAT/SAT Preparatory Program Question and Answers

The Office of the State Superintendent of Education responds to questions received from the above-referenced RFP solicitation and amends the RFP as follows:

Questions and Answers

Question No. 1: Of the 1500 students to be served does DCPS want to designate the number of students that receive PSAT vs. SAT instruction, i.e. is there a desired ratio?

Answer: The District of Columbia Public Schools (DCPS) and Public Charter Schools (PCS) students are eligible to participate in the PSAT and SAT preparatory instruction identified by this solicitation. This solicitation does not mandate a ratio, since school and student participation is voluntary.

Question No. 2: Does the term of the contract allow for establishing a cohort of students that receive PSAT instruction for the fall 2008 PSAT and then SAT preparation for the Spring 2009 SAT, in order to establish a case study based on longitudinal data?

Answer: The contract allows for 10th and 11th grade students to participate in a PSAT preparatory course and 12th grade students to participate in SAT preparatory courses during the 2008 contract year. If funds are available in the 2009 option year then the 2008 cohort can be used to establish a case study.

Question No. 3: Is the intent of this program to have programs that run during the regularly scheduled school day, or is this a before and or after school program?

Answer: This solicitation allows for in-school and out-of-school time programming or a combination of the two components. Out-of-school time programming includes before school, after school, and weekend programming. Out-of-school time programming is strongly encouraged and preferred.

Question a: For in-school time, how we will proceed with coordinating those schedules? For out of school time?

Answer: Each participating DCPS and PCS will have an on-site school representative to support the contractor recruit and coordinate programming.

Question b: For out-of-school time, will we be able to take advantage of current transportation available? E.g. if there is an after-school activity bus already running, and our class ends before it departs, may the students ride it home?

Answer: This solicitation does not provide for physical bus transportation for students to and from programming. However, contractors may propose in the budget offering participating students with transportation stipends in the form of Metro tokens, fare cards, etc. as incentive to support student attendance.

Question No. 4: Is there a required ration for the "software" component of the program?

Answer: No, there is not a mandated ratio for software used in this solicitation. A contractor may propose classroom instruction only, online instruction only, or a combination of components.

Question No. 5: Does the goal of a 50 point score increase imply per section, or total overall test score?

Answer: The goal of a 50 point score increase applies to students taking the SAT preparatory course. This 50 point score increase is per section measuring against a total score of 1600 in the Math and Critical Reading Sections only.

Question No. 6: Regarding the policy that 51% of new employees hired for this program must be DC residents: Does this policy apply to part-time employees?

Answer: It applies to both part time and full time employees. This requirement is not applicable if no new employees are hired.

Question No. 7: Regarding the policy that we must comply with the DC and Federal Living Wage guidelines: Does this policy apply to part-time employees?

Answer: Yes.

Question No. 8: How many high schools do you anticipate will participate in this program?

Answer: This solicitation provides services to both the District of Columbia Public Schools and the Public Charter School schools. Priority is given to those schools that do not have a PSAT or SAT preparatory course. Currently, there are twenty (20) District of Columbia Schools and eight (8) Public Charter Schools reporting no current PSAT or SAT preparatory program. All schools participation in this program is voluntary.

Question No. 9: What is the likelihood that schools will charge the provider facilities fees such as rent, security, maintenance, or electricity?

Answer: It is not likely that any schools will charge the provider facilitation fees. Schools that will charge the provider facilities fees will not be used.

Question No. 10: You mentioned an e-form we need to complete in order to expedite reimbursement. If you could advise me of a link or send a copy of that form, I would be grateful.

Answer: Please see the attached W-9 .

Question No. 11: Regarding insurance, we can certainly add the District as an additional insured on our commercial general liability insurance policy. Can you confirm that automobile liability, worker's compensation or employer's liability insurance policy, are not considered applicable in this contract?

Answer: The vendors are required to maintain all insurance policies that are applicable to this procurement, including automobile, workers compensation and employer's liability insurance, which may be changed at OSSE's discretion.

