

|   |   |                   |       |   |   |                         |  |
|---|---|-------------------|-------|---|---|-------------------------|--|
| <b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>   |   |                   |       | 1. Contract Number                      |   | Page of Pages           |  |
|   |   |                   |       |   |   | 1   4                   |  |
| 2. Amendment/Modification Number  |   | 3. Effective Date |       | 4. Requisition/Purchase Request No.     |   | 5. Solicitation Caption |  |
| Amendment 001   |   | See Block 16C.    |       |   |   |                         |  |
| 6. Issued by:   |   |                   | Code  | LRT                                     | 7. Administered by (If other than line 6) |                         |  |
| Child and Family Services Agency<br>Contracts and Procurement Administration<br>200 I Street, S.E., Suite 2030<br>Washington, DC 20003  |   |                   |       |   |   |                         |  |
| 8. Name and Address of Contractor (No. street, city, county, state and zip code)  |   |                   |       | 9A. Amendment of Solicitation No.       |   | DCRL-2014-A-0084        |  |
|   |   |                   |       | 9B. Dated (See Item 11)                 |   |                         |  |
|   |   |                   |       | 10A. Modification of Contract/Order No. |   |                         |  |
| Code  | DUNS:   | TIN               | FEIN: | 10B. Dated (See Item 13)                |   |                         |  |
|   |   |                   |       |   |   |                         |  |
| 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS   |   |                   |       |   |   |                         |  |
| <input checked="" 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. Offeror's 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 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) <i>To be cited on individual orders issued on behalf of participating agencies</i>  |   |                   |       |   |   |                         |  |
| 13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14  |   |                   |       |   |   |                         |  |
| X   | A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Section 3603<br>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 |                   |       |   |   |                         |  |
|   | C. This supplemental agreement is entered into pursuant to authority of:  |                   |       |   |   |                         |  |
|   | D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20, Section 2008 Exercise of Option  |                   |       |   |   |                         |  |
| <b>E. IMPORTANT:</b> Contractor: <input type="checkbox"/> is not required to sign this document and return to the above mentioned agency by email.<br><input checked="" type="checkbox"/> is required to sign this document and return to the above mentioned agency by email.  |   |                   |       |   |   |                         |  |
| 14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible)  |   |                   |       |   |   |                         |  |
| <p>(1) Delete: In its entirety: Section 5, Price Schedule.</p> <p>(2) Add: Section 5R, Price Schedule</p> <p>(3) Delete Page 11 in its entirety.</p> <p>(4) Insert Page 11R.</p> <p>(5) Delete Page 12 in its entirety.</p> <p>(6) Replace Page 12 R.</p> <p>(7) The bids Submission date is hereby changed from April 18, 2014 to April 23, 2014.</p>  |   |                   |       |   |   |                         |  |
| 15A. Name and Title of Signer (Type or print)   |   |                   |       | 16A. Name of Contracting Officer        |   |                         |  |
|   |   |                   |       | Tara Sigamoni                           |   |                         |  |
| 15B. Name of Contractor   |   | 15C. Date Signed  |       | 16B. District of Columbia               |   | 16C. Date Signed        |  |
|   |   |                   |       | Tara Sigamoni                           |   | 4/18/14                 |  |
| (Signature of person authorized to sign)  |   |                   |       | (Signature of Contracting Officer)      |   |                         |  |

**5R. PRICE/COST SCHEDULE**

The Contractor shall provide all direct and indirect resources to provide the services in accordance to the specifications contained in this BPA and at the prices stated. This is a Fixed-Price BPA for the supplies/services to be performed at the unit prices specified in Section 5.1R – 5.2R the Price Schedule. The District’s estimated quantity requirement is 50 hours; however, the contractor may insert the maximum hours the contractor is able to provide services.

