



**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



**AMENDMENT NO. 1**

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT**

**ISSUE DATE: July 1, 2013**

**SUBJECT: Solicitation No. DCSC-13-FS-0020 - Support Personnel for Family Court Juvenile Data Reconciliation Project**

**SUBMISSION**

**DATE: July 10, 2013, by 3:00 p.m., Eastern Standard Time.**

Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment. In addition, the subject solicitation is amended as follows:

**1. Section B – Supplies or Services and Cost/Price:**

**DELETE:** Page 5 through page 7 of Section B – Supplies or Services and Cost/Price, in

**SUBSTITUTE:** The revised page 5 through 7, which is attached hereto and made a part of this amendment.

**2. Section C – Description/Specifications/Statement of Work:**

**DELETE:** C.1 – Services to be Provided, in its entirety:

**SUBSTITUTE:** The following revised C.1:

**C.1 Services to be Provided:**

**The Contractor shall furnish three (3) qualified General Clerk III for the Family Court Juvenile Report Data Reconciliation Project.** The Contractor shall furnish replacement personnel within 24 hours after notification by the Courts. The Contractor's Personnel shall work under the general supervision Director of The Family Court of his/her designee. **Each General III is expected to work 40 hours per week each.** The Contractor's designated personnel shall be responsible performing the work described in herein.

3. **Section C – Description/Specifications/Statement of Work:**

**DELETE:** C.2.7 – Juvenile Caseload Reports, in its entirety

**SUBSTITUTE:** The following revised C.2.7:

**C.2.7 Juvenile Caseload Reports**

These reports reflect the Courtwide Performance measurements of Family Court:

- a. Juvenile Open Undisposed Cases without Future Hearings Scheduled.
- b. Juvenile Open Undisposed Cases.
- c. The Contractor will occasionally review neglect case files and data for reconciliation of Juvenile and Neglect reporting.

4. **Section L – Instructions, Conditions, and Notices to Offerors:**

**DELETE:** Clause L.3 in its entirety.

**SUBSTITUTE:** The following revised Clause L.3:

**L.3 Each Offeror shall submit one (1) original and three (3) copies of the Technical Proposal, and one original and three (3) copies of the Price Proposal. Each proposal shall be properly indexed and include all information requested in the RFP.**

5. **Section L – Instructions, Conditions, and Notices to Offerors:**

**DELETE:** Clause L.24 – Contract Type, in its entirety.

**SUBSTITUTE:** The following revised Clause L.24:

**L.24 Contract Type**

L.24.1 This is a labor hour contract with fixed hourly rates. The fixed hourly rates shall include wages, overhead, general and administrative expenses, and profit.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.



Louis W. Parker  
Contracting Officer

**This amendment is acknowledged and is considered a part of the subject solicitation.**

\_\_\_\_\_  
**Signature of Authorized Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Title of Authorized Representative**

\_\_\_\_\_  
**Name of Firm**

**Solicitation No. DCSC-13-FS-0020**

**Support Personnel for Family Court Juvenile Data Reconciliation Project**

**RESPONSES TO QUESTIONS RECEIVED**

**Question # 1:**

Regarding the solicitation – DCSC-13-FS-0020 for Support Personnel for Family Court Juvenile Data Reconciliation Project, are these currently being performed and if so by what contractor?

**Response:**

The incumbent contractor is Hire Standard Staffing.

**Question # 2:**

You stated the estimated total minimum number of hours to be 4,895 and the maximum Number of Hours to be 9,788. How did you arrive at those numbers?

**Response:**

**DELETE:** Page 5 through page 7 of the solicitation and **SUBSTITUTE** Revised page 5 through page 7, which are attached hereto and made a part of this amendment.

**Question # 3:**

We are looking at the instructions for submitting the proposal and have a question. In section L.3, you indicate we should submit a SIGNED COPY OF THE RFP. Does this mean we have to sign YOUR document -- the 45 page solicitation document the Court posted on FedBizOpps? Or, do you mean you want us to submit one copy or OUR PROPOSAL that is signed? This would be in addition to the other copies you have requested, as well as the separate copies of the price proposal.

**Response:**

Each Offeror shall submit one (1) original and three (3) copies of the Technical Proposal, and one original and three (3) copies of the Price Proposal. Each proposal shall be properly indexed and include all information requested in the RFP.

**Question # 4:**

Where should the GSA contract information be placed in the Pricing Proposal? Tab A or Tab B?

