



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



AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: March 31, 2023

SUBJECT: Request for Proposal (“RFP”) No. DCSC-23-RFP-68
Consultant Services for Probate Elder Justice Grant

**PROPOSAL
SUBMISSION**

DATE: April 28, 2023, by 2:00 p.m., Eastern Standard Time (“EST”)
By Email Only, See Sections L.1.2 & L.2.1

This Amendment (“Amendment”) No. 1 is issued and hereby published on the Courts’ website and effective as of the date shown above. Except as modified hereby, the RFP remains unmodified.

Item No. 1: The Questions & Answers Spreadsheet is hereby issued and attached as Exhibit 1.

Item No. 2: The proposals due date is hereby extended from April 17, 2023 at 2:00 P.M., EST to April 28, 2023 at 2:00 P.M., EST.

Item No. 3: Delete Section C.5 of the RFP (RFP Schedule) in its entirety and replace it with the following:

Below is the anticipated schedule for this solicitation.

Solicitation Activity	Date
RFP Release	March 16, 2023
Questions Deadline	March 28, 2023 at 1:00 P.M., EST
Responses to Offerors’ Questions	On/about April 3, 2023 at 4:00 P.M., EST
New Questions Deadline - <i>after 1st round of responses to the questions.</i>	April 7, 2023 at 1:00 P.M., EST
Responses to Offerors’ Questions 2 nd Round	On/before April 14, 2023 at 5:00 P.M., EST
Proposals Due Date	April 28, 2023 at 2:00 P.M., EST

Item No. 4: Delete Section L.1.2 of the RFP in its entirety and replace it with the following:

“Proposals shall be submitted **BY EMAIL ONLY**. The RFP number, title and proposal due date are as follows:

*Solicitation Number: **DCSC-23-RFP-68***

*Caption: “**Consultant Services for Probate Elder Justice Grant**”*

*Proposal Due Date & Time: **April 28, 2023 at 2:00 P.M., EST***

Item No. 5: Delete Section L.2.1 of the RFP in its entirety and replace it with the following:

The Proposals shall be submitted **BY EMAIL ONLY** to Mr. Ahmad Stanekzai, Senior Contract Specialist at ahmad.stanekzai@dccsystem.gov no later than **2:00 p.m., EST on April 28, 2023.**

Item No. 6: All Other terms and conditions remain unchanged.

Note: 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 RFP. Proposals shall be delivered in accordance with the instructions provided in the original RFP documents and this Amendment No. 1. Offerors shall submit their proposals in accordance the instructions provided in the original RFP documents and this Amendment No. 1. 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 may be cause for rejection of any proposals submitted in response to the subject RFP.

Darlene D. Reynolds

Darlene D. Reynolds
Contracting Officer

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

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

Exhibit 1
Questions & Answers Spreadsheet
(See following page)

**Request for Proposal (“RFP”) No. DCSC-23-RFP-68
Consultant Services for Probate Elder Justice Grant**

Questions & Answers Spreadsheet
Questions Due Date: March 28, 2023 at 1:00 PM., EST

No.	Offeror(s) Question	DC Courts Response
1	Can the DC Courts clarify if this is a new requirement or if there is an incumbent and who that incumbent is?)	This is a new grant.
2	If there is an incumbent, can the DC Courts please clarify if the workforce will remain the same for the follow-on contract?	There is no incumbent.
3	Is telework authorized?	Yes, a telework schedule will be made available; however, on-site work may be required. The consultant should be available to present on-site and in the community to complete the role.
4	Can the DC Courts please share any required experience, certifications, or education?	Please refer to RFP Sections L.3.2.1.1 Technical Proposal/Section B, and Section M.2 Evaluation Criteria.
5	If questions are due on 3/28, will the DC Courts consider an extension based on Q&A response time?	<p>An extension to the proposals due date has been issued via Amendment No. 1. See the updated RFP schedule below.</p> <ul style="list-style-type: none"> • New Questions Deadline: <u>April 7, 2023 at 1:00 P.M.</u> • Responses to Offerors’ Questions: <u>On/before April 14, 2023 at 5:00 PM.</u> • Proposals Due Date: <u>April 28, 2023 at 2:00 P.M.</u>
6	Is there a total page limit?	There is no page limit. Please see Section L.3 Proposal Information and Format.
7	Is an appendix allowed in addition to the core document for page limit relief and supplemental information?	See the response above.