

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 2	
2. Amendment/Modification Number A01	3. Effective Date July 7, 2022	4. Requisition/Purchase Request No.	5. Solicitation Caption Document Management and Human Resource Consulting Services		
6. Issued by: Office of the Attorney General Support Services Division/ 400 6 th Street, NW Washington, DC 20001		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 DCCB-2022-R-0028	
				<input checked="" type="checkbox"/>	9B. Dated (See Item 11) 6/30/22
					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 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>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 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 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)					
E. IMPORTANT: 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: 1) provide responses to questions submitted by potential offerors. See responses in blue on page 2 of this amendment; and 2) clarify the calculation of the price score used in the evaluation.					
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 7/7/22		

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A01	July 7, 2022		Document Management and Human Resource Consulting Services	

A. OFFEROR QUESTIONS AND RESPONSES:

1. Is this a new requirement? If not, can you please let me know the incumbent? **This is a new requirement**
2. Does the OAG have a manual or automated job description library? **No, we do not.**
3. Does the support you require include any external attorney or client privileged information? **There are confidential employee records, both current and separated.**
4. When was the OAG's existing Recruitment SOP updated? **2021**
5. What is the estimated budget for this project? **For the balance of the current fiscal year through September 30, 2022, the available budget is approximately \$80,000. The awarded contract will be a labor-hour type contract. During the course of the contract term, if the total amount is expected to be over the stated not-to-exceed amount, the contract may be modified to increase that amount.**

B. M.3.2 is modified to read as follows:

M.3.2 PRICE CRITERION (20 Points Maximum)

The price evaluation will be objective. For the purposes of evaluation only, the District will use a quantity of 1 hour times the hourly labor rate for each CLIN to calculate a total proposed price to use in the formula below. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\begin{array}{l}
 \text{Lowest price proposal} \\
 \text{-----} \times \text{weight} = \text{Evaluated price score} \\
 \text{Price of proposal being evaluated}
 \end{array}$$

For example: If the offeror proposes the following prices, the total proposal price used for the purposes of calculating an evaluated price score would be \$480.

Contract Line Item No. (CLIN)	Labor Category	Hourly Labor Rate *
0001	Project Manager	\$ 170
0002	Sr. Consultant	\$ 150
0003	Consultant	\$ 100
0004	Administrative Support Specialist	\$ 60

\$ 480