



DISTRICT OF COLUMBIA COURTS  
Capital Projects and Facilities Management  
Office: Gallery Place  
616 H Street NW, 6<sup>th</sup> Floor  
Washington, DC 20001  
Mailing Address: 500 Indiana Avenue NW  
Washington, DC 20001-2131



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

**AMENDMENT NO. 001**

**TO: ALL PROSPECTIVE BIDDERS**

**AMENDMENT  
ISSUE DATE: August 10, 2021**

**SUBJECT: Solicitation No. DCSC-21-RFP-094  
Digital Signage Project Phase 1**

**PROPOSAL  
SUBMISSION  
DATE: Tuesday, August 17, 2021, by 3:00 pm,  
Eastern Standard Time**

Question and Answers Round – 1

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to all prospective Offerors. 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 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.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number #01 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

**This Amendment Number #01 is acknowledged and is considered a part of the proposal for Solicitation Number DCSC-21-RFP-09 Digital Signage Project Phase 1**

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

\_\_\_\_\_  
Date

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

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

\_\_\_\_\_  
Name of Offeror

**Please remember to check the DC Courts Website daily for posting of Amendment updates**

<https://www.dccourts.gov/about/procurement-contracts-branch>

<b>From:</b> Kenneth L. Evans	<b>Q &amp; A Round:</b> 1
<b>Program:</b> Capital Project Facilities Management Division	<b>Date:</b> August 10, 2021
<b>Email:</b> <a href="mailto:Kenneth.Evans@dccsystem.gov">Kenneth.Evans@dccsystem.gov</a>	<b>Pages:</b> 4

<b>cc:</b> <a href="mailto:Christopher.Blackwood@dccsystem.gov">Christopher.Blackwood@dccsystem.gov</a>	DC Courts
<b>cc:</b> <a href="mailto:Norma.Thompson@dccsystem.gov">Norma.Thompson@dccsystem.gov</a>	DC Courts

**This Document includes the following:**

-Solicitation Questions & Answers Round: 01

**SOLICITATION QUESTIONS & ANSWERS: ROUND 01**

**Q.1** Whether companies from Outside USA can apply for this? (like, from India or Canada)

**A.1** No

**Q.2** Whether we need to come over there for meetings?

**A.2** Yes

**Q.3** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**A.3** No

**Q.4** Can we submit the proposals via email?

**A.4** No

**Section C.1.D Statement of work**

**(d) Development of templates and customized scripts for integration with digital signage software to present data elements stored in SQL Server and Oracle databases; and other software such as Microsoft Excel.**

**Q.5** Can you expand upon this requirement providing more specific details?

**A.5** When we go live with Odyssey there will kind of be 2 sources of record, Odyssey (SQL Server) for Civil and CourtView (Odyssey) for Criminal. Not ideal, but this will be the environment for short-term until everything is migrated over to Odyssey (SQL Server). The actual requirement is that we would like to provide a URL that returns an XML data set that is then parsed and consumed by the display. A sample XML file with the relevant data/data schema is attached for you to familiarize yourself with the data set.

**Q.6** Should the cost of this development be included in our price proposal, or is this an addl. element that will be added once the parameters have been defined.

**A.6** Yes

**Q.7** Please clarify the official bid closing time  
**A.7** **Tuesday, August 17, 2021, by 3:00 pm, Eastern Standard Time**

**Q.8** Please confirm the correct address to submit bids:

**A.8** You can enter the building from either address:  
District of Columbia Courts Administrative Services Division Procurement and Contracts Branch  
Attn: Kenneth Evans, Contract Specialist 701 7th Street, N.W., Suite 612  
Washington, D.C. 20001

Or

District of Columbia Courts Administrative Services Division Procurement and Contracts Branch  
Attn: Kenneth Evans, Contract Specialist 616 H Street, N.W., Suite 612  
Washington, D.C. 20001

**Q.9** Please provide a contact telephone number for carrier deliver services

**A.9** **Kenneth Evans 202-879-8776**

**Q.10** Please clarify if 3 copies of all 41 pages of the RFQ are to be submitted or is it 1 original and 2 copies?

**A.10** Offeror shall provide:

- One (1) complete copy (Technical and Financial) with original signatures in one notebook
- Three (3) copies of the Technical proposal in separate note books
- Three (3) copies of the Financial proposal in separate note books
- One (1) complete copy (Technical and Financial) on USB drive

**Q.11** The Release of Claims form is labeled Attachment J8 on the form but listed as J9. J.8 is listed as Standard Contract Provision for Use with District of Columbia Government Supply and Services Contracts, which doesn't exist. Please provide this document if required and confirm the correct required attachments.

**A.11** J.8 Procurement Guidelines of the District of Columbia Courts and DC Courts General Provisions can be down loaded for:

<https://www.dccourts.gov/about/procurement-contracts-branch>

J.9 Will remain: The Release of Claims form; neither must be attached with proposal.

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