

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number A0004		3. Effective Date See Block 16C		4. Requisition/Purchase Request No. RQ315221	
5. Solicitation Caption ACEDS Planning and Implementation Services					
6. Issued By: Office of Contracting and Procurement IT Services Group 441 4th Street, NW, Suite 930S Washington, DC 20001			7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			(X)	9A. Amendment of Solicitation No. DCTO-2007-T-0034	
				9B. Dated (See Item 11) 3/6/2007	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code		Facility			
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. 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>2</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) 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) (9A.)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
<p>1. In block 9 of the Solicitation, Offer and Award form, as amended, the date and time set for receipt of proposals is changed from 2:00 p.m. on April 27, 2007 to 2:00 p.m. on May 3, 2007.</p> <p>2. See attached listing of modifications and changes to this order.</p>					
Except as provided herein, all terms and conditions of the document referenced in Item 9A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer William E. Sharp		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	16C. Date Signed
				/s/	4/26/2007
<small>(Signature of person authorized to sign)</small>				<small>(Signature of Contracting Officer)</small>	

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



TO: GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCTO-2007-T-0034
Caption: ACEDS Planning Implementation Service

Issuance Date: March 6, 2007

Due Date: March 30, 2007

The Office of Contracting and Procurement (OCP) on behalf of the Office of the Chief Technology Officer (OCTO), is seeking a contractor to undertake a complete review of the functionality of the Automated Client Eligibility System (ACEDS) and its technical environment in cooperation with the District's program and technical staff. The District contemplates award of a firm fixed-price contract with a fixed labor hour rate component, with a base year and two (2) option years in accordance with the Statement of Work (SOW) and your current GSA Federal Supply Schedule (FSS) contract awarded under Information Technology Professional Services.

The task order proposal should be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price, an original and six (6) copies each shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. **DCTO-2007-T-0034, "ACEDS Planning Implementation Service."** Also provide two (2) CDs Marked Technical Proposal and Price Proposal shall be included.

All proposals must be submitted on 8.5" x 11" paper and typewritten. **Telephonic and telegraphic, or e-mailed proposals will not be accepted.**

2. Technical Proposal

This section shall be submitted under a separate cover titled "**Technical Proposal**". The technical portion shall, at a minimum:

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ACEDS Planning Implementation Service

- a) Describe the offeror's technical approach and ability to meet or exceed the objectives outlined in Section C of the Statement of Work.
- b) Describe the offeror's ability to meet the specific task requirements as outlined in Section C.5.5 through C.5.7.2.
- c) Describe the offeror's experience with providing this type of service to the District of Columbia or similar sized public organization. Provide at least three relevant references, including name, address, title, phone and fax numbers and email address.
- d) Describe which portions of the effort will be subcontracted.
- e) Identify deliverables as specified in the Statement of Work.

3. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". It shall include the regular and overtime hourly labor rate for each candidate proposed in the offeror's technical proposal. Pricing shall include base period and option years and be a firm fixed price. Unless otherwise directed in writing, the price proposal shall, at a minimum include:

- a) The skill category and hourly labor rate, and
- b) Copy of Offeror's GSA Price Schedule.

Offerors shall also complete and return the Tax Certification Affidavit. (Attachment J.02)

4. Term of Contract

The services under this order will be paid on a firm fixed-price contract with a fixed labor hour rate component basis, consistent with those rates provided in the Contractor's GSA Supply Schedule.

5. Option to Extend the Term of the Contract

The District may extend the term of this contract for a term of two (2) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of these options are subject to the availability of funds at the time of the option exercised. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

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If the District exercises this option, the extended contract shall be considered to include this option provision.

The price for the option period shall be as specified in the contract.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

6. Hand Delivery or Mailing of Proposal

Deliver or Mail to:

Office of Contracting and Procurement
Bid Counter
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001

Attention: Ms. Berkeley Henderson

7. Proposal Submission Date

The closing date for receipt of proposals is **March 30, 2007, by 2:00 p.m.** local time.

8. Evaluation for Award

The contract will be awarded to the responsible GSA contractor whose offer is most advantageous to the District Government based upon the evaluation criteria specified in Section M of the Statement of Work. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed hourly labor rate basis and technical standpoint.

9. Proposal Evaluation

The technical evaluation criteria set forth below have been developed by the Program Office and have been tailored to the requirements in this solicitation. The GSA contractor is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the GSA contractor must specifically address in complying with the requirement of this solicitation.

The offeror's technical proposal and price proposal shall be evaluated separately. Offerors are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined in Section M of the Statement of Work. Technical factors are more important than price.

