AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT	1. Solicitation Number: CFOPD-19-R-002	Page of Pages: 1	Plus Attachments

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
Amendment No. 2	See Box 16C		Check Writer Software

6. Issued by: Code	7. Administered by (If other than line 6)
Office of the Chief Financial Officer Office of Contracts 1100 4th Street SW Suite E610 Washington, DC 20024	Office of Finance and Treasury Government of the District of Columbia 1101 4th Street, SW Washington, DC 20024

8. Name and Address of Contractor (No. street, city, county, state and zip code)		9A. Amendment of Solicitation No.
ALL POTENTIAL OFFERORS	X	CFOPD-19-R-002
		9B. Dated (See Item 11): October 17, 2018
		10A. Modification of Contract/Order No.
Code Facility		10B. Dated (See Item 13)

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ☒ is extended. ☐ 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 ___ 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)

E. IMPORTANT: **Contractor** ☐ is not ☐ 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 Check Writer Software 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: Drakus Wiggins, CPPB, CPPO	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed: 12/12/18

Attachment A

The following changes are hereby incorporated into the solicitation.

1. **Section H.3.12(b) is hereby amended to extend the deadline for a request for a waiver of the subcontracting requirements to December 21, 2018, 2:00PM EST.**

2. **Section L.2.1 is hereby amended to extend the deadline for questions about the solicitation to December 21, 2018 at 2:00PM EST.**

3. **The proposal due date is extended to January 15, 2019, 2:00PM EST.**

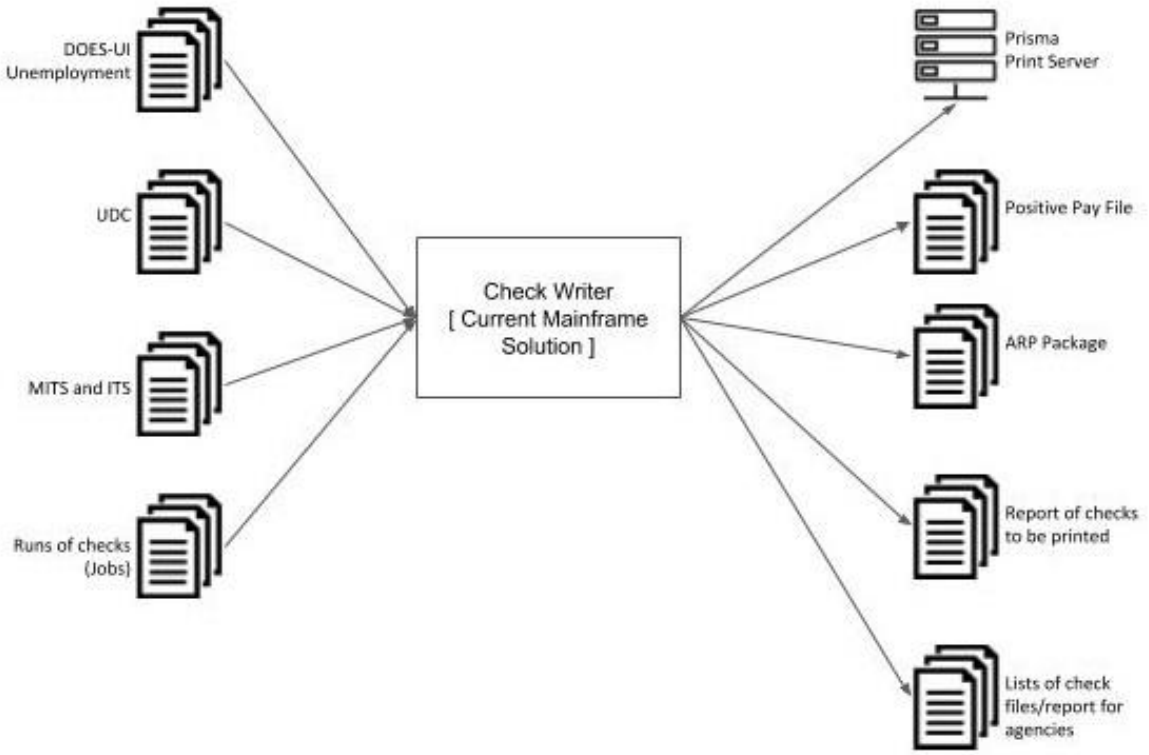
4. Replace Section C.2.6 as follows: The SOAR system assigns check numbers to the batch file for all SOAR, Medicaid and Unclaimed Property checks. However, OCTO Production Control manually assigns checks number for such file as MITS and ITS Tax Refund checks.

5. Add Attachment J.9, Doing Business with Integrity to Section J.

Attachment B

The following are responses to inquiries received.

