



**District of Columbia Courts
Administrative Services Division
Procurement and Contracts Branch**



AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: July 1, 2014

SUBJECT: Solicitation No. DCSC-14-RP-0043 – CSSD Mentoring and Supportive Services

**PROPOSAL
SUBMISSION**

DATE: Friday, July 18, 2014 by 2:00 p.m., Eastern Standard Time

The subject solicitation is amended as follow:

1. Page 1 of the Solicitation:
Delete: Solicitation Number: DCSC-13-RP-0043
Insert: Solicitation Number: DCSC-14-RP-0043 (See Revised Page 1)

2. Section L.2.2.1 Volume I Technical Proposal Tab A
Delete: Tab A in its entirety
Insert: The Following Tab A (See revised Page 47)

Points	Tab A	Technical Approach – Identify evidence-based or emerging best practice
0-40		<ol style="list-style-type: none"> 1. Plan of Implementation, Administration, and Evaluation of the Evidence-Based or Emerging/Best Practice Approach. 2. Understanding the requirements of the RFP and completeness in response to the RFP. 3. Completeness in the understanding and description of the Evidence-Based Practice or emerging/Best Practice proposed by the Contractor. 4. Complete organizational chart/structure showing individuals who will be responsible for the delivery of the services specified in the solicitation. 5. A comprehensive list of project tasks with clear and achievable deadlines for the completion of tasks to meet project objectives and a logical approach to fulfilling the RFP requirements. 6. Clearly defined project responsibilities and accountability. 7. Appropriate management and staffing to the project team.

3. Section L.2.5 Technical Approach

Delete: Section L.2.5 in its entirety.

Insert: RESERVED (See Revised Page 50)

4. Section L.2.6

Delete: Section L.2.6 in its entirety.

Insert: RESERVED (See Revised Page 50)

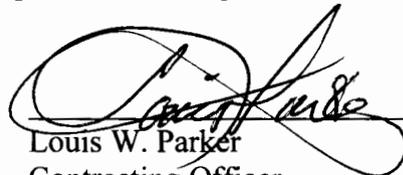
5. Section M.2 Evaluation Criteria:

Delete: Item No. M.2.3 Quality Assurance Plan

Insert: Item No. M.2.5 Quality Assurance Plan (See revised Page 58)

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 offer to be submitted to the Courts in response to the subject solicitation. Offers shall be mailed or delivered in accordance with the instructions provided in the original solicitation documents. Offerors shall submit their offers in sealed envelopes, identified on the outside by the solicitation number and submission date, in accordance the instructions provided in the original solicitation documents. This amendment, together with your offer must be received by the District of Columbia Courts no later than the date and time specified for offer submission. Revisions or price changes occasioned by this amendment must be received by the Courts no later than the date and time set for offer submission. Failure to acknowledge receipt of this amendment may be cause for rejection of any offers submitted in response to the subject solicitation.


Louis W. Parker
Contracting Officer

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

Signature of Authorized Representative

Date

Title of Authorized Representative

Name of Firm

**DISTRICT OF COLUMBIA COURTS
SOLICITATION, OFFER AND AWARD
FOR SUPPLIES, OR SERVICES**

ISSUED BY: DISTRICT OF COLUMBIA COURTS
ADMINISTRATIVE SERVICES DIVISION
PROCUREMENT AND CONTRACTS BRANCH
616 H STREET, N.W., ROOM 612
WASHINGTON, D.C. 20001

DATE ISSUED: June 10, 2014

OPENING DATE: _____

OPENING TIME: _____

CLOSING DATE: July 18, 2014

CLOSING TIME: 2:00 P.M.

SOLICITATION NUMBER: DCSC-14-RP-0043

OFFER/BID FOR: CSSD Mentoring and Supportive Services

MARKET TYPE: Open

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OFFER (TO BE COMPLETED BY OFFEROR) Note: In sealed bid solicitations "Offer" and Offeror" mean Bid" and Bidder."

The undersigned offers and agrees that, with respect to all terms and conditions accepted by the Courts under "AWARD" below, this offer and the provisions of the RFP/IFB will constitute a Formal Contract.

