AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. Contract Number	Page of Pages 1 | 34

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
Amendment 2	**See box 16C**		**Substance Abuse Treatment Services**

6. Issued By: Code
Contracts and Procurement Administration
Child and Family Services Agency
200 I Street, S.E. Suite 2031 Ph: (202) 724-5300
Washington, DC 20003

7. Administered By (If other than line 6)

8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)

Code Facility

X 9A. Amendment of Solicitation No.
DCRL-2013-D-0063

9B. Dated (See Item 11)
3/4/2013

10A. Modification of Contract/Order No.

10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

X The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers X is extended. ___ 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 1 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) 27 DCMR Section 3601, Par. 19, Changes, Standard Contract Provisions 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)

E. IMPORTANT: Contractor ___ is not, X is required to sign this document and return 1 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 Amendment 2 is to:
1) **Insert** (d) and (e) to Section L.4.1: Proposal Submission attached as page 2 of this Amendment.
2) Answer questions submitted by Offerors: Answers are attached as pages 3 and 4 of this Amendment.
3) Subcontracting Plan Form, Find a CBE and DSLBD Guide are attached as part of this Amendment and form part of the Answers to the Offerors.

The due date for submission of Offers is hereby extended until April 9, 2013 by 2:00pm.

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 **Tara Sigamoni**	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia Tara Sigamoni (Signature of Contracting Officer)	16C. Date Signed 3/21/13.

L.4.1 Proposal Submission

(d) Proposal submissions shall be sent to the following:

D.C. Child & Family Services Agency
200 I Street, S.E., Suite 2031
Washington, D.C. 20003
Attn: Yorjai Chandy

(e) If hand-delivering – offerors are cautioned to **USE ONLY THE 2nd Street, S.E. Entrance**, also known as the CFSA Clinic entrance. **DO NOT GO TO THE LOADING DOCK OR MAIN LOBBY**. This is a secured access building and CFSA will ensure that staff is present at this location to ensure timely receipt of proposals. Contractors are cautioned to allow sufficient time to locate parking. Contractors assume the risk for ensuring the proposals are received prior to the date and time set for the receipt of proposals. If the contractor uses an entrance other than 2nd Street, S.E., CFSA does not guarantee that it will be able to reach the location in sufficient time to ensure timely receipt.

DCRL-2013-D-0063: Substance Abuse Treatment Services

AMENDMENT 2

Questions:

1. **If the provider cannot accommodate children over 5 years old, should they still respond?**

BASE YEAR: GROUP AWARD ITEMS

GROUP 1 0001A	Cost per child for up to 4 children (From birth until 5 years)
GROUP 2 0002A	Cost per child for up to 4 children (From birth until 12 years)

Answer: Yes. Separate groups are listed for pricing in the Price Schedule. Respond to the appropriate group for which you will be able to provide services (Group 1 or Group 2).

2. **Section B.4 – If a provider cannot meet the 35% subcontracting rule as costs are either fixed or services are provided by employees, should the provider respond?**

Answer: If 35% cannot be subcontracted, you should seek a Waiver from the Department of Small and Local Business Development (DSLBD) explaining your reasons. **This Waiver Request is to be sent to the CFSA Chief Contracting Officer.**

The Waiver should follow the following format:

Waiver of Subcontracting Requirements of D.C. Code §2-218.46(2)

(Contractor name) incorporated in (location of incorporation), in accordance with D.C. Code §2-218.51 asks for a waiver from the subcontracting requirements of D.C. Code §2-218.46(2) because "no qualified business enterprises are available to satisfy the subcontracting requirements".

(Contractor) provides the following as reasons for this waiver request:

_____

NOTE: The Waiver should be granted by DSLBD prior to submission of the Offeror's Proposal.

If there are portions of the contract that can be subcontracted, for example – transportation, but do not meet the 35% requirement, the attached Subcontracting Plan Form should detail the Certified Business Enterprises (CBEs) being utilized. The Contracting Officer will make a decision on the acceptability of the Subcontracting Plan. Upon contract award, a copy of the Plan has to be sent to the DSLBD. Please see the attachments: DSLBD guide and Find a CBE Today for more information.

3. **Section G.3.1- Does this requirement apply for existing positions that may be open due to terminations, lay-offs, resignations?**

Section G.3.1 reads as follows:
For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

Answer: Yes, this requirement applies for existing positions that may be open due to terminations, lay-offs and resignations. **NOTE: Sections H.5.5 through H.5.8 do not apply to non-profit organizations.**

4. **Section M.3.1.2a- Should the word "training" in this section be interpreted as "treatment"?**

Answer: Yes.

5. **On page 74, the RFP asks for names, resumes and other information about the key personnel for the proposed services. The RFP says that Key personnel are considered to be the Program Counselor and the Medical Director/Nurse. Do you also want the names, resumes and job descriptions of the other staff for this project?**

Answer: No. The information for the Key Personnel is sufficient.

6. **Forms listed in Section J, page 66 of the RFP, such as the EEO Information Report, the First Source Employment Agreement, the Tax Certification Affidavit and the Bidder/Offeror Certifications. Are those Section J forms required to be part of the proposal, or will they be requested later, prior to the contract award?**

Answer: These forms do not have to be part of the proposal and will be requested prior to award.

7. **In addition to the above mentioned forms, we are also completing the Solicitation, Offer and Award form and the Acknowledgment of Amendment and the budget forms on pages 3 to 7 of the RFP. We assume that for the subcontracting report, we should follow the directions stated in the RFP and we do not need to complete a form. Are there any additional forms that will be required?**

Answer: You should follow the directions in the RFP in Section L, for the Proposal Organization and Content. The Subcontracting Plan Form is being attached with this Amendment and should accompany the proposal.

8. **On page 12 of the RFP Section C.4.1.19 asks for credentialed child care. Would half-day or partial-day childcare be sufficient (if the mothers were with their children the remainder of the time, doing such activities as parenting classes?) Or is full-day daycare required?**

Answer: Half-day and partial-day child care will be considered.

