

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number A0001		3. Effective Date See 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Chief Hearing Officer	
6. Issued By: Code D.C. Office of the State Superintendent of Education 810 1st. Street NE., 9th Floor Washington, D.C. 20002 Janet Spevak 202-741-5937			7. Administered By (If other than line 6) D.C. Office of the State Superintendent of Education 810 1st. Street NE., 9th Floor Washington, D.C. 20002		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) To All Prospective Applicants			(X)	9A. Amendment of Solicitation No. DCGD-2010-R-0048	
				9B. Dated (See Item 11) 18-Aug-10	
				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 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 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) Modify RFQ					
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.) This amendment modifies the RFQ No. DCGD-2010-R-0048 as follows. 1. The RFQ is amended to provide responses to questions received and clarify the requirements. (See Attachment 1 to this Amendment).					
All other terms and conditions remain unchangeable. 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 Carole Lee		
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)		16C. Date Signed 8/30/2010

ATTACHMENT 1

RFQ DCGD-2010-R-0048

Chief Hearing Officer

Question and Answers

The Office of the State Superintendent of Education responds to questions received from the RFQ solicitation as follows:

1. QUESTION: I have obtained a copy of the RFQ DCGD-2010-R-0048 and the Solicitation, Offer, and Award form for the position of Chief Hearing Officer but I am unable to locate a separate application form on your website. Can you please advise me how to secure the proper form to make application.

ANSWER: There is no application form for this RFQ. An interested Applicant should respond to the request for qualifications in the manner indicated in the RFQ.

2. QUESTION: I reviewed the RFQ and was wondering whether or not this position was envisioned as one where the CHO must physically be present at the student hearing office from 9-5 Monday through Friday, or is it similar to the way the regular hearing officers work, i.e., most of the work is done by telephone or online and there would be little need to make a physical appearance every single day at the SHO?

ANSWER: Unlike the position of Hearing Officer that is based on case load and the management of each assigned case as necessary, the position of CHO is a full-time position and includes the oversight, monitoring, and supervision of the system. As such many of the responsibilities set forth in the Scope of Work in the RFQ require the CHO's presence on-site on a regular basis. However, while it is expected that the CHO will perform most of the full-time duties required under this contract at the Student Hearing Office location, the contract administrator is authorized to approve the CHO's performance of the duties on a flexible schedule, as appropriate.

3. QUESTION: With regard to writing samples:

IDEA cases are confidential, and a writing sample of one of those decisions would need to be a redacted hard copy rather than an electronic copy. Is a redacted hard copy of an IDEA decision acceptable rather than an electronic copy of an un-redacted decision in a non-IDEA case?

ANSWER:

The OSSE expects all writing samples to be redacted in accordance with the requirements of confidentiality, including the IDEA and FERPA (34 C.F.R. Parts 99 and 300). As the author of the writing sample, it is expected that the applicant would be able to redact personally identifiable information for both the written submission and the electronic submission. If for some unknown reason, a redacted copy of the applicant's writing sample is only available in hard copy, the applicant can provide that rationale in the original hard copy submission of the application. It should also be noted that an IDEA decision authored by the applicant, while responsive and in the area of the functions and responsibilities in this RFQ, is not required for the writing sample.