

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1   1	
2. Amendment/Modification Number DCTO-2008-Q-0026-003		3. Effective Date 3/3/2008		4. Requisition/Purchase Request No.	
5. Solicitation Caption Enterprise Wide Taxonomy			6. Issued By: Office of Contracting and Procurement Information Technology Group 441 4th Street, NW, Suite 971 North Washington, DC 20001		
Code			7. Administered By (If other than line 6) Office of the Chief Technology Officer 441 4th Street, NW, 10th Floor Washington, DC 20001		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  ALL PROSPECTIVE OFFERORS			<input checked="" type="checkbox"/> 9A. Amendment of Solicitation No. DCTO-2008-Q-0026 <input checked="" type="checkbox"/> 9B. Dated (See Item 11) 2/19/2008 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 type="checkbox"/> is extended. <input checked="" 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>one</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)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
1. THE PURPOSE OF THIS AMENDMENT IS TO ANSWER QUESTIONS RECEIVED, SEE ATTACHMENT NO. 2					
2. THE DUE DATE AND TIME FOR SUBMISSION OF QUOTATIONS REMAINS THE SAME FRIDAY, MARCH 7, 2008 AT 2:00 P.M.					
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 Annie R. Watkins		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
(Signature of person authorized to sign)		Annie R. Watkins		16C. Date Signed 3/3/2008	
		(Signature of Contracting Officer)			

## ATTACHMENT NO. 2 – QUESTIONS AND ANSWERS

### RFQ NO. DCTO-2008-Q-0026 – Enterprise Wide Taxonomy

The purpose of this Amendment is to answer questions received.

1. Page 2 of the RFP alludes to the fact that the project must be completed in 6 months, where as the deliverables are based on due dates that have a project completion date of 120 days stemming from the project start date. Are the due dates on the deliverables reflective of project work days which exclude weekends, as opposed to calendar days?

**120 elapsed calendar days is the desired schedule, however, contractor proposed schedules will be assessed.**

2. Some deliverables depend on others, yet there does not appear to be sufficient days for the District to review the deliverables reports and provide comments to the contractor. Is the contractor at liberty to recommend alternative due dates which include District review period?

**Contractor may recommend alternative dates. Dates proposed will be evaluated as part of the packages.**

3. Can you provide a list of the District Agencies that are included in the base period?

**Both agencies and ERP programs will be assessed in the base period. The targeted agencies and programs will be decided upon at the beginning of project based on most advantageous initiatives contributing to Citywide EDM Program.**

4. How many District Agencies are included in the Option Period?

**A combination of 20 Agencies and ERP Programs.**

5. RFP Page 7 Section 10.2.3 – Is there a page limitation to the Project Approach section of the Technical proposal response?

**The page limitation is no more than 20 pages.**

6. RFP Page 7 Section 10.2.4 – Is there a page limitation for the resumes for proposed personnel?

**The page limitation is no more than 4 pages.**

7. RFP Page 7 Section 10.2.2 – Attachment E Experience Questionnaire was not included in the RFP or associated documents, is the government requesting that contractors submit Attachment E with their proposal response? If so, where can we obtain this document?

**The Experience Questionnaire was issued under Amendment No. 2.**

8. Are there any font size and font type requirements (i.e. Arial Size 12) technical and price proposal response?

**The RFQ shall be typewritten in 12 point font size on 8.5” by 11” bond paper.**