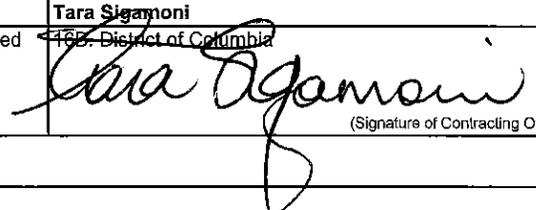


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 3	
2. Amendment/Modification Number Amendment 001		3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Medical Records Technician	
6. Issued By: Code DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY CONTRACTS AND PROCUREMENT ADMINISTRATION 200 I (Eye) Street, S.E., Suite 2031 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)			9A. Amendment of Solicitation No. DCRL-2014-A-0027	9B. Dated (See Item 11)	
Code			Facility		
			10A. Modification of Contract/Order No.	10B. Dated (See Item 13)	
11. 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 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>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 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) <u>27 DCMR Section 3601, Par. 19, Changes, Standard Contract Provisions</u> 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.(a)					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority) <u>27 DCMR, Section 3601.2 (C) Bilateral Modification</u>					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <input type="checkbox"/> copy (ies) to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The purpose of this modification is to: (1) Delete Page 11 in its entirety of the Blanket Purchase Agreement (2) Insert Page 11R attached with this amendment. (3) Delete Section 6.5.1 in its entirety and replace with High school diploma or equivalent with at least 3 months of medical office experience. (4) Delete Page 7 in its entirety (5) Insert Page 7R THE BID SUBMISSION DATE IS EXTENDED THROUGH NOVEMBER 7, 2013.					
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		15C. Date Signed	16B. District of Columbia	16C. Date Signed 10/31/13	
(Signature of person authorized to sign)				(Signature of Contracting Officer)	

6.5.4 Organizational skills

6.5.5 Ability to maintain confidentiality

6.5.6 Ability to exert physical effort in maintaining and distributing files

The clinic will operate 24 hours per day, 365 days per year/366 Leap Year

6.6 STANDARD OF PERFORMANCE

6.6.1 The Contractor shall at all times act in good faith and in the best interest of CFSA, use its best efforts and exercise due care and sound business judgment in performing the duties under this contract.

6.6.2 The Contractor shall at all times comply with CFSA policies, procedures and directives as it pertains to providing services to our children, caregivers and involved family members.

6.6.3 The Contractor shall at all times act in accordance with the values, standards, and requirements of the professional code of conduct of medical professionals.

6.6.4 The contractor's performance shall be measured through regular reviews by the CA.

6.6.5 The contractor's performance standards will be reviewed and updated periodically. In the event, the contractor is not meeting the mutually agreed upon performance standards, the Contractor Administrator (CA) will notify the Contracting Officer who will issue a notice to cure failure to perform. The contractor shall have ten (10) days upon receipt of the notice to cure to correct the performance or the District may terminate the contract for default.

6.7 MANDATORY REPORTING

6.7.1 The Contractor shall Comply with the provisions as cited in D.C. Law 22-2 and DC Code §4-1321.02.

6.7.2 The Contractor shall ensure that any staff member who receives information concerning, or personally observes, an incident of alleged or actual child abuse or neglect, having any other information indicating an alleged or actual risk to a client's health or safety, shall make an immediate oral report and a written report within twenty-four (24) hours to the Child Abuse and Neglect Unit Located at 200 I Street, S.E Street .S.E. First Floor, Washington, D.C.

200 I Street, S.E., Suite 2031 Washington, DC 20003
(202) 724-5300 (202) 727-5886 Fax

9.1.7 The District will notify the contractor at least thirty (30) days prior to expiration or termination of orders against this BPA.

10. INSPECTION AND ACCEPTANCE:

The inspection and acceptance requirements for the resultant agreement shall be governed by clause number six (6), "Inspection of Services" of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

11 METHOD OF AWARD:

11.1 The BPA will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

11.1.2 The District intends to award a single BPA resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

11.1.3 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 and other factors.

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

- Resume - Detailed

11.2 TECHNICAL RATING(S)

11.2.1 Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
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.

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