

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1   3	
2. Amendment/Modification Number A01	3. Effective Date June 17, 2022	4. Requisition/Purchase Request No.	5. Solicitation Caption Workplace Misconduct Investigation Services		
6. Issued by: Office of the Attorney General Support Services Division/ 400 6 <sup>th</sup> Street, NW Washington, DC 200001		Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code)		Code	Facility	9A. Amendment of Solicitation DC-CB-2022-1-0020	
				<input checked="" type="checkbox"/>	9B. Dated (See Item 11) 6/8/22
					10A. Modification of Contract 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 <u>1</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 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): 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 checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  The purpose of this amendment is to provide responses to questions submitted by potential offerors. See responses in red on pages 2 and 3 of this amendment.  The due date for submission of proposals has been extended to 2:00 pm on June 29, 2022.					
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 Gena Johnson			
15B. Name of Contractor  (Signature)	15C. Date Signed	16B. District of Columbia  <i>Gena Johnson</i> (Signature of Contracting Officer)	16C. Date Signed 6/17/22		

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**OFERROR QUESTIONS:**

1. C.4.3 (p.5) in describing the requirements of the scope of work states that: “The Contractor, acting through its Key Personnel, must perform all investigative and support work from reviewing the complaint, preparing an investigation plan and preparing draft and final investigative reports including a *Final Agency Decision (FAD)*.”

The term “Final Agency Decision” is a term of art in EEO investigation parlance, and typically refers to a report prepared after the conclusion of the investigation and represents the stated position of the agency with respect to the bona fides of the complaint. Typically, the FAD is not prepared by the investigator; instead, it is a written after review of the investigator’s report against established relevant case law, statutes, or regulations. The Final Agency Decision is most often prepared by licensed attorneys for signature by the highest-ranking official of the agency or his/her assignee.

- a. Is the above description what the DC OAG intended by the use of the term “Final Agency Decision” at C.4.3? **Yes. OAG needs a recommendation from the vendor in the final investigative report. Then OAG can work with HR to prepare a FAD and next steps. OAG is looking for conclusions, determination, and a recommendation for each allegation.**
  - b. If not, will the agency describe what it means by the use of the term “Final Agency Decision.” **n/a**
  - c. If the above describes what the agency intends for the contractor to provide as the final agency decision (in draft or for execution by the responsible agency official), will the agency consider including a labor category for a position for a person, other than the investigator who performed the investigation, who has the requisite legal knowledge of federal and DC EEO and related laws to perform the services of preparing the FAD? **n/a**
2. In the proposed fixed unit price structure, the OAG has not included any limits on the level of effort that may be required to complete an investigative report. There is no restriction on the number of claims or allegations that can comprise a complaint and there is no limit on the number of complainants that can be associated with a given complaint.
    - a. Will the OAG consider limiting the number of claims that will comprise a complaint? **OAG is not able to provide a limit because OAG would not know in advance the allegations or claims in a complaint.**
    - b. Similarly, will the OAG consider defining a “complaint” as having been brought by one (1) individual employee? **It’s normally one individual employee. But in some instances you may see a group (but it’s rare).**

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3. The Deliverable Schedule identified at F.3 (p.9) requires that 30 days after assignment of a case, a draft investigative report must be submitted. Given this schedule,
- a. What arrangements have been made within OAG to assist the contractor in enforcing strict deadlines for the production of documents or to accommodate a request to interview OAG employees or officials? **OAG HR communicates with staff on the process and supports the contractor as needed. If an extension is needed because of employee schedules or delays to investigate that are outside the control of the contractor, we work to provide extensions to the investigator as needed.**
  - b. If the OAG is unable to compel strict adherence to the contractor deadlines, what accommodations will be made to the Deliverables schedule? **We will work and collaborate with the vendor to extend the deadlines/timeframes. We just ask that the vendor flag for us the reasons for delays, etc.**
4. In light of the federal holiday observed on June 20 and the need for offerors to include in their bids Past Performance Evaluation forms from federal contracting personnel, will the Agency consider extending the due date for receipt of proposals to June 29? **Yes.**
5. H.2 (pp. 14 – 15) provides that the Contractor shall be bound by the Wage Determination No. 2015-4281 Revision No. 23, dated 04/28/22 (Wage Determination) issued by the U.S. Department of Labor in accordance with the Service Contract Act. Will the Office of the Attorney General identify the labor category from the Wage Determination that applies to the EEO investigators addressed in the subject solicitation? **The contractor will determine the mix of staff needed to complete the required services.**