

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 07/10/2020	4. Requisition/Purchase Request No.	5. Solicitation Caption We the Girls and Empowering Males of Color Conference		
6. Issued by: District of Columbia Public Schools Office of the Chief Business Officer Contracts and Acquisitions Division 1200 First Street NE, Suite 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)		X	9A. Amendment of Solicitation No. GAGA-2020-I-0071		
Code			9B. Dated (Se Item 11) July 02, 2020		
Facility			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>three (3)</u> 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 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) 27 DCMR 1607.1 (A) (C) (D) AMENDMENT OF SOLICITATION BEFORE CLOSING DATE				
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>three (3)</u> copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.) This Amendment 01 (Bidder's Questions and Answers) provides answers to questions received on July 08, 2020 to the subject solicitation as follows:					
Question 1:	Staff Time: How did you arrive at the estimate of the quantity of hours and number of staff for these CLINs? We're seeing that large virtual events are requiring much more time than anticipated - extensive rehearsals, multiple rehearsals for every presenter, and extensive development time for pre-recorded segments.				
Response 1:	A majority of the event details are managed by our team and will consult the event planning group on the best strategies.				
Question 2:	Platform: Has DCPS identified a preferred conference platform? The market is dominated by a handful of large-scale platforms. All the other smaller platforms are either untested, or they are re-selling a white-label platform that is actually one of the larger dominant players.				
Response 2:	We are considering using Microsoft Teams as it is a secured platform that our students and educators already have access to but are open to other platforms that maybe easier to use and are more secure.				

Question:3 Booking: Has DCPS already secured a reservation on a platform for the desired dates? The major platforms are largely booked through December – they’re experiencing tremendous demand and are struggling to scale up and train staff fast enough

Response 3: No

Question 4: Will the kids register themselves or do you have a list of kids that have already be selected to attend?

Response 4: Students, parents, and educators will register themselves.

Question 5: What are the volunteers and staff roles going to be?

Response 5: They haven’t been fully established but it will be similar to the roles we’ve had for in person conferences (i.e. volunteer to serve workshop facilitator support, Q&A support, etc.)

Question 6: Does a logo need to be created for both conferences or just updated with the year?

Response 6: We already have the logo created and a company we use to update the logo

Question 7: What is the length of each conference?

Response 7: Considering 10am-3pm.

Question 8: Section B provides not-to-exceed amounts for CLINs 004, 006 for both paragraphs. CLIN 4 is described as “coordinating, recruiting, scheduling facilitators, and vendors, in the event planning process...” and CLIN 006 is described as “supplies, materials, equipment (web platform), signage, logos”. The District’s plan for hosting and executing the virtual conferences (e.g, web platform) is unclear, as the statement of work does not define the mechanics of their virtual production. Are the web platform services (e.g., design and production) and conference hosting requirements being met as part of either CLIN 004 and/or 006, or does the District expect the offeror to design, produce, and manage the virtual conference using a web platform selected by the District as part of the priced CLINs? Please clarify.

Response 8: We have only one platform in mind to use but are open to other platform suggestions. We need a lot of support with transferring the program from how we’ve constructed it in previous years to now be ran virtually

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)		(Signature of Contract Officer)	07/10/2020