


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Solicitation Number CFOPD-19-F-033		Page of Pages	
				1	Plus Attachments A and B
2. Amendment/Modification Number Amendment No. 1	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Staff Augmentation Services		
6. Issued by: Office of the Chief Financial Officer Office of Contracts 1100 4 th Street SW Suite E610 Washington, DC 20024		Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code) ALL POTENTIAL OFFERORS Code Facility		X	9A. Amendment of Solicitation No. CFOPD-19-F-033		
			9B. Dated (See Item 11) April 26, 2019		
			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 a <u>1</u> written copy 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):					
B. The above numbered contract/order is modified to reflect the administrative changes.					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority) Administrative					
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 1 copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) The above referenced solicitation to provide a Staff Augmentation Services is hereby amended to reflect the following changes (Attachment A) and response to inquiries received (Attachment B). ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED					
Except as provided herein, all terms and conditions of the document is 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 Anthony A. Stover, CPPO			
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia	16C. Date Signed 5-9-19		
		 (Signature of Contracting Officer)			

Amendment 1 – Attachment A

CFOPD-19-F-033 – Staff Augmentation Services

The above-referenced solicitation is hereby amended as follows:

1. **DELETE** B.1 *General Information* and **REPLACE** with the following:

The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of Office of the Chief Information Officer (OCIO) (the “District”) is seeking a Contractor to provide Information Technology (IT) Staff Augmentation and Support Services in five different areas: Project Management, Change Management, Technical, Functional and Testing.

2. **DELETE** C.1, *Scope* and **REPLACE** with the following:

The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of Office of the Chief Information Officer (OCIO) (the “District”) is seeking a Contractor to provide Information Technology (IT) Staff Augmentation and Support Services in five different areas: Project Management, Change Management, Technical, and Functional Testing. The Contractor shall not utilize more than three (3) companies (e.g. three (3) subcontractors) to provide IT support services as listed in Section C.4.

3. In Section C.4.1, *IT Support Services*, **DELETE** the table in its entirety and **REPLACE** with the following table:

Key Personnel positions are delineated by asterisk *

Positions	IT Support Services
A	Program Manager*
B	Project Manager – Oracle*
C	Project Manager – Organizational Change Management*
D	Project Manager – Treasury Management System*
E	Project Manager
F	Oracle Solution Architect – Functional*
G	Oracle Solution Architect – Technical*
H	Oracle Functional Project Lead*
I	Oracle Technical Project Lead*
J	Software Testing Lead*

Solicitation CFOPD-19-F-033
 Staff Augmentation Services
 Amendment No. 1

K	Software Testing Analyst*
L	Software Testing Automation Engineer
M	Oracle Application Developer Sr.*
N	Oracle Application Developer Sr. *
O	Oracle Application Developer Sr.*
P	Oracle ERP Business Analyst Sr.*
Q	Oracle ERP Business Analyst Sr.*
R	Oracle ERP Business Analyst Sr.*
S	Oracle ERP Business Analyst Sr.*
T	Oracle ERP Business Analyst Sr.*
U	Oracle ERP Business Analyst Sr.*
V	Oracle ERP Business Analyst Sr.*
W	Oracle Middleware Developer Sr.*
X	Oracle Application DBA Sr.*
Y	Organizational Change Management Lead*
Z	Organizational Change Management Analyst*
AA	Oracle Governance Risk and Compliance Analyst
AB	Treasury Business Analyst Sr.
AC	.Net Programmer Jr.
AD	Business Analyst Jr.
AE	Project Coordinator Jr.
AF	Database Administrator Sr. (SQL Server)
AG	Senior Data Architect

4. In Section G.1 *Contract Administrators*, **DELETE** part (B) Contracting Officer Technical Representative in its entirety, and **REPLACE** with the following:

i. The COTR for this contract is:

Jim Snight, PMP
 Director, ERP Systems Group,
 Office of Chief the Information Officer
 1101 4th St. SW W350 Washington, DC 20024
 (202) 442-6345
james.snight@dc.gov

5. In Section L3.2 *Technical Proposal*, **DELETE** Section I. **Technical Approach Methodology**, Section II **Technical Expertise**, and Section III. **Experience and Past Performance** in its entirety, and **REPLACE** with the following:

I. Section: Technical Approach and Methodology

- a. Provide a description of the Offeror's approach and methodology to provide the required services, as referenced in Section C. This description shall include:
 - i. A description of how the staff will be selected and replaced.
 - ii. Discuss how the Offeror will manage the timely resourcing of staff to support in- scope services.
 - iii. Describe the Offeror's subcontractor network and how it may be leveraged to support staffing this project (or future task orders) with the needed expertise, skills and/or capabilities.

