



Anne B. Wicks
Executive Officer

DISTRICT OF COLUMBIA COURTS
Administrative Services Division
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616 H Street NW, 6th Floor
Washington, DC 20001
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Washington, DC 20001-2131



Louis W. Parker
Administrative Officer

AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT: DCSC-19-IFB-0033

ISSUE DATE: December 21, 2018

SUBJECT: Paper

IFB OPENING: January 16, 2019 at 1:00 p.m., local time.

The subject IFB is amended as follows:

1. IFB OPENING:

Delete: December 28, 2018 at 1:00 p.m., local time

Insert: January 16, 2019 at 1:00 p.m., local time

2. SECTION G -CONTRACT ADMINISTRATION DATA

Delete: **SECTION G -CONTRACT ADMINISTRATION DATA**

Insert: **ATTACHMENT A - SECTION G -CONTRACT ADMINISTRATION DATA**

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

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 bid to be submitted to the Court in response to the subject solicitation.

Proposals shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents.

Offeror(s) shall submit their proposals in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your bid must be received by the District of Columbia Courts no later than the date and time specified for the 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 bids submitted in response to the subject solicitation.

This Amendment Number (1) is acknowledged and is considered a part of the proposal for Solicitation Number DCSC-19-IFB-0033



Geoffrey Mack
Contracting Officer

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

Signature Authorized Representative

Date

Title of Authorized Representative

Name of Firm

ATTACHMENT A

SECTION G -CONTRACT ADMINISTRATION DATA

G.1 Payment/Invoices

- G.1.1 The Courts will make invoice payments under the terms and conditions specified in the contract. The Contractor will be compensated upon completion and acceptance of the work as specified in the contract. Payments shall be considered as being made on the day a check is dated or the date of an electronic funds transfer. The contractor shall be compensated as set forth below.
- G.1.2 Effective June 8, 2018 all invoices and payment request shall be submitted electronically through the U.S. Department of the Treasury's **Invoice Processing Platform (IPP)** System using the "Bill to Agency" of Interior Business Center-FMD. The IPP website address is <https://www.ipp.gov>. In addition, it is the vendors (contractors) responsibility to be System for Awards Management (SAM) registered and in IPP. The vendors (contractors) must be SAM registered in order to register in IPP. The SAM website address is <https://www.sam.gov>. Contractor must have a DUNS number for SAM registration.
- G.1.3 After contract and purchase order award, in order to receive payment, the Contractor must use the IPP website to register, access, and use IPP for submitting all invoice requests for payment(s). Assistance with enrollment can be obtained by contacting the IPP Production Helpdesk via email at IPPCustomerSupport@discal.treasury.gov or by phone (866) 973-3131.
- G.1.4 Payment request means any request for contract financing payment or invoice payment by the Contractor. To constitute a proper invoice, at a minimum, the Contractor's electronic invoice shall include the following information:
- a. Name and address of the Contractor,
 - b. The purchase order number,
 - c. Invoice date,
 - d. Invoice number,
 - e. Name of the Contracting Officer Technical Representative (COTR),
 - f. COTR email address, and
 - g. Description, quality, unit of measure, and extended price of the services or supplies actually rendered.
- G.1.5 Once the electronic invoice has been submitted through IPP, no later than 2 business days from the electronic submission, the Contractor must email and/or mail to the COTR a copy of the electronic invoice along with all the required supporting documentation as stated in the contract.

G.1.6 The Contracting Officer's Technical Representative (COTR) shall review each electronic invoice for certification of receipt of satisfactory services prior to authorization of payment.

G.2 FINAL INVOICE

G.2.1 The Contractor shall submit final electronic invoice (s) within thirty (30) days after the expiration of this contract. On a final invoice where the payment amount is subject to contract settlement actions, acceptance shall be deemed to have occurred on the effective date of the contract settlement.

G.2.2 The Contractor shall complete and submit Attachment J.9- District of Columbia Courts Release of Claims to the Contracting Officer within thirty (30) days after receipt of final payment.

G.3. AUDITS

G.3.1 At any time or times before final payment and three (3) years thereafter, the Contracting Officer may have the Contractor's invoices or vouchers and statements of costs audited. Any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the Courts and a discrepancy of overpayment is found, the Courts shall be reimbursed for said overpayment within thirty (30) days after written notification.

G.4. CONTRACTING OFFICER AND CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.4.1. **Contracting Officer:** The District of Columbia Courts' Contracting Officer has the appropriate contracting authority is the only Courts official authorized to contractually bind the Courts through signing contract documents. All correspondence to the Contracting Officer shall be forwarded to:

Louis W. Parker
Administrative Officer
Administrative Services Division
District of Columbia Courts
616 H Street, N.W., Suite 616
Washington, D.C. 20001

G.4.2. **Contracting Officer's Technical Representative (COTR):** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's performance or non-performance of the contract requirements. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract. The COTR (s) shall be:

Rhonda Horton
Office Services Supervisor
Administrative Services Division
District of Columbia Courts
616 H St. NW
Washington, D.C. 20001
Telephone Number: (202) 879-4244
Rhonda.horton@dcsc.gov

G.5 AUTHORIZED REPRESENTATIVE OF THE CONTRACTING OFFICER

G.5.1. The COTR will have the responsibility of ensuring that the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in this contract. It is understood and agreed that the COTR shall not have authority to make changes in the scope or terms and conditions of the contract.

G.5.2 THE RESULTANT CONTRACTOR IS HEREBY FOREWARNED THAT ABSENT THE REQUISITE AUTHORITY OF THE COTR TO MAKE ANY SUCH CHANGES, CONTRACTOR MAY BE HELD FULLY RESPONSIBLE FOR ANY CHANGES NOT AUTHORIZED IN ADVANCE, IN WRITING, BY THE CONTRACTING OFFICER, MAY BE DENIED COMPENSATION OR OTHER RELIEF FOR ANY ADDITIONAL WORK PERFORMED THAT IS NOT SO AUTHORIZED, AND MAY BE ALSO BE REQUIRED, AT NO ADDITIONAL COST TO THE COURTS, TO TAKE ALL CORRECTIVE ACTION NECESSITATED BY REASON OF THE UNAUTHORIZED CHANGES.