

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract Number DCTO-2008-R-0148	Page of Pages 1 4
2. Amendment/Modification Number M005		3. Effective Date 6/24/2008	4. Requisition/Purchase Request No.		5. Solicitation Caption Ariba Implementation Modules
6. Issued By: Office of Contracting and Procurement Information Technology Unit 441 4th Street, NW, Suite 930 South Washington, DC 20001			Code	7. Administered By (If other than line 6) Office of Contracting and Procurement Information Technology Unit 441 4th Street, NW, Suite 930 South Washington, DC 20001	
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				(X)	9A. Amendment of Solicitation No. DCTO-2008-R-0148
					9B. Dated (See Item 11) 5/12/2008
					10A. Modification of Contract/Order No.
					10B. Dated (See Item 13)
Code		Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
X	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 _____ 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:				
x	D. Other (Specify type of modification and authority) Change				
E. IMPORTANT: Contractor <input 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.) Modification M0005 has questions and answers. Please see attachment. All terms and conditions remain the same.					
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 (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)		16C. Date Signed 6/24/2008

Questions

C2.3 – Background

Q1. Approximately how many sourcing templates are in use? Will agency sourcing templates be consolidated into a single set as part of this effort?

A1. The District generally uses three types of sourcing templates – Request for Quotation (RFQ), Invitation for Bid (IFB) and the Request for Proposal (RFP). Yes. Agency sourcing templates will be consolidated into a single set as a part of this effort.

Q2. Is the development of new/updated sourcing procedures included in the scope of this effort?

Q2. **Yes.**

Q3. Does OCP envision any changes will be necessary to the Buyer requisition process?

A3. Only small changes may be required, such as training a contract specialist on how to kick off a sourcing event.

C.3 – Requirements

Q4. Do any requirements exist for the functionality that must be rolled out during the base period (as opposed to future phases)?

A4. Not at this time. This RFP requires the vendor to collect the initial requirements, keeping in mind that the goal is to model a simple sourcing event, such as an RFQ or IFB and to leverage out-of-the-box functionality as much as possible (see section C.3.3)

Q5. Do legacy contracts need to be loaded? If so, do pricing terms need to be created for them?

A5. Insertion of all legacy contracts are not in scope of the base period of the contract. However, one or two commonly used contracts, such as the office paper contract, may be loaded as an initial contract. Pricing terms do not need to be created for them.

Q6. 2.3.6 – Is the release order feature to be demonstrated during system testing for all the legacy contracts (800?) and included in the scope of this effort?

A6. **Legacy contracts are not in scope of the base period.**

Q7. Is the contractor responsible for AS/ACC installation in all system environments, or is installation in some environments controlled by OCTO?

A7. **The contractor will be responsible for all environments until go-live.**

Q8. 3.4.1 – Is the use of any particular tool required for volume testing?

A8. **OCTO uses HP LoadRunner for all load testing.**

Q9. What requirements exist for volume testing?

A9. **Please see section C.3.4 for information on testing. If this does not answer this question, please follow-up with clarifications.**

Q10. 3.4.1 – Are all system environments mirror images of each other in terms of object model, code, users/roles/groups/permissions, etc.?

A10. **They are similar, but not the same.**

Q11. If not, is getting the environments in sync within scope?

A11. **No.**

Q12. 3.5.3 – Regarding requirements C.3.5.3-C.3.5.5, what is the scope of these interfaces? Are these interfaces bidirectional? (i.e. will the interface be required to support importing status updates to AS or only exporting data from AS?) Are these interfaces flat-file based?

A12. **The Prime Contractor is given latitude to define the scope of these interfaces since these systems have not been deeply studied by OCTO. However, the District expects to use the current eGate platform to send and receive messages from each of these machines. The District also expects that these interfaces will be “pulls” from these systems.**

Q13. Please confirm the scope of training to be delivered in requirement C.3.8.1. Is the scope of training only inclusive of what is to be rolled-out within the base period?

A13. Yes.

Q14. Will the contractor be required to generate training material based on existing PASS templates/samples? Can you provide current training samples for use in the estimating effort?

A14. The contractor will be required to generate training based on current existing PASS templates to ensure similar look-and-feel. However, because these are new modules, current training samples will not be useful in estimating effort. The PASS Buyer and Analysis training modules are currently being rewritten as part of the PASS Upgrade. Samples of these templates will be released as soon as possible, but may not be available until after the response period has closed.

Q15. Will the contractor be required to generate technical documentation based on existing PASS templates/samples? Can you provide current Buyer/Analysis technical design and runbook samples for use in the estimating effort?

A15. The contractor will be required to generate technical documentation based on current existing PASS templates to ensure similar look-and-feel. However, because these are new modules, current technical design and runbook samples will not be useful in estimating effort. In addition, the PASS Buyer and Analysis runbooks are currently being rewritten as part of the PASS Upgrade. Samples of these templates will be released as soon as possible, but may not be available until after the response period has closed.

Q16 3.1 – Please provide the DC Government staffing plan for the implementation of the AS/ACC/ACW/ACM modules.

A16. OCTO will provide one program manager, two developers, one application administrator, and two functional analysts to assist in this effort. OCP will provide necessary DC contracting experts to collect requirements.

Q17. 3.2.2 – In addition to the approach for the AS/ACC implementation, should overall approach be provided for the ACW & ACM implementations?

A17. ACW and ACM implementation approaches should only be given at an extremely high level.

Q18. 3.1 – Please provide the DC Government staffing plan for the implementation of the AS/ACC/ACW/ACM modules.

A18. This appears to be the same as question 11.

Q19. 3.2.3 – Please confirm the DC Government staffing for the communication activities.

A19. Project communication will be the responsibility of the contractor. No DC government employees will be allocated to communication activities full time.

F -Deliverables

Q20. 1.1.1 - Are the deliverable timeframes provided requirements or estimates? Can a vendor provide their own timeframes based on past experience?

A20. These dates are requirements, but they may be modified based on the vendor's past experience and with mutual agreement of those dates with the District.

L – Technical Proposal

Q21. 1.1.2 – We understand both end-user training and train-the-trainer training activities are in scope. Can the same classroom based training sessions meet both training requirements?

A21. Potentially, but there must be some additional effort to prepare the trainers to lead the sessions on their own (such as co-led sessions).

M. Evaluation Criteria

Q22. Do the evaluation criteria (Implementation Approach, Contractor Experience and Price) refer to the implementation of AS, ACC, ACW and ACM modules or ACC/AS only?

A22. Mostly ACC/AS, but the option period prices are included in the price criterion. ACW and ACM approaches will be considered by the evaluation team, but the ACC/AS implementation approach is material to this contract evaluation.