



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



AMENDMENT NO. 3

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: July 16, 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 B - SUPPLIES OR SERVICES AND PRICE/COST:

DELETE: Section B - Supplies or Services and Price/Cost (B.1 – B7) in its entirety and **REPLACE** with the **revised** Section B - Supplies or Services and Price/Cost (B.1 – B.11) which is attached hereto and made a part of this Amendment.

B. SECTION C - DESCRIPTION/SPECIFICATIONS/WORK STATEMENT:

DELETE: Paragraph C.2.2 in its entirety and REPLACE with the following revised C.2.2:

C.2.2 Resumes of sixteen (16) prospective temporary personnel is required at the time of submission response to this solicitation, and subject to Contracting Officer's approval, prior to contract award.

C. SECTION F - DELIVERIES AND PERFORMANCE:

DELETE: Table F.3.1 Deliverables in its entirety and **REPLACE** with the **revised** Table F.3.1, which is attached hereto and made a part of this Amendment.

D. SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

DELETE: TAB – A: In this section of the proposal, the Offeror shall provide resumes of the eight (8) prospective temporary personnel being offered to the Courts as a result of this solicitation and **REPLACE** the following:

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TAB – A: In this section of the proposal, the Offeror shall provide resumes of the sixteen (16) prospective temporary personnel being offered to the Courts as a result of this solicitation.

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

B.5 Price/Cost Schedule

Ques 1.: In the table provided by DC Courts for pricing has FSS# and SIN# mentioned in the end of the table. Could you please clarify what these stands for and do we need to put any number there or leave it blank?

Response:

FSS – Federal Supply Schedule; Yes, you will need to insert your Federal Supply Schedule Number. Also, Section B has been revised. See Attached.

Ques 2.: B.5.1.1.1 Offeror shall submit resumes for eight (8) potential candidates to be evaluated by Court personnel prior to award.

There's a high the same people would not be available by the time contract starts, would the Courts accept representative resumes for the requested job positions with the proposal?

Response:

Yes. Please refer to Amendment No. 1. Also, Section B has been revised. See Attached.

B.5.1.1.1 Offeror shall submit resumes for eight (8) potential candidates to be evaluated by Court personnel prior to award.

Ques 3.: Could you please clarify Table B.5.1.1.1, is repeated in B.5.1.2.1, B.5.1.3.1, B.5.1.4.1, B.5.1.5.1, is this redundancy intentional, if it is doing we need to put the hourly rates and resumes repeatedly under B.5.1.1.1, B.5.1.2.1, B.5.1.3.1, B.5.1.4.1, & B.5.1.5.1?

Response:

Section B has been revised. See Attached.

C.2.2 Resumes of fifteen (15) prospective temporary personnel is required at the time of submission response to this solicitation, and subject to Contracting Officer's approval, prior to contract award.

Ques 4.: The Courts is requesting resume for 15 prospective temporary staff, for total 8 job title as provided under **B.5 Price/Cost Schedule**. Please clarify how many resumes per position is required by the Courts?

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Response:

Section B has been revised. See Attached.

Table F.3.1 Deliverables

Ques 5.: Is table F.3.1 Deliverables part of the proposal submission or it is just for representation purposes for vendors to submit deliverables during contract? I assume this not a part of proposal? If it is a part of the proposal, what should vendors put/include under unit hour per year and To whom, and there's total 7 job titles and why 0008 HR Analyst is left out?

Response:

Section F.3.1 has been revised. See Attached

L.6 Past Performance:

B. Past Performance Evaluation Form (Attachment J.7) will be used to query previous customers regarding Offerors past performance on contracts. Offerors shall assure that each customer listed in the proposal complete and sign a Performance Evaluation Form and return them with the technical proposal submission. Ques 6.: Do you want Attachment 7 to be filled and signed by the contact person of our client where we've provided similar references and client we are providing as a reference to the Courts?

Response:

Yes.

Question #7 We are extremely interested to bid on RFP "Temporary Personnel Services_DCSC-21-FSS-92" and will be obliged **if you could please share incumbent's price proposal.**

Response:

The Courts does release/disclose incumbent price proposal.

Question #8: Amendment 1 - Special Requirements A-M. **Where should these amendments be addressed in the solicitation ?**

Response:

Technical Proposal.

Volume 1- Technical shall be comprised of Tab A) credentials/ resumes and TabB) Completed past performance Volume II Price Where should the GSA Federal Supply Contract ? In Contractual Information tab A or Price Information tab B?

Response:

In price information Tab B.

PART I

**SECTION B - SUPPLIES OR SERVICES AND PRICE/COST
REVISED**

- B.1 The District of Columbia Courts (the Courts) are seeking a qualified Contractor to provide a minimum of sixteen (16) temporary personnel on an as needed basis as required by the Courts.
- B.2 The Courts contemplates award of a fixed hourly rate contract as a result of this solicitation.
- B.3 The Offeror shall submit a price for the services/supplies specified below and in accordance with Section C, Scope of Services, of this solicitation.
- B.4 The Courts reserves the right to modify the resultant contract to incorporate any of the temporary personnel categories listed in the table below from the Contractor's Federal Supply Schedule as needed and at the prevailing rate at the time of the Court's need.
- B.5 **Offeror shall submit resumes for sixteen (16) potential candidates to be evaluated by Court personnel prior to award.**
- B.6 **CONTRACT PERIOD**
- B.6.1 The base term of the contract shall be from October 1, 2021 through September 30, 2022. The date of award shall be the date of the Contracting Officer's signature. The resultant contract shall contain four (4) one (1) year option periods in accordance with Section F.2 of this solicitation.

