

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 9	
2. Amendment/Modification Number A0001		3. Effective Date 8/28/2012	4. Requisition/Purchase Request No.	5. Solicitation Caption 2012 Youth Risk Behavior Survey	
6. Issued By: Office of Contracting and Procurement Office of the State Superintendent of Education 810 1st Street, NW, 9th Floor Washington, DC 20002			7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) TO ALL PROSPECTIVE OFFERORS			(X)	9A. Amendment of Solicitation No. DCGD-2012-R-0144	
				9B. Dated (See Item 11) 8/28/2012	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	Facility		11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS		
X 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 _____ 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					
(X)	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:				
	D. Other (Specify type of modification and authority)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) RESPONSES TO INQUIRIES FROM VENDORS COMPETING FOR THE SOLICITATION ARE ATTACHED.					
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		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

2012 Youth Risk Behavior Survey (DCGD-2012-R-0144)

Responses to Questions

Technical Questions:

1. What is the anticipated award date of the contract?

a. September 13, 2012 - Tentative

2. What is the start date of the contract?

a. September 13, 2012 - Tentative

3. The proposal is due September 11, 2012. Deliverable 002 on page 10 – questionnaire and other survey material preparation and printing – is due on September 30, 2012. September 30th is a Sunday. Please clarify what is the correct date for this deliverable.

a. October 1, 2012

4. Has the questionnaire been finalized? For printing estimates, can OSSE share that with prospective bidders now? If not, can OSSE tell prospective bidders the estimated length of the instrument (e.g. number of pages)?

a. Questionnaire has not been finalized. Anticipated to be finalized by OSSE and CDC no later than September 15, 2012. The page length should be approximately 7 pages for middle school and 14 pages for high school.

5. On page 5 of the RFP it states, “C.3.2 The Contractor shall perform outreach to all school points of contact to collect school master schedules, review schedules to remove ineligible classes such as ELL and intact special education classes, and determine administration dates for each LEA and respective schools.” It is our understanding that there is no survey being conducted at the district/LEA level. Please clarify what is meant by “determine administration dates for each LEA and respective schools.”

a. This means that each school may have a different schedule for administration, and that the contractor will work at a level of the ‘LEA’ or Lead Education Authority, in order to schedule for each LEA and their respective schools.

6. On page 5 of the RFP it states, “C.3.9.1 OSSE will provide school information including school address, ward number, phone number, principal name, and Local Education Authority (LEA) participation letters of agreement listing all participating schools.” Does this mean that OSSE has already acquired agreements from all schools to participate in the survey this fall – both charter and public MS and HSs? Will OSSE share letters of agreement from each school with the successful vendor upon award?

a. OSSE has requested letters of participation from all schools. With the exception of approximately 4 schools, we have received a response. Each form contains the point of contact for each school(s), their email address, and phone number. This information will be provided to the contractor for ease of contacting schools and for consistency of information.

7. On page 5 and 6 of the RFP it states, “C.3.9.2 Survey recruiters shall confirm schedule for assigned dates and time with OSSE points of contact (Points of contact will be provided by OSSE, at each Local Education Authority (LEA) of DC Public Schools (DCPS) and Public Charter Schools (PCS) and their respective campuses).” Have the survey administration points of contacts for all schools already been identified? Have they been notified of their responsibilities in providing master schedules to the successful vendor and of the time sensitivity of the schedule? Will these POCs be provided to the successful vendor upon contract award?

a. The points of contact have been determined. They are not yet aware of their responsibility to provide a master schedule to the successful vendor, but does understand the firm timeline for survey administration. Yes, as mentioned in question #6 response, the points of contact will be given to the successful contractor to contact for scheduling purposes.

8. On page 6 of the RFP it states, “C.3.9.4 Survey recruiters shall provide schools with copies of passive parental/guardian consent permission forms for distribution to the students. It also states, “C.3.9.6 School data collectors will work with school points of contact to identify any students who were opted out of the survey through parental/guardian consent forms returned to the LEA and/or school.” Please clarify if the parental permission forms are being sent home through the school or the LEA.

a. The parental permission forms are being sent home through the schools, through the responsibility of the LEA. For DC Public Schools, the LEA will send home parental consent. The students have not been consented. This will occur upon successful contracting with a vendor. OSSE waited to send passive parental consent forms home to ensure no duplication and to capture students who may have changed enrollment during the summer.

9. On page 6 of the RFP it states, "C.3.12 The Contractor shall provide assigned OSSE personnel with a weekly update on progress of administration of survey (including calculated weights)." Please clarify what is meant by "(including calculated weights)."

a. OSSE is requesting to know any schools which are not fully complying with their survey participation, to ensure full participation from students whose parents/guardians did not request their student to be excluded.