SUBCONTRACTING PLAN

PRIME CONTRACTOR INFORMATION:

Company:_____

Street Address: _____

City & Zip Code: : _____

Phone Number:_____ Fax:_____

Email Address:_____

Solicitation Number: _____

Contractor's Tax ID Number:_____

Caption of Plan: _____

Project Name: _____

Address: _____

Project Descriptions: _____

Duration of the Plan: From _____ to _____

Total Prime Contract Value: $_____._____

Amount of Contract (excluding the cost of materials, goods, supplies and equipment) $_____._____

Amount of all Subcontracts:$_____

LSDBE Total:$_____._____ equals _____%

LSDBE **Subcontract Value** **Percentage Set Aside**

(List each subcontractor at any tier that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

CERTIFICATIONS

The prime contractor shall attach a **notarized** statement including the following:

a. A **description of the efforts** the prime contractor will make to ensure that LBEs, DBEs, ROBs, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;

b. In all subcontracts that offer **further subcontracting opportunities**, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;

c. **Assurances** that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent **of compliance** by the prime contractor with the subcontracting plan;

d. Listing of the type of **records** the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and

e. A description of the prime contractor's recent **efforts to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROBs, and to award subcontracts to them.**

PERSON PREPARING THE SUBCONTRACTING PLAN:

Name:_____ (Print)

Telephone Number: ( ) _____ - _____

Fax Number: ( ) _____ - _____

Email Address: _____

Signature: _____

Title: _____

Date: _____

FOR CONTRACTING OFFICER USE ONLY

Date Plan Received by Contracting Officer: _____

Report: ☐ Acceptable ☐ Not Acceptable Contract Number: _____

Name & Title of Contracting Officer Signature Date

(SUBCONTRACTORS LIST CONTINUED)

(List each subcontractor that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

SUBCONTRACTOR INFORMATION:

Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work

Total Amount Set Aside: $_____

Percentage of Total Set Aside Amount :_____% Tier: :_____ (1st, 2nd, 3rd)

LSDBE Certification Number:_____

Certification Status: (check all that apply)

SBE:	LBE:	DBE:	DZE:	ROB:	LRB:

Point of Contact:_____ Name (Print)

Contact Telephone Number:_____

Fax Number:_____

Email Address:_____

DSLBD
DC Department of Small & Local Business Development

Find a CBE Today!

Log on to DSLBD.DC.GOV

Click on: Doing Business in DC
(Left side of homepage, drop-down menu bar)

Then click on menu option: Find Certified (CBE) Companies

It will then take you to the webpage for:

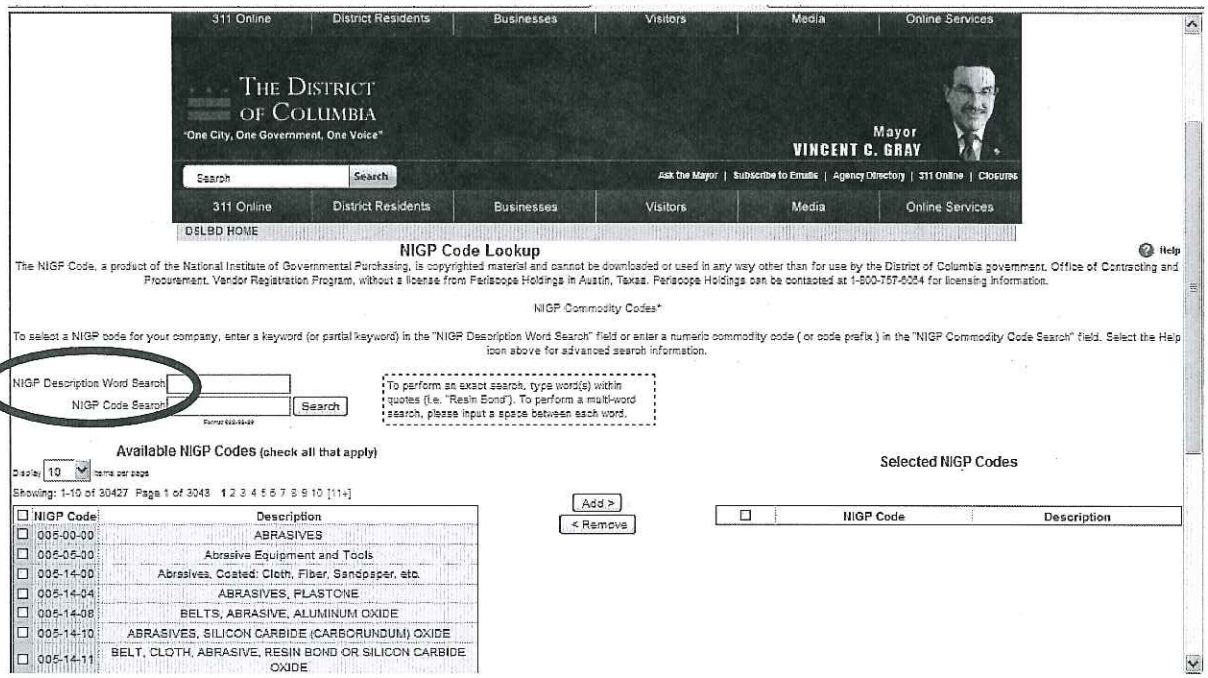
CBE Certified Contractors
http://lsdbe.dslbd.dc.gov/public/certification/search.aspx

Click on the button labeled:

NIGP Codes

It will then take you to the webpage for:

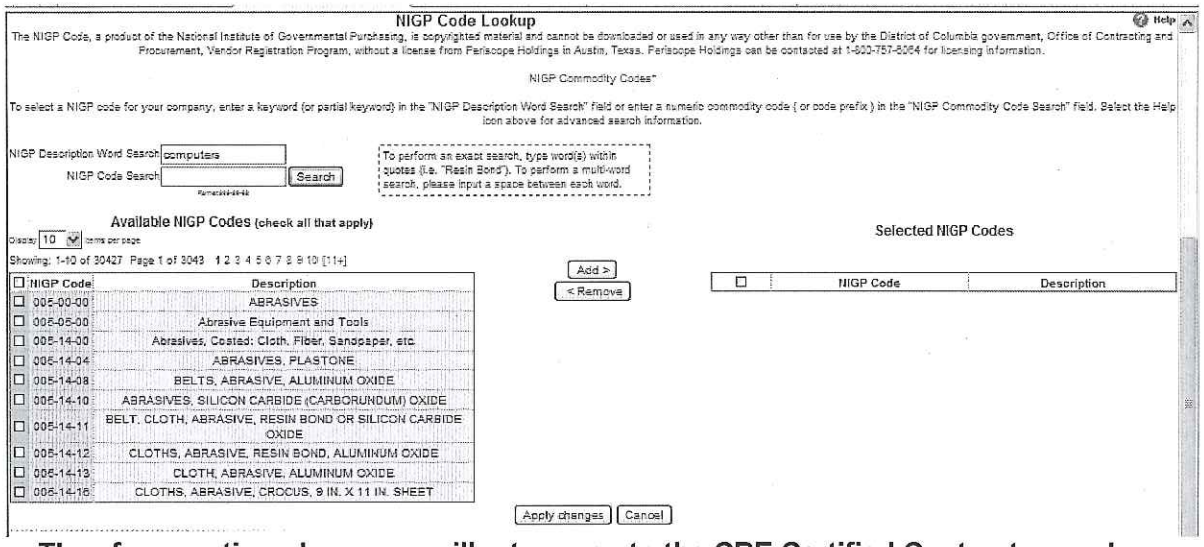
NIGP Code Look-up:
http://lsdbe.dslbd.dc.gov/public/certification/search.aspx



