

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number		Page of Pages			
					1 2			
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.		5. Solicitation Caption		
Amendment A0003		July 22, 2008				District Wide Multifunction Printers/Distributed Capture		
6. Issued by:			Code				7. Administered by (If other than line 6)	
Office of Contracting and Procurement Office of the Chief Technology Officer 441 4 <sup>th</sup> Street, N.W., Suite 971N Washington, D.C. 20001							Office of the Chief Technology Officer Telecommunications 441 4 <sup>th</sup> Street, N.W. Washington, D.C. 20001	
8. Name and Address of Contractor (No. street, city, county, state and zip code)					9A. Amendment of Solicitation No.			
TO ALL PROSPECTIVE OFFERORS					X DCTO-2008-R-0185			
					9B. Dated (See Item 11)			
					June 27, 2008			
					10A. Modification of Contractor/Order No.			
Code					10B. Dated (See Item 13)			
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 one (1) copy 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): 27 DCMR, Chapter 36, Section 3601.2(b) 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:								
C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2 Change Clause, 27 DCMR 2005.6(d) as amended								
D. Other (Specify type of modification and authority)								
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return one (1) copy to the issuing office.								
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)								
1. Delete page 1 of 62 in its entirety and replace with attached page 1 of 62. 2. Discard Section C, Distributed Capture Requirements, pages 21 through 23 and replace with attached Section C, Distributed Capture Requirements pages 21 through 23. 3. Section J, List of Attachments, J.2.4, District of Columbia Agency List, the following email address is provided: <a href="http://www.dc.gov/agencies/index.asp">http://www.dc.gov/agencies/index.asp</a> . 4. Section K, Representations, Certifications and Other Statements of Offerors, Section K.8, Metropolitan Washington Council of Rider Clause is being added to the Section K of the solicitation.								
(Continued on Page 2)								
Except as provided herein, all terms and conditions of the document is 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				
				Kenneth Morrow				
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed		
(Signature of person authorized to sign)						7-22-08		
				(Signature of Contracting Officer)				

5. Section L, Instructions, Conditions and Notices to Offerors, Volume III, paragraph 3, delete the following paragraph:

“- The offeror shall provide and install updates, upgrades and patches to the s Distributed Capture Software so that the ‘end-state’ of the software at the end of the Period of Performance is a fully up-to-date, state of the art, and the best functioning software available”

6. Section L, Instructions, Conditions and Notices to Offerors, paragraph L.19, Pre-Proposal Conference, the date and time of the Pre-Proposal Conference is July 31, 2008 @ 09:30am until 12:30pm, 441 4<sup>th</sup> St, NW, Ste 1117, Washington, DC 2001.

7. All other terms and conditions remain unchanged.

		1. Caption District Wide Multifunction Printers/Distributed Capture		Page of Pages 1   62	
2. Contract Number	3. Solicitation Number  DCTO-2008-R-0185	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency	5. Date Issued  6/27/2008	6. Type of Market <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By: Office of Contracting and Procurement (Indicate Cluster Name) (Indicate Address, including Room/Suite Number) Washington, DC (Include Zip Code) <small>NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"</small>			8. Address Offer to: Office of Contracting and Procurement 441 4TH Street, NW Suite 703 (Bid Room) Washington, DC 20001		

**SOLICITATION**

9. Sealed offers in original and 3 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at See Block 8 of this form until 2:00pm local time 11-Aug-08  
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name Leon T. Borroum	B. Telephone		C. E-mail Address leon.borroum@dc.gov
		(Area Code) 202	(Number) 727-6793	(Ext)

11. Table of Contents							
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**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 180 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment  10 Calendar days %     20 Calendar days %     30 Calendar days %     Calendar days %

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	16. Name and Title of Person Authorized to Sign Offer/Contract		
15B. Telephone (Area Code) (Number) (Ext)	15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>	17. Signature	18. Offer Date

**AWARD (TO BE COMPLETED BY GOVERNMENT)**

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation
22. Name of Contracting Officer (Type or Print)	23. Signature of Contracting Officer (District of Columbia)	24. Award Date

#### **C.4. Distributed Capture Requirements**

**C.4.1** The District of Columbia requires a robust distributed capture solution that fully integrates paper documents into enterprise applications and resulting digital processes. These applications are inclusive of email, network fax servers, document and content management systems, and applications customized and developed at the agency level. The contractor's solution shall include: Distributed Capture system hosting by the District on the District's equipment.

