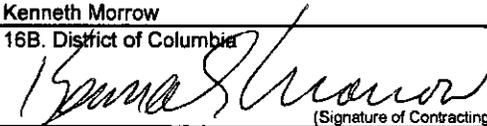


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages		
					1 1		
2. Amendment/Modification Number DCTO-2010-R-0036-005		3. Effective Date February 4, 2010		4. Requisition/Purchase Request No.		5. Solicitation Caption Document Imaging Management System	
6. Issued by: 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) Department of Human Services Income Maintenance Administration 645 H Street, N.E., 5 th Floor Washington, D.C. 20002				
8. Name and Address of Contractor (No. street, city, county, state and zip code) TO ALL PROSPECTIVE OFFERORS Code _____ Facility _____			X		9A. Amendment of Solicitation No. DCTO-2010-R-0036		
					9B. Dated (See Item 11) January 8, 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 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 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.) 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 Kenneth Morrow				
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)						2-4-10	
				(Signature of Contracting Officer)			

Questions	Answers
<p>1. During the ingestion process for the digital image files and associated indices, will the sFTP transfer process require encryption to comply with all security management requirements for this project? If so, what is the degree of encryption that will be required?</p>	<p>Yes, we will use SFTP to transfer files and will use 128-bit level encryption.</p>
<p>2. Please provide the average number of case file documents that will be requested by DHS on a daily basis for those documents that have been removed from the service center and yet to be scanned and installed into the temporary hosting system.</p>	<p>The average number of case file documents that will be requested by DHS on a daily basis is unknown. However, DHS will make every reasonable effort to minimize such requests. For pricing purposes, assume 10 requests per week.</p>
<p>3. Within Section L.16.2, it is stated that a copy of the DC License is required as part of the response. Yet in pursuing the verification and copy of the license, DC OCP has stated that it is not necessary at time of bid submission and that it will be verified by OCP automatically. Is it still a requirement of providing the Business license at time of bid submission?</p>	<p>No. However, if the offeror is required by law to obtain a District of Columbia license, registration or certification, the offeror shall certify in its proposal that offeror intends to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements.</p>
<p>4. Are there any other requirements for the Joint Venture arrangement for this project not listed within Section MM.6.7 of the RFP? What is the price reduction amount/rate for the JV?</p>	<p>No, there are no other requirements for the Joint Venture arrangement for this project. If selected for award, the certified business enterprise partner of the joint venture shall perform at least 50% of the contracting effort with its own organization. The joint venture shall receive four (4) preference points.</p>
<p>5. May the vendor provide OCTO/DHS with pre-printed barcode Box Labels for use in the process of boxing documents?</p>	<p>Yes.</p>
<p>6. Please provide all data fields that will be provided in the database lookup table.</p>	<p>There is no lookup table envisioned.</p>
<p>7. Please confirm frequency of database table deliver (i.e. Once prior to initial</p>	<p>See response to Question #6 above.</p>

<p>pickup, once per week, daily, etc).</p>	
<p>8. Appendix A, Number 2 states “Master Inventories for Each Service Center are Grossly Inaccurate – each service center manager agreed that their respective master inventory is only 85-90% accurate...” Does this mean that 10-15% of database lookups will fail to return a result and the values will have to be captured from the image?</p>	<p>There are no lookups required.</p>
<p>9. Can DHS provide site specific volume data to include total pages and total files per site?</p>	<p>See Amendment 3 (revised solicitation), Section C.1B, page 10. That is the only volume data available.</p>
<p>10. In Solicitation DCTO-2010-R-0036, Revised, section C.1C lists monthly volumes, but the Medicaid caseload is left off. Please provide the Medicaid caseload.</p> <p>C.1C Caseload Data</p> <p>The average monthly caseload data for Fiscal Year 2009 is as follows: Average SNAP Caseload 54,299 cases and 99,069 recipients Average TANF Caseload 16,226 cases and 39,505 recipients Average Medicaid Caseload XXX 195,497 recipients</p>	<p>Due to the nature of Medicaid (and locally funded medical assistance programs) DHS does not report the number of cases. Medical Assistance data is reported in terms of recipients, not cases.</p>
<p>11. The revised RFP states in section B.4.1 that the Contractor’s conversion facilities “are required to be located in the general Washington, DC metro area.”</p> <p>Section H.5.6 states that the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia, Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the</p>	<p>Acceptable locations for conversion services are anywhere in the Washington, DC metro area as defined in revised RFP Section H.5.6.</p>

<p>West Virginia Counties of Berkeley and Jefferson.</p> <p>Given, that the District has an interest in creating and maintaining jobs within the DC area, do the jurisdictions listed in section H.5.6 designate where the Contractor’s conversion facilities are “required to be located”?</p>	
<p>12. Vendor currently holds the GSA Schedule Contract 36 SIN 51 506 for Document Conversion Services under which we can provide the required Imaging Services. We are a small business and located in New Jersey. Can we transport the documents to our processing location in New Jersey or do you require the scanning to be done only in DC ?</p>	<p>See Amendment #4, Question 57.</p>
<p>13. I am requesting clarification regarding Appendix E of RFP DCTO-2010-R-0036 (Revised).</p> <p>Question 6 below refers to “on-site” warranty, does question 5 also refer to “on site” warranty? Please explain what is expected by “on site”.</p> <p>Question 5: The City requests that the Contractor agrees to a one year warranty. The warranty period would start on the day of final approval for payment, after the system is installed and functioning properly, and after the City’s authorized representative and consultants have been tested and approved the system. Will the Contractor agree with this condition? (please check one)</p> <p>Question 6: If the Contractor does not agree, what is the longest time that the Contractor would agree to an “on-site” warranty?</p>	<p>This pertains to the warranty or support provided for “out of the box” components. Please describe the terms of any warranty, to include Help Desk, issue tracking, and onsite support.</p>
<p>14. Please provide details on the existing development and testing environment for FileNet P8 and Kofax Ascent Capture. Can these be leveraged for the development of DIMS? If no, is the vendor required to quote software licenses for setting up test and development environment.</p>	<p>Development and test environments will be provided and we expect the vendor to utilize the existing OCTO infrastructure for these projects.</p>

<p>15. Provide the total number of:</p> <ul style="list-style-type: none">• Scanning users• Indexing users• Administrators	<p>In Section C.3A.1.1, the District has specified the number of scanners. The District expects that the number of Index users will be determined based on the vendor's specific methodology. The District specified 2-3 Administrators.</p>
<p>16. Does the state has a RightFax server available for processing incoming faxes?</p>	<p>No.</p>
<p>17. Can the DHS/OCTO provide space for conversion of documents? If yes, please provide the cost details and the infrastructure available.</p>	<p>See responses in Amendment #3, Question 77 and Amendment #4, Question 10.</p>
<p>18. Section C.3A.3.3 <i>"The DIMS must allow selected scanned documents to be exported to secure storage devices or encrypted CD/DVDs at the request of DHS."</i> of document DCTO-2010-R-0036- (Revised). Please clarify if only export of documents is required to the desired location. Are the exported documents to be encrypted as part of the solution also?</p>	<p>The requirement is to enable authorized users to select and export documents, and to store them on secure storage or encrypted media.</p>