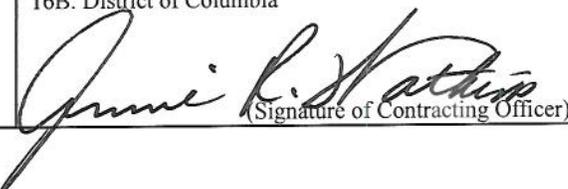


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
				1	2
2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption		
Amendment A0002	September 8, 2008		MS Project Manager		
6. Issued by: Code		7. Administered by (If other than line 6)			
Office of Contracting and Procurement Office of the Chief Technology Officer 441 4 th Street, N.W., Suite 971N Washington, D.C. 20001		Office of the Chief Technology Officer Telecommunications 441 4 th Street, N.W. Washington, D.C. 20001			
8. Name and Address of Contractor (No. street, city, county, state and zip code)		X	9A. Amendment of Solicitation No.		
TO ALL PROSPECTIVE OFFERORS			DCTO-2008-Q-0302		
			9B. Dated (See Item 11)		
			August 28, 2008		
		10A. Modification of Contractor/Order No.			
Code Facility			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 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.)					
a. The purpose of this amendment is to remove the existing Statement of work and replace with the attached Statement of Work.					
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			
		Annie Watkins			
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)				9/5/08	
		(Signature of Contracting Officer)			

District of Columbia Microsoft Project Server Implementation Statement of Work

C.1 The District of Columbia has an immediate need to deploy a Microsoft Project Server environment to support the project management needs of its staff. The implementation project should include the following tasks: Confirmation of Needs and System Design, System Installation, Configuration, and Validation, User Mentoring and Project Plan Migration and Project Management and Reporting

C.1.2 Task 1: Confirmation of Needs and System Design

During the Confirmation of Needs and System Design task, CONTRACTOR will gather and validate business and technical requirements, map the requirements to Microsoft Project Server functionality, and produce a Solution Definition document.

C.1.3 Key activities:

- a. Working session with key client stakeholders to discuss and confirm the requirements, including on-site information and requirements gathering session(s) and interviews with the appropriate District of Columbia OCTO resources to gather and validate information necessary to understand the current project management processes.
- b. The information to be gathered will include, but is not limited to: Existing (documented) Project and portfolio management methodology and processes OCTO uses to manage its projects, Resource Breakdown Structure (RBS) details, including reporting relationships that will drive the security model within the solution.
 - i. Employee/user information, and validation of Microsoft Project data, including Groups and Security Templates, Menus and Views.
 - ii. Definition of enterprise information.
 - iii. Critical functionality to be addressed may include, but is not limited to, Schedules, Risks Log, Issues Log, Status Reports, Enterprise Resource Pool, Document Management and Repository, Schedule and Resource Reports.
- c. Documentation of Requirements
- d. Creation of required configuration settings

C.2 Deliverables: Solution Definition Document and Configuration Details Document

C.3 INSTALLATION, CONFIGURATION, AND VALIDATION

C.3.1 During this Task CONTRACTOR will work with District of Columbia OCTO IT staff to perform installation and configuration tasks listed below.

C.3.2 Software Installation Key tasks:

1. Installation of the application(s) into a technical environment(s)
2. System configuration
3. Validation of environment(s)

C.3.3 Deliverables:

1. Installed and configured environment
2. Installation Log
3. Enhancement and Change Request Log
4. Updated Solution Definition Document (as necessary)
5. Updated Configuration Details document (as necessary)

C.4 USER MENTORING AND PROJECT SCHEDULE MIGRATION

C.4.1 During this task CONTRACTOR will provide DISTRICT OF COLUMBIA OCTO with one (1) set of user mentoring sessions, followed by a fixed number of days working with project managers to assist with project schedule migration into the new system.

C.4.2 **Project Manager** – will provide one (1) session of basic application training to DISTRICT OF COLUMBIA OCTO project/program managers responsible for planning and managing work and resources on projects and across the portfolio.

C.4.2.1 **Management/Executive** – will provide one (1) session of training to executives and management in the basic navigation of Project Web Access.

C.4.2.2 Application Administrator – will provide one (1) session of training to technical and non-technical personnel within the DISTRICT OF COLUMBIA OCTO's PMO and/or IT department, responsible for maintaining and administering the Project Server application.

C.4.2.3 Team Member Training - will provide one (1) session of basic application training to the project team members. Each session, delivered by CONTRACTOR, will consist of no more than twelve (12) project team members.

C.4.3 Key tasks: Deliver pre-built user mentoring/training sessions for four user groups and Provide onsite mentoring for users post-training.

C.3.1 Deliverables:

- a. Four training sessions
- b. Pre-developed training materials
- c. Onsite project plan migration support

C.4 PROJECT MANAGEMENT

C.4.1 During the duration of this engagement, CONTRACTOR will provide project planning, risk management, quality management, and project control services, to ensure constant communication between CONTRACTOR and DISTRICT OF COLUMBIA OCTO project teams. All processes are in direct alignment with PMI's Project Management Body of Knowledge.

C.5 Key Tasks

C.5.1 CONTRACTOR will conduct a project kickoff meeting with DISTRICT OF COLUMBIA OCTO project stakeholders to discuss project objectives and goals, logistics, timeframes, deliverables, and jointly set expectations around coordinating resources required for successful project execution.

C.5.2 CONTRACTOR will put into place the following Project Management mechanisms, in accord with Project Management Institute (PMI) standards (PMBOK) for project control and communications. Communication Plan A formal process will be employed to facilitate communication during the project. Issue/Risk Management Procedure The project manager will use the following general procedure to manage project issues and risks. Change Management Process CONTRACTOR will develop and manage an active change management process during the engagement, to keep the effort within scope and cost.

C.6 Deliverables are 1. Bi-Weekly Status Reports, WBS/MS Project plan and Lessons learned and recommendations for next Phases of deployment.