Our understanding of scope in current state context:



High Level Component Summary	
Input Integrations	4 systems sending data files
Output Integrations	Print files to print server and 4 systems receiving data files
Application	1 monolithic application on a mainframe with multiple modules

Question 1. Are there any other data integrations, systems/applications, and/or infrastructure missing from the above context diagram that should be changed as a part of this effort?

Response 1. The District is investigating the retirement of ARP and replacing it with a modern system that may come online at the same time as the implementation of the new check writing system. Therefore, the new reconciliation system would "replace" the ARP package in the diagram. It will be a new SaaS solution not on the mainframe.

Question 2. What file transfer protocol is used to deliver the DOES UI Unemployment (On-Point) data files to the current mainframe solution (e.g., network drive, FTP, database integration, etc.)?

Response 2. FTP

Question 3. In what file format are the DOES UI Unemployment (On-Point) data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 3. Fixed Length

Question 4. What are the anticipated file sizes of the DOES UI Unemployment (On-Point) data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 4. L Record = 133 Bytes FBA

Question 5. With what frequency are the DOES UI Unemployment (On-Point) data files delivered to the to the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 5. Daily

Question 6. How many DOES UI Unemployment (On-Point) data files are delivered to the to the current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 6. Always 1 per system.

Question 7. Are DOES UI Unemployment (On-Point) data files re-sent to the current mainframe solution if the mainframe experiences an error with the inbound data?

Response 7. No

Question 8. How long does the current mainframe solution store the DOES UI Unemployment (On-Point) data files (e.g., 3 months, only until successful processing, indefinitely, etc.)?

Response 8. Unlimited

Question 9. Are the DOES UI Unemployment (On-Point) data files pushed to the current mainframe solution? Or are they pulled down by the current mainframe solution?

Response 9. Pushed to the current mainframe solution.

Question 10. What file transfer protocol is used to deliver the UDC data files to the current mainframe solution (e.g., network drive, FTP, database integration, etc.)?

Response 10. FTP

Question 11. In what file format are the UDC data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 11. Fixed Length

Question 12. What are the anticipated file sizes of the UDC data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 12. L Record = 132 bytes, but this may change based on the size of the record.

Question 13. With what frequency are the UDC data files delivered to the to the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 13. 4x per week.

Question 14. How many UDC data files are delivered to the to the current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 14. Always 1 per system.

Question 15. Are UDC data files re-sent to the current mainframe solution if the mainframe experiences an error with the inbound data?

Response 15. No

Question 16. How long does the current mainframe solution store the UDC data files (e.g., 3 months, only until successful processing, indefinitely, etc.)?

Response 16. Until Released. The data can be stored for an infinite amount of time.

Question 17. Are the UDC data files pushed to the current mainframe solution? Or are they pulled down by the current mainframe solution?

Response 17. Pushed to the current mainframe solution.

Question 18. What file transfer protocol is used to deliver the MITS and ITS data files to the

current mainframe solution (e.g., network drive, FTP, database integration, etc.)?

Response 18. The file transfer protocol is flat files cataloged on the mainframe. MITS uploads the file via FTP to the current mainframe solution.

Question 19. In what file format are the MITS and ITS data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 19. Files are delivered to the mainframe in Fixed Length records. Current MITS system is a Server based system. A file is FTP'ed by MITS to the mainframe. The file on the mainframe is then processed by the CheckWrite job.

Question 20. What are the anticipated file sizes of the MITS and ITS data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 20. Fixed Length records.

Question 21. With what frequency are the MITS and ITS data files delivered to the to the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 21. Normally once per 24 hour, 5 days a week.

Question 22. How many MITS and ITS data files are delivered to the to the current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 22. Always 1 per system.

Question 23. Are MITS and ITS data files re-sent to the current mainframe solution if the mainframe experiences an error with the inbound data?

Response 23. Yes

Question 24. How long does the current mainframe solution store the MITS and ITS data files (e.g., 3 months, only until successful processing, indefinitely, etc.)

Response 24. ITS is backed up with about 60 generations or days. The MITS system currently retains all files sent to the mainframe and no determination has been made to purge those files based upon the age of file.

Question 25. Are the MITS and ITS data files pushed to the current mainframe solution? Or are they pulled down by the current mainframe solution?

Response 25. MITS pushes the file to the Mainframe at a normally scheduled time each day. ITS is a mainframe-based system so file exists at the mainframe level.

Question 26. What file transfer protocol is used to deliver the Runs of checks data files to the

current mainframe solution (e.g., network drive, FTP, database integration, etc.)?

Response 26. If originating system is Server base, FTP is the normal delivery method otherwise a flat file is on the mainframe.

Question 27. In what file format are the Runs of checks data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 27. Fixed Length

Question 28. What are the anticipated file sizes of the Runs of checks data files delivered to the to the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 29. Fixed length

Question 30. With what frequency are the Runs of checks data files delivered to the to the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 30. Once per 24 hours.

