

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Solicitation Number CFOPD-25-R-006		Page of Pages	
				1	Attachments
2. Amendment/Modification Number  Amendment No. 2	3. Effective Date  See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption  Financial Advisory Services		
6. Issued by: Code		7. Administered by (If other than line 6)			
Office of the Chief Financial Officer Office of Contracts 1100 4 <sup>th</sup> 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		<b>X</b>	9A. Amendment of Solicitation No. CFOPD-25-R-006		
			9B. Dated (See Item 11) January 6, 2025		
			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					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input 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 Financial Advisory Services is hereby amended to reflect the following changes (Attachment A) and response to inquiries received (Attachment B).  <b>ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED</b>					
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, CPPO		
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia		16C. Date Signed	
(Signature of person authorized to sign)		<i>Drakus Wiggins</i> (Signature of Contracting Officer)		02/04/2025	

## **Attachment A**

**The following changes are hereby incorporated into the solicitation.**

1. Section L.3.2.6.II.b is hereby amended to replace the first sentence as follows to replace the word “size” with “relevancy”:
  - 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 relevancy and scope as the required services described in Section C.

## **Attachment B**

### **The following are responses to inquiries received.**

- Question 1. L.I.B.i – Confirming all of the items in this question are for those types of transactions specifically focused on sports facility projects.
- Response 1. Responses to Section L.3.2.6.I.B.i can cover sports, entertainment and hospitality facilities, and any other related or similar projects.
- Question 2 L.I.D.iii – Is there a specific number of examples you seek?
- Response 2: No. However, the RFP limits responses to no more than 2 pages.
- Question 3: L.II.b – (1) Confirming we can include active (not yet completed) contracts as part of the reference list. (2) Additionally, is there a range that we should consider to be of similar size? (3) For “Contract number” are you looking for vendor’s internal contract number or how the client references our contract?
- Response 3: 1) Active contracts not yet completed can be included but should be identified as such. 2) There is no specific range/size of project. Any relevant project can be included. See Attachment A, Item 1. 3) The Contract number should be how the client references the contract.
- Question 4: Section H: H.2 Subcontracts – It states “The Contractor hereunder shall not subcontract any of the Contractor’s work or services to any subcontractor without the prior, written consent of the Contracting Officer in the consultation with the COTR. Do we still need to fill out ATTACHMENT J.5 - Subcontracting Plan form?
- Response 4. The ATTACHMENT J.5 - Subcontracting Plan form is not to be filled out in relation to Section H.2. OFT expects offerors to include any planned subcontractors in the offeror’s response to Technical Expertise, Personnel and Qualifications for each category the offeror would like to be considered for. The award of an offeror’s proposal will constitute the District’s consent to the subcontractor. Post award, any subcontractor that the contractor did not include in its original proposal must receive written consent per Section H.2 before performing services in conjunction with the contract on behalf of the contractor.
- Question 5. Section B: B.5.4 Contract Ceiling: It states “The base period and each option period, if exercised, shall not exceed two hundred thousand dollars (\$250,000.00) per period. Does this mean firms are exempt from CBE requirements?

Response 5. Yes, since the resultant contract will not exceed the maximum quantity of \$250,000.00, Section H.3 of the solicitation is not applicable.

Question 6. Section L.1.7 states any proposal will be rejected that does not include a subcontracting plan. Can you clarify what is required? It is highly unusual for MA firms to subcontract their work given their regulation with the SEC.

Response 6. Section L.1.7 state, “The District will reject any bid or proposal that fails to include a subcontracting plan *that is required by law, pursuant to Section H.3. [emphasis added]*” Since the resultant contract will not exceed the maximum quantity of \$250,000.00, Section H.3 of the solicitation is not applicable, thus proposals will not be rejected for failure to include a subcontracting plan.

Question 7. Section L.3.2 Technical Proposal: Is there a font requirement or a limitation for the technical proposal responses?

Response 7. No, but OFT prefer nothing smaller than 11-point font.

Question 8. Are the insurance coverage amounts requested and detailed in I.30 of the RFP negotiable?

Response 8. Offerors may propose exceptions to insurance coverage amounts requested and detailed in Section I.30 of the RFP in its proposal response; however, the District may regard changes as a weakness in the proposal and score the proposal accordingly. Weaknesses are addressed only if the District determines, at its discretion, to conduct discussions or negotiations. However, the District may seek to award a contract on the basis of scoring, without any discussions. Therefore, each proposal must contain the Offeror’s best terms from the standpoint of price, technical abilities, and other factors.

Question 9. Is the subcontracting requirement for this contract detailed in H.3 waived given that few firms are registered as Municipal Advisors in the District of Columbia?

Response 9. See Response 6.

Question 10. Submission requirements via the Gateway Portal are referenced on the first page of the RFP to appear in section L.12, but section L.12 does not appear in the RFP. Please confirm submission requirements via the Gateway Portal.

Response 10. Confirmed. See Amendment No. 1.

Question 11. The RFP stipulates that the Certified Business Subcontracting Requirements and the 51% District Residents New Hires Requirements and First Source Employment Agreement apply to Contracts in excess of \$250,000 and \$300,000, respectively. Given that the RFP stipulates that the maximum Contract amount for each Financial Advisory Service Category is \$250,000, if an Offeror is awarded more than one Contract would they still be exempt from the Certified Business Subcontracting Requirements and the 51% District Residents New Hires Requirements and First Source Employment Agreement?

Response 11. Since the resultant contract will not exceed the maximum quantity of \$250,000.00, Section H.3, Certified Business Enterprise Subcontracting Requirements and Section I.31, 51% District Residents New Hires Requirements and First Source Employment Agreement are not applicable to the solicitation and the resultant contract.

Question 12. We noticed that the RFP outlines an hourly fee structure for advisory services. Would you be open to considering fixed fees for specific swap transactions as an alternative? This approach could provide greater cost predictability for both parties.

Response 12. Offerors must submit an hourly fee structure in a Completed Section B, Pricing Schedule, per Section L.3.3, to be responsive to the RFP. In addition, offerors may propose a fixed fees alternative price proposal; however, alternative proposals will not be evaluated for consideration of award.