



Cheryl R. Bailey, Ph.D.
Acting Executive Officer

Herbert Rouson, Jr., J.D.
Acting Deputy Executive Officer

DISTRICT OF COLUMBIA COURTS
Administrative Services Division
Office: Gallery Place
616 H Street NW, 6th Floor
Washington, DC 20001
Mailing Address: 500 Indiana Avenue NW
Washington, DC 20001-2131



Geoffrey A. Mack
Acting Administrative Officer

AMENDMENT NO. 0001

TO: ALL PROSPECTIVE CONTRACTORS

**AMENDMENT
ISSUE DATE:**

September 28, 2023

SUBJECT:

**Solicitation No. DCSC-23-IFB-0166
DC Courts PgM Services**

**PROPOSAL
SUBMISSION**

DATE:

**October 30, 2023 by 10:00 AM -12:00 PM
Eastern Standard Time**

Questions and Answers Round 1-

- 1) Please see Attachment- A to this Amendment 0001 – “Responses to Questions Posed by Potential Offerors”.**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offeror's. The prospective Offeror 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 or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.

Geoffrey A. Mack

Geoffrey Mack
Contracting Officer

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Attachment A

Failure by the Offeror to properly acknowledge receipt of this Amendment Number 0001 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 001 is acknowledged and is considered a part of the proposal for Solicitation Number– Solicitation No. DCSC-23-RFP-0166 DC Courts PgM Services

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

From: Flor Rivera	Q & A Round: 1
Program: Capital Project Facilities Management Division	Date:
Email: maria.rivera@dccsystem.com	Pages: 2

cc: Judith.Hill@dccsystem.gov	DC Courts
cc:	
cc:	
cc:	

This Document includes the following:

-Solicitation Questions & Answers Round: 01

SOLICITATION QUESTIONS & ANSWERS: ROUND 04

1. Q.1 L.2.8., p 80. Can proposals be hand delivered (by a delivery service or by an individual team member) before October 30th at 10am or can they only be hand delivered between 10am and 12pm?

Yes, they can be delivered withing that time frame 10 am- 12 PM.

2. F.4., p.33. Would the DC Courts consider alternatives to some of the required certifications. For example, can a PE license be an acceptable alternative to the PMP and PgMP certifications? **A PE license is an acceptable alternate for the PMP and PgMP certifications for the PgMO Program Manager or the PgMO Deputy Program Manager, however one person filling those positions must have the PMP and PgMP certifications. Program Management experience would be weighted heavier in this instance.**

3. L.2.3., p 80. This section states “Offerors shall submit all pages of the RFP.” Does this mean that a copy of the entire RFP must be included in the proposal? If show, where should it be included?

No, Offeror does not need to submit all pages of the RFP.

4. L.8.1., p. 83. This section states, “Proposals signed by an agent shall be accompanied by evidence of that agent’s authority . . .” Section L.19.1, p. 85 states “Upon request, an Offeror shall provide the Courts satisfactory evidence of authority of the person signing on behalf of the of the corporation.” If we need to provide evidence of authority with the proposal, what constitutes evidence of authority?

A letter from Company’s President or CEO if authority is delegated.

5. L.2.2., p. 79. Are the cover letter, table of contents, and dividers included in the 35-page limit? **No**
6. L.2.2.3, Tabs B and C.

Attachment A

- a. Is there a page limit for CVs and past performance examples? **No**
 - b. Should the organization chart include the names of all proposed staff (including non-key personnel) for each SOW area? **Yes**
- 7. Should J.11 (Org Chart) be used as a template for our Org Chart?
Not necessarily.
- 8. L.2.3., Page 80. In the electronic version, do we include 2 copies of the budget breakdown? One copy remaining in the Excel format and the second copy in PDF version? Please confirm. **Yes.**
- 9. Do projects need to be fully completed? **Not necessarily**
- 10. Which volume does Section K go in? Should it follow Section J in Volume II?
Volume II.
- 11. Are the Past Performance Questionnaires considered references? If that is the case, they would not be included in the page count. Please confirm. **Past performance questionnaires are not included in the page count.**
- 12. Are the CV's separate from the Biodata sheets? **Yes.**
- 13. Attachment J.20 - Contractor Employee Biographical Data Sheet
 - a. Do boxes 2, 4, 5, 6, and 7 on Attachment J.20 refer to this DC Courts PM contract that we are pursuing? **Yes**
 - b. Can any additional information be included under the "Paperwork Reduction Information" section?
Paragraph is for information only. No additional info needed.