Question 31. How many Runs of checks data files are delivered to the to the current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 31. Between 1 and 3.

Question 32. Are Runs of checks data files re-sent to the current mainframe solution if the mainframe experiences an error with the inbound data?

Response 32. Yes

Question 33. How long does the current mainframe solution store the Runs of checks data files (e.g., 3 months, only until successful processing, indefinitely, etc.)

Response 34. One Year

Question 35. Are the Runs of checks data files pushed to the current mainframe solution? Or are they pulled down by the current mainframe solution?

Response 35. All checks data currently resides on the mainframe except for PeopleSoft.

Question 36. Is the mainframe solution code/logic all contained on a single mainframe (i.e., no other code exists in other places that needs to be modified)?

Response 36. No. UDC and DOES are separate systems with their own code/logic.

Question 37. Does the mainframe solution use a database? If so, what is that database?

What storage size is the database (e.g., 5Gb)?

Response 37. No. There is no database used by the check printing program/process.

Question 38. How much file storage capacity does the current mainframe solution possess (e.g., 10Gb)?

Response. 38. 30 Terabytes

Question 39. If the current mainframe solution possesses a database, how is that database backed up and how often is the database backed up?

Response 39. N/A

Question 40. How is the file storage for the mainframe solution backed up and how often is the file storage backed up?

Response 40. GDG or Tape. Daily backups.

Question 41. What are the hardware specifications for the current mainframe server?

Response 41. Our mainframe is an IBM Z13s 2965-N10 sub-model G03. Its capacity is 58MSU; 467 MIPs.

Question 42. What file transfer protocol is used to send the Positive Pay data files from the current mainframe solution to downstream consumers (e.g., network drive, FTP, database integration, etc.)?

Response 42. Secure FTP

Question 43. In what file format are the Positive Pay data files generated by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 43. Fixed length

Question 44. What are the anticipated file sizes of the Positive Pay data files created by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?
Response 44. Fixed length

Question 45. With what frequency are the Positive Pay data files created by the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 45. Once per 24 hours.

Question 46. How many Positive Pay data files are created by current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 46. From 1 to 5 per day.

Question 47. Are Positive Pay data files re-sent by the current mainframe solution if the downstream consumer experiences an error with the inbound data?

Response 47. Yes

Question 48. How long does the current mainframe solution store the Positive Pay data files (e.g., 3 months, only until successful processing, indefinitely, etc.)?

Response 48. Around 2 years.

Question 49. Are the Positive Pay data files pushed from the current mainframe solution? Or are they pulled down by the downstream consumers?

Response 49. Pushed

Question 50. What file transfer protocol is used to send the ARP data files from the current mainframe solution to downstream consumers (e.g., network drive, FTP, database integration, etc.)?
Response 50. Flat file on mainframe.

Question 51. In what file format are the ARP data files generated by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 51. Fixed length

Question 52. What are the anticipated file sizes of the ARP data files created by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 52. Fixed length

Question 53. With what frequency are the ARP data files created by the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 53. Once per 24 hours for each check file.

Question 54. How many ARP data files are created by current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 54. From 1 to 5 per day.

Question 55. Are ARP data files re-sent by the current mainframe solution if the downstream consumer experiences an error with the inbound data?

Response 55. Yes

Question 56. How long does the current mainframe solution store the ARP data files (e.g., 3 months, only until successful processing, indefinitely, etc.)?

Response 57. One Year.

Question 58. Are the ARP data files pushed from the current mainframe solution? Or are they pulled down by the downstream consumers?

Response 58. They are generated on the mainframe.

Question 59. What file transfer protocol is used to send the To Be Printed Report data files from the current mainframe solution to downstream consumers (e.g., network drive, FTP, database integration, etc.)?

Response 59. FTP

Question 60. In what file format are the To Be Printed Report data files generated by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 60. Fixed length

Questions 61. What are the anticipated file sizes of the To Be Printed Report data files created by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 61. Fixed length

Question 62. With what frequency are the To Be Printed Report data files created by the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 62. Once per 24 hours for each check file.

Question 63. How many To Be Printed Report data files are created by current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 63. From 1 to 5 per day.

Question 63. Are To Be Printed Report data files re-sent by the current mainframe solution if the downstream consumer experiences an error with the inbound data?

Response 63. Yes

Question 64. How long does the current mainframe solution store the To Be Printed Report data files (e.g., 3 months, only until successful processing, indefinitely, etc.)?

Response 64. One Year

Question 65. Are the To Be Printed Report data files pushed from the current mainframe solution? Or are they pulled down by the downstream consumers?

Response 65. Pushed

Question 66. What file transfer protocol is used to send the List of check files/report for agencies data files from the current mainframe solution to downstream consumers (e.g., network drive, FTP, database integration, etc.)?

