

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number DCRK-2008-R-0042	Page of Pages 1   1
2. Amendment/Modification Number DCRK-2008-R-0042-0001	3. Effective Date See 16 C below	4. Requisition/Purchase Request No.	5. Solicitation Caption Third Party Administration Services for Disability Compensation Program	
6. Issued by: Office of Contracting and Procurement 441 4 <sup>th</sup> Street NW, Suite 700S Washington, DC 20001		Code	7. Administered by (If other than line 6) Office of Risk Management 441 4 <sup>th</sup> Street, N.W. Suite 800S Washington, DC 20001	
8. Name and Address of Contractor (No. street, city, county, state and zip code)		X	9A. Amendment of Solicitation No. DCKR-2008-R-0042	
Code			9B. Dated (See Item 11) 4/22/08	
Facility			10A. Modification of Contract/Order No.	
			10B. Dated (See Item 13)	
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>				
<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 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)				
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14</b>				
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)				
<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.)  The Solicitation DCRK-2008-R-0042 is hereby amended to provide answers to offeror's questions regarding the solicitation. See Attachment A.  Offeror's are instructed to acknowledge receipt of this amendment by including a copy of the signed amendment in its proposal.  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 <i>Gena Johnson</i>		
15B. Name of Contractor  (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia <i>[Signature]</i> (Signature of Contracting Officer)	16C. Date Signed <i>5/16/08</i>	

**ATTACHMENT A - RESPONSE TO QUESTIONS REGARDING  
SOLICITATION NO. DCRK-2008R-0042  
THIRD PARTY ADMINISTRATOR SERVICES  
FOR DISABILITY COMPENSATION PROGRAM**

1. Can telephonic case management be done outside the DC area?

**Answer:** Telephonic case management must be performed onsite at the DCORM Claims Office or at the Contractor's DC off-site location.

2. Please verify number of medical bills and amounts paid on an annual basis. To the extent possible, this should be broken down by hospital, physician and pharmacy.

**Answer:**

<b>Medical Bills 1/1/06 to 12/31/07</b>		
	Number of Bills	6834
	Hospital Bills	75,612.95
	Physician	1,030,603.84
	Pharmacy	554,093.87

3. Will the District allow for certain services to be provided by a secondary or supporting office located outside the District, but still within the DC metropolitan area?

**Answer:** DCORM will not allow a second office to be housed outside of the District of Columbia. Please refer to the contract in section C.5.31. The Contractor shall operate the Disability Compensation Program (DCP) at the DCORM Claims Office at, 441 4<sup>th</sup> Street, N.W. If additional space is needed the Contractor's off-site location within the District of Columbia will be accepted.

4. The RFP states the contractor should maintain files and records for three (3) years. With imaging and scanning capabilities, is keeping records electronically sufficient to meet this requirement, or must paper documents also be retained? Does the District have "off-site" storage for records kept? What is the retrieval process and who bears that cost?

**Answer:** Yes. Electronic records are sufficient. The District has an off-site file storage location. Files are retrieved by a DCORM staff member.

5. Does DCORM have adequate space to accommodate in excess of twenty (20) employees?

**Answer:** No. DCORM can accommodate approximately 12 employees.

6. Can bill repricing, field case management and network access fees be charged and reimbursed as an allocated expense against the claim file?

**Answer:** No, Please refer to Section B.2.2 of the contract.

7. How many staff is located at the DC Government Office of Resource Management?

**Answer:** There are currently 10 employees located at DCORM.

8. How many staff is working at the off-site location? Where is the off-site location?

**Answer:** Please note that the off-site location was established by and was the responsibility of the Third Party Administrator. The off-site location is located at 1212 New York Avenue N.W, Suite 501, Washington DC, 20005. There are 10 employees at that location.

9. What is the current software application being used on this contract?

**Answer:** DCORM is using the Third Party Administrators software. The software is called the Juris Claim system.

10. Are there any operational issues impacting the functionality of the software application being used for this contract?

**Answer:** There are no operational issues.

11. Who is the incumbent contractor?

**Answer:** CMI Octagon, Inc. is the incumbent contractor.

12. Is the contractor prohibited from bidding on this requirement?

**Answer:** No the incumbent contractor is not prohibited from bidding on this requirement.

13. Will a revision "request" to the Standard Contract Terms act as a disqualification or other non-compliance of our response?

**Answer:** Typically the only change to the Standard Contract Terms that has been granted is a change to the registered agent listed in Section 12 – Appointment of Attorney.

14. We have the requisite insurance coverage requested, but a couple of the required policies (WC,PL & Crime) preclude us from naming additional insured. Is the additional insured language mandatory (we met all the other requirements)?

**Answer:** All insurance coverage as specified in Section I.10 shall be submitted and maintained during the entire period of the contract performance.

15. We understand an affirmative action program is mandatory under the Mayor's Order. What is the scope of that program?

**Answer:** Please refer to section 1104 of the Mayor's Order for program requirements. If additional information is needed, please contact the Office of Human Rights, who will be the agency approving the proposed program, at 202-727-4559.