

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract Number		Page of Pages	
						1 3	
2. Amendment/Modification Number A001		3. Effective Date September 9, 2015		4. Requisition No.		5. Solicitation Caption Mortality Investigation Services	
6. Issued by: Department on Disability Services Office of Contracts and Procurement 1125 15 th Street NW., 4 th Floor Washington, DC 20005-2717				7. Administered by (If other than line 6)			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of Solicitation No. X DCJM-2016-R-0003			
				9B. Dated (See Item 11) August 20, 2015			
				10A. Modification of Contract/Order No.			
				10B. Dated (See Item 13)			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers ____ is extended. <u>X</u> is not extended. Offerors must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. This change order is issued pursuant to (Specify Authority): THE CHANGES CLAUSE, The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.							
C. This supplemental agreement is entered into pursuant to authority of:							
D. Other (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input type="checkbox"/> is required to sign this document and return _____ copy to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)							
I. Request for Proposals (RFP) No. DCJM-2015-R-0020 for Mortality Investigation Services, is amended as follows: a. Item No. 3, Solicitation Number is changed from DCJM-2015-R-0020 to DCJM-2016-R-0003; b. Item No. 9, the solicitation closing date is hereby extended to 10 a.m. on September 14, 2015; c. Add CLIN 0004, Annual Summary Report and Recommendations per Section C.5.5; d. Throughout the solicitation, delete reference to "Contracting Officer's Technical Representative (COTR)" and replace with "Contract Administrator (CA)." Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer Marsha Robinson			
15B. Name of Contractor (Signature of person authorized to sign)		15C. Date Signed		16B. District of Columbia <i>Marsha Robinson</i> (Signature of Contracting Officer)		16C. Date Signed 9/9/2015	

- e. Move H.1, Contractor and Personnel, through H.1.2.5 Section C.6.
- f. L.2, Proposal Form, Organization and Content, **change** from one original and five (5) copies to one original and three (3) copies.
- g. L.4, Explanation to Prospective Offerors, **delete** in its entirety and **replace** with the following:

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one no later than five (5) business days before the closing date of the solicitation. The District will not consider any questions received less than five (5) days before the date set for submission of proposals. The District will furnish responses promptly to all other prospective offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

II. **Response to questions raised by prospective offerors**

- 1. Can the Small Business Enterprise of subcontracting 35% be explained further?

RESPONSE: See section I.5.2 Subcontracting Requirements

- 2. Should Item No.1 (page 6 of 55) be deleted or replaced?

RESPONSE: Item No. 1 Location will be replaced with
<http://www.lexisnexis.com/hottopics/dccode/>

- 3. Re: C.3.2.3. (page 10 of 55), can records that the offeror/contractor cannot open on MCIS be requested through DDS?

RESPONSE: Yes, the offeror/contractor can contact the DDS Quality Improvement Manager or the Mortality Review Coordinator when records cannot open in MCIS.

- 4. Re: C.4.1 (page 11 of 55), taking this virtually “the on-site investigation shall begin within three (3) business;” this does not mean it needs to be completed within three (3) business days, correct?

RESPONSE: Correct. The objective is to collect relevant information and conduct interviews timely while the information is still recent.

5. Re: C.4.4. (page 11 of 55), “requests for extensions of time to complete an investigation;” does this mean that requests for an extension are possible?

6. RESPONSE: Yes,

7. Should the last two sentences under 5. (on page 15 of 55) be stated in that same section for Category 1 and Category deaths?

8. RESPONSE Yes. These two sentences should be included in that same section for Category 1 and Category 2.

9. Re: F.5.1 (page 19 of 55), what is the difference between Item 4 and Item 6?
RESPONSE: There is no difference between Item 4 and Item 6. Item 6 will be deleted.

10. Re: F.5.1 (page 19 of 55), Item 9 states the draft due date is “8/1/2010” and the final due date is “9/30/10,” is this correct?

RESPONSE: The draft due date will be on December 1st , i.e., the next fiscal year, to ensure that the summary covers the entire preceding fiscal year. The final due date will be on January 15th.

11. Re: F.5.1 (page 19 of 55), does not appear to be possible to complete a draft Annual Summary Report of all the FY deaths for that year by August 1. Individual deaths that occur between July 1st and September 30th will most likely not have their investigations completed until after September 30th. Can this be explained further? RESPONSE: Please see the response to question #8.

12. Who is the COTR for this contract?

RESPONSE “COTR” is now referred to as Contract Administrator of “CA,” and the solicitation will be appropriately updated with this term. The Contract Administrator will be identified with contact information in the contract that is awarded.

13. As a courtesy, the District has incorporated the changes cited herein in the attachment.