Response 66. FTP

Question 67. In what file format are the List of check files/report for agencies data files generated by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 67. Fixed length

Question 68. What are the anticipated file sizes of the List of check files/report for agencies data files created by the current mainframe solution (e.g., fixed length, csv, xml, etc.)?

Response 68. Fixed length

Question 69. With what frequency are the List of check files/report for agencies data files created by the current mainframe solution (e.g., once per 24 hours, multiple times, fixed window, etc.)?

Response 69. Once per 24 hours for each check file.

Question 70. How many List of check files/report for agencies data files are created by current mainframe solution (e.g., always 1, always 3, between 1 and 3, no more than 5)?

Response 70. From 1 to 5 per day.

Question 71. Are List of check files/report for agencies data files re-sent by the current mainframe solution if the downstream consumer experiences an error with the inbound data?

Response 71. Yes

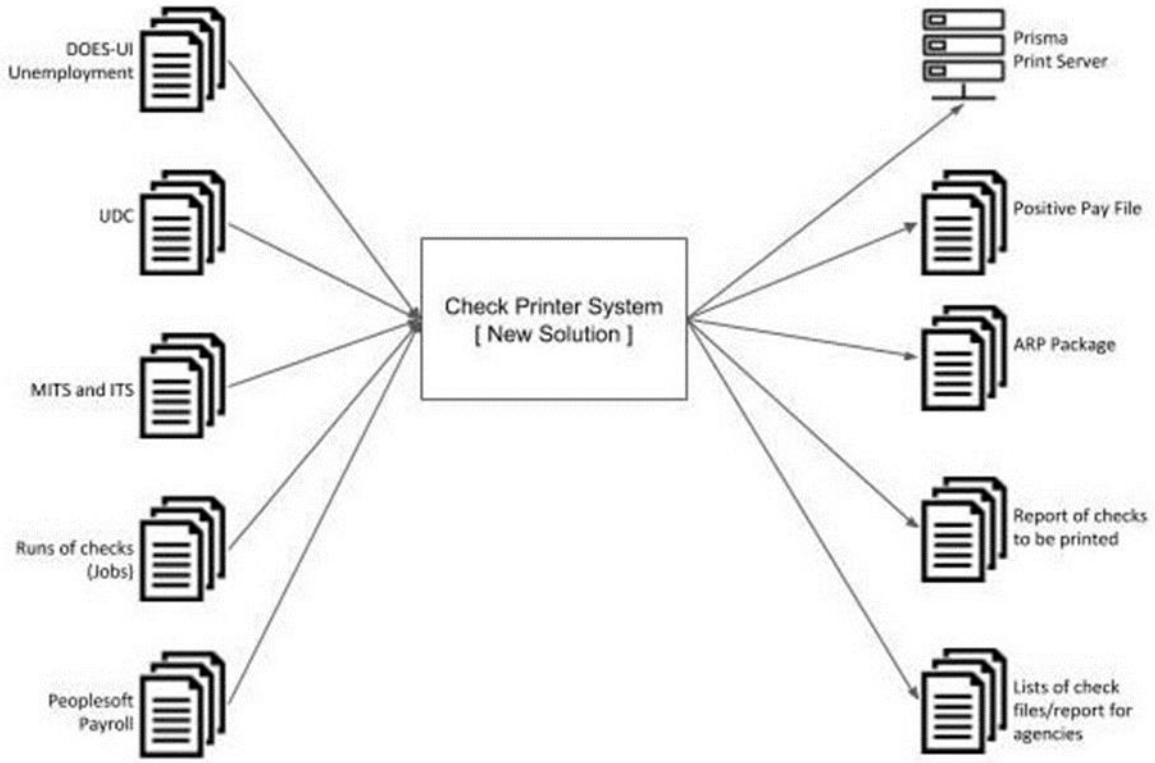
Question 72. How long does the current mainframe solution store the List of check files/report for agencies data files (e.g., 3 months, only until successful processing, indefinitely, etc.)?

Response 72. One Year

Question 73. Are the List of check files/report for agencies data files pushed from the current mainframe solution? Or are they pulled down by the downstream consumers?

Response 73. Pushed

Our understanding of scope in desired target state context:



High Level Component Summary	
Input Integrations	5 systems sending data files
Output Integrations	Print files to print server and 4 systems receiving data files
Application	1 monolithic application on a mainframe with multiple modules

Question 74. Are there any other data integrations, systems/applications, and/or infrastructure missing from the above context diagram that should be changed as a part of this effort?

Response 74. See Response 1.1.

Question 75. Will the file from PeopleSoft Payroll be the only inbound data integration change?

Response 75. No

Question 76. B.4.1 It appears that all analysis, documentation, implementation, testing, training, and deployment is to occur in the base period. Is this correct? Is the target base period 12 months?

Response 76. Yes, we expect deployment to occur within the 12-month base period.

Question 77. Should we assume that the Prisma Print server (e.g., hardware, software version, etc.) will remain the same?