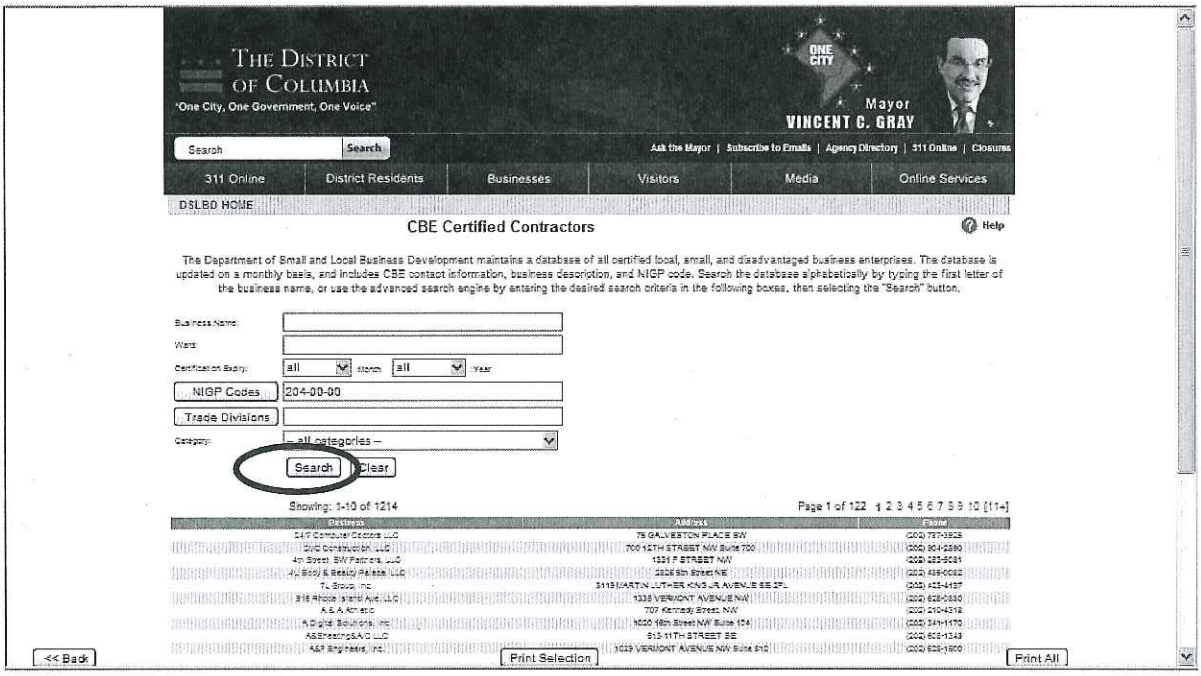
Place the type of business activity in the cell labeled NIGP Description Word Search (i.e. construction or information technology) or if you already know the NIGP code, which is a 7 digit number, place that information in the cell labeled NIGP Code Search and click on the 'Search' button.

(rev. 10-31-11)

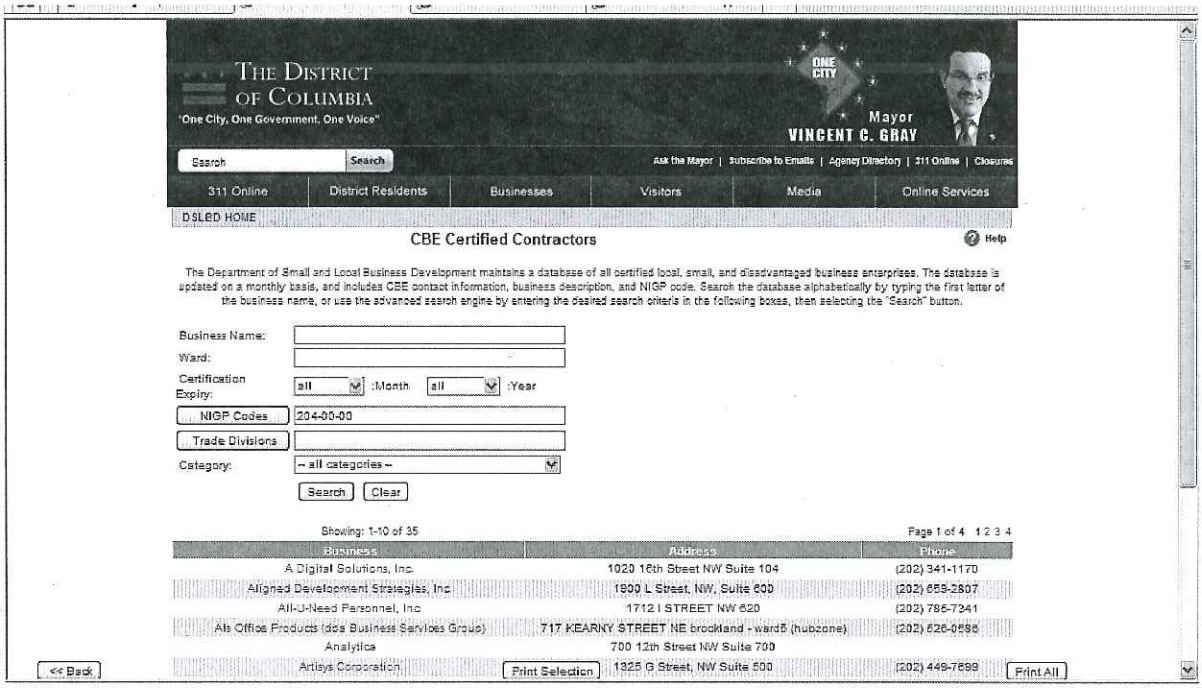
A listing of NIGP Codes and Descriptions will appear. Make sure that you choose the 'Add' button after you check the box next to the NIGP code(s) of choice. Then click on 'Apply Changes' button located at the bottom of the page.



The aforementioned process will return you to the CBE Certified Contractors webpage, as seen below, with the codes of choice in the 'NIGP Codes' cell.



Individuals must click 'Search' in order to see the actual CBE firms associated with the chosen codes. An indicator that your search has processed correctly is if the number of CBE firms showing differs from the total number of registered CBE firms at the time of your search or it may show zero, for no firms found.



To see the entire list click on the 'Print Selection' button and this will reveal the list of CBE firms found. Individuals will have the option to have a summary or detailed profile of all firms found.

Below are two options for viewing the list of CBE firms found once the search is completed.

