

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number <b>NA</b>	Page of Pages <b>1</b>   <b>6</b>	
2. Amendment/Modification Number <b>DCHC-2008-R-9090 0002</b>		3. Effective Date <b>7/23/2008</b>	4. Requisition/Purchase Request No. <b>NA</b>	5. Solicitation Caption <b>Professional Consulting Services and Technical Assistance Medicaid Information Technology Architecture State Self Assessment (MITA SS-A)</b>	
6. Issued By: <b>Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, DC 20001</b>			7. Administered By (If other than line 6) <b>Department of Health Medical Assistance Administration 825 North Capitol Street, NE Washington, DC 20002</b>		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code) <b>All Potential Offerors</b>			<b>X</b>	9A. Amendment of Solicitation No. <b>DCHC-2008-R-9090</b>	
Code: _____ Facility: _____				9B. Dated (See Item 11) <b>6/18/2008</b>	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<b>X</b> 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>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:					
D. Other (Specify type of modification and authority)					
<b>E. IMPORTANT:</b> 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.)  <b>Solicitation No. DCHC-2008-R-9090 is hereby modified as described on pages 2 - 5 that follow.</b>					
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 <b>James H. Marshall, Contracting Officer</b>		
15B. Name of Contractor  (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia  (Signature of Contracting Officer)		16C. Date Signed  <b>7/23/08</b>

Item No.	Solicitation Section Reference	Current Solicitation Language	Amended Solicitation Language
1	Section A (Page 1 Block 9 – Date)	July 28, 2008	July 30, 2008
2	C.1.3	Not Applicable	C.1.3.14 Predictive Modeling is the capability to support a process by which a model is created or chosen to try to best predict the probability of an outcome. Predictive modeling in Medicaid has several applications, including capitation payment and disease management. Claims based risk adjustment models are also used to predict costs for individuals in a future year, based on their demographic and medical and/or claims history.
3	C.3.2.2.3	Contractor’s PM shall have the following minimum qualifications unless waived by MAA:	Contractor’s PM shall have the following minimum qualifications:
4	C.3.2.2.3.1	A minimum of a Master’s degree in a health related field , five (5) years experience in project management in a project of scope and complexity similar to a MITA-SS-A, and one year working on a MITA SS-A;	A minimum of a Bachelor’s degree, five (5) years experience in project management in a project of scope and complexity similar to a MITA-SS-A, and one year working on a MITA SS-A;
5	C.3.2.3	Contractor shall attend and facilitate regular Project Meetings to review and update the Project Plan (C.3.1.1), project progress, review project schedule and timelines, problems,	Contractor shall attend and facilitate regular Project Meetings to review and update the Project Plan (C.3.1.1), project progress, review project schedule and timelines, discuss problems and update the District and its contractors, stakeholders, and others as needed.

Item No.	Solicitation Section Reference	Current Solicitation Language	Amended Solicitation Language
6	C.3.3.2	Contractor shall define the District’s current business model (“As Is”) and map to it the MITA business process model (Attachment J.10).	Contractor shall define the District’s current business model (“As Is”) and map to it the MITA business process model (Attachment J.11).
7	C.3.3.2.3	C.3.3.2.3 Contractor shall document the “As-Is” business processes, underlying legal framework, and information technology infrastructure in a template or tool. This tool shall be an automated, electronic, web-based tool developed by the Contractor for the District but it shall be owned and retained by the District. For each component of the tool, the “As Is” description should appear in a column. The next column shall be the “To Be” description, that is, the level of development of the particular business process that the District seeks to achieve over time. Contractor shall include an additional column that assigns a number based upon the MITA maturity levels. Contractor shall assign the “To Be” level of business capability a number in the next column. The Contractor shall develop a roadmap for change that moves each business process from the “As Is” level of business capability to the “To Be” level.	C.3.3.2.3 Contractor shall document the “As-Is” business processes, underlying legal framework, and information technology infrastructure in a template or tool. This tool shall be an automated, electronic, web-based tool developed by the Contractor for the District but it shall be owned and retained by the District. For each component of the tool, the “As Is” description should appear in a column. The next column shall be the “To Be” description, that is, the level of development of the particular business process that the District seeks to achieve over time. Contractor shall include an additional column that assigns a number based upon the MITA maturity levels. Contractor shall assign the “To Be” level of business capability a number in the next column. The Contractor shall develop a roadmap for change that moves each business process from the “As Is” level of business capability to the “To Be” level. The Legal Framework shall be a description of the laws and legal authority upon which the Contractor relies in asserting that the “To Be” description it proposes are legally permissible from a Federal law perspective and in the District of Columbia.

