

| REQUEST FOR QUOTATIONS (RFQ)<br>(THIS IS NOT AN ORDER)  |  |  | PAGE OF<br>1  | PAGES<br>1                            |               |
|---|--|--|---|---------------------------------------|---------------|
| 1. RFQ NO.<br>DCTO-2007-Q-0100-0001   | 2. DATE ISSUED<br>July 30, 2007                            | 3. REQUISITION NO.<br>RQ348874   | 4. TYPE OF MARKET<br><input type="checkbox"/> Open<br><input checked="" type="checkbox"/> Set Aside<br><input type="checkbox"/> Open with Subcontracting Set Aside            |                                       |               |
| 5A. ISSUED BY:<br><br>Government of the District of Columbia (District)<br>Office of Contracting and Procurement<br>Information Technology Group<br>441 4 <sup>th</sup> Street N.W., Suite 971 North<br>Washington, D.C. 20001  |  |  | 6. DELIVERY<br>Immediately upon notification of contract award.   |                                       |               |
| 5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls)<br><br>Steven Wishod, Contracting Officer, Phone (202) 727-8983<br><a href="mailto:Steven.wishod@dc.gov">Steven.wishod@dc.gov</a>   |  |  | 7. DELIVERY METHOD<br><br><input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)   |                                       |               |
| 8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER<br><br><b>ALL CERTIFIED LSDBE OFFERORS</b>  |  |  | 9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED<br><br>Office of the Chief Technology Officer<br>441 4 <sup>th</sup> Street, NW, Suite 1045N<br>Washington, DC 20001 |                                       |               |
| 8B. TAX ID NO. OF QUOTER:   |  |  |   |                                       |               |
| 10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:<br><br>August 3, 2007, 2:00 PM  |  | 11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy)  |   |                                       |               |
|   |  | 11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW: |   |                                       |               |
| <b>12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS</b>   |  |  |   |                                       |               |
| <b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price proposals as outlined in this solicitation, submit one (1) original and four (4) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 <sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ. |  |  |   |                                       |               |
| <b>Terms and Conditions:</b> SEE ATTACHED.  |  |  |   |                                       |               |
| <b>13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)</b>  |  |  |   |                                       |               |
| ITEM NO.<br>(A)   | SUPPLIES/SERVICES<br>(B)                                   | QUANTITY<br>(C)  | UNIT<br>(D)   | UNIT PRICE<br>(E)                     | AMOUNT<br>(F) |
|   | Request for Quotations No. DCTO-2007-Q-0100                |  |   |                                       |               |
|   | “Organizational Change Management Lead” Is hereby          |  |   |                                       |               |
|   | amended as follows: In Section 12.1 of the RFQ, the last   |  |   |                                       |               |
|   | sentence is deleted. This RFQ seeks only one position. In  |  |   |                                       |               |
|   | addition, the header for block 13E on page 1 of the RFQ is |  |   |                                       |               |
|   | changed to read “Unit Price” and block 13F is changed to   |  |   |                                       |               |
|   | read “Amount”.   |  |   |                                       |               |
| TOTAL AMOUNT  |  |  |   |                                       |               |
| 14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)   |  | 15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <b>NOT</b> ACCEPTABLE)                               |   | 16. DATE OF QUOTATION                 |               |
|   |  | 17. NAME AND TITLE OF SIGNER (Type or print)   |   | 18. TELEPHONE NO. (Include area code) |               |
|   |  |  |   |                                       |               |