II. Section: Technical Expertise

- b. Provide a description that demonstrate the qualifications of the Offeror's key staff and key subcontractors. The qualifications should identify the roles and responsibilities and present the level of experience and proficiency of the Offeror's key staff in providing the required services, as referenced in Section C. Description shall include the following information:
 - i. Name of consultant;
 - ii. Proposed role;
 - iv. Education and training;
 - v. Summary of relevant experience (including start and end dates);
 - vi. Experience implementing Oracle;
 - vii. Public sector implementation experience;
 - viii. Other relevant experience;
 - ix. Employee of Offeror or subcontractor; and
1. Offerors shall submit resumes along with a detailed description of qualifications for each individual the Offeror proposes to use to fill the position(s) the Offeror is interested in providing IT support services as a result of this solicitation. The Offeror shall only submit one resume and description for each position. If the Offeror will submit more than one resume for any position, only the first resume will be reviewed for evaluation purposes. The information shall **clearly** demonstrate that the individual has the capacity to perform the position description duties and, meets the qualifications required for the position as specified in Section C. Each resume should have a summary page (**One Page Only**) describing how the candidate

meets the qualifications, education and technical skills requirements for the specific position as listed in Section C.

2. Personnel Summary Table:

- a. The Offeror shall provide a Personnel Summary Table. The Personnel Summary Table shall include: (a) the proposed role(s); (b) consultant name; (c) firm employed by; (d) total years of Oracle Cloud implementation and/or Hyperion experience; (e) years of public sector experience; and (f) other relevant experience information, including significant clients in the proposed role; an indication whether client was federal, state or local public sector; and any relevant actively maintained professional certifications. All key personnel shall maintain any required professional certifications for the duration of their assignment to the project.

III. Section: Experience and Past Performance

- a. Provide a description of the Offeror's general experience in IT Staff Augmentation and Support Services.
- b. The Offeror shall provide a reference list of contracts or subcontracts the Offeror has satisfactorily performed within the past five (5) years that are similar in size and scope as the required services described in Section C. "Similar in size and scope" is in relation to the District of Columbia's Office of Chief Information Officer. The Offeror's list shall include the following information for each contract or subcontract:
 - i. Contract Title
 - ii. Contract number
 - iii. Contract duration (or Period)
 - iv. Total contract value
 - v. Whether the Offeror was the prime contractor or a subcontractor
 - vi. Description of work performed, to include:
 - vii. Contact Person name, phone, and e-mail address

The District may contact listed references.

- c. The Offeror shall Provide at least three (3) client completed (Attachment J.4), Past Performance Evaluation Forms from the list of references identified in response to Item (b) above demonstrating their ability to meet all five areas (Project Management, Change Management, Functional, Technical and Testing). The past performances shall be for the Offeror providing similar services to a Public Sector or a Commercial entity. Any Offeror proposing to utilize

Solicitation CFOPD-19-F-033
Staff Augmentation Services
Amendment No. 1

subcontractors, must provide at least one past performance evaluation where the Offeror provided services for the following: Functional, Technical, and Testing.

6. In Section L.121 *Hand Delivery or Mailing of Proposals*, **DELETE** the section in its entirety, and **REPLACE** with the following:

L.12.1 The Offeror must submit its proposal as:

- 1) Five (5) hardcopies of its Technical Proposal, and
- 2) one (1) flash drive that contains the Technical Proposal, the Price Proposal, and a Redacted Proposal Copy pursuant to Section L.12.3.

The Offeror should not include pricing information in its technical proposal nor must technical information be in the pricing proposal.

[End of Attachment A]

Attachment B

The following are responses to inquiries received.

Question 1. Does it mean that a single contractor has to provide all services (Information Technology (IT) Support Services in five different areas Project Management, Change Management, Technical, Functional and Testing)?

Response 1. No. The Prime Contractor must be capable of providing services in Functional, Technical, and Testing areas if they are utilizing subcontractors. The prime contractor along with no more than three (3) subcontractors shall be able to provide services in all five (5) areas as stated in Section L.3.2 (III)(d) – Technical Proposal.

Question 2. Can the work location be contractor location?

Response 2. No. The Contractor will be required to work at a District facility as part of the District's team.

Question 3. Can we partner with another company to submit proposal?

Response 3. Yes, the Prime Contractor may have up to three subcontractors.

Question 4. If we can team up, does the partner also need to be GSA IT 70 holder?

Response 4. No, the Prime Contractor shall be required to maintain a GSA Schedule and have the capability to provide the required services as stated in Section C of the solicitation. The District does not require the Contractor to be a GSA IT 70 holder.