1

35 companies were found. Please select one of the following report formats:

◉ Certified CBE Listing (Abbreviated information - one LINE per company)

○ Business Certification Information Report (Full profile - one PAGE per company)

Display Cancel

The information in this report is only valid as of the date below. This listing is dynamic with new companies being added and existing companies expiring on a regular basis.

Department of Small and Local Business Development
Certified CBE Listing
as of Monday, October 31, 2011
Alphabetical Listing of current CBE companies

(this control box will not be printed)
print window

Company Name	Contact Name	Phone	Certifications	Ward	Expiration Date
A Digital Solutions, Inc.	Darrell Edwards	(202) 341-1170	LBE, SBE, DBE, DZE, ROB	2	6/24/2013
Aligned Development Strategies, Inc.	Dale James	(202) 659-2807	LBE, SBE, DBE, DZE	2	6/3/2013
All-U-Need Personnel, Inc.	Vanessa Ali	(202) 785-7341	LBE, SBE, DBE	2	12/4/2011
Als Office Products (dba Business Services Group)	alton kimbrough	(202) 526-0586	LBE, SBE, DBE, DZE, ROB, VOB	5	7/23/2012
Analytica	Mariano Lopez		LBE, SBE, DZE, ROB	2	10/21/2013
Artisys Corporation	Zachary Fowler	(202) 449-7699	LBE, SBE, DBE	2	9/2/2013
CoDe Solutions	Jaqee Cooke	(202) 253-3333	LBE, SBE, DZE, ROB	5	8/19/2013
ComputerData Solutions, LLC (formerly Computer Data Supplies, LLC)	Terrell Davis	(202) 299-9278	LBE, SBE, DBE	6	8/29/2013

2

35 companies were found. Please select one of the following report formats:

○ Certified CBE Listing (Abbreviated information - one LINE per company)

◉ Business Certification Information Report (Full profile - one PAGE per company)

Display Cancel

The information in this report is only valid as of the date below. This listing is dynamic with new companies being added and existing companies expiring on a regular basis.

Business Certification Information Report
as of Monday, October 31, 2011

(this control box will not be printed)
print window

A Digital Solutions, Inc.

Description: Scanning, Imaging & Coding, Electronic Data Discovery, Data Conversion , Paper Blowback / Pringing, Training & Support, Consulting, CD/DVD DUPLICATING, DATABASE DEVELOPMENT, Office supplies, Equipment rental, Carrier Services, IT Support, Computer Sales Sevice and Rental
Principal Owner: Darrell Edwards
Contact Name: Darrell Edwards
Address: 1020 16th Street NW, Suite 104, Washington, DC 20036
Phone: (202) 341-1170
Fax: (202) 450-2963
Email: darrell.edwards@adigitalsolutions.com
Website URL: www.adigitalsolutions.com
Date Established: 1/29/2001
Organization Type: Corporation
Ward: 2

Certification Information
Expire: 6/24/2013
CBE Number: LSDZR15474062013

DSLBD
DC Department of Small & Local Business Development

DSLBD is providing a list of NIGP codes that are most commonly used in agency searches for CBE firms, which are listed below. These are suggested codes out of the 30,000 plus codes available and should only be used as a reference. The online listing of NIGP codes is available for a variety of business services and can be found by visiting: http://lsdbe.dslbd.dc.gov/public/certification/search.aspx or NIGP Commodity Codes through Office of Contracting and Procurement.

	NIGP Codes	Description (Alpha Order)
1	918-04-00	Accounting & Auditing/Budget Consulting
2	946-10-00	Accounting & Billing Services
3	208-10-00	Accounting/Financial Bookeeping
4	209-11-00	Accounting/Financial Bookeeping
5	906-02-00	Acoustics; Noise Abatement - Architectural Services
6	906-07-00	ARCHITECT Services, Professional
7	907-00-00	ARCHITECTURAL & ENGINEERING
8	918-15-00	ARCHITECTURAL Consulting
9	906-00-00	ARCHITECTURAL Services Professional
10	345-05-00	Asbestos Abatement Equipment and Supplies
11	345-05-20	ASBESTOS ABATEMENT MATERIALS AND SUPPLIES
12	914-30-00	CONCRETE
13	914-30-00	Concrete
14	929-32-00	CONCRETE & Asphalt Equip.
15	915-19-00	CONCRETE Engineering
16	755-80-00	CONCRETE Mixers
17	210-25-00	CONCRETE Pilings
18	150-15-00	CONCRETE Polymer, All Types
19	750-30-00	CONCRETE Precast
20	910-08-00	CONCRETE Raising and Undersealing Services
21	992-34-00	CONCRETE Testing Services
22	912-00-00	CONSTRUCTION Services, General
23	918-31-00	CONSTRUCTION Consulting
24	914-00-00	CONSTRUCTION Services, Trade
25	912-00-00	CONSTRUCTION SERVICES, GENERAL (INCL. MAINTENANCE AND REPAIR SERVICES)
26	913-00-00	CONSTRUCTION Services, Heavy
27	913-27-00	CONSTRUCTION, Highway and Road
28	906-22-00	Corrosion Control; Cathodic Protection; Electrolysis - Architectural
29	925-21-00	Corrosion Control; Cathodic Protection; Electrolysis/Engineering
30	912-40-00	DEMOLITION Services
31	912-40-00	Demolition Services
32	450-65-25	DUMPSTERS, PARTS AND ACCESSORIES
33	914-38-00	ELECTRICAL
34	280-00-00	ELECTRICAL Cables and Wires
35	925-31-00	ELECTRICAL Engineering
36	981-30-00	ELECTRICAL Equipment/Supply Rental
37	060-37-00	ELECTRICAL Parts (non ignition)
38	465-29-00	ELECTRICAL Safety Analyzers
39	998-37-00	ELECTRICAL Supplies
40	910-13-00	ELEVATOR Installation, Maint. & Repair
41	295-00-00	ELEVATORS & Escalators, Bldg. Type

