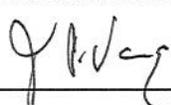


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1   16	
2. Amendment/Modification Number DCTO-2010-R-0057 - A001		3. Effective Date See Block 16 C	4. Requisition/Purchase Request No.	5. Solicitation Caption Freedom of Information Automation	
6. Issued By: Office of Contracting and Procurement Information Technology Services 441 4th Street, N.W., Suite 700 South Washington, D.C. 20001			7. Administered By (If other than line 6) Office of the Chief Technology Officer Application Services 1100 15th Street, NW, Suite 9014 Washington, DC 20005		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  ALL POTENTIAL OFFERORS			(X)	9A. Amendment of Solicitation No. DCTO-2010-R-0057	
				9B. Dated (See Item 11) 3/10/2010	
				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>2</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 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.)					
<p><b>This Amendment is issued to provide the answers to questions received and make the changes set forth in Attachment 1.</b></p> <p><b>The proposal due date for submission is 2:00 P.M., April 9, 2010.</b></p>					
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		
			John P. Varghese		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
					3/25/10
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

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Item Number	RFP Reference	Question	Response
1	L.2.1 and Offer Award Form	There is a discrepancy between number of response copies required from section L.2.1 (one original, one electronic copy) and offer award form (7 copies). Please Clarify.	L.2.1 requests one original and one electronic copy. The offer and award form requests 7 copies.
2	C.1.3, C.2.4	C.2.4 mentions that 12 agencies are currently using FileNet; however, in C.1.3 proposal mentions that this RFP encompasses 60 agencies/sub agencies. Please Clarify.	The District currently has a number of Agencies that use FileNet. The FOIA ASAP project will require all 60 agencies to use the FileNet repository for FOIA documentation, even if they are not currently using FileNet for other business processes.
3	C.2.10d	Are previously redacted documents from Acrobat required to be imported into the new application?	C.2.10d is background, and requirements begin in section C.3, offerors should refer to requirements in attachment F. Requirements #13 and #15 dictate that the proposed solution must be able to import digitized documents, which would include PDF's,
4	C.3.3, C.3.4	RFP seems to require project deliverables in the response, i.e. the RFP calls for inclusion of current reports and documentation of existing processes when the project has not yet started. Please Clarify.	Offeror's proposals shall describe how they will meet the deliverable requirements in their methodology, schedule, staffing, and related responses.

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5	C.3.7	Will Offeror provide HW for testing environment and will the prototype be installed on that environment?	The District will provide VMware for the prototype.
6	C.3.10, C.3.13	Both C.3.10 and 3.13 are stated to fall under Application Maintenance but the pricing guide calls for separate line items. Please Clarify.	C.3.10 addresses specifically Help Desk support. Please describe what Help Desk services are provided. C.3.13 addresses Application Maintenance in broader terms. Please provide details of your support offering and optional coverage.
7	C.3.10	What are the regular business hours of the DC support help desk staff?	The DC technology Help Desk operates 8:30 to 5:30, Monday through Friday
8	C.3.7	Acceptance Test Plan: Is this a deliverable or part of the proposal?	This is a deliverable. Offeror's proposals shall describe how they will meet the deliverable requirements in their methodology, schedule, staffing, and related responses.
9	C.3.9	What constitutes an acceptable amount of web-based instruction to fulfill this requirement?	It is envisioned that the Offeror will provide recorded presentations and/or training sessions that can be delivered via the Web.
10	L.7	With regards to the three references, is it required that these references of past performance equal or exceed the size and scope of ASAP, i.e., at least 100 users per site for each reference and a large number of decentralized offices, to	Reference requirements are stated in Section L.7.

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11	M.6.1.2  What constitutes a certified business enterprise? See the following excerpt: If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph M.1.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.	Offer must be certified by the Department of Small and Local Business Development, 441 4th Street, NW, Suite 970N, Washington, DC 20001 (202) 727-3900  Please contact the Department of Small and Local Business Development for information on certification requirements.

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12	General	There is impedance between desire for COTS solution and instructions that indicate custom requirements. Please clarify.	Offerors shall propose the solution that best meets the requirements of the RFP.
13	General	Is it a requirement that the software vendor be able to provide for easily administered patches, as opposed to having to uninstall and re-install software with each new version of the eFOIA software that is released?	This is not a requirement of the RFP
14	General	For redaction of multiple pages, is it a requirement of the District that the proposed solution be able to search and redact multiple documents with a single command?	This is not a requirement of the RFP

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15	General	Is it the intent of the District, as a requirement of the eFOIA solution, that the proposed solution is not a fat client being pushed to the client site?	This is not a requirement of the RFP
16	General	Often it is required to withhold information with similar criteria. For example, search for predefined terms and save them as templates to be run on multiple requests and multiple documents. Will this be a requirement of the proposed solution?	This is not a requirement of the RFP
17	General	To meet the challenging reporting requirements of managers, is it a requirement that the proposed solution have the ability to create ad hoc, or custom reports?	This is not a requirement of the RFP
18		Of the estimated 120 users of the system, can the District please provide approximate numbers for: A) - FOIA officers at the Agency level B) - Second level reviewers at the Agency level C) Number of users	A. 60 B. 60 C. 10 D. 10