Question 5. Any preference given to 8(a) minority owned business?

Response 5. No.

Question 6. Can we submit proposal for one of the support services that we do not have labor categories?

Response 6. The proposal submitted by an Offeror shall communicate the ability of the Offeror and/or its subcontractor to provide the key resources needed and the labor rate must be reflected in the response as required by Section B of the SOW.

Question 7. Do the resources have to be US citizens or can be Green card holders or can be H1 VASA holders?

Response 7. *The District requires that the resources be authorized to work in the United States.*

Question 8. Section L.3.2 II. Section: Technical Expertise paragraph b page 76. Question: Would you also need candidate resumes in addition to the description of key staff qualifications?

Response 8. *See revision to Section L.3.2. II in Attachment A of this Amendment.*

Question 9. Section L.3.2 II. Section: Technical Expertise para b 2. Personnel Summary Table page 76. Question: How is “paragraph b” requirement “Provide a description that demonstrate the qualifications of the Offeror’s key staff” different from “Paragraph 2” requirement, “Personnel Summary Table requirement” or its just duplication of the same requirement?

Response 9. *See revision to Section L.3.2. II in Attachment A of this Amendment.*

Question 10. Section L.3.2 II. Section: Technical Expertise requirement 2 “Offerors shall provide three (3) completed Past Performance Evaluation forms...” and requirement 3 “Offeror shall demonstrate experience providing consulting service in all five (5)...”. Question: Are these two requirements part of II. Section: Technical Expertise or III. Section: Experience and Past Performance so we can respond in the appropriate section in the proposal response?

Response 10. *See revision to Section L.3.2. II and III in Attachment A of this Amendment.*

Question 11. Section L.3 PREPARATION AND SUBMISSION OF PROPOSALS. Please specify the page limit for each section of the proposal and the font?

Response 11. *Font 12 and Page Limited to 60 excluding resumes and one-page summary.*

Question 12. Please confirm the Offeror is providing FFP hourly amounts for each labor category, and not FFP total amount for the entire IDIQ.

Response 12. *The Offeror should provide the firm fixed hourly labor rate for the base and option years for each position.*

Question 13. Please confirm the Offeror's FFP hourly amounts for each labor category will be used to price forthcoming task orders which may vary in type (FFP, T&M, LH, etc.).

Response 13. *The District will issue task orders to the Contractor(s) based on the Firm Fixed Hourly rates in Section B of the solicitation.*

Question 14. Please confirm the government does not expect to see resumes for all the IT Support Services personnel in Section C.4.1.

Response 14. *See revision to Section L.3.2. II in Attachment A of this Amendment.*

Question 15. The RFP makes a mention of key staff but does not list (identify) these positions. Will the government define which staff/positions are considered key?

Response 15. *See revision to Section C.4.1 in Attachment A of this Amendment.*

Question 16. How many vendors will be awarded this project?

Response 16. *Contract award(s) will be made in accordance with Section M.1.1*

Question 17. What is the estimated budget?

Response 17. *Per B.5.a, the Contractor shall provide the services ordered by the District up to "the maximum Not to Exceed amount of \$10,000,000.00."*

Question 18. Is there an incumbent working on this project?

Response 18. *No.*

Question 19. Does the government intend to use augmented staff as technical assistance, acting as consulting advisor or performing work on behalf of the government, working with the to be awarded systems integrator(s)?

Response 19. *The District intends that the contractors hired through this contracting services vehicle work on the District's behalf in the positions they are hired for. Some of the positions will be involved in the new financial system implementation the District is beginning shortly. Some are for a Treasury Management System the District is also implementing.*

Question 20. Was “PASS” intended as “PaaS” as in Platform-as-a-Service, or something else?

Response 20. *Yes, it should be PAAS (Platform-as-a-Service) and not PASS as indicated in Sections C.4.2.1.a, C.4.3.1.a, C.4.4.1.a, C.4.5.1.a, and C.4.6.1.a.*

Question 21. How many customer organizations and users are anticipated?

Response 21. *The nature and scope of the implementation contracts awarded by the District are not germane to the staff augmentation contract.*

Question 22. Does the government have requirements well defined or anticipate that the requirements will be defined by the contractor or the to be awarded systems integrator team(s)?

Response 22. *The nature and scope of the implementation contracts awarded by the District are not germane to the staff augmentation contract.*

Question 23. How many on premise infrastructure environments and COTS and GOTS systems, if any, are expected to migrated to the new environment?