42	370-18-00	ELEVATORS, Continuous Bucket Type
43	918-42-00	ENGINEERING Consulting
44	998-38-00	ENGINEERING Equip. and Supplies
45	979-35-00	ENGINEERING Equip. Supplies Rental
46	925-00-00	ENGINEERING Services, Professional
47	305-00-00	ENGINEERING Surveying Equip. & Instruments
48	926-00-00	ENVIRONMENTAL & ECOLOGICAL SERVICES
49	918-43-00	ENVIRONMENTAL Consulting
50	925-35-00	ENVIRONMENTAL Engineering
51	961-32-00	ENVIRONMENTAL Impact Studies
52	998-39-00	ESCALATORS and ELEVATORS
53	295-35-00	ESCALATORS and Parts
54	912-44-00	ESCAVATION Services
55	962-34-00	EVENT PLANNING Services
56	918-49-00	FINANCE/Economics Consulting
57	946-48-00	FINANCIAL Advisor
58	946-00-00	FINANCIAL SERVICES
59	953-43-00	FIRE
60	990-42-00	FIRE & SAFETY Services
61	340-16-00	FIRE Alarm Systems, Power Sirens and Controls
62	340-20-00	FIRE Detecting Equipment
63	340-24-00	FIRE Escapes and FIRE Exit Devices
64	936-34-00	FIRE Extinguisher Maintenance & Repair
65	975-37-00	Garbage/Refuse Equipment (Dumpsters, etc.) Rental or Lease
66	914-47-00	Glass and Glazing
67	440-00-00	GLASS AND GLAZING SUPPLIES
68	990-46-00	GUARD and SECURITY Services
69	914-50-00	HVAC
70	941-55-00	HVAC Systems Maint. & Repair
71	910-36-34	Inspection & Maint. of HVAC Filters
72	914-53-00	Insulation
73	983-38-00	JANITORIAL Equip. Rental or Lease
74	485-00-00	JANITORIAL Suppklies
75	910-39-00	JANITORIAL/CUSTODIAL Services
76	906-56-00	LANDSCAPE Architecture
77	988-52-00	LANDSCAPING
78	918-73-00	LANDSCAPING Consulting
79	910-47-00	Lead Abatement Services
80	929-66-50	MAINTENANCE AND REPAIR, DUMPSTERS
81	914-55-00	Masonry
82	815-40-00	MECHANICAL Pump and Shaft Seals
83	925-67-00	MECHANICAL Engineering
84	570-40-00	Ornamental Ironwork
85	450-72-05	OUTRIGGERS, ADJUSTABLE KNEE TYPE SCAFFOLD
86	914-61-00	PAINTING
87	635-00-00	PAINTING Equip. & Accessories
88	934-58-00	PAINTING Equip. Maint. & Repair
89	150-34-55	PARTS AND ACCESS., METAL HANDRAILS
90	150-12-55	PLASTER

91	914-68-00	PLUMBING
92	934-64-00	PLUMBING Equip. & Fixtures Maint./Repair
93	670-00-00	PLUMBING Equip. Fixtures & Supplies
94	998-78-00	PLUMBING Equipment and Supplies
95	981-54-00	PLUMBING Equipment Rental or Lease
96	208-68-00	PROJECT MANAGEMENT
97	209-69-00	PROJECT MANAGEMENT
98	958-78-00	PROPERTY MANAGEMENT Services
99	750-70-00	Ready-Mix CONCRETE
100	998-84-00	REAL ESTATE
101	918-89-00	REAL ESTATE Consulting
102	961-64-00	REAL ESTATE Services
103	208-76-00	REAL ESTATE/PROPERTY MGMT.
104	209-77-00	REAL ESTATE/PROPERTY MGMT.
105	578-63-00	REAL ESTATE: Land and Improvements
106	971-00-00	REAL PROPERTY Rental or Lease
107	918-91-00	Roofing Consultant
108	936-70-00	Roofing Equipment and Machinery Maintenance and Repair
109	936-71-00	Scaffolding Maintenance and Repair
110	981-66-00	SECURITY and ACCESS Systems
111	725-54-00	SECURITY SYSTEMS & Equip. Communications
112	990-00-00	SECURITY, FIRE, SAFETY & EMERGENCY Services
113	918-93-00	SECURITY/Safety Consulting
114	962-79-00	SIGN Making Services
115	801-49-00	SIGN Material Reflective
116	801-50-00	SIGN Material Reflective
117	961-66-00	SIGN Painting Services
118	801-00-00	SIGNS, Sign Materials, Sign Making Equip.and Related Supplies
119	801-60-00	SIGNS: Construction
120	070-53-00	Trucks (With Specialized Bodies - Aerial Ladders and Tower Buckets, Diggers, etc.)
121	065-94-00	Winches and Cranes, Automotive

DEPARTMENT OF SMALL AND LOCAL BUSINESS DEVELOPMENT

CBE Compliance Monitoring

D.C. Official Code 2-218.46
Guide for
Bidders and Prime Contractor Performance on DC Government Contracts
Requiring the 35% CBE Subcontracting Requirement

(Rev. October 1, 2012)

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About the Guide

This is a guide to assist bidders responding to a D.C. government solicitation as well as to provide guidance to prime contractors and/or award winners conduct compliance reporting requirements associated with D.C. government contracts in excess of $250,000 requiring a 35% CBE subcontracting plan.

This is an interim guide. Information provided includes bidders submitting a subcontracting plan, award winners submitting contracts between subcontractors , reporting on a quarterly basis expenditure reports on certified business enterprises involved with the approved subcontracting plan(s) for specific D.C. government contracts.

The Department reserves the right to change processes and policies associated with monitoring CBE utilization.

Legislative Requirement
D.C. Official Code 2-218.46

Performance and Subcontracting Requirements for construction and non-construction contracts; subcontracting plans, states:

(a) (1) All **construction contracts** in excess of $ 250,000 shall include the following requirements:

(A) At least 35% of the dollar volume shall be subcontracted to small business enterprises; provided, that the costs of materials, goods, and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods, and supplies are purchased from small business enterprises; or

(B) If there are **insufficient qualified small business enterprises** to completely fulfill the requirement of subparagraph (A) of this paragraph, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

(2) All **non-construction contracts** in excess of $ 250,000, unless a waiver has been approved by the Office of Contracting and Procurement, shall include the following requirements:

(A) At least 35% of the dollar volume shall be subcontracted to small business enterprises; provided, that the costs of materials, goods, and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods, and supplies are purchased from small business enterprises; or