Item No.	Solicitation Section Reference	Current Solicitation Language	Amended Solicitation Language
8	C.3.4.2	Validate the “To Be” business process descriptions and information technology infrastructure with internal and external stakeholder groups consistent with the approach above for the “As Is” in C.3.1.2.	Validate the “To Be” business process descriptions and information technology infrastructure with internal and external stakeholder groups consistent with the approach above for the “As Is” in C.3.1.2. At a minimum, the District’s external stakeholder groups shall include a representative sample, approved in advance by the District, of consumer advocacy groups, provider advocacy groups, and others who interface with the District’s Medicaid program.
9	C.3.6.2.1	Build a baseline for trend comparisons and identify areas with potential training needs	Build a baseline for trend comparisons and identify areas with potential training needs of those who interface with the Medicaid program.
10	C.4.1.8	Contractor shall submit a report detailing a strategy for integrating the changes resulting from the re-procured MMIS.	Contractor shall submit a report detailing a strategy for integrating the changes resulting from the District’s re-procured MMIS, scheduled to go live in October of 2009.
11	F.2.1	Deliverable #13 Knowledge Transfer Plan (C.4.1.8)	Deliverable #13 Knowledge Transfer Plan (C.4.1.9)
12	L.2.1	L.2.1 Offerors shall provide one (1) original and ten (10) electronic copies of the written proposal.	L.2.1 Offerors shall provide one (1) original six (6) hard copies and six (6) electronic copies of the written proposals.
13	L.2.2.3	L.2.2.3 One (1) sided;	L.2.2.3 Two (2) sided;

14	L.3.2.1.4.1	Cost and price justifications to support the Contract Pricing and Contract Budget information provided in Section L.3.2.2.	Cost and price justifications to support the Contract Pricing and Contract Budget information provided in Section L.3.2.1.3.
15	L.3.1.1.3.1.2.3	Offeror shall request that each business reference listed in L.3.1.1.3.1.2.2 complete the Past Performance Evaluation Form attached in Section J.11 and forward the completed to the Contact Person identified in Section L.2 prior to the closing date established for the solicitation and described in Section L.4.	L.3.1.1.3.1.2.3. Offeror shall request that each business reference listed in L.3.1.1.3.1.2.2 complete the Past Performance Evaluation Form attached in Section J.11 and forward the completed to the Contact Person identified in Section A( page 1) Block 10 prior to the closing date established for the solicitation and described in Section L.4.
16	L.3.2.1.6	Not Applicable	Completed Price Schedule (Section B.3)
17	M.4.4.2	M.4.4.2 Actual points assigned to each Offeror in this category will be based on the Offeror's total price as provided in the Offeror's Price Proposal (Section L.3.2 and information the Offeror provides in the Table in Section B.5) in accordance with the following formula.  Lowest Price Proposal x (20) = Evaluated Price of Proposal Being Price Score	M.4.4.2 Actual points assigned to each Offeror in this category will be based on the Offeror's total price as provided in the Offeror's Price Proposal (Section L.3.2 and information the Offeror provides in the Table in Section B.5) in accordance with the following formula.  Lowest Price Proposal x (10) = Evaluated Price of Proposal Being Price Score
18	C.3.5	Conducting Gap Analysis Tasks  Contractor shall perform a gap analysis to identify business processes with particular attention to currently identified business processes that are not adequately supported by MMIS and that	Conducting Gap Analysis Tasks  Contractor shall perform a gap analysis to identify business processes with particular attention to currently identified business processes that are not adequately supported by MMIS and that will be greatly enhanced with an