**Response:**

The GSA contract information should be placed under TAB A of Volume II – Price Proposal.

## PART I

## SECTION B - SUPPLIES OR SERVICES AND PRICE/COST

## B.1 GENERAL DESCRIPTION

The Contractor shall furnish **three (3) qualified General Clerk III for the Family Court Juvenile Report Data Reconciliation Project**. The Contractor shall furnish replacement personnel within 24 hours after notification by the Courts. The Contractor's Personnel shall work under the general supervision Director of The Family Court of his/her designee. **Each General Clerk III is expected to work 40 hours per week each**. The work shall be performed in accordance with all sections of this solicitation and the Contractor's GSA Schedule. **All firms submitting proposals in reference to this Request shall include a copy of their current GSA Federal Supply Schedule Contract(s)**.

B.2 The offeror shall submit a price for the services specified below and in accordance with Section C, Scope of Services, of this Request for Proposals (RFP).

## B.3 CONTRACT PRICE:

## B.3.1 BASE YEAR:

Contract Line Item No. (CLIN)	Description	Estimated Total Number of Hours	Unit	Hourly Rate	Extended Price
0001	General Clerk III	6000	Hourly	\$	\$

## B.3.2 OPTION YEAR ONE:

Contract Line Item No. (CLIN)	Description	Estimated Total Number of Hours	Unit	Hourly Rate	Extended Price
0001	General Clerk III	6000	Hourly	\$	\$

## B.3.3 OPTION YEAR TWO:

Contract Line Item No. (CLIN)	Description	Estimated Total Number of Hours	Unit	Hourly Rate	Extended Price
0001	General Clerk III	6000	Hourly	\$	\$

**B.3.4 OPTION YEAR THREE:**

Contract Line Item No. (CLIN)	Description	Estimated Total Number of Hours	Unit	Hourly Rate	Extended Price
0001	General Clerk III	6000	Hourly	\$	\$

**B.3.5 OPTION YEAR FOUR:**

Contract Line Item No. (CLIN)	Description	Estimated Total Number of Hours	Unit	Hourly Rate	Extended Price
0001	General Clerk III	6000	Hourly	\$	\$

**B.3.6 Grand total Price for the Base Year and all Option Years: \$ \_\_\_\_\_**

**B.4 Purpose:**

The development, verification and validation of data compilation reports or Oracle Reports to comply with local and Federal mandates, and media inquiries concerning juvenile delinquency cases.

**B.5 Background:**

In July 2006, the City Council of the District of Columbia enacted the “Enhanced Crime Prevention and Abatement Emergency Amendment Act of 2006 “the Act.” The Act, among other things, allowed the Mayor of the District of Columbia to amend, on an emergency basis, the Juvenile Curfew Act of 1995; to amend Title 16 of the District of Columbia Official Code to require the Family Court of the Superior Court of the District of Columbia to disclose and provide specified information to the Chief of the Metropolitan Police Department relating to all juveniles charged with (1) crimes of violence, (2) weapons offenses, (3) unauthorized use of vehicles; and (4) theft in the first degree where the property obtained or used is a motor vehicle. Additionally, the Family Court is required to provide information to the Metropolitan Police Department on those juvenile respondents against whom the Office of the Attorney General has filed three or more petitions and, in all of the above occurrences, the respondents are not detained by the Family Court. The information specified in the Act is required to be submitted for each respondent within 48 hours of the decision not to detain.

In addition, in July of 2006, the City Council of the District of Columbia enacted the Omnibus Public Safety Emergency Amendment Act of 2006 amending Title 16 of the District of Columbia Official Code to require the Chief Judge of the District of Columbia Superior Court to submit to the City Council a semiannual report detailing the number of respondents in delinquency cases who fail to appear before any court or judicial officer as required. For each failure to appear, the report shall include the age of

the respondent, the underlying offense with which the respondent was charged, and information as to whether the respondent had previously failed to appear. Other provisions of the Omnibus Public Safety Emergency Amendment Act of 2006 include amendments to the District of Columbia Traffic Act, 1925, requiring the Court to provide the Mayor with specific information on juveniles (and adults) adjudicated or convicted of offenses enumerated in the Act, which permits the Mayor to impose penalties of driver license revocation or ineligibility to receive an operator's permit for respondents so adjudicated.

As a result of those amendments and the requirements therein, the Court is now required to design and maintain several detailed reporting mechanisms for the provision of information concerning juveniles under the jurisdiction of the Court.

(End of Clause)