**C.4.2** The contractor shall deliver to the District a distributed capture platform with the minimal acceptable salient characteristics as follows: A secure MFD platform, (built in accordance with DOD 5015-STD for software applications) to enable end users to scan documents directly into network applications such as FileNet. The contractor's solution shall provide API level integration to ensure end user authentication, consistent end user experience, and immediate accessibility to information and audit trails.

**C.4.3** ISIS (Image Scanner Interface Specification) standard multifunction hardware to provide digital printing, photocopying, scanning, and faxing at point of need across all networks on a VESA standard image platform, inclusive of device secured mailbox. Equipment configurations to meet NARA Part 1234 standardized needs of all district government agencies, while flexibly scaling to meet unique and changing requirements by agency.

Centralized monitoring capability at the network level that will deliver the administrator a predetermined menu of the following information: IP address, illustrating meter count, device credentials, toner level, paper quantity, service & support requirement, equipment configuration, performance monitoring, location where scan originates and the destination where the scanned document was delivered. Network level capabilities shall include the capability to generate reports automatically, periodically, or ad hoc – as required. An electronic system providing for automated submission of remote meter readings directly from the MFD device.

**C.4.4** The minimum capabilities of the Distributed Capture system to be procured by the District must include:

1. Scan and Mail
2. Scan to Desktop
3. Scan and Fax
4. Scan to Printer
5. Scan to Filenet
6. Scan to KoFax
7. Software development kit (SDK) that allows for agency/individual customization
8. Equipment integration at the native API level
9. LDAP secured user authentication.
10. Software that supports the creation of custom scanning buttons accommodating pre-defined attributes for repetitive scanning jobs.
11. Software that supports the image clean-up from MFD's including image enhancement, deskew, despeckle, auto rotation, blank page deletion, and automatic color detect.

12. Software that supports full document editing in PDF with markups, security, OCR and full Adobe compatibility including the ability to open and edit any Adobe created document
13. Software that supports the processing of images including document separation and identification, document indexing – either manually or through automatic data extraction from structured or semi-structured documents (using templateless technology) zonal OCR, full text OCR, and the creation of PDF with or without text.
14. Software with the ability to automatically export index values and the documents to database and file structures within FileNet.
15. API level integration with Lotus Notes, MS Outlook and MS Exchange, with the ability to send from a user's authenticated mail account at the MFD with a copy of the email placed in the users "sent items" folder
16. In compliance with Department of Defense standards for secure deletion of computer files
17. Input of addresses outside the GAL entered ad-hoc using an integrated keyboard
18. Scanning to folders, file locations and databases residing on the network
19. Flexible Document Repository options, determinable and changeable at the Agency level
20. Creation of text searchable PDF files directly at the copier with no additional software required
21. Scanning inclusive of single or double sided selected at the MFD or locked down as required
22. Automatic discovery of new devices: Through SNMP, the contractor's solution must query all devices and automatically add new ones to the database for initial setup and configuration
23. Delivery of Device Settings: The contractor's solution must retrieve device settings, such as IP addresses, locations, and system manager contact information, and reset them to their default conditions as often as necessary to minimize calls of network printer problems
24. Address Book Updates: System must replicate and import address book data from a reference machine to all installed devices that support device information delivery settings mode to ensure each device contains identical, up-to-date address book data
25. Server Discovery and Management Module: Administrators must easily discover other devices and servers installed on the network
26. Capability to Create Device Names: The contractor's solution must offer the capability to simplify device identification tasks by allowing users to name peripherals by type or location
27. Capability to Identify and Display Device Configuration Remotely: The system must include a remote user interface to allow a variety of browsers to view a graphic image and primary information about the target device displayed. Interface shall be constructed in accordance with standards established by the Video Electronic Standards Association – VESA. Remote access must display: amount of memory, hard disk space, paper sizes, and quantities remaining in the unit, as well as available finishing modes to help users make informed printing decisions from the desktop.

