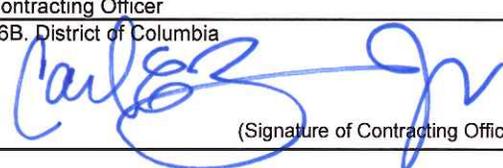


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1
2. Amendment/Modification Number A03	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Audit Services	
6. Issued by: District Department of Transportation Office of Contracting and Procurement 55 M Street, SE, 7 th Floor Washington, DC 20003		Code	7. Administered by (If other than line 6)	
8. Name and Address of Contractor (No. street, city, county, state and zip code) ALL PROSPECTIVE VENDORS		Code	Facility	9A. Amendment of Solicitation No. X DCKA-2015-R-0018
				9B. Dated (See Item 11)
				10A. Modification of Contractor/Order No.
				10B. Dated (See Item 13)
i11. 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 <u>0</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 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 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 checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return <u>0</u> copies to the issuing office.				
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) Solicitation DCKA-2015-R-0018 is hereby amended as follows: 1. Solicitation DCKA-2015-R-0018 closing date has been extended from March 3, 2015 to March 9, 2015 at 4:00pm. 2. All questions received have been answered. (SEE ATTACHMENT 1) All other terms and conditions remain the same.				
15A. Name and Title of Signer (Type or print)		16A. Name of Contracting Officer Carl Brown Contracting Officer		
15B. Name of Contractor (Signature)	15C. Date Signed	16B. District of Columbia  (Signature of Contracting Officer)	16C. Date Signed 2/24/15	

Attachment 1

Questions & Answers

1. Does J.12 – Certification for Lobbying form refer to the file called DCKA-2015-R-0018-ATT10.docx? If not, we'd appreciate clarification regarding the file to which this refers.

See attachment 2 for revisions of attachment J.1.

2. The website ocp.dc.gov, referenced in J.5 – Tax Certification Affidavit, specifies on the page accessed by the link <http://ocp.dc.gov/node/599822> the following:

Required Attachments

- [EEO Information and Mayor Order 85-85](#)
- [Tax Certification/Affidavit](#)
- [Bidder/Offeror Certifications](#)

Please clarify whether, in addition to the Tax Certification Affidavit, we must also submit the documents called *EEO Information and Mayor Order 85-85* and *Bidder/Offeror Certifications*.

In addition to the Tax Certification Affidavit, Offeror must submit the Bidder/Offeror Certification. The EEO Information and Mayor Order 85-85 is not required.

3. The Offer Letter instructions state: “L.2.1.1.7 Offerors shall provide the required documentation stated in Section and complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate.” Please clarify to which “Section” we are to refer for directions regarding the required documentation to be provided. Refer to section L.2.1.1

4. Section B.3.1. (Initial Term - Firm Fixed Price) notes that "Proposed hourly rates in the key personnel price schedule shall be factored into the below price schedule for each line item." Are bidders required to submit an additional table showing the estimated hours and hourly rates by labor category for each line item in the initial term? Yes

5. Regarding Section L.2.1.2. (Technical Proposal), does DDOT have a minimum or maximum number of references that you prefer/require bidders to submit? Refer to section L.2

6. Section L.13.2. (Minimum Evidence) notes that "If the State did not produce a contemporaneous final evaluation, then DDOT in its discretion may accept for consideration a Past Performance Form completed and signed by the State." Would DDOT accept a recommendation letter signed by the State in lieu of a contemporaneous final evaluation or Past Performance Form? SC&H has found that typically final evaluations are most appropriate for construction type contracts. No.

7. If submitting a Past Performance Form (Attachment J.11.) for a referenced contract, should the evaluator submit the form directly to DDOT, or should we include it in our proposal submission? **The Offeror should submit the form in its proposal submission.**

8. Section L.13.2. (Minimum Evidence) notes that bidders should submit three copies of the completed and signed Lead Contractor Work History Form. However, we could not locate this form in the RFP or Attachments to the RFP. Please advise where this form can be found. **See attachment 3 for the Lead Contractor Work History form.**

9. Regarding Section I.8 (Insurance), should evidence of the required insurance coverage be submitted with our proposal or upon contact reward? **The District requires evidence of insurance after contract award and prior to commencing work.**

10. Regarding Section C.5 (Subcontracted Work), notes that the Contractor shall not subcontract any of the Contractor's work to any Subcontractor with the prior written consent of the Contracting Officer. Is it acceptable to DDOT to submit a proposal with a prime contractor and a small business firm to provide the full range of services that may be required? **Refer to section C.5. As stated in the solicitation, proposals will be evaluated based on the "Offeror," As part of the Offeror, the District will consider key personnel who are employees of the Offeror.**

11. Would a federal government or quasi government FHWA contract substitute section L.13.2 "at least one State FHWA Contract"? **Section L.13.2 defines the minimum evidence that an Offeror must provide as stated.**

12. Would a federal government or quasi government IAD contract substitute L.13.2 "at least on state IAD contract"? **Section L.13.2 defines the minimum evidence that an Offeror must provide as stated.**

13. Would it be possible to expand the sub factors in section M.2.1, where the offeror will be graded on their experience and knowledge in the field of auditing, accounting, business process improvement, and establishment of an internal audit division of government department of transportation agencies? **Section M.2.1 defines the Technical Criteria as stated.**

14. Would it be possible to expand the technical criteria in section M.2.1 to include knowledge of developing an internal audit division of a government agency of similar size and complexity to DDOT that receives similar amounts of federal funding? **Section M.2.1 defines the Technical Criteria as stated.**

15. Is DDOT subject to A-123 and if so does DDOT have their controls documented? **Yes DDOT is subject to A-123. Yes DDOT has their controls documented.**

DCKA-2015-R-0018 Amendment 03 – Audit Services

16. Please define government financial environment. **Government financial environments provide services that are targeted to groups of constituents who advocate a political or social cause, or who carry out research or other activities for the betterment of society, providing information about revenues, expenditures, compliance and following regulations applicable by laws and other factors.**

17. Please confirm that the due date for the Past Performance Questionnaires is the same as the proposal submission deadline. **All documentation is due by the new deadline of March 9, 2015 at 4:00 pm.**

18. Under Section B.3.2.1 Key Personnel for the SME III and Auditor II, would the government be willing to accept internal control and reporting procedures regarding compliance with other Department of Transportation Operating Administrations such as Federal Motor Carrier Safety Administration (FMCSA) and Federal Transit Administration (FTA) in place of the requirement of "FHWA Laws"? **Section B.3.2.1 defines key personnel as stated.**

19. Under Section B.3.2.1 Key Personnel, would the government accept a certification of Certified Government Financial Manager (CGFM) and/or Project Management Professional (PMP) as possible certifications in the following statement, "To include a Master's Degree or certification (i.e. CPA, CIA, CISA, CFE). **Yes**