Response 23. *The nature and scope of the implementation contracts awarded by the District are not germane to the staff augmentation contract.*

Question 24. Page 77 - Are the prime and all subcontractors required to submit a total of three past performances or each teammate is required to submit three?

Response 24. *Three (3) client-completed evaluation forms from the Offeror shall be submitted in accordance with Section L.3.2.III.b of the solicitation.*

Question 25. How many hard copies are required? The instructions in L.12.1 says three (3) hardcopies of its Technical Proposal, and one (1) flash drive. The front page in block 9. says 8 copies for furnishing.

Response 25. *The Offeror shall submit their proposal in accordance with Section L.12.1 of the solicitation. See revision to Section L.12.1 in Attachment A of this Amendment.*

Question 26. Which GSA schedule is applicable to this solicitation (IT 70, STARS II, etc.)?

Response 26. *The solicitation requires that the Prime contractor maintain a GSA Schedule and have the capability to provide the required services as stated in Section C. This solicitation is not limited to a specific GSA schedule.*

Question 27. Does the government anticipate standardizing business processes, configuration, reports, etc. across all customer organizations and users or anticipate variations depending on to be determined requirements?

Response 27. *The nature and scope of the implementation contracts awarded by the District are not germane to the staff augmentation contract.*

Question 28. Does the government anticipate a disaster recovery site?

Response 28. *The District expects that SaaS/PaaS vendors to provide DR sites.*

Question 29. Is the first source employment agreement act applicable to this contract?

Response 29. *No.*

Question 30. Will there be multiple award contract?

Response 30. *Contract award(s) will be made in accordance with Section M.1.1*

Question 31. Do you require Key Staff resume for each position?

Response 31. *See revision to Section L.3.2. II in Attachment A of this Amendment.*

Question 32. Is it required to respond to every CLIN?

Response 32. *Yes.*

Question 33. Can OCFO be one of the Past Performance references?

Response 33. *Yes, as long as the past performance evaluation is for staff augmentation services similar to what's being sought in this solicitation and similar in nature and scope to this solicitation.*

Question 34. Is there a mandatory requirement for 35% subcontract with CBE?

Response 34. *No.*

Question 35. B.5a Is the \$10 Million limit for the base year or is it the total value of the contract including all option years?

Response 35. *The Contract value is for the Not to Exceed amount of 10 Million for each contract year.*

Question 36. II. Section: Technical Expertise-2 Past Performances & Team Partner. Should each past performance cover all 5 areas of service requested or 3 past performances combined should cover all 5 areas?

Response 36. *The three past performance evaluations should cover all five areas.*

Question 37. Can we form a team with other qualified vendors to submit our proposal? If Yes, how many vendors can join to form the team.

Response 37. *Yes, the Prime Contractor may have up to three subcontractors.*

Question 38. Will the Teaming Partner's Past performance be considered as a valid past performance for the evaluation?

Response 38. *Past performance evaluations shall be submitted in accordance with Section L.3.2 III(c)*

Question 39. Will government Provide Computers/Laptops to consultants?

Response 39. *Yes, resources supplied under this award will be required to perform their work on government-provided equipment.*

Question 40. What is the location where services are to be performed?

Response 40. *The positions sought under this contract will be assigned to a District office based on the work assigned to the contractor.*

Question 41. Are all positions full-time? Can we use two part time resources?

Response 41. *Yes, all positions are full-time. No. Part-time resources will be considered.*

Question 42. Can you identify which positions are considered the key positions?

Response 42. *See revision to Section C.4.1. II in Attachment A of this Amendment.*

Question 43. Are offeror [sic] required to submit proposal for all 33 position or can they submit proposal only for certain positions? If we don't submit proposal for all 33 positions how does it impact evaluation criteria?

Response 43. *The prime contractor along with no more than three (3) subcontractors shall be able to provide services in all five (5) areas as stated in Section L.3.2 (III)(d) – Technical Proposal.*

Question 44. Are offerors required to submit resume for each proposed position?

Response 44. *Yes.*

Question 45. Should the offeror submit only one resume or multiple resumes for the same position? Is there any limit on the number of resumes?

Response 45. *The Offeror shall submit only one resume for each position.*

Question 46. Is there a page limit for the resumes?

Response 46. *No.*

Question 47. Is there a page Limit for the overall Response?

Response 47. *Yes, Maximum of 60 pages excluding resumes and One (1) page summary for each proposed resource.*

Question 48. Are clients supposed to send Past Performance Evaluations directly to DC government or are the Offerors to receive them and include them within the proposal? If they go directly to the government, where should they be sent?

Response 48. Offerors are to submit Past Performance Evaluation forms within their technical proposal.

[End of Attachment B]