**5.1R BASE YEAR**

| <b>Contract Line Item No. (CLIN)</b> | <b>Item Description</b> | <b>Price Per Unit Completion of Full Review</b> | <b>Estimated Quantity</b> | <b>Estimated Quantity (Maximum Availability)</b> | <b>Total Estimated Price</b> |
|--------------------------------------|-------------------------|---|---------------------------|--|------------------------------|
| <b>CLIN 0001</b>                     | <b>Consultant</b>       |   | <b>50</b>                 |  |                              |
|                                      |                         |   |                           |  |                              |
| <b>Grand Total for 5.1R</b>          |                         |   |                           |  |                              |

**5.2R OPTION YEAR**

| <b>Contract Line Item No. (CLIN)</b> | <b>Item Description</b> | <b>Price Per Unit Completion of Full Review</b> | <b>Estimated Quantity</b> | <b>Estimated (Quantity) Availability</b> | <b>Total Estimated Price</b> |
|--------------------------------------|-------------------------|---|---------------------------|--|------------------------------|
| <b>CLIN 0002</b>                     | <b>Consultant</b>       |   | <b>65</b>                 |  |                              |
|                                      |                         |   |                           |  |                              |
| <b>Grand Total for 5.2R</b>          |                         |   |                           |  |                              |

**12. METHOD OF AWARD:**

12.1 The District intends to award up to three BPAs resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the District taking into consideration the contractor's availability, cost or price, technical and other factors, specified elsewhere in this solicitation considered. Offers from companies will not be considered for award.

12.2 Initial Offers

12.2.1 The District may award a BPA on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical factors.

In order for the response to be complete the offeror shall submit the following:

- Written proposal that clearly and convincingly address the technical factors enumerated in Section 12.3.3

**12.3 TECHNICAL RATING(S)**

12.3.1 Technical Rating Scale is as follows:

| <b>Numeric Rating</b> | <b>Adjective</b>     | <b>Description</b>  |
|-----------------------|----------------------|---|
| 0                     | Unacceptable         | • Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor. |
| 1                     | Poor                 | • Marginally meets minimum requirements; major deficiencies which may be correctable.   |
| 2                     | Minimally Acceptable | • Marginally meets minimum requirements; minor deficiencies which may be correctable.   |
| 3                     | Acceptable           | • Meets requirements; no deficiencies.  |
| 4                     | Good                 | • Meets requirements and exceeds some requirements; no deficiencies.  |
| 5                     | Excellent            | • Exceeds most, if not all requirements; no deficiencies.   |

**12.3.2** The technical rating is a weighting mechanism that will be applied to the point value for each ranking factor to determine the offeror's score for each factor. The offeror's total technical score will be determined by adding the offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good," then the score for that evaluation factor is 4/5 of 40 or 32.

If subfactors are applied, the offeror's total technical score will be determined by adding the offeror's score for each subfactor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two subfactors of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good" for the first subfactor and "Poor" for the second subfactor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

**12.3.3 EVALATION CRITERIA**

| <b>FACTOR(S)</b> | <b>Evaluation Criteria</b>  | <b>Points</b> |
|------------------|---|---------------|
| Factor #1        | Verifiable experience in reviewing child welfare cases using the current CFSA/DBH QSR Shared Practice Protocol or an earlier version no more than five years old; experience conducting interviews, completing data sheets and contractor's availability. | 20            |
| Factor #2        | Ability to document results of reviews in a clear, concise written summary. Ability to complete summary to agency specifications within five working days of the end of the review.   | 20            |
| Factor #3        | Ability to analyze facts, draw conclusions, and consider alternative options for follow up.   | 10            |
| Factor #4        | Superior oral and written communication skills. Ability to make accurate summaries of facts and prepare reports, opinions and findings. Ability to give feedback to staff in a supportive, learning-based manner.   | 15            |
| Factor #5        | Knowledge of automated office systems and equipment; ability to use computer equipment and software (in particular Microsoft word).   | 10            |
| <b>Total</b>     |   | <b>75</b>     |

**TECHNICAL EXPERTISE**

**(75 Points Maximum)**

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score: