

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages	
				1	4
2. Amendment/Modification Number	3. Effective Date	4. Requisition No.	5. Solicitation Caption		
A001	March 18, 2019		Child Support Services Business Process Engineering		
6. Issued by:		Code	7. Administered by (If other than line 6)		
Office of the Attorney General Support Services Division/Procurement Unit 441 4 <sup>th</sup> Street NW, Suite 1100 South Washington, DC 20001-2714		CB0	Office of the Attorney General Child Support Services Division 441 4 <sup>th</sup> Street NW, Suite 550 North Washington, DC 20001-2714		
8. Name and Address of Contractor (No., street, city, state and zip code)			X	9A. Amendment of Solicitation No.	
				<b>DCCB-2019-T-0012</b>	
				9B. Dated (See Item 11) March 1, 2019	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	Facility Code				
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<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. <b>Offerors must acknowledge receipt of this amendment</b> 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>one</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or email which includes a reference to the solicitation and amendment number(s). 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 change may be made by letter or email, provided each letter or electronic communication 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)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>					
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Contract Modifications 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 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)					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
Request for Task Order Proposals No. <b>DCCB-2019-T-0012</b> for Child Support Business Process Re-Engineering hereby amended as follows:					
A. Date and time for receipt of proposals is hereby extended to 10:00 a.m. on April 9, 2019.					
B. Block 26, delete "an original and 2 copies" and substitute "by email" for proposal submission instructions. Starting on page 22, sections "D", "E", and "F" are renumbered "G", "H" and "I".					
C. Responses to questions raised by prospective offerors are set forth on pages 2 and 3.					
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		
			Janice Parker Watson		
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
				3/18/2019	
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

Questions	OAG Responses
<p>1. What is the nature of the interaction between the BPR vendor and the development vendor?</p>	<p><b>CSSD is undertaking both an exploration of its current business processes and its system in an effort to enhance the ability of staff to work efficiently and effectively B. Block 26, delete “and original and 2 copies” and substitute “by email” for proposal submission instructions.. The BPR and system-development contractors will work collaboratively to ensure that process updates and system updates support and complement each other and that both serve to improve staff efforts on behalf of children and families.</b></p>
<p>2. <b>General:</b> What is the timeline for the system development project – Understanding that Agile development requires fluidity and several iterations, are there some segments (e.g., PEP, establishment, enforcement, financials) where the project would realize synergy by completing the BPR to-be earlier than other segments?</p>	<p><b>The order of component modernizations has not been fully determined. At the project kickoff, more timeline information will be provided. Offerors are free to propose synergistic solutions.</b></p>
<p>3. <b>RFTOP Signature Sheet:</b> Box 26 on the form states, “CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN AN ORIGINAL AND 2 COPIES TO THE ISSUING OFFICE...” Please confirm proposers are to submit proposals by email and that hard copies are not required.</p>	<p><b>Block 26, delete “an original and 2 copies” and substitute “by email” for proposal submission instructions.</b></p>
<p>4. <b>Section F.1.1.1, pg. 25:</b> F.1.1.1 of the RFP requires a detailed Project Plan describing how we propose to fulfill each of the requirements listed in Section C.4. Section C.4 includes section C.4.11, Key Personnel, which requires information on the staff proposed, including an experience matrix and resume for each individual. F.1.2 Experience and Qualifications of Key Staff (p.25) also requires information on the proposed staffing and an experience matrix. Should the information regarding the Key staff and their experience and qualifications be provided in both sections of the proposal? Please describe the difference in the information being requested in F.1.1.1 and F.1.2 as it relates to information</p>	<p><b>Each offeror is expected to complete both the Experience Matrix and the Key Personnel Information. In terms of the differences between the information requested in the two sections, the matrix is a document that, in chart form, provides an at-a-glance view of the skills and experience by category of the entire team. The key personnel section should provide a detailed, narrative description of the background and experience offered by each person comprising key staff.</b></p>

Questions	OAG Responses
<p>on key staff.</p>	
<p>5. <b>Section F.1.1.2, pg. 25:</b> F.1.1.2 of the RFP requires a detailed Project Plan describing how we propose to fulfill each of the requirements listed in Section C.4. Section C.4 includes section C.4.7 Implementation Plan. F.1.1.2 requires a description of the detailed Implementation Plan. Should the Implementation Plan be described in both the section on the Project Plan, as well as a separate section on the Implementation Plan?</p>	<p><b>First, note that correction has been made to the lettering and numbering of the RFTOP document. In response to the question, the proposed approach to the implementation phase of the work should be included as a separate section of the project plan. The instruction provided in Section F simply clarifies the information to be included in the technical proposal; it is not intended to present a new requirement.</b></p>
<p>6. <b>Section F.1.1, pg. 27:</b> Sections F.1.1.1 and F.1.1.2 refer to Sections C.3.1 (Phase I) and C.3.2 (Phase II). The sections in the RFTOP do not relate to phases. We are assuming that these sections should refer to sections in C.4. Please clarify.</p>	<p><b>Again, note that correction of the lettering and numbering of the RFTOP document. In response to the question, the phases referenced refer to the requirements listed in C.4.</b></p>
<p>7. <b>F.4.2, pg. 28:</b> We assume the Subcontracting Plan should be submitted as part of the Price Proposal. Please confirm.</p>	<p><b>Yes, the Subcontracting Plan should be submitted as a part of the Price Proposal <u>and</u> the use of subcontract personnel should be included in the staffing sections of the response.</b></p>
<p>1. Please confirm that this is a GSA Schedule Task Order under Professional Services Schedule (OOCORP).</p>	<p><b>Yes, this is a procurement under the GSA Schedule for Professional Services Schedule (OOCORP).</b></p>
<p>2. Section B. Please confirm your intent to modify the Price Schedule to clearly reflect the District's intent to have a firm fixed price for Item No. 0001 -0005 and a separate cost for 0006.</p>	<p><b>Items 0001, 0002, 0003, 0004, and 0005 are to be proposed on a firm-fixed price basis. Optional item 0006 shall be proposed as a composite rate based upon labor hours no higher than the GSA schedule rates.</b></p>
<p>4. Page 7, C.4.4.1 and Page 8, C.4.5.2.d.(3) Please confirm that the vendor is only required to identify functions of DCCSES that would need to be modified.</p>	<p><b>OAG is not asking for functions of DCCSES to be modified. We are asking the incumbent to perform process analysis leading to enhanced business processes which could be automated and included in the modernized child support enforcement system.</b></p>
<p>5. 15. Page 7, C.4.4.1 Please confirm that the administrative procedures are limited to Support Services administrative procedures.</p>	<p><b>Section C.4.4.1 refers only to CSSD policies and procedures.</b></p>
<p>Pages 13-14, C.4.11.1, C.4.11.4, Please define</p>	<p><b>Managers and those experienced personnel whose resumes and qualifications were used</b></p>

Questions	OAG Responses
<p>key personnel. Are key personnel required to be employees or consultants of the prime?                      Can they be subcontractor personnel?</p>	<p><b>in the successful proposal are key personnel. The contractor may designate subcontractor personnel as key personnel subject to OAG approval.</b></p>
<p>6. Pages 13-14, C.4.11.2, C.4.11.8; Page 24, D.5.1, Please confirm that key personnel are only expected to be on site as required?</p>	<p><b>True. Key Personnel may be authorized to work at other sites, at OAG discretion.</b></p>
<p>7. Page 19, F.2, Please confirm that we are to submit pricing for one year (and not for option years). F.2.3 indicates that option pricing will be as specified in Section B, but Section B requests only one year of pricing. Page 30, F.5 indicates that option year pricing will be evaluated.</p>	<p><b>OAG expects firm fixed prices and rates for the term of the task order. I.5 (was F.5) is revised to refer to optional item 0006.</b></p>
<p>8. Page 21, Section F.3.2, refers to a (missing) Section H.5.5 regarding the 51% District Residents New Hires Requirements and First Source Employment Agreement. Does this apply if the personnel being bid are already employees and consultants of the Offeror or subcontractor?</p>	<p><b>The requirement by District law, pertains to new hires, if any, for positions created as a result of the contract.</b></p>
<p>9. Page 28, F.3, Please explain how the CBE preferences will be applied in the price evaluation (F.2). Answer:</p>	<p><b>Up to 12 CBE preference points will be added to the technical and price scores of certified District businesses..</b></p>
<p>10. As the responses to these questions will not be posted until at least Friday, March 15, please consider extending the proposal deadline for a week.</p> <p>.....</p>	<p><b>Due date for proposals is extended to April 9, 2019.</b></p> <p>.....</p>
<p>11. Pages 25-26, F.1.2.1, F.1.2.2 and F.1.2.3 May subcontractor past experience be used to demonstrate the experience required in these sections?</p> <p>.....</p>	<p><b>An offeror's past experience gained as a subcontractor will be evaluated. Paragraphs under Section I.1.3 (was F.1.3) are re-numbered as I.1.3.1, I.1.3.2 and I.1.3.3.</b></p> <p>.....</p>
<p>12. At the pre-proposal conference there was a brief discussion of subcontractors. Please confirm that there is no restriction on the percentage of work to be performed by subcontractors.</p> <p>.....</p>	<p><b>This is generally true, however, a prime contractor claiming CBE preference points must perform at least 51% of the work with its own resources.</b></p> <p>.....</p>