Response 77. Yes

Question 78. Will DC be supplying a print driver for the Prisma Print Server that can be placed onto the new servers (if the new solution is not mainframe based)?

Response 78: Yes

Question 79. Should we assume that the Positive Pay output data files are not expected to change file format, file layout, delivery protocol, quantity when the new solution is introduced?

Response 79. Yes

Question 80. Can how the downstream consumer of the Positive Pay data files be modified to receive the file (e.g., change in push or pull, change in transmission protocol, etc.)? Minimally, there will have to be slight changes for security (i.e., whitelisted sources).

Response 80. This is a discussion to have with the banks following contract award.

Question 81. Should we assume that the ARP output data files are not expected to change file format, file layout, delivery protocol, quantity when the new solution is introduced?

Response 81. Yes. No changes are expected if ARP is still running when the new check writing software solution is introduced. We anticipate replacing ARP with a new cloud-based solution that will allow greater flexibility in file exchange protocols and processing.

Question 82. Can how the downstream consumer of the ARP data files be modified to receive the file (e.g., change in push or pull, change in transmission protocol, etc.)? Minimally, there will have to be slight changes for security (i.e., whitelisted sources).

Response 82. Yes

Question 83. Should we assume that the To Be Printed Report output data files are not expected to change file format, file layout, delivery protocol, quantity when the new solution is introduced?

Response 83. Yes

Question 84. Can how the downstream consumer of the To Be Printed Report data files be modified to receive the file (e.g., change in push or pull, change in transmission protocol, etc.)? Minimally, there will have to be slight changes for security (i.e., whitelisted sources).

Response 84. Yes

Question 85. Should we assume that the List of Check Files/Report for Agencies output data files are not expected to change file format, file layout, delivery protocol, quantity when the new solution is introduced?

Response 85. Yes

Question 86. Can how the downstream consumer of the List of Check Files/Report for Agencies data files be modified to receive the file (e.g., change in push or pull, change in transmission protocol, etc.)? Minimally, there will have to be slight changes for security (i.e., whitelisted sources).

Response 86. Yes

Question 87. Will a solution built for a mainframe platform be considered a suitable solution?

Response 87. The District expects a non-mainframe-based solution to be proposed. The vendor would have to provide details on their solution for the District to evaluate whether the solution is compatible with the current mainframe environment. Additionally, the District would have to evaluate with Production Control what changes in current processing activities or policies would need to be implemented in order to integrate a new mainframe solution onto the District's platform.

Question 88. Will a solution built to run in the cloud that integrates seamlessly with on-premise servers be considered a suitable solution?

Response 88. Yes

Question 89. This is a question about the file formats in C.3.1. There are multiple file formats listed as an ideal state for the new solution to receive, process, and convert. LCDS, JDE, JDL,

and JSL are all legacy outputs. Do you wish for the new solution to produce files in legacy file formats?

Response 89. As stated in C.3.1, the solution provided "shall have the ability to generate multiple outgoing files to the District's banking partners, District Account Reporting Programs, and print servers. The solution shall duplicate/replicate the current Check Write program in all its functionality . . . the replacement system will surpass the limitations of the incumbent system by providing more state-of-the-art functionality around check formatting and check image security, processing data formats, and file formation." To the extent that there are files still coming from the mainframe to the check printing solution, there is no option but to require the solution to handle legacy file formats. The new system can choose to maintain the existing file formats for output or to switch to modern file formats in implementing their solution. The offeror will need to determine what file formats are needed to provide files to the banks, the account reporting programs, and print servers; they need not produce files in legacy file formats unless the target requires a legacy file format.

Question 90. This is a question about the file formats in C.3.1. There are multiple file formats listed as an ideal state for the new solution to receive, process, and convert. LCDS, JDE, JDL, and JSL are all legacy outputs. Do you wish for the new solution to ingest legacy file formats?

Response 90. Yes, where the source system can only provide a file using a legacy file format, the new solution will need to ingest legacy file formats.

Question 91. This is a question about the file formats in C.3.1. There are multiple file formats listed as an ideal state for the new solution to receive, process, and convert. LCDS, JDE, JDL, and JSL are all legacy outputs. Is the following sequence of steps what you wish to happen within the new solution?

1. Receive data file in legacy format (LCDS)
2. Convert file to data that is readable for processing
3. Use the data to generate a check file in the solution
4. Convert the generated check file to a legacy format (PCL)

Response 91. The District requires the new solution to be able to receive files from the different input systems and to produce the expected output – reports, output to the account reconciliation system and to printers, and checks.

Question 92. In the event that the Organizational Impact Document and Change Management report denote sizable changes to how systems integrate with the new solution and include significant dependencies and risk will agreed upon fixed price of the contract award be revisited?