		<p>will be greatly enhanced with an effective MITA strategy. Contractor’s gap analysis shall at a minimum include or address the following areas:</p>	<p>effective MITA strategy. Although not an inclusive list, potential “gap” areas that have already been identified has needed information technology support include business processes such as Pay-for-Performance, preferred provider payment mechanisms, utilization control/monitoring, case tracking and care management, and improvements related to encounter data processing and use. Contractor’s gap analysis shall at a minimum include or address the following areas:</p>
<p>19</p>	<p>C.3.3.2.7</p>	<p>Contractor shall produce a detailed draft report of the findings of the “As Is” task that includes the District’s goals and objectives, “As Is” business processes, system and technical capabilities, mapping to the MITA framework in the deliverable documents described in C.3.7. The draft report shall include all technical, operational, and policy documentation shall be provided to the District at the request of the District.</p>	<p>Contractor shall produce a detailed draft report of the findings of the “As Is” task that includes the District’s goals and objectives, “As Is” business processes, system and technical capabilities, mapping to the MITA framework in the deliverable documents described in C.3.7. The draft report shall include all technical, operational, and policy documentation including documentation of existing policies and how those policies are operationalized shall be provided to the District at the request of the District.</p>

**DCHC-2008-R-9090 0002 ATTACHMENT A**

**RESPONSE TO QUESTIONS REGARDING  
SOLICITATION NO. DCHC-2008-R-9090**

**Question # 1** C.3.2.2.3 Could the District describe the process for “waiving” the minimum qualifications of the Contractor’s Project Manager?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Items No. 3 and 4.

**Question # 2** C.3.2.2.3.3 Is the District open to responses that propose a project team that satisfactorily meets and/or exceeds these requirements?

Answer Please see Section C.3.2.2.

**Question # 3** C.3.2.2.1 MITA State Self-Assessments are relatively new to the market place with limited number of companies having direct experience providing these services. Given this, would the District consider responses from companies that have a strong understanding of MITA and the SS-A process, together with extensive MMIS experience and more than five years of project management experience conducting business process re-engineering projects that are similar in scope?

Answer Yes. Please see Sections C.3. L.3, M.3, and M.4.

**Question # 4** C.3.2.3 The description of the tasks required related to project meetings appears to be incomplete. Could the district clarify expectations related to Project Meetings?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 5.

**Question # 5** C.3.3.2.3 Given the requirement for providing a web-based tool, could the District elaborate on its expectations for functionality related to this application?

Answer Please see section C.3.3.2.3.

Please see DCHC-2008-R-9090 Amendment 0002 Item No. 7.

**Question # 6** C.3.3.2.3 Could the District please comment on the preferred development environment of both the web-based interface and the preferred architecture of the database environment for the web-based template/tool?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 7.

**Question # 7** C.3.3.2.3 Do Enterprise Architecture or District standards exist for web-based application development and/or preferred database platforms, which would allow the

vendor community to provide alternatives that are the best possible fit for the District and take into consideration architecture standards, policies and procedures?

Answer No

**Question # 8** C.3.5.1 Could the District please elaborate on its expectations related to this requirement?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 2.

**Question # 9** F.2.1 Does the District have a preferred or anticipated start date for this project?

Answer The anticipated date of award is October 10, 2008.

**Question #10** M.4.4 Could the District please clarify the maximum score that will be assigned to price (10 versus 20 points)?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 17.

**Question #11** J.9 APD p. 11 42 The District's APD document provided an organization representation of the Contractor's project team for this project. Does the District anticipate that respondents should utilize this outlined project team structure?

Answer No, Please see Section C.3.2.2

**Question # 12** Questions are due two weeks prior to the proposal due date. Would the District consider extending the deadline to two weeks *after responses to questions are issued* to provide proposers with sufficient time to incorporate updates to our proposals based on the District's responses to questions submitted?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 1.

**Question # 13** Which consulting firms, if any, are currently providing services related to the District's Medicaid program? Are they eligible to propose on this RFP?

Answer The names of the consulting firms providing services related to the District's Medicaid programs are not relevant to this RFP.