Question No. 12: When will the award be announced?

Answer: The award will be announced by August 22, 2008.

Question No. 13: What is the solicitation closing date?

Answer: The solicitation closing date is August 15, 2008.

Question No. 14: How was the target of 1500 students selected?

Answer: The 1500 students was an estimate based on the anticipated need within the schools that reported not having a PSAT or SAT preparatory program.

Question No. 15: Are these students identified for any specific economic or academic reasons?

Answer: No. This solicitation is all inclusive.

Question No. 16: How does this RFP provide for variances in delivery of services to students with special needs?

Answer: Students will voluntarily elect to participate in the preparatory courses. This solicitation is inclusive of all students. Thoughtful proposals should include how students with special needs be serviced.

Question No. 17: Can an organization submit more than one proposal?

Answer: No, an organization may only submit one proposal.

Question No. 18: Can we hire DCPS teachers/staff?

Answer: An organization can independently inquire if District of Columbia Public School teachers can be used to provide the services as described in this solicitation. However, services must be completed in the term of this solicitation.

Question No. 19: Who has requested the bid?

Answer: The Office of Higher Educational Financial Services and Preparatory Programs within the Office of the State Superintendent of Education has requested the bid. This program is not related to D.C. Gear Up.

Question No. 20: On the first page of the grant under number 9 it says, "Sealed offers in original and 6 copies for furnishing...shall be supplied to.."; however, on Page 27 of the bid, under section L.2 it says one original and 3 copies need to be submitted. Which should we follow?

Answer: Please submit one (1) original and **three (3)** copies.

Question No. 21: Do we need to include in our bid submission a copy of our insurance certificate specified to the district?

Answer: Insurance certificate can be submitted within 14 days of the contract award.

Question No. 22: Have any amendments been released for the bid? I have not found any on <http://www.ocp.dc.gov/ocp/site/default.asp>

Answer: None so far. This is the first amendment to the RFQ being issued.

Question No. 23: I am having difficulties locating these attachments that are required to be submitted with the bid:

- a. E.E.O. Information and Mayor's Order 85-85
- b. Tax Certification Affidavit
- c. First Source Employment Agreement
- d. Cost/Price Data Package

Answer: The four attachment can be found at www.ocp.dc.gov. Click on solicitation attachment and then on Incorporated attachments. There is no LSDBE certification package. If a vendor is a certified LSDBE, the certificate shall be enclosed with the RFP.

Question No. 24: Are there any additional forms (than the ones listed above) that need to be completed and submitted with the bid?

Answer: Form W-9 is attached.

Amendment to RFP

1. Section F.1: Term of Contract

Delete: “The term of the contract shall be from date of award through September 30, 2008,” and instead

Insert: “The term of the contract shall be one (1) year from the date of award.

However, the Contractor shall complete all requested services under this RFP on or before September 30, 2008. Any additional services for FY2009 will be subject to availability of funds.”

2. Section F.2: Option to Extend the Term of the Contract

Delete: “This is a one year contract will end September 30, 2009,” and instead

Insert: “Option to Extend the Term of the Contract

F.2.1 The District may extend the term of the contract for a period of one (1) year, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises the option to extend, the contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.”

3. Section L.3.1: Proposal Submission

Delete: “ Proposals must be submitted no later than 2:00 p.m. local time on August 6, 2008,” and instead

Insert: “Proposals must be submitted no later than 2:00 p.m. Eastern Standard Time on Friday, August 15, 2008. The proposals must be Delivered or Mailed to:

Office of Contracting and Procurement
441 4th Street, N.W.
Suite 703 South, Bid Counter Room
Washington, D.C. 20001
Attention: Angela Purnell, (202) 481-3860”

4. **Section L.18.9: Pre-Proposal Conference**

Delete: “August 8, 2008 at 2:00 p.m.”, and instead
Insert: “August 11, 2008 at 2:00 p.m.”

All other terms and conditions shall remain unchanged.