		<p>within the OAG Office and those who may need to generate District-wide reports D) (reference page 98, paragraph "q": "The OAG FOIA Officer and other specifically approved individuals are able to generate reports for all agencies covered by the new system.")</p>	
19		<p>Can the District confirm whether it has a computer-equipped training facility which can be made available for this project? If so, how many workstations (participants) does the training facility offer? -</p>	<p>The District's "Center for Workforce Development" has a computer training lab with 15 stations that can be accessed based on availability.</p>
20		<p>Page 101 of the Solicitation documents some of the standard software infrastructure currently in use within the District, including Websphere as a standard Application Engine.        A) - Is Microsoft IIS also a supported application server within the District?</p>	<p>A. Yes        B. IIS 6 is the current version, and version 7 is in the planning stages for deployment        C. Not Applicable</p>

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	<p>B) - If so, which version(s) of IIS are deployed and supported? C)- If not, would a solution which leverages MS IIS as the application server be eliminated from consideration?</p>	
21	<p>F#28  For purposes of calculating items 11 through 22 of the annual report, can each request have more than one exemption applied?</p>	<p>Yes</p>
22	<p>Can the District confirm whether there are cases where documents would be withheld under multiple exemptions?  If so, is it advantageous for the system to keep track of all of the applicable exemptions? (multiple exemptions vs a single exemption).</p>	<p>Yes. Reporting requires tracking all exemptions used, including multiple exemptions invoked for the same document.</p>
23	<p>F#23  "There shall be a feature to designate the location of redaction reasons on the redacted document." Can the District please explain "the location of</p>	<p>The legal rationale for the redaction (the legal citation) is required to be placed (with the aid of the redaction software) on the redacted document as close as possible to actual redaction on the page.</p>

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		redaction reasons"?	
24	F#5	<p>"The portal request function shall allow the public to choose up to three agencies that they can direct their request, and be able to select them from a drop down menu."</p> <p>Question: In the above scenario, would the District typically treat this as three distinct FOIA requests, or would one of the agencies take the lead on processing it as a single request, coordinating with the other two agencies?</p>	<p>Current practice is to treat it as three separate requests, and to request agencies to coordinate their responses when requesters are seeking the same information from multiple agencies.</p>
25	General	Does District's File Net installation already include BPM?	No
26		Approximately how many pages were reviewed last year (estimated total, District-wide)?	<p>The District does not currently have the ability to track the number of pages reviewed. In FY2009 the District received 5,637 requests. Those requests lead to only a small number of responsive documents. The majority of the responsive requests for documents fall within the 100 – 500 page range. However, approximately 50 requests lead to the identification of "tens of thousands" to "hundreds of thousands" of pages-worth of responsive data.</p>

27		What is the estimated page count on the District's three most voluminous requests last year? - for 2009,	See response to question 26.
28		Approximately what percentage of requests were received via email: __%, letter/paper __%, fax: __%	75% email 15% letter/paper 10% fax
29	Section K, starting on page 49.	Which parts, if any, do you want included in the proposal? If included, where?	All the pages of Section K must be completed and submitted in Section H.
30	L.3.1 and Section G, page 60 C.3.2. Section F, Proposed Solution,	L.3.1, says that Section G of the proposal is to be the Services Implementation Work Plan. However, on page 60, Section G of the proposal is to be the Response to Attachment F. Section F, Proposed Solution, the Project Plan is listed as C.3.2. Please clarify this discrepancy.	This is an error in the RFP. Section L.3.1 should read: L.3.1 Volume I - Technical Proposal Content Instructions Offeror's proposals shall be in the following format: A. Proposal Cover Letter B. Bidder's Cover Page C. Table of Contents D. Executive Summary E. Organizational Background F. Proposed Solution G. Response to Attachment F H. Required Forms
31	L.6.2:	L.6.2: names, reporting relationships of key personnel, and resumes. Where in the proposal do want this information provided?	Section F, Proposed Solution C.3.2 Project Plan

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32	L.7 and M.4.7	<p>L.7, References: requests references from "recent FOIA solutions...." However, M.4.7, states vendors will be evaluated on customer satisfaction from "delivering Freedom of Information Act, Privacy Act, or other relevant public access automation systems." Please clarify this discrepancy.</p>	<p>References will be evaluated based on the criteria described in the RFP. References that are similar and/or relevant to this procurement are required.</p>
33	L.7	<p>L.7, References: Can one or more references be provided by a subcontractor, if that subcontractor is providing the FOIA solution?</p>	<p>Yes</p>
34	M.4.6,	<p>M.4.6, states: "Each key team member must provide the required specific expertise in IBM FileNet and Kofax (or vendor proposed capture solution) deployments, based on their project role." Many of our technology team members have this expertise; however the success of our solution also requires team members that have</p>	<p>The District did not intend to limit the team skill set by requiring only FileNet (or Kofax - if that is the vendor proposed capture solution) skill sets. Vendor teams should have technology skill sets consistent with the types of technology they are proposing, including FileNet and potentially Kofax if Kofax is proposed in the capture solution of the vendor proposal.</p>