B.7 BASE YEAR PRICE/COST SCHEDULE - October 1, 2021 thru September 30, 2022

Contract Line Item Number (CLIN)	Item Description	Estimated No. of Personnel	Estimated Hours	Hourly Rate	Extended Price
0001	Receptionist	6	12,480	\$	\$
0002	Administrative Clerk	1	2,080	\$	\$
0003	General Clerk I	3	6,240	\$	\$
0004	Deputy Clerk	1	2,080	\$	\$
0005	Secretary I	1	2,080	\$	\$
0006	Computer Operator II	1	2,080	\$	\$
0007	Facility Repair Worker	2	4,160	\$	\$
0008	HR Analyst	1	2,080	\$	\$
	TOTAL	16			\$
FSS #					

Offeror shall submit resumes for sixteen (16) potential candidates to be evaluated by Court personnel prior to award.

B.8 OPTION YEAR ONE PRICE/COST SCHEDULE – October 1, 2022 through September 30, 2023

Contract Line Item Number (CLIN)	Item Description	Estimated No. of Personnel	Estimated Hours	Hourly Rate	Extended Price
0001	Receptionist	6	12,480	\$	\$
0002	Administrative Clerk	1	2,080	\$	\$
0003	General Clerk I	3	6,240	\$	\$
0004	Deputy Clerk	1	2,080	\$	\$
0005	Secretary I	1	2,080	\$	\$
0006	Computer Operator II	1	2,080	\$	\$
0007	Facility Repair Worker	2	4,160	\$	\$
0008	HR Analyst	1	2,080	\$	\$
	TOTAL	16			\$
FSS #					

B.9 OPTION YEAR TWO PRICE/COST SCHEDULE – October 1, 2023 through September 30, 2024

Contract Line Item Number (CLIN)	Item Description	Estimated No. of Personnel	Estimated Hours	Hourly Rate	Extended Price
0001	Receptionist	6	12,480	\$	\$
0002	Administrative Clerk	1	2,080	\$	\$
0003	General Clerk I	3	6,240	\$	\$
0004	Deputy Clerk	1	2,080	\$	\$
0005	Secretary I	1	2,080	\$	\$
0006	Computer Operator II	1	2,080	\$	\$
0007	Facility Repair Worker	2	4,160	\$	\$
0008	HR Analyst	1	2,080	\$	\$
	TOTAL	16			\$
FSS #					

B.10 OPTION YEAR THREE PRICE/COST SCHEDULE – October 1, 2024 through September 30, 2025

Contract Line Item Number (CLIN)	Item Description	Estimated No. of Personnel	Estimated Hours	Hourly Rate	Extended Price
0001	Receptionist	6	12,480	\$	\$
0002	Administrative Clerk	1	2,080	\$	\$
0003	General Clerk I	3	6,240	\$	\$
0004	Deputy Clerk	1	2,080	\$	\$
0005	Secretary I	1	2,080	\$	\$
0006	Computer Operator II	1	2,080	\$	\$
0007	Facility Repair Worker	2	4,160	\$	\$
0008	HR Analyst	1	2,080	\$	\$
	TOTAL	16			\$
FSS #					

B.11 OPTION YEAR FOUR PRICE/COST SCHEDULE – October 1, 2025 through September 30, 2026

Contract Line Item Number (CLIN)	Item Description	Estimated No. of Personnel	Estimated Hours	Hourly Rate	Extended Price
0001	Receptionist	6	12,480	\$	\$
0002	Administrative Clerk	1	2,080	\$	\$
0003	General Clerk I	3	6,240	\$	\$
0004	Deputy Clerk	1	2,080	\$	\$
0005	Secretary I	1	2,080	\$	\$
0006	Computer Operator II	1	2,080	\$	\$
0007	Facility Repair Worker	2	4,160	\$	\$
0008	HR Analyst	1	2,080	\$	\$
	TOTAL	16			\$
FSS #					

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

Table F.3.1 Deliverables

All deliverables shall be in a form and manner acceptable to the Courts. The contractor shall furnish the following temporary personnel to the COTR:

Contract Line Item Number (CLIN)	Item Description	Estimated No. of Temporary Personnel	Estimated Hours per Year
0001	Receptionist	6	12,480
0002	Administrative Clerk	1	2,080
0003	General Clerk I	3	6,240
0004	Deputy Clerk	1	2,080
0005	Secretary I	1	2,080
0006	Computer Operator II	1	2,080
0007	Facility Repair Worker	2	4,160
0008	HR Analyst	1	2,080
	TOTAL	16	
FSS #			