

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number DCHC-2008-R-1000	Page of Pages 1   1	
2. Amendment/Modification Number M00002	3. Effective Date 11/9/2007	4. Requisition/Purchase Request No.		5. Solicitation Caption: Program Mgmt. Support-Health Licensing	
Elona Evans-McNeill Office of Contracting and Procurement Health and Human Care Services 441 4th Street, NW, Suite 700 South Washington, DC 20001		Code	7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. DCHC-2008-R-1000	
			X	9B. Dated (See Item 11) 10/15/2007	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13) 9-Nov-07	
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 _____ 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.				
X	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)				
<b>E. IMPORTANT:</b> Contractor <input checked="" 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.)					
The purpose of this modification is:					
1. To add the following language and new "Section H.10.11 The District will provide the required printing services necessary to produce the required application packages."					
2. Amend Section L.13 -- first sentence to read: "In addition to other proposal submission requirements, the Offeror must submit an electronic copy of its proposal on CD Rom, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code Sec 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public."					
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) Elona Evans-McNeill, Contract Specialist			16A. Name of Contracting Officer James Marshall		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed 11/9/2007
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

**Questions and Responses to Questions Received at the Pre-Proposal Conference (L.1.3) and Questions about the Solicitation (L.4)**

1. Is it the intention of the RFP to award for lock box services or support services?

**Please see Sections C.2.5 and C.3.1 – C.3.5 of the solicitation.**

2. When the people who are trying to renew their license – they have the option to use check or credit card? So your company Systems . . . you take the credit cards? Is it the intention of this RFP to continue that or discontinue?

**Please see Sections C.2.1 and C.2.3 of the solicitation.**

3. Is it the intention of the RFP to replace that system Right now you just want to get it to DOH?

**The solicitation does not discuss or include requirements concerning the replacement of a system. Please also see the question and response provided to question number 2 above and C.2.5 of the solicitation.**

4. How is the proposed “Lock Box” service currently done?

**The lock-box services, as described in C.3.3, functions**

5. How do we set our pricing based on CLIN 001, 0001AA and 0001AB, et al?

**Please see Section B.2 of the solicitation.**

6. Can we have the list of all attendees?

**Yes. Please see Amendment 0002, Attachment B.**

7. Do you encourage to use LSDBE participating? If so, how?

**Yes. Please see Section M.6.1 of the solicitation.**

8. Does your new system become paper?

**Please see Section C.3.2 of the solicitation.**

9. Does HPLA currently store documents electronically?

**No.**

10. Do checks need to be made out to HPLA or can a third party remittance name be used?

**Please see Amendment 0002, Item No.**

**Make checks out to Contractor. (need to amend the appropriate section of Section C to instruct who checks are made out too)**

11. Who is the current service provider under the scope of work in the RFP?

**Promissor, Inc.**

12. Is there a cut off date for the submission of questions?

**Please see Section L.4 of the solicitation.**

13. Since overnight shipping services require the use of a contact name and telephone number for ensuring accurate delivery of packages, should Offerors use Elona Evans-McNeill as the contact person for packages that need to be shipped by overnight courier? (11/5/07)

**Please see Section A (page 1) Blocks 8 and 10 of the solicitation.**

14. Will the selected Offeror be responsible for the set-up and funding of the in-bound toll-free telephone numbers, or will that cost be borne by the Department of Health Professional Licensing Administration (HPLA)?

**Please see Section H.10.6 of the solicitation.**

15. Will the selected Offeror be responsible for the printing costs associated with the application packages for the various license programs under the contract, or will that cost be borne by HPLA?

**Please see Amendment 0002, Item No. 1**

**Insert section H.10.11 The District will provide the required printing services necessary to produce the required application packages.**

16. Attachment J.7, item 1.4. On what type of diskette does the Office of Contracting and Procurement want the electronic copy of the Offeror's technical and price proposals provided? Is a CD permissible?

**Please see Amendment 0002, Item No. 2**

**Amend Section L.13 first sentence to read:**

**In addition to other proposal submission requirements, the Offeror must submit an electronic copy of its proposal on CD Rom, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public.**

17. Are vendors expected to provide employees' social security numbers on RFP Attachment 4 -- First Source Employment Agreement page 8, given that most company policies on employee privacy would not permit the release of such confidential information?

**No, you are not.**

18. Regarding item L.17.2, what are the specific licenses, registrations, or certifications that should be provided in response to this requirement?

**Please see Section L.17.2 of the solicitation.**