Response 92. The District will consider a change order to the contract should the District determine additional requirements to contract are needed and within scope and the change is warranted.

Question 93. Based on the various phases mentioned in C.3.3, there will have to be multiple

environments to mitigate risk, to facilitate task concurrency, to implement best practice regarding environment segregation, and to complete all of the requested activities. We see a minimum of the following environments:

Name	Description	Scale
Development	Developer places code here Solution code is written and built	Small
Test	QA accepts code base version here Functional Testing with test harness	Small
Integration	Only code passing test is placed here Connected to lower environments of other systems for system integration testing. Regression testing performed here as well	Small
Performance	Only code passing integration testing is placed here Performance testing with test harness	Full scale with redundancy to test failure points and degradation
Stage	Only code passing all other testing is placed here Connected to other systems' stage environments Use for production recreating and troubleshooting Training will take place here	Full scale, no redundancy
Production	Live environment	Full scale with redundancy
Backup	Live environment (can be passive or active)	Full scale with redundancy

Are there any other environments that should be constructed and supported during this effort?

Response 93. The list of environments would be appropriate for an on-premise or hosted environment and might be supplemented by a DR environment, unless the Backup environment mentioned above is to serve as DR. A cloud-based SaaS solution normally has fewer environments.

Question 94. The SOAR system assigns check numbers to the batch file for all SOAR, Medicaid and Unclaimed Property checks. However, OCTO Production Control manually assigns checks number for such file as MITS and ITS Tax Refund checks. How are check numbers managed? Who owns this system? The SOAR system assigns check numbers.

Response 94. The current check number solution is managed by a mainframe production control unit. The new system will need to be able to manage check numbering (see C.3.1.2.f) for different check runs based upon input file. See Attachment A, Item 4.

Question 95. How do we obtain access?

Response 95. The management of check numbers will be part of the new solution provided by the offeror and will not require access to the current mainframe system.

Question 96. How does the current system obtain the approve check numbers?

Response 96. The current system provides check numbers for SOAR batches through the program itself and for other check types through manual intervention by the production control team. The new system will manage check numbers.

Question 97. The Solution shall meet the following requirements:

a. Ability to receive data feed from multiple systems in multiple formats to include: i. On-Point (Department of Employment Services, Unemployment Insurance file)
ii. Banner (University of the District of Columbia payment file)
iii. PeopleSoft (Payroll file)
iv. MITS and ITS file
v. Runs of Checks/Jobs (Multiple files) in Main Frame Data File Format (from SOAR)
vi. Invoice Check File
vii. Warrant Check File

How do we receive files? Are we pulling them (requesting) or are they spooled to us? What kind of security is used?

b. Ability to create multiple electronic data files: i. Positive Pay file to be sent to multiple banks to include payee name, check number, and amount
ii. Create a check issuance file to be transmitted to the District's printers to create the actual checks
iii. Create a check issuance file to be transmitted to the District's reconciliation system – Account Reconciliation Program (ARP)
iv. List of check files/report for multiple agencies

Response 97. The current program processes batch files on the mainframe or files placed on a secure FTP server. The new solution will need to process files using secure FTP.

Question 98. How do we send the files?

Response 98. The current process is mainframe to mainframe. The new solution will require the check processing software to generate a data file to be processed by the new reconciliation program. It is expected that a secure FTP file exchange will be used.

Question 99. What security protocol is required?

Response 99. The new solution will require secure FTP.

Question 100. Ability to connect to the check server in the secure area Does this refer to the equipment we are replacing Check Writer with?

Response 100. Yes

Question 101. Ability to identify checks that require special attention, i.e.: mailed outside the US territory, garnishment, hold-for-pickup, etc.

Response 101. Yes

Question 102. What do we do with it?

Response 102. Checks that require special attention may need additional postage applied because they 1. are being mailed internationally, 2. need to held for agency pick up, or 3. need to mailed certified/priority.

Question 103. How do we get information to determine garnishment or hold for pickup?

Response 103. The current file format allows those sending check files to flag those to be held for pickup.

Question 104. C.2.9.1 OFT's current check writing system, "Check Write", receives payables data in batch form. The data which is in Line Condition Data Stream (LCDS) format includes Payee name, address, amount, check date and others and comes from one main source.

Response 104. Yes

Question 105. Does the LCDS come with resources or is it just the data? Where are the resources?

Response 105. The mainframe program sends the data to the printer for processing. The new solution will need to receive the batch file from the different sources and process the payment

requests.

Question 106. Are un-compiled native resources available?

Response 106. Please see answer to 20.15 for future state using the new solution.

Question 107. C.2.9.2 Inputs:

a. Multiple files (Runs of Checks/Jobs) in Main Frame Data File format (From SOAR-System of Account Reconciliation)
b. Invoice Check File
c. Warrant Check Files
d. MITS / ITS

Question 107. What format are the files in (EBCDIC/ASCII/ETC)? Are they flat files?

