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AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

**AMENDMENT
ISSUE DATE:** September 2, 2016

SUBJECT: Solicitation No. CPFMD-16-MAS-0001-MW –
Lifecycle Acquisition Support

**PROPOSAL
SUBMISSION
DATE:** Wednesday, September 7, 2016 by 3:00 pm, Eastern
Standard Time

The purpose of this amendment is to provide questions and answers concerning the subject solicitation in **ATTACHMENT 1 (2 pages)**, and make the following changes to the solicitation:

“Section B. 4. Schedule of Services” is deleted and amended to read:

SCHEDULE OF SERVICES

B.4.1 Offeror shall provide in its **Volume II- Price Proposal and Certification Information** prices based on the schedules of services outlined below.

BASE PERIOD

The Contractor will supply the following personnel in performance of this contract. See Section C.3 for minimum qualifications for each deliverable listed in this schedule.

CLIN	DELIVERABLE	QTY	UNIT EST. HOURS	EXTENDED EST. HOURS	HOURLY RATE	TOTAL
0001	PROJECT MANAGER	1	1,920	1,920		\$
0002	SR. CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0003	MID LEVEL CONTRACT SPECIALIST OR EQUIVALENT	3	1,920	5,760		\$
0004	ADMINSTRATIVE ASSISTANT	1	1,440	1,440		\$
0005	COST ANALYST	1	960	960		\$
TOTAL						\$

OPTION YEAR I

CLIN	DELIVERABLE	QTY	UNIT EST. HOURS	EXTENDED EST. HOURS	HOURLY RATE	TOTAL
0001	PROJECT MANAGER	1	1,920	1,920		\$
0002	SR. CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0003	MID LEVEL CONTRACT SPECIALIST OR EQUIVALENT	2	1,920	3,840		\$
0004	ADMINSTRATIVE ASSISTANT	1	1,440	1,440		\$
0005	COST ANALYST	1	960	960		\$
TOTAL						\$

OPTION YEAR II

CLIN	DELIVERABLE	QTY	UNIT EST. HOURS	EXTENDED EST. HOURS	HOURLY RATE	TOTAL
0001	PROJECT MANAGER	1	960	960		\$
0002	SR. CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0003	MID LEVEL CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0004	ADMINSTRATIVE ASSISTANT	1	960	960		\$
0005	COST ANALYST	1	960	960		\$
TOTAL						\$

OPTION YEAR III

CLIN	DELIVERABLE	QTY	UNIT EST. HOURS	EXTENDED EST. HOURS	HOURLY RATE	TOTAL
0001	PROJECT MANAGER	1	960	960		\$
0002	SR. CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0003	MID LEVEL CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0004	ADMINSTRATIVE ASSISTANT	1	960	960		\$
0005	COST ANALYST	1	960	960		\$
TOTAL						\$

OPTION YEAR IV

CLIN	DELIVERABLE	QTY	UNIT EST. HOURS	EXTENDED EST. HOURS	HOURLY RATE	TOTAL
0001	PROJECT MANAGER	1	960	960		\$
0002	SR. CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0003	MID LEVEL CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0004	ADMINISTRATIVE ASSISTANT/DOCUMENT MANAGER OR EQUIVALENT	1	960	960		\$
0005	COST ANALYST	1	960	960		\$
TOTAL						\$

Subject to the prior written approval of the Contracting Officer (CO), the contractor may adjust the workdays actually employed in the performance of the work by each position specified. The contractor shall attach a copy of the COs concurrence to the final invoice submitted for payment.

END OF SECTION B

Under Section C.3.2, the Title Senior Cost Analyst is amended to read Cost Analyst.

