

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages	
				1	4
2. Amendment/Modification Number <b>MODIFICATION No. 01</b>	3. Effective Date <b>08/09/2021</b>	4. Requisition/Purchase Request No.	5. Solicitation Caption <b>Whole School Supports</b>		
6. Issued by: District of Columbia Public Schools Office of the Chief Resource Strategy Officer Contracts and Acquisitions Division 1200 First Street NE, Suite 9 <sup>th</sup> Floor Washington, DC 20002		Code	7. Administered by (If other than line 6)		
8. Name and Address of Contractor (No. street, city, county, state and zip code)		Code	Facility	X	9A. Amendment of Solicitation No. <b>GAGA-2021-R-0130</b>
					9B. Dated (See Item 11) <b>July 20, 2021</b>
					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 <input type="checkbox"/> is extended. <input checked="" type="checkbox"/> 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 <u>one (1)</u> copy 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 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:				
X	D. Other (Specify type of modification and authority) <b>27 DCMR 1623.1 ( C ) (D) AMENDMENT OF SOLICITATION BEFORE CLOSING DATE</b>				
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>one (1)</u> copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
<p><b>The Solicitation has been amended as follows:</b></p> <ol style="list-style-type: none"> <li><b>The proposal(s) submission date has been extended from Monday, August 9, 2021 at 3:00p.m. EST until Monday, August 16, 2021 at 3:00pm EST.</b></li> <li>Delete: "Whole Child Supports" in Box #1 "Caption" of Solicitation, Offer and Award Page.</li> <li>Insert: "Whole School Supports" in Box #1 "Caption" of Solicitation, Offer and Award Page</li> <li>Answers to the questions submitted by prospective offeror(s), in accordance with section L.5 "EXPLANATION TO PROSPECTIVE OFFERORS", in which the prospective offeror(s) shall submit questions no later than 12pm EST, Monday, August 2, 2021, are hereby included with this amendment as Attachment 'A'.</li> </ol>					

**5. DELETE:**

M.3 EVALUATION CRITERIA

Proposals will be evaluated based on the following evaluation factors in the manner described below:

M.3.1 TECHNICAL CRITERIA

(60 Points Maximum)

A. Professional Qualifications

(20 points maximum)

Provide documentation to support qualification of each proposed staff member with 3 years or more of literacy and/or math tutoring.

B. Management Plan and Compliance

(10 Points maximum)

Provide documentation to support qualification and experience of planning, implementing, and managing a management structure to successfully perform the duties herein:

- Samples of completed trainings for contractor staff
- Sample management plan that allows for effective implementation of key project benchmarks, data collection, data analysis, evaluation model, progress monitoring, site visits (inperson/virtual), and sustainability planning

C. Demonstrated Prior Experience

(10 point maximum)

The offeror shall submit a list of at least two (2) comparable work/client references preferably including one other government agency and/or school district, for which the company has conducted the same or similar services to include: a. Company name (point of contact, address, email, phone number) b. Contract dollar amount and the start and end dates of the contract c. Brief description of services provided

D. Staffing and Recruiting Capacity

(20 point maximum)

Provide documentation to support regarding offeror's previous experience with staffing and recruiting staff for school districts. Information should include the following:

- Company's recruitment strategy and resources to hire and retain staff
- Plans for coverage for potential staff shortages
- Examples of how company recruits and hires for new contracts and keeps contracts staffed throughout contract term.

**6. INSERT:**

M.3 EVALUATION CRITERIA

Proposals will be evaluated based on the following evaluation factors in the manner described below:

M.3.1 TECHNICAL CRITERIA **(60 Points Maximum)**

A. Professional Qualifications **(10 points maximum)**

Provide documentation to support qualification of each proposed staff member that would support this project centrally (e.g. regional project manager) as well as minimum qualifications that all school-based staff will meet.

- i. Documentation for central support staff must include resume and/or Curriculum Vitae.
- ii. Qualifications for school-based staff must include: minimum age, educational attainment, and experience level.

**B. Staffing and Recruiting Capacity (10 point maximum)**

Provide documentation to support regarding offeror's previous experience with staffing and recruiting staff for school districts. Information must include the following:

- i. Company's recruitment strategy and resources to hire and retain staff;
- ii. Plans for coverage for potential provider shortages; and
- iii. Examples of how company recruits and hires for new contracts and keeps contracts staffed throughout contract term.

**C. Research Based Practices (20 Points maximum)**

Provide documentation to support the research-basis for supports that will be offered in schools, at both the school level and for targeted subgroups of students. Documentation includes:

- i. Descriptions of most commonly implemented supports (both school-wide and for targeted subgroups of students), including how they align to research-based best practices and evidence of impact within vendor's previous schools.
- ii. Description of how staff are trained to provide supports with fidelity, and how implementation is progress monitored.

**D. Demonstrated Prior Experience (20 point maximum)**

Identify and describe offeror's previous experience Whole Child Support services to a school-based setting as a vendor. Provide examples from previous clients and experiences similar to staff size and scope to your proposal to this solicitation. Demonstrated experience documentation includes:

- i. List of schools supported over the past 5 years, including school name, district, and size of team staffed at the school, and number of students supported at each school; and
- ii. Evidence of effectiveness as shown by student achievement and school staff satisfaction.

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	
		LaVeta Hilton	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)		<i>LaVeta Hilton</i> (Signature of Contracting Officer)	8-9-2021

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# Attachment A

**Question #1:** Will the organization need to apply de novo, or will the existing waiver be in full force and effect? If not, kindly forward to this distribution the process through which a new waver must be submitted.

Answer: The District does not currently have a Department of Small and Local Business Development (DSLBD) waiver for this solicitation (GAGA-2021-R-0130 Whole School Supports). The District is currently seeking a waiver, but at the time of this amendment a waiver has not been granted.

**Question #2:** We're planning to apply for a waiver for the subcontracting requirement embedded in the RFP, but the guidance says that we can't apply for the waiver directly; it must be requested on our behalf by the DCPS contracting officer. We obviously can't speak to that person because we want to respect the cone of silence around an open competitive solicitation, so do you have any advice for us as to how to proceed in applying for that waiver?

Answer: In accordance with GAGA-2021-R-0130 section B.2.2, *"An offeror responding to this solicitation that is required to subcontract shall be required to submit with its proposal, any subcontracting plan required by law. Proposals responding to this RFP may be rejected if the offeror fails to submit a subcontracting plan that is required by law"*. In accordance with GAGA-2021-R-0130, section B.2.3 and H.9 *"For contracts in excess of \$250,000, at least 50% of the dollar volume of the contract shall be subcontracted"*. Prime contractors can review the DSLBD website (<https://dslbd.dc.gov/service/find-certified-companies>) to search the list of CBEs. Prospective offerors can also contact the DSLBD via [business.opportunities@dc.gov](mailto:business.opportunities@dc.gov) for further assistance and/or guidance in searching CBEs.

**Question #3:** Is there a process for prime contractors to contact and collaborate with CBEs?

Answer: Prospective offerors can contact the DSLBD via [business.opportunities@dc.gov](mailto:business.opportunities@dc.gov) for further assistance and/or guidance in searching and collaborating with a Certified Business Enterprise (CBE). Prospective offerors can also explore the DSLBD website (<https://dslbd.dc.gov/service/find-certified-companies>) to determine possible CBEs and collaborate directly with the company.

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END OF DOCUMENT