AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. Contract Number	Page of Pages	
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2. Amendment/Modification Number	3. Effective Date	4. Requisition No.	5. Solicitation Caption
A001	January 28, 2015		DDS Emergency Management Consultant

6. Issued by: Code JM0MH
Department on Disability Services
Office of Contracts and Procurement
1125 15th Street NW, 4th Floor
Washington, DC 20005-2720

7. Administered by (If other than line 6)

8. Name and Address of Contractor (No. street, city, county, state and zip code)

X

9A. Amendment of Solicitation No.
DCJM-2015-R-0016

9B. Dated (See Item 11)
January 14, 2015

10A. Modification of Contract/Order No.

10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☐ is extended. ☒ is not extended.
Offerors 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 ____one___ 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 CONTRACTORS/ORDERS ,
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14

	A. This change order is issued pursuant to (Specify Authority): THE CHANGES CLAUSE, 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:
X	D. Other (Specify type of modification and authority) 27 DCMR, Chapter 16, Section 1623

E. IMPORTANT: Contractor ☐ is not ☒ is required to sign this document and return ____one____ copy to the issuing office.

14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

In accordance with 27 DCMR, Chapter 16, Section 1623, Amendments of Solicitation Before Closing Date, the District hereby amends Request for Proposal No. DCJM-2015-R-0016 for the DDS Emergency Management Consultant as follows:

1. B.3 Price Schedules for Base Year and Option years One through 4 is amended to include the amount of $1000 per year for Contract Line Items 0003, 1003, 2003, 3003 and 4003, respectively.

2. Please see attached responses to questions on pages 2 – 3.

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 Callie Byrd Williams	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia Callie Byrd-Williams (Signature of Contracting Officer)	16C. Date Signed 1-28-15

Responses to Solicitation Questions
(The **response** to each question is highlighted in **bold.**)

1. Can you please confirm that the DCJM-2015-R-0016 DDS Emergency Management Consultant is only open to small businesses?

   Yes, the solicitation is only open to DSLBD certified small business enterprises, in the procurement category of Disaster Preparedness/Emergency Planning Services (NIGP Code 990-29-00) in order to be eligible to submit a proposal.

2. Can large businesses respond to the solicitation and be evaluated in case there are small businesses that are deemed acceptable to the District?

   No

3. Or would the RFP have to go out to bid again if no small businesses apply or are deemed acceptable to the District?

   The RFP will be re-advertised if a DSLBD certified small business enterprise in the procurement category of Disaster Preparedness/Emergency Planning Services (NIGP Code 990-29-00) does not apply.

4. The cost proposal requires the vendor to estimate the" Cost Reimbursement Ceiling for Local travel in and around Washington, DC metropolitan area as needed to perform duties of the contract." Given that this is a cost reimbursable amount and should be the same for all the vendors (and thus is not a discriminating factor between vendors), can the district provide an estimate of what this cost should be? Vendors are unable to accurately estimate this cost since we do not have an idea of the location and number of meetings that the consultant will participate in. But the cost for all vendors should be the same since the mileage reimbursement between DDS and the meeting location wherever that may be will be the same.

   The estimated cost is $1,000.00.

5. Is a background check or clearance required for the position? If a background check is required, is the vendor required to cover this cost? If yes, please provide an estimate of this cost?

   No

6. We checked the website yesterday and noticed that no answers to questions have been posted. Can you please confirm that this is true?

An amendment to answer the solicitation's questions has not been posted to the OCP and/or DDS websites.

7. Would you be willing to consider a 60 day extension on the due date for this solicitation to provide us with enough time to get through the CBE certification process?

Unfortunately, DDS is unable to extend the solicitation for an additional 60 days.

All other terms and conditions remain unchanged.