



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



AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: July 12, 2021

SUBJECT: Solicitation No. DCSC-21-FSS-92 - Temporary Personnel Services

PROPOSAL

SUBMISSION DATE: July 27, 2021, by 1:00 p.m., Eastern Standard Time.

Responses to written question(s) received from prospective offeror(s) are included as Attachment A to this amendment. In addition, the following is amended:

A. Section C - Description/Specifications/Work Statement is hereby modified to include the following:

C.3 SPECIAL REQUIREMENTS

- A. Only the Contractor's personnel stated in its proposal and selected by the Courts shall be directed to report to the Court for duty. The Contractor shall furnish additional personnel or replacement personnel within 24 hours after notification by the Courts. The Contractor shall furnish resumes of qualified personnel to the Contracting Officer's Technical Representative (COTR) for review and approval within 24 hours of notification by the Courts. Only the personnel who have been approved by the COTR shall be directed by the Contractor to report to the Courts for duty.
- B. Unless otherwise approved by the COTR, the tour of duty for the Contractor's personnel shall be from 8:30 a.m. – 5:00 p.m., weekdays, excluding weekends and holidays.
- C. All the Contractor's personnel, while performing work under this contract shall at all times, be attired in a professional manner. The Contractor's personnel conduct themselves in a professional manner while performing under this contract.
- D. The Contractor's personnel shall be familiar with the building fire alarm system and trained on the procedures to follow in the event of fire or other emergency.
- E. The Contractor's personnel employees may be required to attend an orientation and job training conducted by the Courts or other government entity.
- F. The Contractor shall ensure that, under no circumstances, any of its employees shall enter a prohibited area not authorized for access by the COTR. All breaches of security on the job site by

the Contractor's personnel shall be immediately reported to the COTR.

- G. The Contractor's personnel shall be subject to the Courts' security clearance process.
- H. The Contractor's services shall be performed in the District of Columbia Courthouse, 500 Indiana Avenue, NW, Washington, DC, and at such other places as directed by the Courts.
- I. The Contractor's personnel shall not remove Court documents or equipment from the premises.
- J. The Contractor will furnish services as an independent contractor and not as an employee of the Courts. The Contractor shall not be entitled to any medical coverage, life insurance, leave accumulation or any of the other benefits afforded the Court's regular employees. The Contractor is responsible for all state, federal and local taxes.
- K. The Contractor shall submit to the COTR, electronic copies of all time sheets. The time sheets shall be submitted in Microsoft excel format.
- L. The Contractor's and its personnel furnished under this shall be bonded.
- M. The Contractor's personnel shall sign in and out daily.

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 offer to be submitted to the Courts in response to the subject solicitation. Offers shall be delivered in accordance with the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation. Offerors who have already submitted their responses may revise their technical and/or price proposals.

Darlene D. Reynolds

Darlene D. Reynolds
Contracting Officer

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

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

ATTACHMENT A

Solicitation No. DCSC-21-FSS-92 - Temporary Personnel Services

RESPONSE(S) TO QUESTION(S) RECEIVED

Question # 1:

Is there an incumbent currently providing these services?

Response:

Yes. The incumbent is Midtown Personnel, Inc.

Question #2

If so how long has the current staff been in place on the incumbent contract?

Response:

Five (5) years.

Question #3:

Is the incumbent contractor able to bid on this task order at this time?

Response:

Yes

Question #4:

If there is a contract currently in place, what is the dollar value?

Response:

There is a current contract in place. The contract ceiling amount for the final option period is NTE \$1.4M.

Question #5:

Will you provide a list of employees who have been on the contract for over a year?

Response:

The incumbent's employee information is confidential per the supplier.

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Question #6:

You are asking for resumes at this time, but the contract will not start until October, I believe it is not likely that the same resumes of the proposed candidates will be available in October. Please advise if you will accept other resumes at the time of award if the candidates for the resumes that were submitted with the solicitation are not available.

Response:

Yes, other resumes may be considered at the time of award. For replacement personnel, the Contractor shall furnish resumes of qualified personnel to the Contracting Officer's Technical Representative (COTR) for review and approval. Only the personnel who have been approved by the COTR shall be directed by the Contractor to report to the Courts for duty.