

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 2
2. Amendment/Modification Number A01	3. Effective Date October 25, 2024	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 th 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 X DCCB-2025-R-0005
				9B. Dated (See Item 11) 10/21/24
				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 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)				
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 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 <i>Gena Johnson</i> (Signature of Contracting Officer)	16C. Date Signed 10/25/24	

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OFFEROR QUESTIONS:

1. Submit a draft report within 30 days of case assignment and a final report within 15 days after receiving feedback from the CA. – How is this deadline handled when witnesses are not available in a timely manner?

If the witnesses are not available, then the parties would work together to determine any adjustment to the timelines.

2. M.5.4.1. states that the offeror should not submit with its proposal any additional documentation regarding its certification as a certified business enterprise. – How should we indicate the certifications that we have?

You can indicate your CBE status on the cover page of your technical proposal.

3. Is the not to exceed amount only for one investigation?

This requirement is for one investigation.

4. Can you provide an estimate of the number of interviews to be conducted including the Complainant, Respondent, and potential witnesses?

An estimate for the purpose determining a price is up to 25 interviews. However, that number is subject to change.