



Cheryl R. Bailey, Ph.D.
Acting 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

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

AMENDMENT NO. 01 (A01)

A01 ISSUE DATE: March 29, 2023
TO: ALL PROSPECTIVE OFFERORS
SUBJECT: Solicitation Number DCSC-23-RFP-54_Soft Skills Development Training Services
RFP CLOSE DATE: Friday, April 14, 2023, 1:00 PM, Eastern Standard Time (EST)

The subject solicitation is amended as follow:

- 1. See the attached Questions & Answers (Q&A)
- 2. See the Delete/Add (Remove/Replace with) clause(s)

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to only those offerors who received a copy of 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 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 offers submitted in response to the subject solicitation.

Darlene D. Reynolds

Darlene D. Reynolds
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

1. Can the District of Columbia Courts please clarify if this is a new requirement or if there is an incumbent and who that incumbent is?

Response: Yes. This is a new requirement that will have multiple awards and the current contract also has multiple incumbents.

2. If there is an incumbent, can the District of Columbia Courts please clarify if the workforce will remain the same for the follow-on contract?

Response: Please refer to the specifications in the RFP solicitation, SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT.

3. Is telework authorized?

Response: The DC Courts' Center for Education and Training (CET) will employ a hybrid training model. The Courts will use either an in-person or virtually online training format. Refer to Section C.1 STATEMENT OF WORK.

4. What is the anticipated project start date?

Response: The anticipated project start date will be solely based on when the official contract award is signed by the Contracting Officer and as specified in the contract award document. Refer to SECTION F - DELIVERIES AND PERFORMANCE.

5. Is there any desire to record the training sessions for future use?

Response: No

6. If questions are due on 3/22, will the District of Columbia Courts consider an extension based on Q&A response time?

Response: The close date will remain the same.

- **CLOSING DATE: April 14, 2023**
- **CLOSING TIME: 1:00 P.M. EST**

7. Are resumes needed for non-key personnel or part-time personnel?

Response: Yes. A resume is required for ANY staff personnel who will train or facilitate a course for the DC Courts. For other staff members, a mini bio is required.

DELETE (REMOVE): SECTION L.2.2.1 & M.2.2

	TECHNICAL EVALUATION CRITERIA	Maximum Points
Tab A	<p>Expertise of Offeror/Instructor:</p> <p>A. Qualifications, diversity, and experience of Offeror/Instructors.</p> <p>B. List all skills Offeror/Instructor possess in Adult Learning Concepts and theories.</p> <p>C. Describe briefly how Offeror/Instructor proposes to stimulate participants with field content-specific questions.</p>	30

(REPLACE WITH): SECTION L.2.2.1 & M.2.2

	TECHNICAL EVALUATION CRITERIA	Maximum Points
Tab A	<p>Expertise of Offeror/Instructor:</p> <p>A. Qualifications, diversity, and experience of Offeror/Instructors. Provide a resume for ALL staff personnel that will train or facilitate a course for the DC Courts. Provide a mini bio for any other staff personnel.</p> <p>B. List all skills Offeror/Instructor possess in Adult Learning Concepts and theories.</p> <p>C. Describe briefly how Offeror/Instructor proposes to stimulate participants with field content-specific questions.</p>	30

8. Are letters of commitment needed for non-key personnel or part-time personnel?

Response: No. Letters of commitment are not required as part of the solicitation but may be required upon contract award.

9. Are the points for the minority business criteria all or nothing? Is there potential for partial points based on the subcontracting form?

Response: This solicitation does not include a minority business criteria and therefore no points will be provided. There is no potential for partial points based on a subcontracting form.

10. Is there a total page limit?

Response: Please limit your total page count to no more than 60 pages, ensuring that your response is concise and addresses all the requirements in the RFP solicitation.

11. Is an appendix allowed in addition to the core document for page limit relief and supplemental information?

Response: Yes. Please limit your appendix to no more than 15 pages.