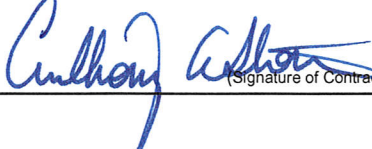


<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>		1. Solicitation Number CFOPD-19-R-005		Page of Pages	
				1	1 plus Attachment A & B
2. Amendment/Modification Number  Amendment No. 1	3. Effective Date  See Box 16C	4. Requisition/Purchase Request No.	5. Solicitation Caption  Travel and Expenses Software		
6. Issued by: Code _____  Office of the Chief Financial Officer Office of Contracts 1100 4 <sup>th</sup> Street SW Suite E610 Washington, DC 20024		7. Administered by (If other than line 6)  Office of Finance and Treasury Government of the District of Columbia 1101 4th Street, SW, 8th Floor 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-19-R-005		
			9B. Dated (See Item 11) November 5, 2018		
			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 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 Travel and Expenses Software is hereby amended to respond to inquiries received (Attachment A) and to reflect the following changes (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		
			Anthony A. Stover, CPPO		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed
(Signature of person authorized to sign)			 (Signature of Contracting Officer)		11-20-18

## Amendment 1 – Attachment A

### CFOPD-19-R-005 – Enterprise Financial System

Set forth below are the District's responses to the first set of Offeror questions:

Question 1: Regarding requirement for 0% system downtime; would 99.95% system uptime render our response non-compliant?

**Response: The District requires at least 99.95% or more system uptime.**

Question 2: Is the place of performance for trainings a mandatory requirement? Typically our trainings are conducted virtually via online user guides, demos.

**Response: The District requires that training for key personnel be performed on-site. Training for travelers can be provided through video tutorials as indicated in Section C.4.3.1**

Question 3: Would the city require OCR (Optical Character Recognition) technology or just the ability to upload receipts?

**Response: The District only requires the ability to upload receipts. The capacity for OCR would be a plus.**

Question 4: What is DC OCFO's definition of a transaction?

**Response: A completed travel advance or expense report.**

Question 5: Is the DC OCFO looking for an integrated travel booking solution, along with an expense management system?

**Response: Yes**

Question 6: How do the DC OCFO travelers procure their travel today? (travel agency, internet sites, or what exactly?)

**Response: OCFO procures travel mainly through internet sites, but some conferences provide a housing bureau to handle lodging, train stations, airports, phone, etc.**

Question 7: Referencing Functional Requirements “The System shall have the ability to notify or reject invalid zip codes”. Typically traveler and address profile info is coming from an HR solution where the zip code has already been validated. Can you provide more detail around this requirement, please? Is this for additional travelers being entered manually?

**Response: If a wrong zip code is entered (too many digits or less than five digits) the system shall recognize the error. Also, the system should match zip codes to cities or postal regions by typing the zip code and city or postal region should appear.**

Question 8: Referencing Interface/Integration Requirements, “The System shall have the ability to integrate with PASS”. How do you plan to integrate the chosen T&E solution to your PASS system? Does it accept flat files or you plan to build an API or what specifically? More detail re: this system would be appreciated.

**Response: Build APIs**

Question 9: Can you please provide additional descriptions, example, or business scenarios for the following two items:

- a. “The System shall have the ability to provide for Emergency workflow approvals”. Does this refer to escalations, or skipping approval levels based on a specific scenario, etc.?

**Response: If an approver on the approval flow unexpectedly becomes unavailable (illness, death, termination), a replacement shall be easily added, or the approval flow shall easily be changed or re-routed with little interruption.**

- b. “The System shall have the ability to provide Pending submissions alert”. Is this alert for the traveler or approver and what is the nature of the alert?

**Response: The alert is for the approver - to notify of a pending travel request that requires action before either advance or expense package can be submitted to Accounts Payable for processing. Other alerts to travelers would also be beneficial.**

Question 10: Please confirm that the following refers to a cash advance the traveler requests prior to trip. If not, please provide additional descriptions, example, or business scenario:

- a. "The System shall have the ability to select an Advance Check - give travelers the ability to choose for advanced check or not".

**Response: Yes, advance money via check.**

Question 11: GENERAL TRAVEL: Please verify if a travel request process is needed/desired for pre-trip approval?

**Response: Yes**

Question 12: Would you accept preliminary responses from vendors contingent on being selected in order to then provide additional information (Technical, implementation, etc.) if/when selected? If so, what basic information would vendors need to include their preliminary response?

**Response: The vendors response should address the requirements in Section C and demonstrate its standards and responsibility as described in Section L.15. If the vendor has any exceptions or deviations those may be addressed during the negotiation phase.**

Question 13: Are requests for extension being entertained, given the Thanksgiving holiday, etc.? How will vendors be notified if DC OCFO provides an extension?

**Response: The District will not be extending the due date. Vendors will be notified via the Procurement Gateway where all of the solicitation information is published.**

Question 14: Should the decision be made to include a DC CBE in our response, will the CBE be required to prime the response?

**Response: Please refer to Section H.3 regarding the subcontracting requirement.**

## **Attachment B**

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

Section C.4.2.H is deleted in its entirety and is replaced as follows:

### **C.4.2.H “Technical Requirements” - System Availability Requirements**

- (a) The system shall have at least 99.95% or more system uptime.