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10. Determination of Points for Price

The price evaluation will be objective. Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest average hourly labor rates will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Lowest Average Hourly Rate Offered}}{\text{Average Hourly Rate of Proposal Being Evaluated}} \times 30 = \text{Evaluated Score}$$

Questions may be referred to Ms. Berkeley Henderson Contract Specialist, by email at Berkeley.Henderson@dc.gov. Questions regarding the solicitation must be received no later than 10:00 a.m. on Tuesday, March 20, 2007, in order to be considered.

William Sharp
Contracting Officer

ACEDS Replacement/Upgrade

Question ID	Question	RFQ Section	Response
1	Will the District allow for cost to be shown as Quantity (number of hours) X Per Task Cost (hourly rate) = Fixed Price. The current configuration of Quantity and then Per Task does not seem to leave room for Quantity (#) x Per Task Cost (hourly rate) to arrive at a fixed price	Section B.3 Pricing	See Section M.3.3.1.3 – Evaluation Criteria – Pricing. You may provide this format for evaluation but the Section B.3 Pricing must conform to the CLIN Structure.
2	Can the District share data related to current error rates in the Food Stamps program?	C.4.1	For FY06, the Food Stamp Active error rate was 8.88% and the Food Stamp Negative error rate was 11.5%.
3	Can the District provide a listing of systems with which ACEDS currently interfaces or receives data uploads from?		The ACEDS interfaces include, but may not be limited to, SSA (SVES, BENDEX, SDX, Forty Quarters), CMS (Buy-In), DC DOES (Base Wage, UI, Special Benefits), DC Public Schools, State Education Office, DC DMV (Operator Permit, Vehicle Registration), IRS, MMIS, Child Support, CWIS, Jury Pool, New Hires, Q5i (for TANF Data Reporting), TANF subsystem (work participation tracking). ACEDS data extracts are periodically sent to a number of agencies both within and outside the District Government.
4	Should bidders assume that the selected vendor will not be precluded from performing work on future enhancements to ACEDS or a future replacement system?		DHHS/CMS and USDA/FNS require full and open competition for the implementation of eligibility systems for their programs. Therefore, CMS and FNS will not permit any vendor who participates in any aspect of the ACEDS upgrade/replacement planning effort, either as a prime contractor or subcontractor, to be part of a potential implementation Contractor's team (i.e., the team bidding on the implementation of the recommended solution). However, Contractors that are part of the selected ACEDS planning team will be allowed to bid for potential Quality

ACEDS Replacement/Upgrade

Question ID	Question	RFQ Section	Response
			Assurance (QA) and/or Independent Verification and Validation (IV&V) services efforts that are associated with the follow-on ACEDS implementation effort.
5	<p>M.3.1.1 Project Approach states 30 points yet the more detailed breakdown is 20 points and 15 points; equal to a total of 35 points</p> <p>M.3.1.1 Corporate Qualifications states 40 points yet the more detailed breakdown is 15 points, 15 points and 15 points; equal to a total of 45 points</p> <p>M.3.1.1 Pricing states 30 points yet the formula shown has a multiplier of 20 which indicates total points 20.</p>	Section M.3 Evaluation Criteria	Replacement section provided below.
6	<p>Proposal labeling contradicts between Page 1 of the cover letter (file DCTO-2007-T-0034_Att.pdf) #1 and Page 32 Section L2.2.1.</p> <p>Solicitation Titles are different. Please clarify.</p>	Cover Letter	<p>Cover letter page 1 list item 1 should read:</p> <p>The task order proposal shall consist of two parts: Technical and Price, six (6) copies each. Each shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. RFTOP-2007-T-0034, "ACEDS Upgrade/Replacement Requirements Analysis and Implementation Planning Services."</p>
7	The number of proposal copies contradicts between Page 1 of the cover letter (file DCTO-2007-T-0034_Att.pdf) #1 and Page 32 Section L2.2.1.	Section L2.2.1	<p>Section L2.2.1 should read:</p> <p>The Contractor' s proposal shall consist of two (2) parts, separately bound: Technical and Price, six (6) copies each. Each shall be submitted in a sealed envelope conspicuously marked: "Proposal In Response To: Solicitation No. RFTOP-2007-T-0034 entitled: "ACEDS Upgrade/Replacement Requirements Analysis and Implementation Planning Services."</p> <p>Replacement section provided below.</p>

