



Anne B. Wicks  
Executive Officer

**DISTRICT OF COLUMBIA COURTS**  
Administrative Services Division  
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Louis W. Parker  
Administrative Officer

**AMENDMENT NO. 1**

**TO:** ALL PROSPECTIVE OFFERORS

**AMENDMENT ISSUE DATE:** November 20, 2017

**SUBJECT:** Solicitation No: DCSC-18-RP-0010

**FOR:** Center for Education  
Soft Skills Development Training Consultant Services

**CLOSING DATE:** December 15, 2017

The subject solicitation is amended as follows:

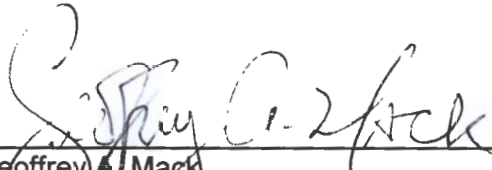
1. Responses to written questions received from prospective offeror(s) are included as Attachment A to this amendment.

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 proposal to be submitted to the Courts in response to the subject solicitation. Proposals shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents.

Offerors shall submit their proposals in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance with the instructions provided in the original solicitation documents.

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, for the subject solicitation may be cause for rejection of any proposals submitted in response to the subject solicitation.

  
\_\_\_\_\_  
Geoffrey A. Mack  
Contracting Officer

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

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Name of Firm

**ATTACHMENT A – Questions and Responses**  
**Solicitation Number: DCSC-18-RP-0010 –**  
**Center for Education and Training Division**  
**Soft Skills Training Consultant Services**

1. Are there learning objectives for each course?

Yes. Contractor will develop coursework based on course description and provide coursework application.

2. Do you have content for every class?

Course descriptions will be forwarded by the COTR and course content will be approved by the COTR before any course is scheduled.

3. Will the courts provide AV and flipcharts?

Yes, the DC Courts will provide laptop for audio visual content and flip charts.

4. Is this a Blanket Purchase Agreement (BPA) or Sole Source award?

No. The DC Courts will award an Indefinite Delivery/Indefinite Quantity (IDIQ), multiple award, competitive contract type.

5. In your document, you indicated that you are requesting hands-on, soft skills development training for eight (8) specific curriculums; however, I'm seeing only six (6). Did I miss two (2) of them?

**Delete:** Page 6, Section B.1, "The training shall cover eight (8) specific curriculums with a wide variety of basic, intermediate and advanced soft skills topics."

**Insert:** Page 6, Section B.1 "The training shall cover **six (6)** specific curriculums with a wide variety of basic, intermediate and advanced soft skills topics."

6. During the previous contract periods, I proposed for only one (1) curriculum area because the document indicated that the offeror must bid on all items in the aggregate group to be considered for an award. It's been indicated that I misunderstood and could instead have bid on various, but not all, courses within a curriculum. Could you please clarify how that works?

You may bid on one curriculum and/or up to all six curriculums. If you bid on any curriculum, its understood that you can teach each course within that curriculum.

7. As a follow-up to Question 2, Section C.6 provides additional course titles that would be acceptable for bids. May I include classes in additional curriculum areas outside my primary one?

You cannot only bid on specific courses within a curriculum. You must bid on the entire curriculum.

8. May I include additional courses I've been told would be valuable to DC Courts employees that are not specifically mentioned in the document?

No

9. Section B.4 indicates that the "Cost Per Class" should include the cost of all labor and materials. How would you suggest I factor in long-distance travel?

Individual long distance travel cost should be included in your unit prices. Travel cost will not be factored separately.