

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages	
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2. Amendment/Modification Number Amendment No. 01	3. Effective Date November 23, 2021	4. Requisition/Purchase	5. Solicitation Caption: Long-Term Substitute Teachers		
6. Issued by: District of Columbia Public Schools Office of Contracts and Acquisitions 1200 First Street, N.E., 9 th 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 number)		9A. Amendment of Solicitation No. GAGA-2022-I-0026			
		9B. Dated (See Item 11) November 22, 2021			
		10A. Modification of Contract/Order No.			
		10B. Dated (See Item 13)			
Code	Facility	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 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) By completing Items 8 and 15, and returning ___one (1)___ 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)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return one (1) copy to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
<p>The Solicitation has been amended as follows:</p> <ol style="list-style-type: none"> The bid submission date has been extended from Monday, November 29, 2021 at 11:00a.m. EST <i>to</i> Wednesday, December 1, 2021 at 1:00pm EST. 					

2. **DELETE:**

B.3.1 Base Year: (Date of Award to June 24, 2022)

Contract Line Item No. (CLIN)	Item Description	Estimated Quantity (schools)	Total Price
0001	The Contractor shall provide One (1) Long-Term Substitute Teacher for each DC Public School	116	\$ _____
Grand Total for B.3.1			\$ _____

INSERT:

B.3.1 Base Year: (Date of Award to June 24, 2022)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (each)	Estimated Quantity (schools)	Total Estimated Price
0001	The Contractor shall provide One (1) Long-Term Substitute Teacher for each DC Public School	\$ _____	116	\$ _____
Grand Total for B.3.1				\$ _____

3. **DELETE:**

B.3.2 Option Year One: (June 25, 2022 to June 24, 2023)

Contract Line Item No. (CLIN)	Item Description	Estimated Quantity (schools)	Total Price
1001	The Contractor shall provide One (1) Long-Term Substitute Teacher for each DC Public School	116	\$ _____
Grand Total for B.3.2			\$ _____

INSERT:

B.3.2 Option Year One: (June 25, 2022 to June 24, 2023)

Contract Line Item No. (CLIN)	Item Description	Price Per Unit (each)	Estimated Quantity (schools)	Total Estimated Price
1001	The Contractor shall provide One (1) Long-Term Substitute Teacher for each DC Public School	\$ _____	116	\$ _____
Grand Total for B.3.2				\$ _____

4. Answers to the questions submitted by prospective bidder(s), in accordance with section **L.8** “**QUESTIONS ABOUT THE SOLICITATION**”, in which the prospective bidder(s) shall submit questions no later than 12-Noon. on November 23, 2021, are hereby included with this amendment as Attachment ‘A’.

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ATTACHMENT A

Question #1 Subcontracting requirement

- a. We planned on performing all the requirements of this contract (except Fingerprinting and TB testing) ourselves. Are we required to subcontract 35% of the dollar amount of the contract to an SBE? If “no”, please ignore “b”, “c” and “d”. If “yes”, please see “b”, “c” and “d” below:**

Answer: Yes, please the following:

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

H.9.1.1 For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

H.9.1.2 If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

- b. As this solicitation is for recruiting, hiring and managing a team of long-term substitutes, please provide some examples of activities that we could subcontract (while ensuring high-quality for DC) that would amount to 35% of the total contract?**

Answer: As part of the prospective bidder’s review of the solicitation, bid preparation and bid submission, it is the prospective bidder’s responsibility to determine what portion of the services a subcontractor can provide in accordance with the 35% subcontract requirement

- c. Would it be possible to extend the deadline for submitting the subcontracting plans beyond 11/29, as it will take a lot of time to contact and vet qualified SBEs?**

Answer: No. This is an emergency procurement; therefore, the deadline cannot be extended. The subcontracting plan must be submitted with the bid.
Per section B.4 - A bidder responding to this solicitation that is required to subcontract shall be required to submit with its bid, any subcontracting plan required by law. Bids responding to this IFB shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law.

d. **As we were not aware of this requirement prior to receiving the solicitation, can we change our costs in order to include fees charged by subcontractors?**

Answer: The contract award will be made on the basis of the most advantageous and lowest bid price received.

Question #2 Year One Option: Would DCPS want long-term subs in schools during the summer months – July 2022 and August 2022 as well?

Answer: No.

Question #3 TB Testing: Can we manage the TB testing process, or must candidates be tested in a specific location?

Answer: There is no testing requirement. Candidates complete a TB risk assessment and must be tested only if directed based on the answers to the assessment. If a test is necessary, it is the candidate's responsibility to manage that process.

Question #4 The solicitation states that the contractor “complete any additional clearance requirements for DCPS Public Schools”. Are there other requirements? If so, what are they?

Answer: All staff will need to complete fingerprinting, TB risk assessment, CPR child abuse registry check, Sex Offender registry check, drug screening and any other checks that DCPS advises. These checks will be conducted by DCPS or its partners and the contractor must inform each substitute of the requirements and facilitate their completion of them.

Question #5 In Section F, one of the deliverables is “Submit a bi-weekly report indicating all services and time that is approved by the supervisor or manager for the assigned position.” Please provide some clarification regarding what is required in this report.

Answer: This should be a report of each substitute's daily classroom assignment location and time worked each day.

END OF DOCUMENT

All terms and conditions of the solicitation referenced remain unchanged 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 (signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia <i>LaVeta Hilton</i> (Signature of Contracting Officer)	16C. Date Signed November 23, 2021