

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages		
					1 2		
2. Amendment/Modification Number DCTO-2010-B-0137-001		3. Effective Date September 22, 2010		4. Requisition/Purchase Request No.		5. Solicitation Caption Litigation Support – Confidential Document Scanning & Training	
6. Issued by: Code [] Office of Contracting and Procurement Information Technology Group 441 - 4 th Street, N.W., Suite 700 South Washington, D.C. 20001			7. Administered by (If other than line 6) Office of the Attorney General Income Maintenance Administration 441 – 4 th Street, N.W., Suite 1145 South Washington, D.C. 20001				
8. Name and Address of Contractor (No. street, city, county, state and zip code) TO ALL PROSPECTIVE BIDDERS Code _____ Facility _____			X		9A. Amendment of Solicitation No. DCTO-2010-B-0137		
					9B. Dated (See Item 11) September 10, 2010		
					10A. Modification of Contractor/Order No.		
					10B. Dated (See Item 13)		
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)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input 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. THE BID OPENING DATE AND TIME IS HEREBY EXTENDED FROM: 10:00 AM LOCAL TIME, FRIDAY, SEPTEMBER 24, 2010, TO: 10:00 AM LOCAL TIME, TUESDAY, SEPTEMBER 28, 2010.							
2. SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST B.3 Price Schedule (BASE YEAR) ONLY – is hereby amended to add CLINs 0004; 0005; and 0006 (See revised Price Schedule below)							
3. RESPONSES TO QUESTIONS OF CLARIFICATION ARE SET FORTH IN ATTACHMENT I:							
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				
			Lindel Reid				
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)				<i>Lindel Reid</i>		9-22-10	
				(Signature of Contracting Officer)			

SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**B.3 Price Schedule - Base Period (October 1, 2010 thru September 30, 2011) - Revised**

Contract Line Item Number (CLIN)	Description of Services	Price Per Unit	Quantity	Total Price
0001	Provide confidential document capture, scanning, indexing and coding of litigation cases and files as stated in C.4.4.	\$ _____	1,900,000 Images	\$ _____
0002	Provide two (2) on-site training sessions for up to ten (10) OAG employees regarding the use of Concordance; including moving/uploading file/data, searching, and manipulating the electronic versions of documents as stated in C.4.8.	\$ _____	1 Job	\$ _____
0003	Provide two (2) on-site training sessions for up to ten (10) OAG employees regarding methods to maximize the electronic format and coded nature of the documents for litigation purposes as stated in C.4.9.	\$ _____	1 Job	\$ _____
0004	Determine each division's particular need for substance of coding documents within ten (10) days of contract award as stated in C.4.1.	\$ _____	1 Job	\$ _____
0005	Visual inspection of OAG's file room to estimate the number of pages that must be scanned and indexed as stated in C.4.2.	\$ _____	1 Job	\$ _____
0006	Develop a project approach to perform under the contract, including but not limited to conversion of documents, compatibility with existing Concordance document management system and training of OAG employees as stated in C.4.3.	\$ _____	1 Job	\$ _____
GRAND TOTAL B.4				\$ _____

**ATTACHMENT I
RESPONSES TO QUESTIONS OF CLARIFICATION - DCTO-2010-B-0137-001**

1. Will there be any time constraints in which the contractors will be able to work in the facility?

Response: Contractors will be able to work during normal government work hours. The hours are 0830 – 1630 Monday through Friday, except government holidays.

2. Will contract employees be authorized to work more than an 8 hour day?

Response: Only on advanced approved instances. See the response to question #1.

3. Will contract employees be authorized to work in multiple shifts?

Response: Yes, providing that all work is conducted within the normal government working hours of 0830 – 1630.

4. Does the Service Contract Act apply to these employees? If so, what are the labor categories and associated wage determination requirements?

Response: Yes, the Service Contract Act does apply. However, each bidder shall determine the appropriate labor category and wage determination.

5. Should we price CLIN0001 based on completion of the 1.9M images, maintaining the team for a year, both, or the cheapest of the three?

Response: Yes, CLIN0001 should be priced based on 1.9 million images for the period of performance of date of award thru September 30, 2011.

6. Can we take into consideration multiple shifts in our pricing of CLIN0001?

Response: Yes, however work must be conducted within normal government work hours. The hours are 0830 – 1630 Monday through Friday, except government holidays.

7. Is there a minimum scan resolution requirement?

Response: 600 DPI

8. Are there any quality requirements associated with the scanned images?

Response: Best Quality

9. Can images be scanned off-site?

Response: No

10. Is there an incumbent currently working in this area?

Response: No

Is the government pleased with their work?

Response: N/A

11. If there is an incumbent, are they eligible to bid on this work?

Response: See question #10.

12. Would it be possible for us to do an onsite visit to take a look at the collection of documents Friday, September 17th or Monday, September 20th.

Response: No

13. If OAG is providing the scanner, what is the thru-put of that device? Response: Approximately 100 ppm. Is it only one scanner? Response: No. Is more than one available? Response: Yes, there are five available.

14. What is the square footage of the room we would have available to use?

Response: The scanners will be located in OAG's library. The measurement for the open area of the library is approximately 842 square feet.

15. How many people have worked comfortably in that room?

Response: The available workspace has not been used for this purpose but will accommodate five scanners.

16. Are other types of equipment available, tables, workspaces etc?

Response: Yes, see Section H.10 of the solicitation.

17. What time is the room available? What will be the available working hours for the staff on this project?

Response: Contractors will be able to work during normal government work hours. The hours are 0830 – 1630 Monday through Friday, except government holidays.

18. Generally, is the facilities manager part of the group requesting the bid, or is that person a third party?

Response: The One Judiciary Square facilities manager is not a part of this project.

19. Is parking readily available?

Response: Public garage under One Judiciary Square, daily cost is \$12.00.

20. Was there anything that was discovered during the first project that we could learn from to make the new project run more smoothly if we were the winning bidder?

Response: No

21. If possible we would like to request an extension to give us ample time to put together the best response possible. We would also like time to take a look at the answers to the questions so we can propose the best possible price.

Response: Yes, the bid opening date is extended to 10:00AM, Tuesday, September 28, 2010.

22. B.4, Price Schedule, requests pricing for "scanning, indexing and coding", as well as "on-site training sessions". F.3, Deliverables, identify four deliverables, including hard-copy deliverables for "each divisions' particular need", "visual inspection", "project approach" and "on-site training".

Where is the pricing for the three hard-copy deliverables to be provided? Will there be an amendment to the price schedule in Section B that will create distinct line items for these deliverables?

Response: Yes (Section B.3 is amended to add three (3) additional CLINs 0004, 0005 and 0006).

23. C.3, In-House Infrastructure, lists a Document Management Server, Kofax Ascent Capture and FileNet.

L.19.2 is requesting the vendor to have IBM FileNet/Kofax expertise.

Can you please confirm that you'd like to leverage the previous investment in Kofax's Ascent Capture software for the document scanning and indexing when appropriate. Also, please confirm the intention to leverage the previous investment in IBM's FileNet P8 for 1) securing case related documents 2) searching and retrieving case related documents and 3) making documents available to core business processes such as discovery (via Concordance) and case management (via ProLaw.) Will there be an amendment to the price schedule in Section B to include professional services required to deploy the Kofax and FileNet platform?

Response: Yes