Response 107. They are flat files.

Question 108. C.2.9.3 Outputs:

a. Positive Pay File for multiple banks
b. Reconciliation file for ARP (Account Reconciliation Program)
c. Report of All Checks To-Be Printed
d. List of Check Files/Report for Agencies

What method of transmission of the files is required?

Response 108. Positive Pay files need to be sent using Secure FTP; a check register needs to be generated that can be received by the reconciliation program to compare with the file sent from the bank; the system should be able to create the required reports. The necessary methods of transmission shall be part of the final Project Plan required in C.3.3.3.b.

Question 109. Are they print ready files, "greybar" reports, or formatted text files?

Response 109. The checks themselves will be generated by the new system, while the positive pay file will be a formatted text file based upon the banks' specifications.

Question 110. C.3.1 SOLUTION REQUIREMENTS

1. The Contractor shall provide a solution and corresponding server that provides the functionality and performance of the current Check Write program, as the minimum requirements, as a replacement solution. The ideal replacement system shall have the ability to receive, process, and convert multiple data formats i.e. Printer Command Language (PCL), Line Condition Data Stream (LCDS), Job Descriptor Entry (JDE),

Job Descriptor Library (JDL), Job Source Library (JSL), Portable Document Format (PDF). It shall have the ability to generate multiple outgoing files to the District's banking partners, District Account Reporting Programs, and print servers. The solution shall duplicate/replicate the current Check Write program in all of its functionality i.e. data processing, information security, file creation, file transference, data import, data export, etc. The expectation is that the replacement system will surpass the limitations of the incumbent system by providing more state-of-the-art functionality around check formatting and check image security, processing data formats, and file formatting.

Will all required native resources be supplied with the print files?

Response 110. The District expects the delivered solution to be able to ingest files provided by the different sources and to create the required output which, in addition to the physical checks, includes lists of checks printed, a check register for the reconciliation program, positive pay files to be sent to the banks, and reports.

Question 111. Are we re-engineering the print ready files being received to create checks? Will we just print the files as is on preprinted stock?

Response 111. The District's current solution uses blank paper stock with nothing preprinted. The solution provided will need to be able to create checks using pre-defined check image files/templates within the software application provided as a solution.

Question 112. At this time we have no CBE with a local presence in Washington DC. We do have a Certified Minority Business Enterprise in the state of Maryland with outstanding past performance that meets all of the specifications of the RFP. We would like clarification that will allow us to use the authorized reseller referenced above.

Response 112. In accordance with Section H.3, to comply with the requirement, the business enterprises must be certified by the DC Department of Small and Local Business Development, unless this requirement is waived pursuant to Section H.3.12 of the RFP. Offeror can effectively use the services of the Department of Small and Local Business Development at (202) 727-3900 and http://dslbd.dc.gov in recruiting qualified certified business enterprises.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER

DOING BUSINESS WITH INTEGRITY

Introduction

You are receiving this because you are a contractor or a vendor who does repeated business with the Office of the Chief Financial Officer (OCFO), Government of the District of Columbia, or you are an organization or individual outside the OCFO with whom we frequently interact.

Our purpose is to advise you of the high expectation of integrity that we strive to bring to bear in all of our business relationships.

Environment of Trust

The Office of the Chief Financial Officer is committed to maintaining working relationships that are founded on fair and honest exchanges in all of our business interactions. Our employees are held to high standards of ethical behavior in the conduct of their official business.

We want to share these expectations of ethical business practices with you to ensure that our business relationships are conducted with the highest level of honesty and integrity.

OCFO Code of Conduct for Employees

The OCFO Code of Conduct imparts three fundamental values for employees:

- Employees should conduct themselves in such a manner as to maintain and enhance the integrity and professional reputation of the OCFO organization
- Employees should not use their position to secure unwarranted privileges, awards, or exemptions for themselves or others
- Employees should avoid real or perceived conflicts of interest between the employee's private interest and the employee's official duties.

For your reference, the OCFO Code of Conduct can be accessed electronically at www.cfo.dc.gov. Go to Information, click on Integrity and Oversight, then click on Integrity Documents to reach the Code of Conduct.

Confidentiality of Financial and Other Information

We expect our employees to maintain absolute confidentiality concerning all information that they obtain, observe, or create relating to the financial affairs of those we do business with. We vigorously investigate any compromise of confidentiality by employees or any attempts to improperly obtain such information by private parties or businesses.

Bribery and Conflict of Interest

In addition to our standards of conduct, there are certain criminal statutes in the federal criminal code relating to bribery and conflict of interest that apply not only to employees of the federal government, but also to employees of the District of Columbia.

- The offer of anything of value in expectation of specific performance by a government employee is a crime, and even the appearance of such activity should be avoided.