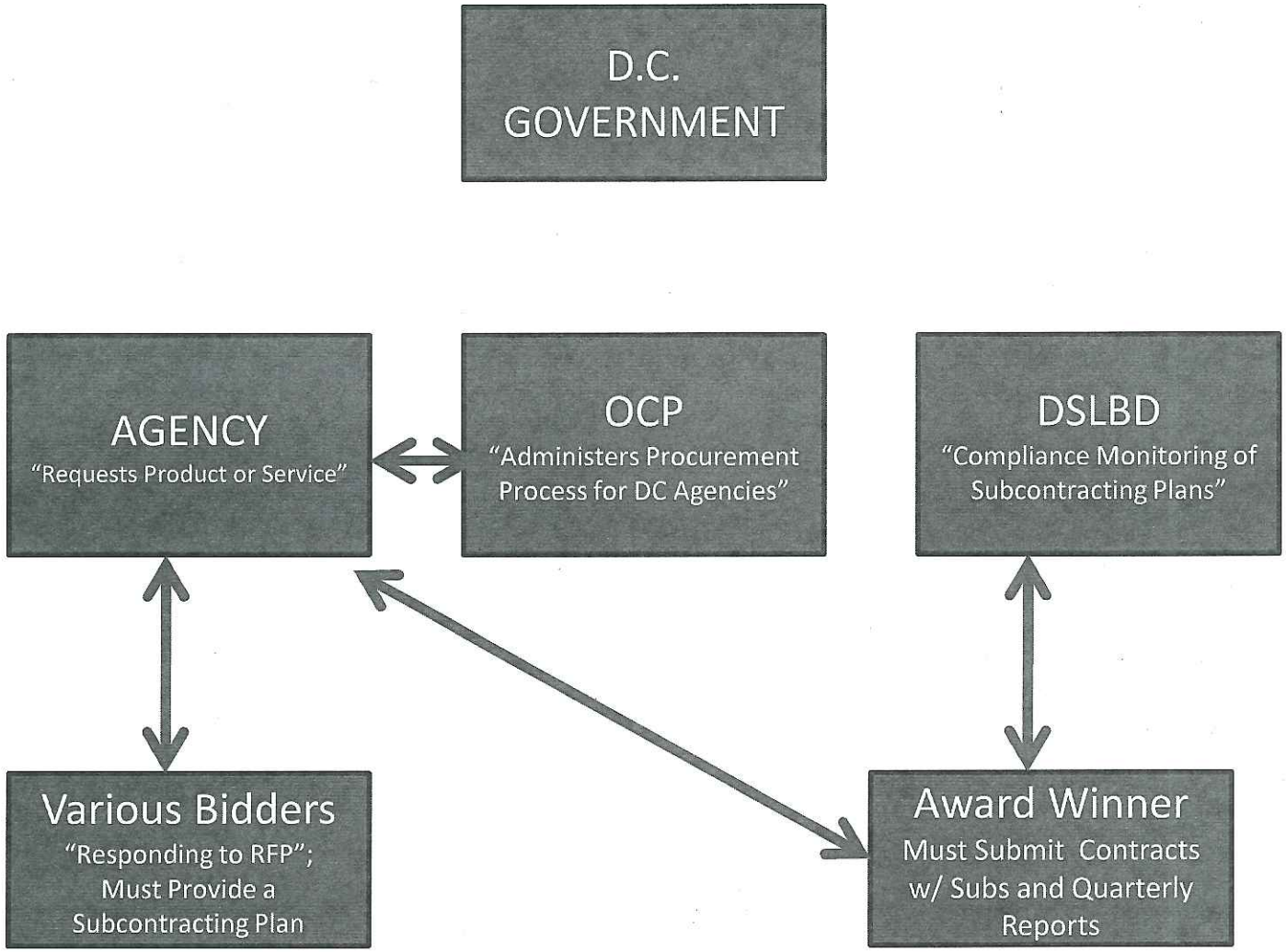
(B) If there are **insufficient qualified small business enterprises** to completely fulfill the requirement of subparagraph (A) of this paragraph, then the subcontracting requirement may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

(g) The subcontracting requirements of this section may be waived pursuant to *§ 2-218.51*.

Stay in Compliance from The Start!

- Read the **solicitation notice** carefully for set-aside requirements related to CBE subcontracting.
- Per D.C. Official Code 2-218.46, bidders are required to submit, with a proposal response, a self-established subcontracting plan for review by the agency Contracting Officer.
  - The plan usually is a budget with justifications and narrative explaining subcontracting opportunities for CBEs . The solicitation should provide directions on how to submit a subcontracting plan. If not, consult with the Contract Administrator.
- If a waiver of this requirement is submitted to your Contracting Officer, be prepared to offer good faith efforts and justifications as to why no subcontracting opportunities are available to CBE firms. Bidders must submit the waiver request directly to the Contracting Officer, who in turn is required to submit to DSLBD (D.C. Official Code 2-218.51).
- As a bidder, if your proposal wins, your company becomes the prime or contract's award winner. At that point your company must submit contracts between all subcontractors and quarterly reporting that is based on the service year of the contract to DSLBD. Track expenditures accordingly.
- Suggested templates are available for reporting expenditures. Email vonetta.martin@dc.gov .
- Be on time with reporting. Reports are due on a quarterly basis once the contract begins. Reporting begins the same quarter as the date the contract is awarded.
- Schedule periodic meetings with your contracting administrator. It is advised that DSLBD representatives attend to answer any inquiries regarding subcontractors certified by the Department. This meeting is to discuss any challenges or suggestions while on the D.C. government contract.

D.C. Government Contracting & Compliance Monitoring Flow Chart



CBE 35% Subcontracting Plans for Construction & Non-Construction District Contracts

Purpose and Requirements of the 35% CBE Subcontracting Plan
D.C. Official Code 2-218.46 (d)

Bids or proposals responding to a solicitation, including an open market solicitation, shall be deemed nonresponsive and shall be rejected if the law requires subcontracting and the prime contractor fails to submit a subcontracting plan as part of its bid or proposal. A certified business enterprise subcontracting plan shall specify the following:

(1) The name and address of the subcontractor;

(2) Whether the subcontractor is currently certified as a certified business enterprise;

(3) The scope of work to be performed by the subcontractor; and

(4) The price to be paid by the contractor to the subcontractor.

FAQs Regarding the CBE Subcontracting Plan

- **Where do I get a template?**

  There is no official external template for a bidder to use during the proposal submission phase. Consult the solicitation notice for how to submit a budget or plan of action as well as the contracting officer involved. Additionally, DSLBD has a sample, in which bidder's may use to tailor their subcontracting plan during the time of responding to the solicitation notice.

- **What do I include in the plan?**

  (1) The name and address of the subcontractor; (2) Whether the subcontractor is currently certified as a certified business enterprise; (3) The scope of work to be performed by the subcontractor; and (4) The price to be paid by the contractor to the subcontractor. (2-218.46 (i).

- **Who do I submit the plan to?**

  At the time of bidding the subcontracting plan must be submitted to the specified agency's Contracting Administrator. This person can be found within the cover page of the solicitation notice. Also, this individual works with DSLBD to assure that the subcontracting plan will be viable. Once the plan is approved by the agency's Contracting Administrator, a copy must be submitted to DSLBD after the bidder has won the award and been notified.

- **If I am a CBE firm and I am awarded a contract as the Prime, do I have to submit a CBE subcontracting plan?**

  (3) For the purposes of this section, a business enterprise certified as a small business enterprise, local business enterprise, or disadvantaged business enterprise shall not have to comply with the requirements set forth in paragraphs (1) or (2) of this subsection. 2-218.46 (a)(3). CBE firms that are award winners do not have to submit a subcontracting plan.

Calculating the 35% Subcontracting Plan

[Contract Award in Excess of $250K Dollar Value] x [35%] = [The CBE 35% Subcontracting Plan ($ Value)].

