

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number		Page of Pages 13	
2. Amendment/Modification Number A01		3. Effective Date May 26, 2023		4. Requisition/Purchase Request No.		5. Solicitation Caption Executive Coaching and Training Services	
6. Issued by: Office of the Attorney General Support Services Division/ 400 6 th Street, NW Washington, DC 200001				7. Administered by (If other than line 6)			
8. Name and Address of Contractor (No. street, city, county, state and zip code) Code Facility				<input checked="" type="checkbox"/> 9A. Amendment of Solicitation DCCB-2023-R-0042			
				<input type="checkbox"/> 9B. Dated (See Item 11) 5/18/23			
				<input type="checkbox"/> 10A. Modification of Contract Order No.			
				<input type="checkbox"/> 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.							
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 Gena Johnson (Signature of Contracting Officer)		16C. Date Signed 5/26/23	

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RESPONSES TO OFFEROR QUESTIONS:

Q1: Under "Price Schedule," does the "Estimated Quantity" refer to hours or sessions? (For example, a coaching session usually lasts one hour but the training courses would last 1.5 or 2.0 hours.)

A1. The unit for each Contract Line Item Number is included in the Price Schedule table.

Q2: Under Section B.4 (Price Schedule), there is a reference to "Customization of Training Course" / NTE (not to exceed) \$4,000. Could you clarify what this means?

A2. If ordered, OAG does not intend to spend more than \$4,000 on customization of training courses. Please see proposal instruction at L.2.4.B.2).

Q3: Section C.3.3.c references "cohort learning sessions." Where are these cohort learning sessions reflected in the Section B.4 Price Schedule? Line Items 0002, 0002AA and 0002AB seem to relate to the "Group Training" sessions referenced in Section C.3.3.b ("modular, skills-based training on core subjects").

A3. OAG does not anticipate a separate price for cohort learning sessions. Cohort learning sessions anticipates defined small groups that will receive the modular, skills-based training (CLIN 0002).

Q4: Our coaching services usually include an assessment instrument and debrief (in this instance, we will be proposing the "Key Polarity Indicator" assessment and report). The assessment incurs an additional cost. Where should we include our recommended assessment instrument and associated cost in the proposal?

A4. OAG does not anticipate a separate price for materials. The cost of any materials needed should be included in the unit price for coaching sessions and training courses.

Q5: Under Section C.3.4.2, the Solicitation discusses coaching hours for each subgroup. How many individuals are contemplated in the "Front Office + Deputies" group, and how many individuals are contemplated in the "Assistant Deputies" group?

A5. The total number of employees that may participate in coaching is 90.

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Q6: Under Sections I.5.B and I.5F, we will need to clarify or modify these terms in our response:

- The intellectual property and ownership rights associated with the coaching, facilitation, and training sessions (including but not limited to PowerPoint slide decks, handouts, and access to Optify's electronic platform and resources contained therein) will not be transferred to the District. We will be adapting these materials to the context of OAG to provide the highest level of service; however, the ownership rights will not transfer and the materials cannot be duplicated by OAG to be taught internally or shared with future contractors. While inadvertent sharing is not a concern, intentionally republishing or using these materials without our permission would not be permitted.
- Any personalized reports or assessments will become the property of the coaching client (OAG employee), and our reports to the agency will become the property of OAG.
- Do we need to reflect this clarification in our response to the Solicitation and if so, would the language above suffice?

A6. In accordance with section I.5.A.2, an offeror shall identify any "Existing Products" as such prior to commencement of work.

Q7: Our company through which we will be submitting our response, is not currently registered with the DC Office of Tax and Revenue or Ariba. Is it sufficient for our company to file these forms in advance of the June 1 submission deadline? Do you have a sense of how long it takes to receive approval once the forms are filed?

A7. The selected offeror will be required to provide its DC Business License (or exemption for obtaining such license) prior to award, if not already submitted with its proposal. To facilitate award, the selected offeror, if not already registered in the District's procurement system, will need to complete a Master Supplier Form and submit a W9 form.

Q8: The Solicitation does not include a line item for hours and fees associated with the overall management and administration of this large-scale leadership development program. Our program management typically includes, for example: coordinating, supervising, and matching the coaches with their OAG clients; liaising with the Front Office during the pendency of the program; creating and issuing the reports required by Sections C.3.4.3.d and Sections C.3.4.3.e; and overseeing the entirety of the content and logistics of this multi-month and large-scale program. Is there a line item where it would be appropriate to identify this fee? If not, where should we account for this fee (and the hours associated with it) in our response?

A8. The prices proposed by the offeror should be fully loaded, i.e. includes all costs related to providing the required service.