- Employees may not accept anything of value (other than their government salaries) for the performance of their duties. This is outlined below under Gratuities and Other Gift Rules.

- Our employees are required to report all offers of bribes and gratuities to us, and we ensure that these matters are investigated and addressed. Likewise, we encourage anyone who believes they may have been solicited for a bribe or gratuity by an OCFO employee to report the matter immediately, as indicated at the end of this document.

- We also expect our employees to avoid conflicts of interest or the appearance of conflicts of interest. A particularly sensitive issue for government employees is the offer of employment with a company doing business with the OCFO. At any point when a government employee is considering employment with a private company that has a business relationship with the government, that employee must discontinue work on any assignment involving that company or face the very real possibility of violating conflict of interest statutes. This could also jeopardize the company's eligibility to be awarded government contracts.

- Employees are also expressly forbidden from performing official duties in situations involving friends, relatives or persons or businesses with whom they, or their family members, have a financial relationship. At any point where such a relationship is discovered or develops, the employee must discontinue their involvement in the official matter. For the employee and the business entity to continue to conduct official business after such a conflict is evident, would be inappropriate and possibly illegal.

Gratuities

It is always gratifying to hear that our staff has provided exemplary service to those with whom we do business. Sometimes, however, the expression of appreciation is made in a form that is inappropriate for government employees to accept.

OCFO employees are prohibited by law from accepting money or other things of value as an appreciation for a job well done. Sometimes even the mere offer of something of value may violate bribery and gratuity statutes. A more appropriate expression of gratitude for the service rendered is a letter to the employee's supervisor. If you don't know who that is, you may simply send your letter to the Office of the Chief Financial Officer, and it will be routed to the proper official.

Other Gift Rules

Gifts of food and/or beverages, even during holiday seasons and other celebratory occasions, are not acceptable if the giver has a business relationship of any kind with the D.C. Government. Such offers, while well-intentioned, tend to give the impression of a special relationship between the giver and the government employee.

This rule does not apply to the offer and acceptance of an insignificant item, such as a soft drink, coffee, donuts and other modest items of food and refreshments when not offered as part of a meal. Additional information on gift rules and exceptions is contained in OCFO Code of Conduct, which can be accessed electronically at www.cfo.dc.gov. Go to Information, click on Integrity and Oversight, then click on Integrity Documents to reach the Code of Conduct.

Compliance with Contracting Rules and Regulations

Ensuring compliance with the provisions of contracts is an important expectation of government employees. Even so, we have seen examples where the rules were not followed, usually based on the "need to get the job done." Such behavior puts both the government employee and the contractor in jeopardy.

If modifications to existing contracts are necessary, they should be formally pursued in accordance with OCFO contracting rules and regulations. No work outside the specifications of a contract should be performed without an approved contract modification. Performing work outside of contract specifications or beyond authorized funding, could result in a default for the contractor and denial of payment for such work. In the more extreme cases, failure to comply with contracting regulations could be considered fraud and may be investigated as a criminal violation.

Reporting Misconduct, Fraud, Waste and Abuse

The OCFO has a zero tolerance policy for fraud and misconduct involving its employees and programs. Similarly, we do not tolerate attempts to corrupt our employees.

The Office of Integrity and Oversight is an independent entity of the OCFO with responsibility for protecting the integrity of the OCFO and preventing fraud and other misconduct in OCFO programs. OIO conducts investigations of alleged employee misconduct and works closely with federal and District law enforcement agencies in investigating criminal offenses affecting the integrity of the OCFO.

We all want the government's business to be conducted fairly, impartially, and with the highest degree of integrity. The best way to ensure this is to report any indication that illegal acts or administrative misconduct may have occurred. Here is how you can report such matters, by telephone, in person, mail, or electronically:

OCFO Office of Integrity and Oversight

1100 4th Street, S.W.; Suite 750-E
Washington, DC 20024
(202) 442-6433

In addition to receiving your report, investigators are available to discuss any questions or concerns you may have about the matter. Reporting can also be done electronically at the OCFO website: www.cfo.dc.gov. Under Information, click on the Integrity and Oversight link, and then click on Reporting Incidents and Concerns.

OCFO Confidential Hotline

In order to address any concern about reporting anonymously, the OCFO has contracted with an independent, third-party organization that provides a confidential hotline service. This hotline is available for reporting allegations of OCFO employee misconduct, and fraud, waste and abuse involving OCFO programs.

Reports can be made by telephone to this toll-free hotline, which is staffed 24 hours a day, at 1-877-252-8805, or it can be accessed at www.ocfo.ethicspoint.com.

District of Columbia Office of the Inspector General

Reports of fraud, waste and abuse may be reported to the Office of the Inspector General by telephone at 1-800-521-1639, or electronically at www.oig.dc.gov.

This document was prepared by the Office of Integrity and Oversight, Office of the Chief Financial Officer (Revised May 2010)