**Question # 14** If the District's MMIS does not go live until mid-2009, does the District anticipate the selected consultant will document the new system and associated processes as if they represent the "As Is" environment, even if this system and associated processes are not actually being used at the time of the assessment?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 10.

**Question # 15** C.3.2.2.3.1 Will the state consider substituting experience for the Master's degree in a health related field?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Items No. 3 and 4.

**Question # 16** C.3.2.2.3.3 What are the state’s criteria for waiving the experience in the areas of marketing, customer service, quality improvement, facilitation, modeling, conducting initial analyses, and MMIS APD requirements?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Items No. 3 and 4.

**Question # 17** C.3.3 For purposes of this proposal, is the vendor conducting the “As-Is” tasks on the current system, not on the new system currently in development?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 10.

**Question # 18** C.3.3.2 This sub-section references the MITA business process model as Attachment J.10. Attachment J.10 is also referenced in sub-section C.2.3 for purposes of coordinating “with the current and new MMIS and other data-related initiatives, including but not limited to, the Medicaid Transformation Grant (MTG) Patient Hub”. Please clarify what Attachment J.10 should be used for.

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 6.

**Question # 19** C.3.4.2 How many external stakeholder groups is the vendor expected to meet with in order to validate the To Be business processes?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 8.

**Question # 20** C.3.5 The Gap Analysis requires particular attention be paid to “currently identified business processes that are not adequately supported by MMIS....” Are these business processes the ones listed in C.3.5.1 – C.3.5.8? If not, will a list be provided for response, expertise, and costing purposes?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 18.

**Question# 21** C.3.6.2.1 In the requirements, “Build a baseline for trend comparisons and identify areas with potential training needs”, please clarify the definition of “potential training needs.”

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 9.

**Question # 22** C.4.1.8 Deliverable #13 references the Knowledge Transfer Plan at C.4.1.8. It appears that the knowledge transfer plan is in C.4.1.9. Please confirm the reference for deliverable #13

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 11.

**Question # 23** H.5 Is the 51% applicable only to individuals hired specifically for this project but does not extend to current employees of the vendor?

Answer Please see Section H.5 and Section J.5.

**Question # 24** L.1 What is the projected date from announcement of contract award?  
What is the projected start date of the contract?

Answer The anticipated date for award is October 1, 2008.

**Question # 25** L.5 The RFP states that the District will furnish responses promptly to all other prospective Offerors. What is the anticipated time frame for responses to questions? How will bidders receive responses to questions?

Answer Answers to questions will be posted on OCP website. In addition, OCP will send responses via e-mail to prospective offerors that have expressed an interest in this procurement.

**Question # 26** B.3 Price Schedule Firm Fixed Price. There is no separate line item for cost of the assessment tool. Where should these costs be reflected? Please confirm that the contractor is not responsible for providing regular updates to the tool functionality as MITA change or are updated.

Answer Please see Section B.2 and B.3.  
No.

**Question # 27** C.3.2.2.3 Contractor's PM shall have the following minimum qualifications unless waived by MAA: C.3.2.2.3.1 A minimum of a Master's degree in a health related field , five (5) years experience in project management in a project of scope and complexity similar to a MITA-SS-A, and one year working on a MITA SS-A. What are MAA's considerations or conditions for waiving the minimum requirements for the PM?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Items No. 3 and 4.

**Question # 28** C.3.3.2.7 Contractor shall produce a detailed draft report of the findings of the "As Is" task that includes the District's goals and objectives, "As Is" business processes, system and technical capabilities, mapping to the MITA framework in the deliverable documents described in C.3.7. The draft report shall include all technical, operational, and policy documentation shall be provided to the District at the request of the District. Please clarify what is meant by policy documentation as pertains to this assessment. Is the RFP requiring the contractor to document the Districts policies as well as procedures?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 19.

**Question # 29** C.3.3.2.1 Contractor shall identify the District's current "As Is" business processes, legal framework, and information technology tools used to

support those business processes. Please explain what is meant by legal framework as pertains to this assessment.

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 7.

