

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	1
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.		5. Solicitation Caption	
DCGW-2008-R-0018-001	July 8, 2008			Program Evaluation Services	
6. Issued by:		Code	7. Administered by (If other than line 6)		
Office of Contracting and Procurement 441 4 th Street, NW, Suite 700S Washington, DC 20001					
8. Name and Address of Contractor (No. street, city, county, state and zip code)			X	9A. Amendment of Solicitation No. DCGW-2008-R-0018	
				9B. Dated (See Item 11) 6/26/08	
				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 _____ 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 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.) Solicitation DCGW-2008-R-0018 is amended as follows:					
1) The following sentence is added to section L.19.5 - Part 6 – Price Proposal. The Offeror shall include the cost of conducting the evaluations in its price for CLINs 0001, 0001A, 0001B.					
2) Section L.19.4 2) is amended to read as stated below. The evaluation form is attached to this Amendment. The Offeror shall have its client references complete the attached Past Performance Evaluation Form (Attachment J.1.2) and return the signed form directly to <u>Angela.Turner</u> , Contract Specialist via fax at 202-727-8843 or via email at <u>angela.turner@dc.gov</u> on or before July 14, 2008 at 2:00 p.m.					
3) Solicitation DCGQ-2008-R-0018 is extended until Monday, July 14, 2008 at 2:00 p.m.					
4) Section H.12 and Section L19.4 has been deleted in its entirety.					
5) Reference Attachment A-Responses to Vendor Questions					
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		
			Angela Turner		
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)		<i>Angela Turner</i>		7/8/08	
		(Signature of Contracting Officer)			

ATTACHMENT A

Amendment 001 - Responses to Vendor Questions

Solicitation No.: DCGW-2008-R-0018

1. Is there a page limit to the proposal or any section of the proposal? **No**
2. What is the anticipated contract start date? **Before the end of August 2008**
3. What number of FTEs does the District anticipate funding under the contract in the Base Year and Option Years? **That will depend on the vendor's technical and pricing proposals.**
4. There are various evaluation methods which can be used to evaluate ICSIC programs, and these approaches vary greatly in cost. To assist us in planning evaluation methods that are within the allocated budget, can you please tell us what is the anticipated budget (or range of budget estimates) for this contract in the Base Year and Option Years? **That information cannot be provided.**
5. Will the contractor be responsible for the cost and logistics of translating student and parent surveys into languages other than English? If so, what are the required languages? **The District will assume responsibility for translations.**
6. Will the contractor be responsible for the costs of printing surveys and consent forms, or will the District print these on the contractors behalf? **The contractor will be responsible for these costs.**
7. Does the District require Institutional Review Board (IRB) review of the evaluation plan, assuming that evaluation plan includes student surveys and/or other human subjects research? Or does the District consider that an IRB review is not required due to exemptions for social science research? Will the District or the Contractor be responsible for determining whether an IRB review is required? If an IRB review is required, is the contractor responsible for the costs of an external IRB review? Does the DC government have an internal IRB that can be used for this project? **External IRB review is contingent upon the content of the proposed evaluation plan; if it is required, the vendor will assume responsibility for its costs.**
8. Can you please provide additional information on the DC START program, such as a detailed program model description and specific youth outcomes that the program is intended to address? **Please see the following site for additional information about DC START: <http://dme.dc.gov> (click on "DC START")**
9. What archival data will the contractor have access to? Specifically, which agencies' data will we have access to, what is the content of those data, and what is the data format? **The Office of the Deputy Mayor for Education will assist the vendor in accessing archival data from ICSIC member agencies, subject to federal and local privacy laws and data availability.**
10. Does the District currently have an "inter-agency management information system that enables cross-agency data collection" [RFP Section C.3.2.2.2]. If so, what is the extent of its current usage and its planned future usage? If not, what is the anticipated timeline for its implementation? What child and parent data are being collected by this system? **The MIS system is in place and currently being used by the DC START program. Data entry began in April 2008. Child and parent data include demographic, educational, diagnostic, outcome, and other treatment and assessment data.**

ATTACHMENT J.1.2
PAST PERFORMANCE EVALUATION

PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	RATING (See Rating Guidelines below)					
	5 – Excellent	4 – Good	3 – Acceptable	2 – Poor	1 – Unacceptable	0 – Zero
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: _____

2. Name & Title of Evaluator: _____

3. Signature of Evaluator: _____

4. Name of Evaluator's Organization: _____

5. Telephone Number of Evaluator: _____

6. Type of service received: _____

7. Contract Number, Amount and Period of Performance: _____

8. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)

9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4 (Excellent), or ++ (Plus). Use the following instructions as guidance in making these evaluations.

	RATING AREAS			
	Quality Product/Service	Cost Control	Timeliness of Performance	Business Relations
	<ul style="list-style-type: none"> - Compliance with contract requirements - Accuracy of reports - Appropriateness of personnel - Technical Excellence 	<ul style="list-style-type: none"> - Within budget (over/under target costs) - Current, accurate, and complete billings - Relationship of negated costs to actual - Cost efficiencies - Change order issue 	<ul style="list-style-type: none"> - Meet Interim milestones - Reliable - Responsive to technical directions - Completed on time - No liquidated damages assessed 	<ul style="list-style-type: none"> - Effective management - Businesslike correspondence - Responsive to contract requirements - Prompt notification of contract problems - Reasonable/cooperative - Flexible - Proactive - Effective contractor recommended solutions - Effective small disadvantaged business subcontracting program
RANKINGS				
0 Zero	Non-conformances are compromising the achievement of contract requirements, despite use of Agency resources	Cost issues are compromising performance of contract requirements.	Delays are compromising the achievement of contract requirements despite use of Agency resources.	Response to inquiries, technical/service/administrative issues is not effective and responsive.
1 Unacceptable	Non-conformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical/service/administrative issues is marginally effective and responsive.
2 Poor	Non-conformances require minor Agency resources to ensure achievement of contract requirements.	Cost issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical/service/administrative issues is somewhat effective and responsive.
3 Acceptable	Non-conformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Response to inquiries, technical/service/administrative issues is usually effective and responsive.
4 Good	There are no quality problems.	There are no cost issues.	There are no delays.	Responses to inquiries, technical/service/administrative issues is effective and responsive.
5 Excellent	The contractor has demonstrated an exceptional performance level in some of all of the above categories.			