



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



AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: March 13, 2023

SUBJECT:

Request for Proposal (“RFP”) No. DCSC-23-RFP-35
Design, Layout and Production of the New Strategic Plan and Multi-Year Annual Reports

**PROPOSAL
SUBMISSION**

DATE: March 24, 2023, by 2:00 p.m., Eastern Standard Time (“EST”)
By Email, See Section L.2.1

This 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: 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. Offerors shall submit their proposals in accordance the instructions provided in the original RFP 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 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-35

Design, Layout and Production of the New Strategic Plan and Multi-Year Annual Reports

Questions & Answers Spreadsheet

Questions Due Date: March 8, 2023 at 1:00 PM., EST

No.	Offeror(s) Question	DC Courts Response
1	Whether companies from Outside USA can apply for this? (Like from India or Canada)	<p>Yes, companies outside the USA can apply, if they are registered with the District of Columbia.</p> <p>The successful Offeror (“Offeror”) must be registered with the District of Columbia and System for Award Management (SAM) prior to Award of a Contract.</p> <p>The RFP requires that the Offerors must provide, copy of any current license, permit, registration or certification to transact business in the District of Columbia, if required by law to obtain such license, permit, registration or certification. If the Offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements. Please also see Sections, L.3.3, L.3.9.1, L.11.2, and representation, certifications and acknowledgements.</p>
2	Whether an Offeror outside the USA need to come over to USA/there for meetings?	No, meetings can be conducted virtually via Webex, Teams or another virtual meeting platform. We can also correspond via email or phone.
3	Can an Offeror perform the tasks (related to RFP) outside USA? (Like, from India or Canada)	Yes, the tasks can be performed remotely both inside and outside the USA. Please also see response to question # 1.

4	Can an Offeror submit the proposals via email?	Yes, Offerors shall submit proposals by email only. See Section L.2.1. The Proposals shall be submitted BY EMAIL to Mr. Ahmad Stanekzai, Senior Contract Specialist at ahmad.stanekzai@dccsystem.gov , no later than 2:00 p.m., EST on March 24, 2023.
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