

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1   2	
2. Amendment/Modification Number A02	3. Effective Date July 13, 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 <sup>th</sup> 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)
<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. 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. <b>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.</b> 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)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14</b>					
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: 1) provide responses to additional questions submitted by potential offerors. See responses in blue on page 2 of this amendment; and 2) extend the due date for proposal to Monday, July 18, 2022 at 2:00 pm.					
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 07/13/22		

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A02			July 13, 2022		5. Solicitation Caption
					Document Management and Human Resource Consulting Services

**A. OFFEROR QUESTIONS AND RESPONSES:**

1. Will a discovery call be held before July 15<sup>th</sup>? **There will not be a pre-proposal conference.**
2. Is the vendor expected to be on-site? **Most work will be done off-site.** If so, what percent of the time? **TBD**
3. What is the estimated number of documents that need to be electronically filed (moved from individual hard drive(s), etc. to a shared location)? **Over 200**
4. Will digital transformation services, document imaging and scanning, be needed? Is this a large-scale scanning project requiring hundreds of paper records to be scanned, indexed, and filed? **No**
5. What is the estimated number of paper documents/hard copies that need to be digitized (converted to pdf) and moved to the shared location? **None**
6. Are the policies and procedures needed to be reviewed for all stages of the employee lifecycle? **Yes**
7. When were the SOPs last updated? **May 2021**
8. Approximately, how many forms need to be reviewed? **SOP, templates (offer letters, Selection Certificate, HR Score Card, Checklists)**
9. Approximately, how many templates need to be created? **The templates do not need to be created, they need to be reviewed and updated (offer letter, new employee orientation email that is sent out by the HR Specialist, personal action checklists, Selection Certificate, HR Score Card)**
10. What was the volume of personnel actions (new hires, promotions, reassignments, and separated employees) in 2020 and 2021? **The volume does not affect the services to be provided.**
11. Please provide clarification regarding the employee handbook vs the employee hiring package (section C.4.3). **Handbook has the rules that govern OAG Employees. The Hiring Package, which is part of the Handbook, contains documents that the new employee reviews and/or signs upon coming onboarding to OAG. Section C.4.3.1 is revised to read as follows:**  
  

**“ 1. The contractor shall review and revise the Employee Handbook, including compile and enhance OAG HR’s employee hiring package (“HR Hiring Package”), included within the Employee Handbook, used by HR Specialists and provided to employees at time of on-boarding. The Employee Handbook Hiring Package will provides a How-to-Guide for HR employees and directs employees on how and where to access forms, templates, policies and procedures that the employee will need as part of their on-boarding orientation to OAG.”**
12. It is best practice to have an employment attorney review updates and changes made to employee handbooks, and HR forms. Does OAG have an employment attorney in-house to review the updated forms and employee handbook, ensuring compliance with applicable state and federal laws? **Yes, we have Legal Counsel and Personal Labor and Employment Division to review employees’ handbooks to review compliance with all federal and state laws.**