Once the dollar volume of the goal has been determined, if the bidder has included certified small businesses as a part of its subcontracting plan to provide materials, goods, and supplies, that dollar volume will be counted towards the overall subcontracting plan goal.

Applies per year of contract.

Example : Contract for Business Development Services:

Total Contract Award:	$1,000,000	Base years 2, option years 3, total contract period 5
Multiplied by 35% subcontracting Requirement:	X 0.35	D.C. Official Code 2-218.46
Subcontracting Plan Dollar Value & Goal	**$350,000**	
Overall Period for Contract:	/ 5	The subcontracting plan requirement once approved by the Contracting Officer is for the life of the contract. Modifications must be submitted to the CO and DSLBD Director for approval.
Subcontracting Amount Per Year for the Contract Award:	$70,000.00	The subcontracting requirement may change per year dependent upon the contract award amount, which may change due to government/agency constraints.
Total Goods, Supplies, & Materials CSBE	- $150,000	If this amount is provided by a certified small business enterprise, then the this amount will be counted towards achieving the goal of $350,000 in this example. Therefore, the award winner will have a balance of $200K to subcontract out in order to be compliant, in addition to quarterly reporting requirements.

Suggested Subcontracting Plan Formats for Bidder Proposals

SAMPLE #1

	Service Years of Contract	CBE Firm #1	CBE Firm #2	CBE Firm #3	Bidder's SubContract Plan with CBE Firms Per Year
Base Yr.	10/1/10-9/30/2011	$574,540.00	$153,305.00	$427,022.00	$1,154,867.00
Opt. 1	10/1/11-9/30/2012	$355,275.00	$41,748.00	$640,139.00	$1,037,162.00
Opt. 2	10/1/12-9/30/2013	$366,236.00	$43,836.00	$911,838.00	$1,321,910.00
Opt. 3	10/1/13-9/30/2014	$354,583.00	$46,028.00	$1,071,406.00	$1,472,017.00
Opt. 4	10/1/14-9/30/2015	$0.00	$0.00	$1,071,406.00	$1,071,406.00
Total		$1,650,634.00	$284,917.00	$4,121,811.00	$6,057,362.00

SAMPLE #2

	Base Year	Option Yr 1	Option Yr 2	Option Yr 3	Option Yr 4	Total $ Value of Bidder's Subcontracting Plan Per CBE Firm
	10/1/10-9/30/2011	10/1/11-9/30/2012	10/1/12-9/30/2013	10/1/13-9/30/2014	10/1/14-9/30/2015	
CBE Firm #1						
CBE Firm #2						
CBE Firm #3						
CBE Firm #4						
CBE Firm #5						
CBE Firm #6						
CBE Firm #7						
CBE Firm #8						
CBE Firm #9						
CBE Firm #10						
CBE Firm #11						
Add more...						

What Next?

If Your Proposal is Chosen...
You Are Now an Award Winner.

Compliance Quarterly Reporting of CBE 35% Subcontracting Plan

Reporting Guidelines

- Request the template from DSLBD or the Contract Administrator.
- DSLBD's template is, currently, in a Microsoft Excel Workbook containing three tabs.
- Data entry is required and only expenditures are requested for reporting.
- Report on a quarterly basis, **only**, beginning the same month in which the contract is awarded.
- If no expenditures are made during a given quarter, submit the report template stating the circumstance.
- Beginning on April 20, 2010, each contractor or beneficiary shall provide a copy of the contract, which includes the subcontracting plan for utilization of certified business enterprises, within 10 business day of its execution.
- A quarterly report shall be provided to the Department by the developer/prime or beneficiary.
- The quarterly report shall include a list of each subcontractor identified in the

  subcontracting plan for utilization of certified business enterprises, and for each subcontract including:

  (1) The price to be paid by the contractor to the subcontractor;

  (2) A description of the goods procured or the services contracted for; and

  (3) The amount paid by the contractor to the subcontractor.

Reporting Timeline

Report Due	Frequency	Period Covered Based on Contract Award date and Calendar Year	Due Date (within 30 days after each quarter end date)
Quarter 1	Quarterly	January 1st thru March 31st	**April 30th**
Quarter 2	Quarterly	April 1st thru June 30th	**July 31st**
Quarter 3	Quarterly	July 1st thru September 30th	**October 30th**
Quarter 4	Quarterly	October 1st thru December 31st	**January 31st**
Narrative of CBE Outreach	Quarterly		

Request reporting template from the Department of Small and Local Business Development.

TAB 1: Quarterly Report Cover Sheet

DISTRICT GOVERNMENT CONTRACT REPORTING	
Contracts valued in excess of $250,000 requiring a 35% CBE Subcontracting Plan	
Reporting Quarter (e.g. List 1st, 2nd, 3rd, or 4th)	2nd
Report Submission Date*	4/10/2012
District Government Contract No.	DSLBD-BATS-2012-0001
District Government Agency	Department of Small and Local Business Development
Agency Contracting Administrator:	Violet Bizness
OCP Contracting Officer (if applicable)	Melody Contract
Service Year Period	October 1st through September 30th
Total Award Amount ($)	$20,000,000.00
Less Goods, Materials, Supplies (if applicabl	N/A
Adjusted Contract Award Amount (if applicab	N/A
35% Subcontracting Amount ($)	$7,000,000.00
No. of Base Years	1
No. of Option Years	4
Project Name	Support Services for Community Programs
Project Address	441 4th Street, NW , Washington, DC
Name of Prime or Award Winner	VME Development Core Group
Project Contact for Reporting	Vonda Miller
Telephone Number	202-458-0123
Fax Number	202-458-0000
Email Address	vonda.miller@vmedcg.com
Anticipated Project Completion Date for specific Expenditure Period	9/30/2015

SAMPLE

*Save and submit electronically this report labeled as Quarter #, Year XXXX, Agency Acronym, First Letter of Each Word in Project Name

Example: *For a new building project named business resource center awarded by DSLBD in 2011, it would be saved and submitted as follows:*

