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	The above referenced solicitation to Business Process and TMS Consulting Services is hereby amended to effect 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	15A. Name and Title of Signer (Type	or print)	16A. N	lame of	f Contracting O	fficer		
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(Signature of person authorized to sign) 04/12/19	(Signature of person authori:	zed to sign)			$(\mathcal{U}$	XX		04/12/19

Solicitation No. CFOPD-19-R-030 Business Process and TMS Consulting Services Amendment No. 2

# ATTACHMENT A

The following changes are hereby incorporated into the solicitation.

1) Section B of the solicitation is hereby deleted and replaced with Revised Section B dated 04/12/19 as enclosed.

# Attachment B

## The following are responses to inquiries received.

- Question 1. What reporting tools or software would need to be leveraged for these reports? Approximately how many customized reports should be assumed for estimation purposes?
- Response 1. Customized reports might be needed depending on the report availability in the awarded TMS. The estimated quantity and price per customized report are provided in the revised Section B referenced in Attachment A, Item 1.
- Question 2. What is the expected timeline for this engagement particularly relating to the timeline expectations for each of the phases throughout the TMS implantation (e.g., design, build, test, deploy)?
- Response 2. The District expects an overall timeline of approximately six months to one year for TMS implementation. The progress of the major milestones to perform the services shall be included in the Contractor's Project Plans.
- Question 3. As with recent District RFPs (e.g., CFOPD-19-R-001), in our proposal may we submit proposed exceptions for this RFP's terms and conditions? And, just as the District had responded in the past that you "may consider this request prior to award of a contract," will the District similarly be open to negotiating terms and condition prior to the award of this contract?
- Response 3. Offerors may propose exceptions; however, the District may seek award of a contract on the basis of initial written proposals received, without discussion. Therefore, each proposal must contain the Offeror's best terms from the standpoint of price, legal and technical abilities and other factors.
- Question 4. In the RFP to the TMS vendor there is a requirement to provide a SaaS solution. Can you confirm you are only considering SaaS based solutions?
- Response 4. Yes, confirmed, the District is only considering SaaS based TMS solutions.
- Question 5. There are a number of components in the RFP where the scope is not clearly defined enough for us to provide a fixed priced proposal. Our main concerns surround the lack of definition of reports required to be developed, vendor modules to be implemented, TMS solution provider and number of environments utilized. Is there an alternative to provide an initial fixed price based on a list of assumptions and when the scope is further defined, revise accordingly or just exclude these undefined components from the bid?
- Response 5. The following modules, at minimum will be implemented: Cash Management, Forecasting, Payments, Bank Account Management, Accounting, Investments, Debt, Security and Compliance and Connectivity. The District is only considering a SaaS based solution and anticipates three environments: Test, Static/Dev, and Production. As per the customized reports, see Response 1. Offerors proposed pricing must be all-inclusive to perform the services.

#### **Revised SECTION B dated 04/12/19**

#### CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE

### **B.1 <u>GENERAL INFORMATION</u>**

The District of Columbia Office of the Chief Financial Officer, Office of Contracts, on behalf of Office of Finance & Treasury (OFT) (the "District") is seeking a Contractor to provide consulting services for Business Process Review and assist with the Treasury Management System (TMS) Implementation.

## B.2 <u>CONTRACT TYPE</u>

The District contemplates the award of a Firm Fixed price type contract with a requirement component.

#### B.3 PRICING SCHEDULE

- B.3.1 The District will purchase its requirements of the services included herein Contract Line Item Number (CLIN) 03 from the Contractor. The estimated quantities stated in the Price Schedule reflect the best estimates available. The estimate shall not be construed as a representation that the exact quantity that will be required or that conditions affecting requirements will be stable. The estimated quantities shall not be construed to limit the quantities which may be required from the Contractor by the District or to relieve the Contractor of its obligation to all required quantities. The District will order the services as needed.
- B.3.2 The Contractor's pricing shall be the Contractor(s) all-inclusive compensation; such as direct costs, indirect costs, travel, and materials, for providing all services required in the Contract.
- B.3.3 The Contractor's firm, fixed unit price for each of the CLIN shall be for all deliverables required for the corresponding Task, with the exception of customized reports, priced specifically as CLIN 03.
- B.3.4 The Contractor shall provide a price breakdown for CLIN 01 and CLIN 02. The price breakdown shall be proportionately based on the progress of the major milestones of the Contractor's Project Plans to perform the services described in and required by the Contract. Each price breakdown shall represent a CLIN.
- B.3.5 The pricing for the CLINs shall be firm fixed for the Base Period and Option Periods, if exercised, of the Contract, in the event that a major milestone is delayed and performed in an Option Period.

# **B.4.1 Price Schedule Task One – Firm Fixed Price**

CLIN	Item Description	Total Price
01	Task One: Business Process Review and Redesign	

# **B.4.2 Price Schedule Task Two – Firm Fixed Price**

CLIN	Item Description	<b>Total Price</b>
02	Task Two: TMS Implementation	

## **B.4.3 Price Schedule Task Two – Requirement Component**

CLIN	Item Description	Estimated Quantity	Unit Price	Estimated Total Price (Requirements Component)
03	Task Two: Customized Report	2 Customized Reports		

#### **B.4.4**

Grand Estimated Total (CLINs 01-03)	