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Geoffrey A. Mack
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AMENDMENT NO. 01 (A01)

A01 ISSUE DATE: April 20, 2023
TO: ALL PROSPECTIVE OFFERORS
IN REGARD TO: RFP# DCSC-23-FSS-60
EEO Investigative Services
RFP CLOSE DATE: Thursday, April 27, 2023 by 2:00p EST

The above-mentioned solicitation is hereby amended as follows:

1. The close/submission date remains Thursday, April 27, 2023, at 2:00p EST
2. See the attached Questions & Answers (Q&A) document and an additional item to be added to the Statement of Work (Section C) of the Solicitation.

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

This amendment will be sent to only those offerors who received a copy of the solicitation. This amendment will also be posted on the District of Columbia Courts website. 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 above-mentioned solicitation. Offers shall be emailed in accordance with 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 offer(s) submitted in response to the above-mentioned solicitation.

Darlene D. Reynolds
Darlene D. Reynolds, Contracting Officer

This amendment is acknowledged and is considered a part of the above-mentioned solicitation.

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

Q1:

Section F.13 addresses new issues. Is a new issue only considered a discreet actionable event, or would any modification with additional incidents to a previously accepted issue be considered a “new issue”?

A1:

Because a new issue regarding a discrete actionable event could be an issue in dispute, this language is broad to encompass any additional incidents.

Q2:

The pricing schedule has lines for counseling and FAD writing, but these areas are not addressed in the Statement of Work. Is there an expectation to provide these services in addition to investigations?

A2:

Yes, primarily the contract envisions EEO investigations but there may be circumstances whereby EEO counseling is needed. The FAD is considered a work product from conducting the EEO investigation.

Q3:

What is the estimated number of new investigations per month?

A3:

0-1 number of investigations per month.

Q4:

Section F.4.1.1 states that the ROI is due within 45 work days of receipt of the delivery order and complaint file. However, Section C.2.4 states that the IP must be submitted to the COR for approval prior to starting the investigation, which is not due until 5 calendar days from receipt of case assignment. The COR then has another 5 days to respond, and if changes are requested, the time extends from there. This will reduce the actual amount of time to work on the investigation by at least 10 days. Would you please confirm that the clock does not start on the 45 day turnaround until the IP is approved?

A4:

The clock does not start on the 45-day turnaround until the investigative plan is approved.

Q5:

What percentage of investigations historically have required on-site visits, versus obtaining testimony via e-mail or telephone/web conference interviews?

A5:

The ratio is 50% vs. 50% for each respective investigative format and style.

Q6:

In reference to Section C.7 Division or Component Level EEO Inquiry, would you please provide an estimated number of these investigations to be completed per year or per month, as these have a preference for face-to-face interviews? Q7:

Would the government consider removing the requirement for submission of CD's and printed copies in lieu of electronic submissions?

A6:

The face-to-face interviews are based on the sensitivity of the investigation. Yes, this will be considered based on a case-by-case basis.

Q7:

If not, please clarify if the pricing line item for "additional copies" is in addition to the number of printed copies stated in the RFP (4 plus original (5 total?) for a division or component level inquiry; for regular investigations, 2 copies of the original (3 total?) and 3 copies of the sanitized version), or if this is a price per page for all copies.

A7:

The pricing line item is per page.

Q8:

The maximum limit for number of pages on the pricing sheet is 250 pages. As reports are often much larger than this, in some cases over 1,000 pages per report, will you please consider additional payment for larger reports, or remove the maximum limit?

A8:

If the report is more than 250 pages, the COTR must approve additional pages before moving forward. If approval is not granted, the supplier will not be compensated.

Q9:

Is a sanitized version required for the division or component level inquiries?

A9:

Yes, it is required for division and component level inquiries.

Q10:

Section F.7 states that the original and all copies shall be sanitized. However, the requirement for copies states that we must submit originals and sanitized versions. Would you please clarify?

A10:

All copies must be sanitized.

Q11

Section C.3.1 lists methods of obtaining testimony (on-site visits, telephone interviews, and interrogatories). Is there a preferred method, or is this at the discretion of the investigator?

A11:

Most investigations will be satisfied through remote work. The method for obtaining testimony is at the discretion of the investigator; however, when the agency strongly believes the investigation should require onsite visits due to certain circumstances, it is expected that the investigator will come onsite for special or sensitive circumstances.

Q12:

Does the government have a portal that can be used for file transfers as opposed to what is stated in Section C.2.3, that materials are to be delivered via Express Mail or a method where there is proof of receipt?

