# AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT

<table>
<thead>
<tr>
<th>1. Contract Number</th>
<th>4. Requisition/Purchase Request No.</th>
<th>5. Solicitation Caption</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Document Management and Human Resource Consulting Services</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Amendment/Modification Number</th>
<th>3. Effective Date</th>
<th>6. Issued by:</th>
</tr>
</thead>
<tbody>
<tr>
<td>A01</td>
<td>July 7, 2022</td>
<td>Office of the Attorney General</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>7. Administered by (If other than line 6)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Code [ ]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>8. Name and Address of Contractor (No. street, city, county, state and zip code)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X Code [ ] Facility [ ]</td>
</tr>
</tbody>
</table>

## 11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

- The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers [x] is extended. [ ] 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 [x] 1 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.

## 12. Accounting and Appropriation Data (If Required)

### 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)

## 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)

## 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.

## 15. Name and Title of Signer (Type or print)

### 15A. Name and Title of Signer (Type or print)

#### Gena Johnson

### 15B. Name of Contractor

### 15C. Date Signed

#### Gena Johnson

### 16. Name of Contracting Officer

### 16A. Name of Contracting Officer

#### Gena Johnson

### 16B. District of Columbia

#### District of Columbia

### 16C. Date Signed

#### 7/7/22
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:

\[
\text{Lowest price proposal} - \frac{\text{Price of proposal being evaluated}}{\text{Weight}} = \text{Evaluated price score}
\]

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.

<table>
<thead>
<tr>
<th>Contract Line Item No. (CLIN)</th>
<th>Labor Category</th>
<th>Hourly Labor Rate *</th>
</tr>
</thead>
<tbody>
<tr>
<td>0001</td>
<td>Project Manager</td>
<td>$ 170</td>
</tr>
<tr>
<td>0002</td>
<td>Sr. Consultant</td>
<td>$ 150</td>
</tr>
<tr>
<td>0003</td>
<td>Consultant</td>
<td>$ 100</td>
</tr>
<tr>
<td>0004</td>
<td>Administrative Support Specialist</td>
<td>$ 60</td>
</tr>
</tbody>
</table>

$ 480