10. Page 37 of the RFP states that the technical proposal shall include the following:

L.2.3.4 Understanding and Approach

(A) State your understanding of the services to be provided.

(B) State the approach to be exercised to accomplish the service to be performed.

Yet, there is no mention of the "Understanding and Approach" (i.e., the technical approach) in the Technical Evaluation Criteria under Section M on RFP page 44. Please clarify the evaluation criteria and rating points related to the Understanding and Approach. Also please confirm that, organizationally, the Understanding and Approach should precede the Experience and Past Performance section of the proposal.

a. Understanding and Approach is not listed under the Technical Criteria, however it is a requirement of each offeror. Offerors must include this information to be considered "Responsive".

Business/cost proposal questions:

1. The RFP states on page 24 that "H.9.1.1 For contracts in excess of \$250,000, at least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods, and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises." We interpret this to mean that we should exclude any materials/supply purchases from the total contract dollar base of the 35% calculation. However, in calculating the total subcontracted amount to certified small business enterprises, any services such as direct labor or printing services as well as materials, goods and supplies can be included. Is this interpretation correct?

a. Yes, this interpretation is correct.

2. Does the small business have to be a certified small business enterprise located in the District of Columbia?

a. Yes, the business must be a registered Certified Business Enterprise (CBE) vendor. More Information can be found at: <http://dslbd.dc.gov/DC/DSLBD>

In reviewing the reporting requirements for the 2012 YRBS, there appears to be some confusion on exactly what types of reports shall be produced:

On Page 6, section C.3.13, the opening paragraph states there will be three types of reports:

8 Ward level reports for DCPS schools only *and Charter school data combined*

1 Citywide report with DCPS and Charter school data combined

The more detailed text below this section states there will be three types of reports:

1 Citywide DCPS only report

8 Ward level reports for *DCPS schools and Charter school data combined*

1 Citywide report with DCPS and Charter school data combined

The deliverable list on page 11 appears to say there are only two types of reports:

8 Ward level reports with DCPS schools and Charter school data combined

1 DC Citywide report *for both DCPS and Charter School Data*.

Please clarify the reporting requirements for the 2012 YRBS and the associated due dates of the reports.

1. Can the government provide additional clarification regarding the budget they attached to the RFP (Notice of Award)? Is the \$292,309 a ceiling for the YRBS administration? If not, what is the anticipated budget or budget ceiling for the YRBS administration?
 - a. The inclusion of this attachment was an administrative error. There is not a ceiling. The attachment does not constitute a minimum or maximum range of competitive prices.

2. What was the budget for the previous administration of the YRBS?
 - a. This information cannot be provided by this office. If you wish to obtain information on previous contract awards, please submit your request to the OSSE FOIA officer at: Attention – Jocelyn Johnson, 810 1st Street, NE, Washington, DC 20002 or via email at osse.foia@dc.gov

3. Who was/is the incumbent contractor for the YRBS?
 - a. There is no incumbent.

In section M.5 of the RFP, Preferences for Certified Business Enterprises, it says that the District will apply preferences in evaluating proposals from businesses that are small, local, disadvantaged, resident-owned...etc. Can you provide more detail on the definition of local? Does the business have to be certified as a business enterprise in the District? Is the business qualified if they are small and have an office in the District, but are headquartered somewhere else outside the District?

Any help with the definition of a small local business would be appreciated.

Yes, the business must be a registered as a Certified Business Enterprise (CBE) vendor to receive preferences. More detailed information on the Certified Business Enterprise can be found at: <http://dslbd.dc.gov/DC/DSLBD>.

VENDORS COMPETING FOR THIS SOLICITATION, PLEASE DO THE FOLLOWING:

- a. *Submit your Tax Certification Affidavits (found at <http://ocp.dc.gov/DC/OCP/Vendor+Support+Center/Solicitation+Attachments/Solicitation+Attachments>) to Anthonisha Felton at Anthonisha.felton@dc.gov.*
- b. *Pre-register to be added to the District's procurement system. Please submit all completed W-9 (must be signed) and Master Supplier Information Collection forms to Melbern McCoy at melbern.mccoy@dc.gov. (These forms can be obtained from Melbern McCoy at melbern.mccoy@dc.gov or Anthonisha Felton at Anthonisha.felton@dc.gov.)*

*These documents are required to help expedite the award process as we are under time constraints. **The request for the submission of these documents is not an award offer from the District.***