**Question # 30** C.3.3.1 Contractor shall list and prioritize the District's goals and objectives related to the purchasing, delivery, and financial and quality oversight of publicly funded health care services, and shall address The requirements in C.3.3.1 appear to pertain more to the "to be" assessment rather than the "as is" assessment. Please clarify.

Answer Please see Section C.3.3.1 and C.3.4.4.

**Question # 31** C.3.3 Documenting the District's "As Is" Tasks Contractor shall identify, facilitate, document and validate the current state ("As Is") of the District's business processes and technical capabilities consistent with the MITA framework (Attachment J.8). Is the "as is" system the MMIS that is currently in production, or the new system that is in development?

Answer Please see DCHC-2008-R-9090 Amendment 0002 Item No. 8.

**Question # 32** C.3.3.2.3 Contractor shall document the "As-Is" business processes, underlying legal framework, and information technology infrastructure in a template or tool. This tool shall be an automated, electronic, web-based tool developed by the Contractor for the District but it shall be owned and retained by the District. Would the District consider an alternative to an automated, web-based tool?

Answer No. See Section C.3.3.2.3.

**Question # 33** C.3.3.3 Contractor shall document in detail the District's business processes while defining the District's current business model ("As Is"). If the new MMIS will be assessed as the 'as is', system, will documentation on the new processes and procedures be made available to the contractor conducting the MITA assessment or will the contractor conducting the MITA assessment be expected to create the documentation?

Answer The District will provide any relevant information it has to the successful offeror who shall be responsible for incorporating the information in accordance with C.3.3.3.

**Question # 34** C.3.3 Documenting the District's "As Is" Tasks Contractor shall identify, facilitate, document and validate the current state ("As Is") of the District's business processes and technical capabilities consistent with the MITA framework (Attachment J.8). Would the District provide a Gap Analysis between the current MMIS and the new MMIS that is being implemented?

Answer The current MMIS is not a factor in this process.

**Question # 35** C.3.6.2.1 Build a baseline for trend comparisons and identify areas with potential training needs. Please explain how potential training needs are tied to the trend comparisons noted in this section.

Answer Please see the response to Question 21.

**Question # 36** Please a list of all vendor and District agencies involved in the MITA assessment.

Answer The MITA Assessment includes determination of “as is” for all the operational aspects of the District’s Medicaid program. This could include, at a DC government agency’s choice, various vendors depending on the topic or how the discussion proceeds, therefore unless DC government listed every vendor who has a contract with DC government, it could not be an inclusive list and listing every vendor would not be useful information. Therefore, the information will not be provided.

**Question # 37** What is the anticipated date of award?

Answer The anticipated date for award is October 1, 2008.

**Question # 38** I.8 Insurance *Would the District consider the following change in language to this section:*

*“I.8 Insurance*

*I.8.1 Contractor shall procure and maintain, during the entire period of performance under the Contract, the types of insurance specified below. Contract shall submit a **standard ACORD form** certificate of insurance giving evidence of the required coverage prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia’s Department of Insurance, Securities and Banking. Contractor shall require all subcontractors to carry the insurance required herein, ~~or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate~~*

***I.8.1.1 All The commercial general liability insurance provided by Contractor as required by this section, ~~except comprehensive automobile liability insurance,~~ shall set forth the District as an additional insured. All insurance shall be written with responsible companies licensed by the District with a ~~duplicate copy~~ standard certificate of insurance to be sent to the District. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days’ prior written notice to be given to the District in the event coverage is ~~substantially~~ materially changed, cancelled or non-renewed.***

*I.8.1.2 If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is*

Attachment A

*provided. The successful Offeror at its expense shall obtain the minimum insurance coverage set forth below within five (5) calendar days after being called upon by the District to do so and keep such insurance in force throughout the contract period.*

***1.8.2 ~~Public Liability and Property Damage Insurance~~ Commercial General Liability:***

***Contractor shall carry Commercial General Liability Insurance against liability for personal and bodily injury and property damage and machinery insurance in the amount of at least one Hundred thousand dollars (\$100,000) for each individual and five hundred thousand dollars (\$500,000) in the aggregate (liability) and two hundred fifty thousand dollars (\$250,000) (property) with a combined single limit for bodily injury and property damage in the amount of \$1,000,000 per occurrence and \$2,000,000 general aggregate***

