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Louis W. Parker  
Administrative Officer

AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT  
ISSUE DATE: September 15, 2016

SUBJECT: Solicitation No.: DCSC-16-RP-0054

FOR: DC Courts Child Protection Mediation  
Evaluation Outcome

CLOSING DATE: Wednesday, September 21, 2016  
2:00 p.m. EST

The subject solicitation is amended as follows:

1. Responses to written questions received from prospective offeror(s) are included as Attachment A to this amendment.
2. New vendors shall submit the attached Supplier Information Form -- Attachment B as new vendors doing business with the DC Courts.

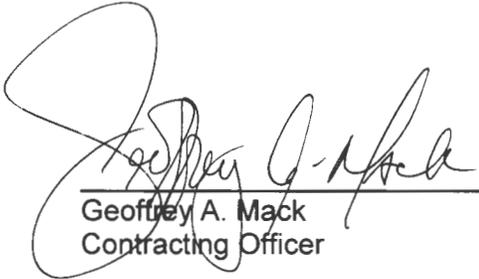
**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**

One (1) copy of this amendment is being sent to only those offerors who received a copy the solicitation. Offerors shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation. Proposals shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents.

Offerors shall submit their proposals in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance with the instructions provided in the original solicitation documents.

This amendment, together with your Proposal, must be received by the District of Columbia Courts no later than the date and time specified for proposal submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for Proposal submission.

Failure to acknowledge receipt of this amendment, for the subject solicitation may be cause for rejection of any proposals submitted in response to the subject solicitation.



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Geoffrey A. Mack  
Contracting Officer

This Amendment is acknowledged and is considered a part of the subject solicitation.

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Signature of Authorized Representative

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Date

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Name of Authorized Representative

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Title of Authorized Representative

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Name of Firm

**ATTACHMENT A**  
**AMENDMENT NO. 1 -- DCSC-16-RP-0054**  
**REQUEST FOR PROPOSAL FOR**  
**THE DISTRICT OF COLUMBIA COURTS**  
**CHILD PROTECTION MEDIATION EVALUATION OUTCOME**  
**RESPONSE TO QUESTIONS**

1. It's unclear to us if we need to register as a business in DC. Do you know this information? Also, if we do, it is doubtful that we can obtain the certificate by the 21st. Are you amenable to us providing proof at a later date?

A new vendor, doing business with the DC Courts is required to complete the attached Supplier Information. Once an award is determined, the form would be required. Vendors are required to register to do business with the District of Columbia Consumer of Regulatory Affairs (DCRA) and sign an affidavit that you are compliant with income taxes. Yes, the vendor shall provide additional proof as a licensed business providing responsibility documentation such as: Dunn & Bradstreet number, financial statements and proof of registered active in the SAM.gov system.

2. Under L.2.4, General Information, do you need this information in a specific format? e.g., cite the number (L.2.4.1) and then the information?

No, there isn't a specific format; insert forms in the price proposal binder.

3. If a Family Team Meeting has been held and has resulted in a mutually agreed upon service plan, will the case still be referred for mediation? If yes, can you explain the purpose of the mediation under such circumstances?

The mediation has two purposes:

- Establish jurisdiction through a stipulation thereby eliminating need for trial
- Establishment of case plan

4. Are cases only sent to mediation at the time they enter the court system? Might a case be sent at a later date if problems arise with the service plan or permanency plan? If older cases are sent, are they to be included in the evaluation?

The Child Protection Mediation (CPM) Program is a pre-trial program. Other cases may be referred to mediation at other points in the process but are not included in the CPM case information.

5. Focus groups are required with groups of social workers, OAG and CCAN attorneys and judicial officers (C.3.1.2). If scheduling is an issue, would one-on-one interviews with, for example, judicial officers be acceptable? Will in-person interviews be required rather than telephone interviews, or is this left to the discretion of the evaluation team?

While we would prefer focus groups to gain the benefit of the group discussion that would occur, one-on-one interviews with some groups is allowable. Similarly, we would prefer in person interviews but will leave to discretion of the evaluation team.

6. Among the data to be collected are data from mediation and courtroom observations (C.3.1.5). What types of research questions would be addressed via observation?

Data related to parental engagement

7. Section C.3.1.4 notes data include “Possible data extracts from the Child and Family Services Agency and the Office of the Attorney General.” Would this involve the manual extraction of data?

No. If needed, we expect to provide a data extract of the relevant data.

8. Section C.4.1.3 notes that data may come from “case files and notes.” What files and notes are these and is this information unavailable through other sources?

At the conclusion of mediation, each participant is provided the opportunity to assess the mediation session. In addition, to the survey questions which are tallied, the participant shall provide additional comments about the mediation session and or the mediator. We are interested in this information as well. In addition, the mediator has the opportunity to provide comments when submitting for payment. That information may also be useful.