A12:

A portal does not exist for file transfers but another option is to email the document in a password protected file and encrypt the email. Three bound copies are required.

Q13:

Which positions are considered key personnel?

A13:

Key personnel may include decision-makers but covers those with knowledge of events to be interviewed (e.g. coworkers).

Q14:

Section M.3.3.b asks if the proposed labor/skill mix is comparable to the projected courts skill mix. Would you please clarify?

A14:

This is a part of the technical evaluation process to evaluate the labor/skill mix of the offeror to that of the Courts.

Q15:

Section F.4.1.3 states that feedback on the draft ROI may take up to thirty days and if edits are indicated, we would have ten days to include them and resubmit. What percentage of ROIs are normally returned for edits? Once an ROI has been resubmitted after edits have been incorporated, does the thirty-day requirement for review start again?

A15:

Less than 20% of ROIs are normally returned for edits. Yes, if necessary after edits have been incorporated, the thirty-day requirement will start again.

Q16:

Section L.1.4 states that offerors must submit proposals by email as well as deliver three bound paper copies. Is this correct?

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A16:

Yes, please submit by email and deliver three (3) bounded copies.

Q17:

Are paper copies required along with the email submittal?

A17:

Please see response to Question 17.

Q18:

Price Schedule – Page 2 - The column showing maximum quantity, is it expected for the maximum number to be reached under each year?

A18:

There is no minimum or maximum number of cases guaranteed for each year.

Q19:

Price Schedule – Page 2 - What type of consulting requests outside of each investigation will be used under line item 0011 and each option year that is allotted under the budgeted \$10,000?

A19:

A consultation may include but is not limited to informal resolution attempts or pre and post-investigation recommendations.

Q20:

Section C Scope of Work – Page 9 - Are our investigators expected to work onsite or can they work remotely?

A20:

See answer to #12.

Q21:

Page 9 - Are investigators expected to use a government issued email address, the offeror email or can they use their personal email address to conduct investigations?

A21:

The investigator should use the offeror's email address.

Q22:

Page 9 - On the average, what is the current number of investigators working on the existing contract?

A22:

There is one firm that currently holds this contract. The agency is unaware of the number of investigators the firm employs at this time.

Q23:

Page 9 - How will confidential files be transferred between offeror and government customer?

A23:

See answer to question #13.

Q24:

Are resumes required to be submitted with the RFP response? If so, what is the number of investigators resumes required to submit?

A24:

Yes, resumes are required to be submitted with the RFP response. At least three investigator's resumes are required for submission.

Q25:

Page 40, Section L - May responses be submitted by email only to reduce the amount of paper used? Is there another way to achieve the same result by the reduction of paper?

A25:

Please see response to Question 17.

Q26:

Page 41, Section L - What is the page limit under Tab A for Experience and Qualification?

A26:

There is no page limit, but submissions are expected to be thorough and concise for the selection panel.

Q27:

Page 41, Past Performance - Is the past performance to be filled out by offeror or is a completed PP to be submitted by our customers directly to the government?

A27:

It must be completed by your customers with their contact information and included in your submission.

Q28:

Scope of Work - When our investigators submit the ROI, is it to be submitted via email or is it required to be submitted in hard copy to the government?

A28:

See answer to question #13.

Q29:

Please convey what should be addressed in the proposal due to your office on April 27, 2023?

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A29:

Everything outlined in the Description/Specifications/Work Statement (Section C). Please pay attention to Page 50 "Evaluation Factors for Award".

Q30:

Regarding EEO investigations, will there be an acceptance letter depicting the complaint, prohibited factors, claims, issues, etc.

A30:

It depends on the circumstances.

Q31:

Will an EEO firm have to submit a bid to secure investigative work from your office?

A31:

Yes, a bid is required.

Q32:

How much time will be allotted to investigate a case?

A32:

All investigative work and FADs should be completed within 180 days and the time for less complex inquiries should be completed in the investigative plan.

Q33:

Will Janver,s current price list with GSA be honored by DCSC?

A33:

Yes, and the proposal should be competitive in comparison to other offers submitted.

Q34:

Is this requirement an existing or new contract?

A34:

This is a new award/contract.

Q35:

If this is an existing contract, who is the incumbent?

A35:

This information is not available to the public now.

001:

"ADD TO THE STATEMENT OF WORK, SECTION C OF THE SOLICITATION"
EEO counseling and Final Agency Decision (FAD writing/report).