	<p>specific technology skills which do not include IBM FileNet and Kofax. This is key to our solution and a well rounded technology team. Is this team skill set approach permissible?</p>	
<p>35</p> <p>C.3.2, Page 15, and F.4.1</p>	<p>Page 15, C.3.2. Project plan: requests project plan be in "Gantt chart form." We assume this would be in MS Project. However, the deliverable table in F.4.1 says the project plan will be submitted in MS Word form. Please clarify.</p>	<p>Evaluators will not have access to MS Project. The Gantt chart shall be placed into the proposal so that it can be read in hard copy and Word. There is no requirement to create the chart in MS Project.</p>
<p>36</p>	<p>Page 35, H.6.5 refers twice to Section H.5.4. We couldn't locate H.5.4. Please clarify.</p>	<p>Delete Section H.5.4 and replace with Section H.6.4.</p>
<p>37</p> <p>L.5.2 and L.10</p>	<p>L.5.2 All oral questions must be submitted in writing following the close of the pre-proposal conference but no later than March 22, 2010 in order to generate an official answer.</p>	<p>Section L.10 Explanation to Prospective Offerors – Delete April 2, 2010 and replace with March 26, 2010.</p>
	<p>L.10 If a prospective</p>	

		<p>Offeror has any questions relative to this solicitation, the prospective        Offeror shall submit the question in writing to the contact person, identified on page one. The prospective Offeror shall submit questions no later than April 2, 2010. The District will not consider any questions received after April 2, 2010. The District will furnish responses promptly to all other prospective Offeror s.</p>	
38		<p>Given that the cutoff date for questions is April 2, and the Easter holiday, will the District consider extending the due date of proposals?</p>	No
39		<p>Will the District provide an estimated date for posting answers to questions?</p>	March 25, 2010.
40	<p>Section M.4.5, Factor A, Section L</p>	<p>Section M.4.5, Factor A, Proposed Methodology states that the Offeror's project</p>	<p>This is an error in the RFP. Section L.3.1 should read:        L.3.1 Volume I - Technical Proposal Content Instructions</p>

		<p>management plan will be included in the evaluation. No instructions are included for a Management Plan in Section L. Please clarify which section of the Technical Proposal should include the Offeror's Management Plan, and instructions for what should be included in the management plan.</p>	<p>Offeror's proposals shall be in the following format:      A. Proposal Cover Letter      B. Bidder's Cover Page      C. Table of Contents      D. Executive Summary      E. Organizational Background      F. Proposed Solution      G. Response to Attachment F      H. Required Forms</p> <p>Section F of your proposal shall include a Project Management plan. See the answer to question 30 above.</p>
41	Section L.4	<p>Section L.4, Standards of Responsibility requires that documentation be submitted within 5 days of the request by the District. Does the "date of request" mean the date of the Request for Proposal, the date of proposal submission, or another date following submission to be determined?</p>	<p>The date of request means the date it is determined by the District.</p>
42	Section L.3.1	<p>Section L.3.1, Volume I Technical Proposal Content Instructions lists items A through I, with H being Support</p>	<p>This is an error in the RFP. Section L.3.1 should read:      L.3.1 Volume I - Technical Proposal Content Instructions      Offeror's proposals shall be in the following format:</p>

	<p>and Maintenance and I being Required Forms. However, in the Section details that follow the list, Item H is titled Required Forms, and there is no instruction for item "Support and Maintenance." Please clarify whether a discussion of Support and Maintenance is required, and if so, what the instructions are as well as the proper numbering for items H and I.</p>	<ul style="list-style-type: none"> <li>A. Proposal Cover Letter</li> <li>B. Bidder's Cover Page</li> <li>C. Table of Contents</li> <li>D. Executive Summary</li> <li>E. Organizational Background</li> <li>F. Proposed Solution</li> <li>G. Response to Attachment F</li> <li>H. Required Forms</li> </ul>
43	<p>Section L.7, References requires offerors to include three or more references. Are references required from only the prime contractor or are subcontractors also to include references? Also please confirm whether the references are at the company level or key personnel level.</p>	<p>References are required from a company perspective. Include all references that are relevant to the work and solution being proposed.</p>
44	<p>Section L.6, Key Personnel requires Offerors to identify key personnel and include resumes. Section</p>	<p>Section F, Proposed Solution  C.3.2 Project Plan</p>

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		<p>M.4.6, puts 20 evaluation points on the project team. The Technical Proposal Outline in Section L.3 does not include a section on Personnel. Please clarify which section of the proposal should include our discussion of personnel and our Key Personnel resumes.</p>	
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