



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



***AMENDMENT NO. 1***

**TO: ALL PROSPECTIVE OFFERORS**

**AMENDMENT**

**ISSUE DATE: April 26, 2013**

**SUBJECT: Solicitation No. DCSC-13-RP-0016 – EEO Investigative Services and Training Classes**

**PROPOSAL  
SUBMISSION**

**DATE: Thursday, May 2, 2013 by 2:00 p.m., Eastern Standard Time.**

The following are the responses to written question(s) received from prospective offeror(s):

1. In the proposal, you are asking for a bid for 3 products: Investigations, Training and Affirmative Action Plans. Does a contractor have to bid on all 3 products or can they bid on the products they are best qualified to do.

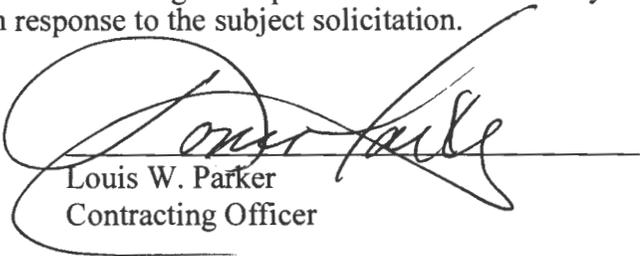
**The contractors have to bid on all 3 products.**

2. In the solicitation you indicate cases can be done either on site or by telephone. Can you tell me the percentage of cases you anticipate being done on site and the percentage you anticipate being done by phone each year on this contract? Can you also tell me how many of your investigations last year were done in person and how many by phone.

**Since contracting for these services is a new direction for the Courts, there is no history of cases being handled by phone. Therefore, we have no data to provide on estimates for on-site versus telephonically handled cases. Last year 24 employees sought EEO Counseling. Of the 24, nine required investigations. We ask that you submit your quote as if this is a first time requirement because that is how the Courts are treating it.**

**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**