1st QTR 2011 DSLBD BRC

TAB 2: CBE Monthly/Quarterly Reporting

1	B	C	D	E	F	G	H	I	J	K	L
2	CBE Name	CBE Number	Total # of Employees (DC Residents Only)	Description of Goods / Services	Total Subcontracting Plan ($/CBE)	Actual Amount Spent Jan. 2011	Actual Amount Spent Feb. 2011	Actual Amount Spent Mar. 2011	Actual Dollar Amount Spent this 2ND Quarter	Actual Dollar Amount Spent to Date	%-age Achieved of SubCont Plan to Date
3	List CBE Firm Name	LSDXXXXXXXXXX			$ 4,121,811.00	0.00	0.00	3,105.00	$ 3,105.00	$ 8,705.00	0%
4	List CBE Firm Name	LSDXXXXXXXXXX			$ 284,917.00	1,871.75	27,885.75	15,609.75	$ 45,367.25	$ 54,851.75	19%
5	List CBE Firm Name	LSDXXXXXXXXXX			$ 1,650,634.00	84,542.50	75,150.50	138,707.60	$ 298,400.60	$ 393,448.60	24%
6			Actual Total		$ 6,057,362.00	$86,414.25	$103,036.25	$157,422.35	$ 346,872.85	$ 457,005.35	8%
7											
8											
9	CBE Name	CBE Number	Total # of Employees (DC Residents Only)	Description of Goods / Services	Total Subcontracting Plan ($/CBE)	Actual Amount Spent Oct. 2010	Actual Amount Spent Nov. 2010	Actual Amount Spent Dec. 2010	Actual Dollar Amount Spent this 1ST Quarter	Actual Dollar Amount Spent to Date	%-age Achieved of SubCont Plan to Date
10	List CBE Firm Name	LSDXXXXXXXXXX			$ 4,121,811.00	0.00	5,600.00	0.00	$ 5,600.00	$ 5,600.00	0%
11	List CBE Firm Name	LSDXXXXXXXXXX			$ 284,917.00	0.00	9,484.50	0.00	$ 9,484.50	$ 9,484.50	3%
12	List CBE Firm Name	LSDXXXXXXXXXX			$ 1,650,634.00	0.00	95,048.00	0.00	$ 95,048.00	$ 95,048.00	6%
			Actual Total		$ 6,057,362.00	$0.00	$110,132.50	$0.00	$ 110,132.50	$ 110,132.50	2%

SAMPLE

Tab #2 Terminology

1. **CBE Name:** Use DSLBD's website and database of Certified Business Enterprises to search for small and local businesses for subcontracting opportunities. Click here: http://lsdbe.dslbd.dc.gov/public/certification/search.aspx

2. **CBE Number:** View DSLBD's database profile for the respective businesses sought.

3. **Total # of Employees (DC Residents Only):** Request this information from the CBE reporting.

4. **Description of Goods / Services:** Provide a brief description of services and/or products provided by the CBE firm.

5. **Total Subcontracting Plan ($/CBE):** This can be found on the bidder's subcontracting plan provided during the proposal phase. Plans are typically approved by the contracting administrator and officer with assistance from DSLBD. Place the dollar value for each subcontractor working on the contract.

6. **Actual Dollar Amount Spent 'Month' and 'Year':** Report monthly expenditures per CBE subcontractor utilized. Note, it is the responsibility of the award winner to add to this report by cutting a pasting the header with associated rows above the quarter previously reported quarter. Quarters are in three month periods.

7. **Actual Dollar Amount Spent this XXX Quarter:** Report the specific quarter in which dollars expended on CBEs are being reported. This cell will be a cumulative of bullet point six.

8. **Actual Dollar Amount Spent to Date:** For example, in the diagram for Tab 2, create a formula in cell K3 by using cell K10 [***Previous quarter's Actual Dollar Amount Spent to Date for the specific CBE reported***] plus J3 [***Actual Dollar Amount Spent this XXX Quarter'***]. This will provide the current quarter reporting of 'Actual Dollar Amount Spent to Date' on the respective CBE firm.

9. **%-age Achieved of SubCont Plan to Date:** In the diagram for Tab 2, create a formula by using column K/F multiplied by 100. Format cell as needed.

TAB 3: Expenditure Summary

1	B	C	D	E	F	G	H	I
2	Fiscal Year	Quarter	Total Contract Dollar Amount Expended this Quarter	Total Dollar Amount Expended with CBEs this Quarter	(%) of Total Dollars Expended on CBE this Quarter	Total Contract Dollar Amount Expended to Date	Total Dollar Amount Expended with CBEs to Date	(%) of Total Dollars Expended on CBEs to Date
3	2011	1	$ 471,363.51	$ 110,132.50	23%	$ 471,363.51	$ 110,132.50	23%
4	2011	2	$ 685,054.87	$ 346,872.85	51%	$ 1,156,418.38	$ 457,005.35	40%
5	2011	3	$ 545,935.75	$ [illegible]	[illegible]	$ 1,702,354.13	$ 760,661.06	45%
6	2011	4	$ 612,495.25	$ [illegible]	33%	$ 2,314,849.38	$ 961,817.64	42%
7	2012	1	$ 818,971.47	$ 250,366.07	31%	$ 3,133,820.85	$ 1,212,183.71	39%
8	2012	2	$ 459,472.26	$ 162,891.88	35%	$ 3,593,293.11	$ 1,375,075.59	38%

SAMPLE

Tab #3 Terminology

1. **Fiscal Year :** Report the service year reporting on.
2. **Quarter:**
3. **Total Contract Dollar Amount Expended this Quarter**
4. **Total Dollar Amount Expended with CBEs this Quarter**
5. **(%) of Total Dollars Expended on CBE this Quarter**
6. **Total Contract Dollar Amount Expended to Date**
7. **Total Dollar Amount Expended with CBEs to Date**
8. **(%) of Total Dollars Expended on CBEs to Date**

Failure to Comply

2-218.46

(d) Bids or proposals responding to a solicitation, including an open market solicitation, shall be deemed nonresponsive and shall be rejected if the law requires subcontracting and the prime contractor fails to submit a subcontracting plan as part of its bid or proposal.

(e) No prime contractor shall be allowed to amend the subcontracting plan filed as part of its bid or proposal except with the consent of the contracting officer and the Director. Any reduction in the dollar volume of the subcontracted portion resulting from such amendment of the plan shall inure to the benefit of the District.

(f) No multiyear contracts or extended contracts in which the options or extensions exceed $ 1 million in value, which are not in compliance with this subchapter at the time of the contemplated exercise of the option or extension, shall be renewed or extended, and any such option or extension shall be void.

(h) A prime contractor shall submit to the contracting officer and the Director copies of the executed contracts with the subcontracts identified in the subcontracting plan. Failure to submit copies of the executed contracts shall render the underlying contract voidable by the District.

DSLBD Compliance Monitoring Contacts:

Name	Description	Contact
Harold Pettigrew, Jr. Director	Request for modification of an approved subcontracting plan.	Harold.pettigrew@dc.gov (202) 727-3900
Robert Summers, Deputy Director	Concerns or inquiries related to a subcontracting plan.	Robert.summers@dc.gov (202) 727-3900
Vonetta Martin, Business Development Specialist/Compliance	Receives quarterly reports, analyzes contract performance.	Vonetta.martin@dc.gov (202) 741-0836
Melissa Resil, Certification Manager Certification Division	Verify the certification of a business.	Http://dslbd.dc.gov Find Certified Companies (202) 727-3900