***1.8.3 Workers' Compensation:***

*Contractor shall carry workers' compensation insurance covering all of its employees employed upon the premises and in connection with its other operations pertaining to this agreement, and Contractor agrees to comply at all times with the provisions of the workers' compensation laws of the District.*

***1.8.4 Employer's Liability***

*Contractor shall carry employment practices liability of at least one hundred thousand dollars (\$100,000).*

***1.8.5 Comprehensive Business Automobile Liability Insurance (applicable to owned, non-owned and hired vehicles):***

***Contractor shall carry comprehensive business automobile liability insurance applicable to owned, non-owned and hired vehicles against liability for bodily injury and property damage and in the amount not less than that required by the District's Compulsory/No-Fault Vehicle Insurance Act of 1982, as amended, and in 27 D.C.M.R. 2712.6. Alternatively, the contractor may carry such business automobile liability insurance with a combined single limit for bodily injury and property damage in the amount of \$1,000,000 per accident."***

**Answer** Please see Section L.20. Offerors must provide the District evidence of insurance coverage that meets the minimum requirements contained in Section I.8.

**Question # 39** L.2.1 indicates one (1) original and ten (10) electronic copies of the written proposal in two (2) separate volumes, Volume 1 Technical and Volume II Cost and Price. It then states that each volume of the proposal shall be submitted in a sealed envelope conspicuously marked. Are the original and electronic copies to be submitted via email or are the electronic copies considered CDs with the information in Word or .pdf format?

**Answer** Please see DCHC-2008-R-9090 Amendment 0002 Item No. 12.

**Question # 40** Is it possible to print the proposal 2-sided to save paper instead of 1-sided as indicated on page 6, L.2.2.3?

**Answer** No. Please see Section L.2.2.3.

**Question # 41** Are resumes included in the 200 page limit for the Technical proposal?

**Answer** Please see section L.2.2.8.

**Question # 42** L.3.1.1.3.1.2.3 refers to the Past Performance Evaluation Form in Section J.11. Should this reference actually be Section J.14 or is there a separate evaluation form that wasn't included in Section J.11?

**Answer** Please see DCHC-2008-R-9090 Amendment 0002 Item No. 15.

**Question # 43** Should section B of the RFP be included in the Price/Cost Proposal?

**Answer** Please see DCHC-2008-R-9090 Amendment 0002 Item No. 16.

**Question # 44** L.18.2 refers to the requirement for submitting a "copy of each District of Columbia license, registration or certification that the Offeror is required by law to obtain." In this instance does our Business Registration document meet these requirements and are we still required to complete a "Clean Hands Certification"?

**Answer** Please see section L.18.2.

**Question # 45** Would it be possible to extend the current due date?

**Answer** Please see DCHC-2008-R-9090 Amendment 0002 Item No. 1.

**Question # 46** It is indicated in the RFP that the reference form should be sent to the contact person listed in L.2. There is no contact person listed in L.2. Who should the reference forms be sent to?

**Answer** Please see DCHC-2008-R-9090 Amendment 0002 Item No. 15.

**Question # 47** Where should our clients send their response and how should the completed forms be sent? Can our clients email their responses to the "contracting officer" at [jim.marshall@dc.gov](mailto:jim.marshall@dc.gov) as indicated on page 27 (Section G.7) or should we direct them to send the completed forms to the physical address listed on the Excel form (Section A, page 1, box 8) with the heading "Address Offer to:"?

**Answer** Please see DCHC-2008-R-9090 Amendment 0002 Item No. 7.

**Question # 48** L.3.2.1.4.1 the paragraph refers to “Contract Budget information provided in Section L.3.2.2”, however there is no L.3.2.2. Can you please either provide the additional information or provide where in the RFP the additional information may be found?

**Answer** Please see DCHC-2008-R-9090 Amendment 0002 Item No. 14.