Section "F.3 Deliverables" is deleted and amended to read:

All deliverables shall be in a form and manner acceptable to the Courts. The Contractor shall complete the tasks and provide to the COTR the deliverables specified in **Section C - DESCRIPTION/ SPECIFICATIONS/STATEMENT OF WORK** within the designated time frames (unless otherwise agreed upon by the Courts):

CLIN	DELIVERABLE	QTY	UNIT EST. HOURS	EXTENDED EST. HOURS	HOURLY RATE	TOTAL
0001	PROJECT MANAGER	1	1,920	1,920		\$
0002	SR. CONTRACT SPECIALIST OR EQUIVALENT	1	1,920	1,920		\$
0003	MID LEVEL CONTRACT SPECIALIST OR EQUIVALENT	3	1,920	5,760		\$
0004	ADMINISTRATIVE ASSISTANT	1	1,440	1,440		\$
0005	COST ANALYST	1	960	960		\$
TOTAL						\$

“Section L.2. Proposal Form, Organization and Content” is deleted and amended to read:

One original and two (2) copies of the written proposals shall be submitted in two parts: titled “**Volume I – Technical Proposal**” and “**Volume II – Price Proposal and Certification Information**.” Proposals shall be typewritten in 12 point font size on 8.5” by 11” bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. The Offeror shall conspicuously mark on the outside of the proposal package the name and address of the Offeror and the following:

Solicitation Number: CPFMD-2016-MAS-0001-MW

Caption: “*Lifecycle Acquisition Support*”

Proposal Due Date & Time: September 7, 2016, 3:00 PM EST

Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The Offeror shall respond to each factor in a way that will allow the Courts to evaluate the Offeror’s response. The Offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services and delivery thereof. The information requested below for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the Offeror proposes to fully meet the requirements in Section C of this solicitation.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offerors. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.



Monica I. Wilkerson
Procurement and Contracts Attorney Advisor

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number 01 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 01 is acknowledged and is considered a part of the proposal for Solicitation Number CPFMD-16-MAS-0001-MW - Lifecycle Acquisition Support.

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

Attachment 1

From: Monica I. Wilkerson, Esq.	
Company: DC Courts Capital Projects and Facilities Management Division	Date: September 2, 2016
E-Mail: Monica.Wilkerson@dcsc.gov	Pages: 2

To: All Interested Offerors

RFP QUESTIONS & ANSWERS

Q1.1. Will the U.S. Courts allow the delivery of the proposal via email to the designated person in the RFP?

RESPONSE

Offerors are required to submit their proposals either by postal mail or by hand delivery/courier services. Please follow the instructions in the solicitation, especially in Section L – Instructions to Offerors.

Q1.2. Request a 14 day extension in the proposal due date, from September 7, 2016 to September 21 2016, and a 7 day extension in the question due date, from September 2, 2016 to September 9, 2016?

RESPONSE

The DC Courts will not be granting any extensions relative to this solicitation.

Q1.3. Please advise if there is currently an incumbent contractor and if so, the name of the incumbent contractor?

RESPONSE

There is not an incumbent contractor.

Q1.4. Section B.4 (Page 3-4): The “Deliverable” position titles for CLIN 0004 “Administrative Assistant/ Document Manager” and CLIN 0005 “Cost Analyst” are not consistent with the position titles in Section C.3.2 (Page 13) which are listed as “Administrative Assistant” and “Senior Cost Analyst” respectively. Request clarification as to the correct titles for these two positions.

RESPONSE

The correct titles should read “Administrative Assistant” and “Cost Analyst.” The language in Section B.4, Section C.3.2 as well as Section F.3 are being amended to reflect the correct titles.

- Q1.5. Section L.2 (Page 32): The two parts of the proposal listed here – “Technical Proposal” and “Credentials/Resumes” – are not consistent with the two volumes of the proposal – “Volume I – Technical Proposal” and “Volume II – Price Proposal and Certification Information” listed in Sections L.18 and L.19 (Page 37). Request clarification as to the correct titles for the proposal volumes.

RESPONSE

The correct volumes of the proposal should read – “Volume I – Technical Proposal” and “Volume II – Price Proposal and Certification Information.” The language in Section L.2. is being amended to reflect the correct titles.

- Q1.6. Section L.19.1 (Page 37): This section (under Tab B) requires the Contractor to complete and return several forms with its proposal. One of the forms listed is Attachment J.8 District of Columbia Courts Release of Claims – a form typically completed as part of contract closeout. Request clarification whether Attachment J.8 District of Columbia Courts Release of Claims is to be completed and returned with the Contractor’s proposal.

RESPONSE

The Courts include Attachment J.8 District of Columbia Courts Release of Claims in solicitations so an Offerors knows this form will need to be completed if awarded the resultant contract. It is acknowledged that the form can not be completed. However, it is requested that Offerors include the blank form and return it with the Contractor’s proposal.