ACEDS Replacement/Upgrade

Question ID	Question	RFQ Section	Response
8	Page 2 of their cover letter (file DCTO-2007-T-0034_Att.pdf) states in 3 b), "Completed Price Schedule, Attachment C". Attachment C missing, please provide.	Cover Letter	Delete line (b) Completed Price Schedule.
9	Page 1 of the cover letter (file DCTO-2007-T-0034_Att.pdf) states "in accordance with Attachment A - Statement of Work (SOW)" vs. page 4 which lists "Attachment A - Current District-Wide Wage & Hour Determination". They sent the later but they need to clarify what they were referring to on Page 1 (is it the Solicitation document where SOW is Section C as indicated in 2 a) on Page 2)?	Cover Letter	Section C – pages 4 through 16 are the “Statement of Work”.
10	Page 2 of their cover letter (file DCTO-2007-T-0034_Att.pdf) states in item 3 last sentence, "...return the Tax Certification Affidavit (Attachment D)". Clarify if this is typo and actually should state "Attachment B".	Cover Letter	Attachment J.02 is the Tax Certification Affidavit. Delete line 11 – Attachments and references to Attachments A and B
11	Cover letter states "Technical and Price, six (6) copies each" no mention of original. Section A, Solicitation / Contract Form states "original and 4 copies". Need to clarify.	Cover Letter	An Original and six (6) copies are requested.
12	SOW Page 14 for Task 6: There is a C.5.5.6.1.1 and a C.5.5.6.1.3. Is C.5.5.6.1.2 missing or is this misnumbering?	C.5.5.6	SOW should include: C.5.5.6.1.2 Assign costs to funding streams Replacement section provided below.
13	SOW Page 15 & 16: In section C.5.6, there are two (2) deliverables listed as Task 7 (C.5.5.6.7), should the last Task actually be Task 8 (with corresponding numbering C.5.5.6.8)?		Replacement section provided below.

ACEDS Replacement/Upgrade

Question ID	Question	RFQ Section	Response
14	SOW Page 17, F.2.3 and Page 36, L.7.1: Since there is no scope of work defined for the Option Years, is the hourly rates of staff the pricing that is expected to be proposed?		The Option Periods are determined based upon the District's need for the Contractor to continue work being performed. There will be no changes in the original Statement of Work being performed. If the work extends into an option period and the contractor choose to submit different rates for that period, it needs to be listed.

RFP Section Replacements

The following are revised RFP sections that replace existing sections in their entirety:

M. 3 EVALUATION CRITERIA

M.3.1 Contractor proposals will be evaluated using the criteria outlined in the following tables. The evaluation factors are listed in descending order of importance with the most important factor listed first and the least important last.

M.3.1.1 Corporate Qualifications (40 Points)

Contractor proposes team members with demonstrated experience in business process analysis, requirements analysis, feasibility analysis, cost benefit analysis, and implementation planning. Team members with experience in preparing federal advance planning documents are a plus.
Contractor proposes a project manager with demonstrated experience in managing the planning and/or development of automated eligibility determination systems in accordance with federal advance planning document guidelines. The project manager must also demonstrate experience in business process analysis, requirements analysis, feasibility analysis, cost benefit analysis, and implementation planning.
Contractor provides the required number of client references who can verify the Contractor's successful performance of tasks similar to those specified in the Statement of Work. All offered references rate the Contractor's performance as satisfactory or better.

ACEDS Replacement/Upgrade

M.3.1.2 Project Approach (30 Points)

Contractor demonstrates a clear understanding of the scope and objectives of each task. Contractor proposes a sound approach to task performance that reflects that understanding.

Contractor provides a preliminary project plan that demonstrates an understanding of the effort required to perform each task as well as the relationships between required tasks.

M.3.1.3 Pricing (30 Points)

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

$$\frac{\text{Fixed price proposed by the lowest priced Contractor}}{\text{Fixed price proposed by the Contractor being evaluated}} \times 30 = \text{Evaluated Price Score}$$

- L.2.2.1** The Contractor's proposal shall consist of two (2) parts, an original and six copies each separately bound and marked: **Technical Proposal and Price Proposal...** Each shall be submitted in a sealed envelope conspicuously marked: "Proposal In Response To: Solicitation No. DCTO-2007-T-0034 entitled: "ACEDS Upgrade/Replacement Requirements Analysis and Implementation Planning Services."

ACEDS Replacement/Upgrade

C.5.5.6 Task 6: Complete Cost Allocation Plan

C.5.5.6.1 This phase will involved development of a prospective cost allocation plan for the project budget identified in the prior phase including the procedures to identify, record, allocate and report direct and indirect costs, partially and fully attributable to the implementation project.

C.5.5.6.1.1 Define cost allocation methodology

C.5.5.6.1.2 Assign costs to funding streams

C.5.5.6.1.3 Finalize Cost Allocation Plan

C.5.5.6.8 Task 8: Complete Implementation Request for Proposal (RFP) Document

C.5.5.6.8.1 RFP (draft)

C.5.5.6.8.2 RFP (final)