9. The research outlined in the RFP will require a significant amount of time on scene for planning, supervision of data collection, conducting interviews and focus groups (if these need to be in-person), and briefings. The research also includes numerous deliverables, including monthly progress reports, reports on research design, a data collection plan, data analysis plan, final report, non-technical report, and briefings. It is likely to result in a budget of \$100,000 or more. Is this level of funding available for the study?

Yes, if the proposal warrants it.

10. Are there Multi-Door staff who work on both Child Protection and Civil Mediation cases, or are these cases handled by separate sets of staff?

No. Different Multi-Door staff work on the Civil and Child Protection Mediation Programs.

11. Is the same participant satisfaction survey used for both Child Protection and Civil Mediation cases?

No. The same customer satisfaction survey is not used.

12. Are similar fields used for case management in CourtView for Child Protection and Civil Mediation cases?

No. In addition, much of the CPM data will come from a separate database maintained by the Multi-Door Division.

13. Can copies of electronic casefiles be transferred via FTP or other secure means to the project staff the same way as other electronic data (e.g., CaseView)? Or would project staff have to access electronic case files from a court location?

The case files cannot be transmitted electronically. However, a data extract containing required field can be created. In addition, excel databases containing data maintained by Multi-Door can also be transmitted electronically.

14. Have the Child and Family Services Agency and Office of the Attorney General already agreed to provide data, or would they be contacted about this after the contract award?

Both Child and Family Services and the Office of the Attorney General serve on the Family Court Subcommittee, Abuse and Neglect Subcommittee, requesting the evaluation. They both are aware that there may be a need for providing data. However, an official data request will have to be made to their respective agencies after the contract is awarded.

15. Parental engagement is listed as a timeliness measure. These appear to be more descriptive of what happens in a case rather than timeframes—can the Court clarify if and how these are timeliness measures? For example, would measurement include the extent to which parents participate in hearings, or the number of days it took for parents to participate in hearings? Is the Court interested in what services were ordered and what court orders were complied with, or how long it took for services to be ordered and for parents to comply with orders?

The intent of including it under timeliness was to identify it as a variable, much like removed, mediated, etc., that would be run against the timeline measures.

For instance, do cases with high parental engagement reach permanency sooner; are they more likely to participate in hearings; comply with court orders, etc.

16. To conserve Court resources, could project staff propose to develop reports to be reader-friendly in electronic formats to allow for efficient electronic dissemination? If project staff produced 5-10 hard copies of reports rather than 25-100 copies per draft this would reduce report costs.

For the final report, we require twenty-five (25) bound hard copies in MS Word, as well as an electronic version.

17. The court website listed on page 40 under L.5.1 gives the following message: “You have attempted to access the old version of the D.C. Courts website. Please visit our new website at [www.dccourts.gov](http://www.dccourts.gov) Thank you!” The current solicitation is not listed on that website under the “Procurements” tab. Can you please clarify where answers about this solicitation will be posted?

The solicitation document and amendment can be found on the following website: [www.dccourts.gov/dccourts/courtsystem/procurement.jsp](http://www.dccourts.gov/dccourts/courtsystem/procurement.jsp)

ATTACHMENT B

**ORACLE Supplier Request Form**

**Client:** DC Courts

**Requestor:** Darlene Reynolds

**Date:** \_\_\_\_\_

**Approver:** \_\_\_\_\_

Add new supplier     Change existing supplier

**PRIVACY ACT STATEMENT**

The following information is provided to comply with the Privacy Act of 1974 (P.L. 93-579). All information collected on this form is required under the provisions of 31 U.S.C. 33Z and 31 CFR 210. This information will be used by the Treasury Department to transmit payment data by electronic means to vendor's financial institution. Failure to provide the requested information may delay or prevent the receipt of payments through the Automated Clearing House Payment System.

**Required**

**Information:**

- Employee     Non-employee Travel  
 Non-Federal     Federal     Foreign  
 Subject to Prompt Pay N-30     Payment Terms Immediate

Supplier Name:	
DUNS Number:	
Taxpayer ID:	
ALC (if Federal):	
Trading Partner ID: (if Federal)	
Mailing Address	
Bank Name	
Bank Routing Number (ABA):	
Bank Account Number:	
Checking/Savings:	

**Optional Information:**

Alternate Name:	
Telephone Number:	
Contact Info:	
E-mail Address:	
Interpreter - DCC	<input type="checkbox"/> Interpreter
Supervised Visitation - DCC	<input type="checkbox"/> Supervised Visitation
Pay Group	<input checked="" type="radio"/> ACH <input type="radio"/> Travel <input type="radio"/> Check <input type="radio"/> Web Voucher ACH <input type="radio"/> Web Voucher CHK

**IBC Use Only:**

The above information has been added/updated into Oracle and data input verified for accuracy according to procedures.

Data input by: \_\_\_\_\_ On date: \_\_\_\_\_

Passed verification by: \_\_\_\_\_ On date: \_\_\_\_\_

Verification Notes (include initials/date for each entry): \_\_\_\_\_

\_\_\_\_\_

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