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|--|------------------------------------|---|---|--|
| <b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>  |                                    | 1. Contract Number  | Page of Pages<br>1   2  |  |
| 2. Amendment/Modification Number<br>A0003  | 3. Effective Date<br>See Block 16C | 4. Requisition/Purchase Request No.   | 5. Solicitation Caption<br>Develop a Parenting Education Curriculum |  |
| 6. Issued by:<br>DISTRICT OF COLUMBIA CHILD AND FAMILY SERVICES AGENCY<br>Contracts and Procurement Administration<br>200 I Street S.E. Suite 2031<br>Washington, D.C. 20003   |                                    | 7. Administered by (If other than line 6)<br>Child and Family Services Agency<br>Contracts and Procurement Administration<br>200 I Street S.E. Suite 2031<br>Washington, DC 20003 |   |  |
| 8. Name and Address of Contractor (No. street, city, county, state and zip code)   |                                    | 9A. Amendment of Solicitation<br>DCRL-2015-R-0074   | 9B. Dated (See Item 11)   |  |
| Code <input type="text"/> Facility <input type="text"/>  |                                    | x 10A. Modification of Contract Order No.   | x 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 N/A 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):<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 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) 27 DCMR, Section 2008 – Exercise of Option   |                                    |   |   |  |
| E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return ___ copies to the issuing office.  |                                    |   |   |  |
| 14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  |                                    |   |   |  |
| 1. Pursuant to 27 DCMR, Section 3601.2 and paragraph 15 of the Standard Contract Provisions for use with District of Columbia supplies and Service dated March 2007 the following changes are incorporated and made a part of this solicitation.<br><br>2. Closing date is hereby extended from July 13, 2015 at 2:00 p.m. to July 30, 2015 at 2:00 p.m.<br><br>3. Pre-proposal conference will be held at 200 I Street S.E., Washington, D.C, on July 23, 2015 at 10:30 a.m. Conference Room 2658.  |                                    |   |   |  |
| 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, Agency Chief Contracting Officer   |   |  |
| 15B. Name of Contractor  | 15C. Date Signed                   | 16B. District of Columbia   | 16C. Date Signed  |  |
| (Signature)  |                                    | <br>(Signature of Contracting Officer)  | 7/9/15  |  |

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**See Question and Answer listed below:**

1. **Question:** Does this RFP envision a social service agency or the availability of social worker to perform the Task required under this contract?

**Answer:** The contractor can be a non-profit or for profit company.

2. **Question:** The RFP is unclear. Is the audience targeted for training parents with intellectual Disabilities or Parents of Children with Intellectual Disabilities or both? Do you have any data on the number of intellectually disabled parents who would be involved in the project?

**Answer:** Please see section C.5.1, C.5.2 and C.5.3. Details are included in the RFP. These sections define the services. The contractor shall provide (1) Create a curriculum for parents with Intellectual disabilities, (2) Provide services for parents with intellectual disabilities and (3) provide training for District professionals.

At this time we are conducting DDA and CFSA cross match reports, which will inform the number of services to be provided. At any one point in time we anticipate serving a range of 10-25 families.

3. **Question:** It is unclear if the contract is developing and delivering the training to families or just delivering developing the training and then training CFSA to deliver training to families?

**Answer:** The first year the contractor is asked to create and test the contract. Service delivery will begin in the 2<sup>nd</sup> year of the contract. The contractor is expected to provide training.

4. **Question:** What are the other support services that the contractor will be responsible for?

**Answer:** All requirements are outlined in C.5 Requirement section of the RFP.

5. **Question:** Is there an expectation that the training will also be individualized to meet the needs of the specific parents and children involved in the project?

**Answer:** The training is for professionals. The services to families is based on a curriculum and service delivery model to be developed by the contractor. The services to be provided are outlined C.5.3.

6. **Question:** Since this is a new requirement for CFSA, has a budget been established for this work? If yes, What is the budget. CFSA will not disclose what the budget is. The contractor shall submit a proposal based on the Scope of Work.

7. **Question:** Can the due date be extended.

**Answer:** The closing date was extended to July 13, 2015. See amendment #A0001.

8. **Question:** When will questions be answered and where will I find the answers posted?

**Answer:** All questions and answers will be listed in Amendment A0003 and posted on OCP website.

9. **Question:** Can you share a copy of the bidder's conference attendance so that I can identify if there are Partnering opportunities available?

**Answer:** A copy of the bidder's conference attendance will be provided as an attachment to Amendment A0003.

10. **Question:** Who do you expect to be the target population-people already known to CFSA or trying to divert from CFSA. Do you expect the contractor to work with DBH, or only people known to DDA.

**Answer:** Target population is people known by both systems; CFSA and DDA.

11. **Question:** During the presentation, it sounded like a proposed contractor submitting a proposal for under \$250,000 and if the proposed budget is or over \$250,000, 35% of that has to be with a contracted CBE. Is that correct. Yes How is a CBE defined. May a university apply? Yes

**Answer:** A Certified Business Enterprise is defined as a Small Business Enterprise certified by the Department of Small and Local Business Development DSLBD.

**Answer:** In accordance with the Department of Small and Local Business Development, DSLBD Pursuant to D.C. Official Code 2-228.46, all non-construction contracts in excess of \$250,000, unless a waiver has been approved 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.

DEVELOP A PARENTING EDUCATION CURRICULUM

SOLICITATION NO. DCRL-2015-R-0074  
 PRE-PROPOSAL CONFERENCE

JUNE 22, 2015

SIGN-IN LOG

PLEASE PRINT YOUR NAME CLEARLY

| Name             | Agency/Company Name               | Phone No.      | E-Mail Address                                    |
|------------------|-----------------------------------|----------------|---|
| Shaunla Harris   | Advocates for Justice + Education | 202-478-8060   | shaunla.harris@aje-dc.org                         |
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