


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT		1. Solicitation Number CFOPD-21-R-039		Page of Pages	
				1	1 plus Attachment
2. Amendment/Modification Number Amendment No. 1	3. Effective Date See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption Disaster Recovery and Business Continuity		
6. Issued by: Code		7. Administered by (If other than line 6)			
Office of the Chief Financial Officer Office of Contracts 1100 4 th Street SW Suite E610 Washington, DC 20024					
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-21-R-039		
			9B. Dated (See Item 11) August 3, 2021		
			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 one (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 Disaster Recovery and Business Continuity Services is hereby amended to reflect responses to inquiries received (Attachment A). 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 or Drakus Wiggins CPPB, CPPO			
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)				August 17, 2021	
		(Signature of Contracting Officer)			

Amendment 1 – Attachment A

CFOPD-21-R-039 – Disaster Recovery and Business Continuity

Set forth below are the District’s responses to Offeror questions:

Question 1. Does the District have a dedicated business continuity software/application they want the contractor to use? Are MS Word and MS Excel acceptable solution for this effort?

Response 1. **No, the District does not have a dedicated software or application that we would like the Contractor to use, MS Word or MS Excel is acceptable.**

Question 2. What is the anticipated scope of services for year one task order?

Response 2. **Any of the services required will be as outlined in section C.3 of the RFP.**

Question 3. When does OCFO anticipate awarding this work and when does OCFO anticipate engaging with the contractor?

Response 3. **The District hopes to make an award early next year and will engage with the Contractor after the award.**

Question 4. C.2.5.a. of the RFP states, “major administration” and C.2.5.b. states “individual administration-level”. Please describe the difference between these two nomenclatures.

Response 4. **These are essentially one in the same. “Major” or “individual” administrations refer to specific offices and departments within the OCFO.**

Question 5. C.3.1 of the RFP states that “The contractor is required to update existing RA and COOP plans”. Please confirm that the OCFO has a current BCP and this is not a development task?

Response 5. **There is existing documentation, but the effort may be a combination of updating existing documentation and developing new documentation.**

Question 6. How many administration-levels are there within the OCFO? (please refer to C.3.2 of the RFP)

Response 6. **Please see <https://cfo.dc.gov> for our organizational structure.**

Question 7. The RFP under C.3.2 uses the wording “complete” and “update” in this section. Does this mean that continuity plans need to be developed for each of these administration levels or will existing COOP plans need to be updated?

Response 7. **It is variable based upon the administrative unit.**

Question 8. C.3.2 of the RFP states, “The RA shall include a review of the relevant portions of the OCFO’s current COOP...” Is the contractor expected to conduct a RA for each administration-level COOP plan or will the RA data from the OCFO’s plan be used?

Response 8. **That is dependent upon the individual order issued under the contract.**

Question 9. Is contractor expected to develop a testing program for OCFO or conduct testing (or both) under C.3.3.2 of the RFP?

Response 9. **That is dependent upon the individual order issued under the contract.**

Question 10. Please clarify the difference between the annual testing of alert and notification procedures of the quarterly testing of “such procedures” stated under C.3.3.2 of the RFP.

Response 10. **Annual testing is for continuity personnel; quarterly testing is for all personnel.**

Question 11. Please clarify the OCFO’s expectation of “Advisory Assistance” for exercises under C.3.3.3. of the RFP?

Response 11. **“[Technical] and advisory assistance” is to include both the vendor potentially performing tasks included within the scope of C.3.3.3 and the vendor providing assistance or advice to OCFO personnel performing related tasks.**

Question 12. Please clarify what is meant by “development and drafting of plans” in section C.3.3.3. of RFP?

Response 12. **“[Development] and drafting of plans” in C.3.3.3 refers to the development of plans to conduct COOP exercises, e.g., the project plan, schedule, and other documents necessary to plan and conduct a COOP exercise.**

Question 13. What type of exercises is OCFO seeking assistance with tabletop, functional or full-scale under Section C.3.3.3 of the RFP?

Response 13. **Exercises which adequately test OCFO and administration level BCP and COOP plans.**

Question 14. The RFP, under Section C.3.4 states “the contractor is expected to update DR/COOP plans”. The DR/BCP plan is comprised of a family of documents. Please clarify if the contractor is expected to update the COOP plans that are described in the Scope of Work or all the documents listed in Section C.2.5 of the RFP?

Response 14. **The Contractor is expected to be able to address any of the documentation described in Section C.1, C.2.5, or C.3 of the RFP.**

Question 15. Is the Contractor expected to provide on-site personnel for this work or can it be conducted remotely? Please refer to Section C.4.6 of the RFP.

Response 15. That is dependent upon the individual order issued under the contract, but it is anticipated that much of the work may be conducted remotely.