

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages	
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2. Amendment/Modification Number <b>Amendment No. 02</b>	3. Effective Date <b>05/26/2020</b>	4. Requisition/Purchase Request No.	5. Solicitation Caption <b>We the Girls Leadership Conference</b>		
6. Issued by: District of Columbia Public Schools Office of the Chief Business 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)		X	9A. Amendment of Solicitation No. <b>GAGA-2020-I-0035</b>		
			9B. Dated (See Item 11) <b>May 14, 2020</b>		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code	Facility				
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>					
<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 checked="" type="checkbox"/> is extended. <input 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) <b>By completing Items 8 and 15, and returning ___three (3)___ copies of the amendment:</b> (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. <b>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.</b> 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)					
<b>13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14</b>					
	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 1607.1 ( A ) ( C ) ( D ) AMENDMENT OF SOLICITATION BEFORE CLOSING DATE</b>				
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <b>three (3)</b> copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
<b>This Amendment 02 (Bidder's Questions and Answers) provides answers to questions received on May 20, 2020 to the subject solicitation as follows:</b>					
<b><u>Technical</u></b>					
Question 1:	Do you know how often the project office would like to have planning meetings? Those hours would need to be included as well.				
Response 1:	Bi-weekly official meetings leading up to the event. One month prior to event move to weekly meetings				
Question 2:	I didn't see a CLIN for onsite staff and event management, IE Check-in, run of the show, etc. Is this a service we would need to provide?				
Response 2:	Our team has a run of show template that we've used throughout the years and update each year. We have volunteers that support day of event management. We will need the event planning group to have at least a team of 5 staff members to support/manage areas where there will be volunteers (registration, workshop facilitation management, vendor management, speaker management, etc).				

Question 3: Of the 450, do you know the breakdown of attendees IE 300 students, 100 teachers, 50 parents, etc.?

Response 3: Approximately 300 students, 100 educators, and 50 parents.

Question 4: How will the participants register to the attendee, and is that handled in house, or would we need to provide these services?

Response 4: We've used Eventbrite in the past but are looking for a better system as we have had challenges in the past with onsite registration and slotting participants in available sessions.

Question 5: Regarding CLIN 5, does the school contract include cleaning and lockup? Would we just need to observe, or do we need to hire a company to handle trash and removal from the venue?

Response 5: Our event is held at our schools that have custodial staff that will need to be paid. Overall décor will need to be taken down by vendor

Question 6: The CLIN numbers that say N/A across does this mean we as the vendor won't do any work on that task? I see the not to exceed numbers, which may mean you all will pay the vendors, but we need to find them correct? We will need hours on the contract to do this research

Response 6: Event planner will pay vendors. Our team will find a majority of the vendors but may need recommendations along the way.

Question 7: Are the hours on page 3 final? Since this is a year-long contract and we would be handling all the planning, the hours are low to handle this level of planning

Response 7: Yes, the hours on page 3 are final; the contract is one event per year. It's not a year-long project as it may happen in Fall 2020. The hours are our estimation based on historical data and we would expect the vendor to manage to be within them, however modifications can be made if necessary once the contract is awarded.

### **Contractual**

Question 8: How should we bid the option years? Do we include the "NTE" amounts for vendor logistics and other costs in our bid proposal?

Response 8: See Section B.4.2 – Price Schedule Requirement, DCPS will request the pricing for the option term before the exercising of the option. (Page 2).

Question 9: Is there a new estimated date since June 6, 2020, is no longer able to happen?

Response 9: The June 6, 2020 conference date will be rescheduled due to COVID-19 and should take place sometime during the fall. The performance period for the contract base year is July 1, 2020 through September 30, 2020 with the Option Year One beginning October 1, 2020 through September 30, 2021 and can be found in Sections B.5 B.7.1 (Page 3).

Question 10: What does D.1 on page 7 mean *D.1 The packaging and marking requirements for this contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010? (Attachment J.1)*

Response 10: This Section refers to any goods that need to be packaged and sent to the District to satisfy this requirement. See Section 2 of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010, Shipping Instructions-Consignment is a standard contract provision in all supplies and service contracts for the delivery, marking of items to be shipped under the contract, if any. The vendor shall follow the instructions for all packaging and marking requirements, in accordance with guidelines in the SCP. (Page SCP-2).

All Other Terms and Conditions remain unchanged.

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	
		Cheryl Butler-Moore	
15B. Name of Contractor	15C. Date Signed	16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)		<i>Cheryl Butler-Moore</i> (Signature of Contract Officer)	5/26/2020