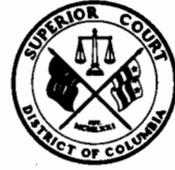




**District of Columbia Courts  
Administrative Services Division  
Procurement and Contracts Branch**



**AMENDMENT NO. 2**

**TO:** ALL PROSPECTIVE OFFERORS

**AMENDMENT  
ISSUE DATE:** March 24, 2014

**SUBJECT:** Solicitation No: DCSC-14-FS-0021

**FOR:** On-Line Legal Research Database System

**Submission Date:** Thursday, April 10, 2014. 2:00 p.m., EST

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:

The subject solicitation is amended as follows:

1. Section 7.6.3.9—Technical Approach:

**Delete:** Identify the maximum number of products offered and number of users offered by the vendor that meet the Courts mandatory requirements. Identify cost for more than 400 users.

**Substitute:** Identify the maximum number of products offered and number of users offered by the vendor that meet the Courts mandatory requirements. Identify cost for five hundred (500) users.

2. Section 7.7—Price Proposal Content:

**Delete:** Section Numbers are as follows: 7.1.1, 7.1.2, 7.1.3, 7.1.4, 7.1.5 and 7.1.6

**Substitute:** Section Numbers are follows: 7.7.1, 7.7.2, 7.7.3, 7.7.4, 7.7.5 and 7.7.6

3. **Delete:** 7.1.4 The price furnished by the Offeror shall be a firm fixed price for up to 400 users, but not limited to the specified number of users. The Offer must provide separate price for additional users. The price shall include all cost for the required services outlined in the Scope of Work.

**Substitute:** 7.7.4 The price furnished by the Offeror shall be a firm fixed price for up to five hundred (500) users, but not limited to the specified number of users.

The Offer must provide separate price for additional users. The price shall include all cost for the required services outlined in the Scope of Work.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

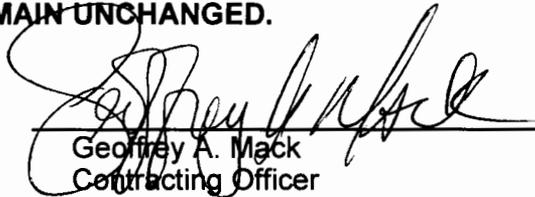
One (1) copy of this amendment is being sent to only those Offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation. Proposals shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents.

Offerors shall submit their proposals in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance with the instructions provided in the original solicitation documents.

This amendment, together with your Proposal, must be received by the District of Columbia Courts no later than the date and time specified for proposal submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for Proposal submission.

Failure to acknowledge receipt of this amendment, for the subject solicitation may be cause for rejection of any proposals submitted in response to the subject solicitation.

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**



Geoffrey A. Mack  
Contracting Officer

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

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

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

## **ATTACHMENT A--Questions and Responses for Solicitation Number: DCSC-14-FS-0021**

1. Please provide the contract spend for the past 3 years?  
The DC Courts does not disclose price information.
2. Was the contract spend for the last contract tied to a fixed rate or were there additional costs that were incurred during the course of the year that went beyond the content included in the fixed rate.  
It is the policy of the DC Courts does not disclose price information.
3. Is there any content being requested in this RFP that the Court does not currently have access?  
No.
4. Can you identify the different Courts that would be included under this solicitation?  
The DC Superior Court and the DC Courts of Appeals will be included under this solicitation. The solicitation will also include the administrative offices responsible for the operation and support of the aforementioned courts.
5. The RFP calls for 500 users in 1.1 but later notes 400 users in 7.6.3.9 and 7.1.4: Can you confirm the correct number and identify where the users are located?

The number of users is five (500) hundred users. Amendment No. 1 of this solicitation will provide response to questions and revise/correct the number of users. The users are located throughout the DC Courts campus, which includes but is not limited to the following locations:

- (1) H. Carl Moultrie Courthouse, 500 Indiana Avenue NW, Washington, DC 20001
- (2) 530 E Street NW (referred to as "Historic Courthouse or Court of Appeals Building)
- (3) 515 5<sup>th</sup> Street NW (referred to as Building A)
- (4) 510 4<sup>th</sup> Street NW (referred to as Building B)
- (5) 410 E Street NW (referred to as Building C)
- (6) 701 7<sup>th</sup> Street NW (referred to as Gallery Place.

The main building address is: 500 Indiana Avenue, NW, Washington, DC 20001.

6. Would the Court accept vendor's proposals in an electronic format via email?  
No, electronic formatted proposals will NOT be accepted.
7. The court requests letters of reference which are difficult to obtain from even the most willing customers within a short period of time. Would the Court accept reference information in lieu of the letters? If not, should these letters be included in our proposal or should they be sent directly from the references to the Court?

Attachment J.9 is the past performance reference form that may be used to note past performance. Past Performance is a rated evaluation factor. Yes, past performance supporting documentation is expected with your proposal.

8. Attachment J.9 (Past Performance Evaluation Form): does not contain any instructions for completing or for inclusion into the proposal, please advise?

Attachment J.9 has blocks and spaces for rater's to provide check marks and some description of previous performance.

9. Section 7.3 on page 8 requests a copy of the Offeror's GSA Federal Supply Schedule (FSS). Our FSS is 315 pages and includes product descriptions and pricing on several solutions we offer. In lieu of a hard copy, will the Courts accept either (1) a link to our FSS on the GSA website, or (2) a copy of the FSS on CD-ROM?

The DC Courts will accept an electronic copy (CD-ROM) of the GSA Federal Supply Schedule. Please include page 1 of the Schedule to provide the GSA Schedule Contract Number in your proposal.