28. Manage Third-Party Devices: complying with the Standard Printer MIB, as established by the Internet Engineering Task Force (IETF). Consolidate network device management regardless of brand or manufacturer through a single utility for added convenience
29. View Device Status: Connected devices immediately report changes in status conditions via e-mail (or Instant Message to PDA's) sent to a system administrator or a specific end-user for the fast resolution of errors such as paper jams or out-of-toner/ink conditions
30. Customizable Viewing Preferences: Capability to sort devices by protocol, type, or group to segment and to manage them in a changing environment, such as *All Black-and-White Printers*, for example.
31. Versatile Communication Tools: Send notices to other IT administrators about device status, and exchange messages with individuals or every connected user to inform them about changes to the printing environment or device configuration. Quickly changeable hierarchy of notification addressees, if, for example, one administrator is on vacation or at lunch
32. Device Driver updates / patches & upgrades: Informs administrators of availability to, or requirement for, updates / patches & driver software upgrades for every device connected to the system. Allows administrators to manage the timing of the updates or to choose not to update at all.
33. Configuration Requirement: Administrators must have complete control over the initiation of any task.
34. Timers: Automated execution of device information retrieval and delivery overnight or on the weekends to minimize disruption during business hours. Adjustable timing and a switch to delay retrieval for a preset amount of time, for unusual circumstances. (Similar to a 'snooze' button on an alarm clock, to use at fiscal year end, for example. Hitting the button would delay the retrieval one extra hour, so as not to disrupt work flow of personnel working through the night. )
35. Distributed Capture System Training: Contractor shall specifically address Distributed Capture System Training in the Training Plan deliverable (C.3.5).

**C.4.5** The vendor must provide an automated system for automatic electronic submittal of meter readings from all devices. The system must provide transmission of meter reading without end user intervention or manual meter reading collection by OCTO. The vendor must provide an internet-based web portal and account management application that provides OCTO with administrative control over all multi-functional devices. The account management system shall integrate with the vendors back office systems and provide the OCTO with complete access to account information and functions, such as: Ordering copier supplies and consumables, Online engineering and technical service requests with electronic tracking via a confirmation or ticket number, Engineering support Historical device usage reporting, Web based reporting of equipment meter readings for accurate billings, and invoicing, Support to enable vendor reporting and accountability to the District of Columbia government.

**C.4.6** The contractor shall provide updates, upgrades and patches to the Distributed Capture software so that the "end-state" of the software at the end of the Period of Performance is fully up-to-date, state of the art, and best functioning software available

**K.8 METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS RIDER CLAUSE**

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE  
METROPOLITAN WASHINGTON COUNCIL OF  
GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

If authorized by the bidder(s) resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.

- A. Any member utilizing such contract(s) will place its own order(s) with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- B. A negative reply will not adversely affect consideration of your bid/proposal.
- C. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contractor(s).
- D. Each participating jurisdiction has the option of executing a separate contract with the awardees. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee(s), the awardee(s) may withdraw its extension of the award to that jurisdiction.
- E. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardees.

In pricing section of contract:

**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>
___	___	Alexandria, Virginia	___	___	Met. Wash. Airports Authority
___	___	Alexandria Public School	___	___	Met. Wash. Council of Government
___	___	Arlington County, Virginia	___	___	Montgomery College
___	___	Arlington County Public School	___	___	Montgomery County, Maryland
___	___	Bowie, Maryland	___	___	Mont. County Public Schools
___	___	Charles County Public Schools	___	___	Prince George's County, Maryland
___	___	College Park, Maryland	___	___	Prince George's Public Schools
___	___	Culpeper County, Virginia	___	___	Prince William County, Virginia
___	___	District of Columbia	___	___	Prince William Public Schools
___	___	District of Columbia Courts	___	___	Prince William County Service Authority
___	___	District of Columbia Public Schools	___	___	Rockville, Maryland
___	___	D.C. Water & Sewer Authority.	___	___	Spotsylvania County Schools
___	___	Fairfax, Virginia	___	___	Stafford County, Virginia
___	___	Fairfax County, Virginia	___	___	Takoma Park, Maryland
___	___	Fairfax County Water Authority	___	___	Vienna, Virginia
___	___	Falls Church, Virginia	___	___	Wash. Metro. Area Transit Authority
___	___	Fauquier City. Sch. & Govt., VA	___	___	Wash. Suburban Sanitary Comm.
___	___	Frederick County, Maryland	___	___	Winchester Public Schools
___	___	Manassas Public Schools	___	___	Herndon, Virginia
___	___	Gaithersburg, Maryland	___	___	Loudoun County, Virginia
___	___	Greenbelt, Maryland	___	___	
___	___	Manassas, Virginia	___	___	
___	___	MD-Nat. Cap. Park & Plng. Comm.	___	___	

\_\_\_\_\_  
 Vendor Name