OFFEROR Name: Street: City, State: Zip Code: Area Code & Telephone Number:	Name and title of Person Authorized to Sign Offer: (Type or Print)	
	Signature (Seal)	Date:
	Impress Corporate Seal Corporate (Secretary) _____ (Seal) (Attest)	

AWARD (To be completed by the District of Columbia Courts)

CONTRACT NO. _____ AWARD AMOUNT \$ _____

ACCEPTED AS TO THE FOLLOWING ITEMS:

DISTRICT OF COLUMBIA COURTS

BY: _____

CONTRACTING OFFICER

CONTRACT PERIOD: _____

AWARD DATE _____

L.2.2.1

Volume I - Technical Proposal shall comprise the following tabs and information: (See example below)

<p>Points</p> <p>0-40</p>	<p>Tab A</p>	<p>Technical Approach – identify evidenced based or emerging/best practice</p> <ol style="list-style-type: none"> 1. Plan of Implementation, Administration, and Evaluation of the Evidence-Based or Emerging/Best Practice Approach. 2. Understanding the requirements of the RFP and completeness in response to the RFP. 3. Completeness in the understanding and description of the Evidence-Based Practice or emerging/Best Practice proposed by the Contractor. 4. Complete organizational chart/structure showing individuals who will be responsible for the delivery of the services specified in the solicitation. 5. A comprehensive list of project tasks with clear and achievable deadlines for the completion of tasks to meet project objectives and a logical approach to fulfilling the RFP requirements. 6. Clearly defined project responsibilities and accountability. 7. Appropriate management and staffing to the project team.
<p>0-10</p>	<p>Tab B</p>	<p>Staffing Capability</p> <ol style="list-style-type: none"> 1. Proposed Staffing Resumes 2. Proposed Number of Staff to implement the proposed technical approach 3. Proposed design and description of the programs ability to match Tutors and youth based on youth’s academic levels special needs and academic interests and a tutor’s experiences, skills, and certification.
<p>0-30</p>	<p>Tab C</p>	<p>Proposed Evidenced-Based OR Emerging/Best Practice</p> <p>Practice/Program Description demonstrates an understanding of the requirements and includes the following components:</p> <ul style="list-style-type: none"> • Interactions and Activities that improve self-confidence • Interactions and Activities that improve a youth’s ability to express their feelings • Interactions and Activities that improve decision-making skills

- L.2.5 **Reserved**
- L.2.5.1 **Reserved**
- L.2.5.1.1 **Reserved**
- L.5.1.1.2 **Reserved**
- L.2.5.1.3 **Reserved**
- L.2.5.1.4 **Reserved**
- L.2.5.1.5 **Reserved**
- L.2.5.1.6 **Reserved**
- L.2.6 **Reserved**
- L.2.6.1.1 **Reserved**
- L.2.7 **Past Performance:**
- L.2.7.1 The information requested in this section shall facilitate the evaluation of the Offeror’s past performance in delivering the Court’s requirements as described herein. Offeror without a record of relevant past performance or for whom information on past performance is not available, the offeror may not be evaluated favorably or unfavorably on past performance.
- L.2.7.2 The Offeror shall provide any information to substantiate the Offeror’s past performance in completing the requirements of Section C. The Offeror shall provide the following information:
- L.2.7.3 References: The offeror shall submit a list of all references for which services of this nature have been provided in the past three (3) years. The list shall include the name, address, telephone number, and e-mail address of the contact person.
- L.2.7.4 In addition, the offeror shall have at least three (3) past performance references complete a Past Performance Evaluation Form (Attachment J.9). This

PART V

SECTION M - EVALUATION FACTORS

M.1 Evaluation for Award.

The Courts intend to make an award to the responsible firm whose proposal represents the best value to the Courts. The evaluations factors are listed below in descending order of importance: (state the evaluation criteria in descending order of importance) Work Plan, Engagement Team and Past Performance. The non-price factors when combined are significantly more important than Price. The Courts may award a contract upon the basis of initial offers received, without discussions. Therefore, each initial offer shall contain the offeror's best terms from a cost and technical standpoint.

M.2 Evaluation Criteria.

The evaluation factors set forth below shall be used to evaluate each proposal. The maximum points for technical are 100 total points. The criteria for evaluating the proposals and their respective points are as follows:

:

ITEM No.	EVALUATION CRITERIA	MAXIMUM POINTS
M.2.1	Technical Approach	0-40
M.2.2	Staffing Capability	0-10
M.2.3	Proposed Evidence-Based OR Best Practice	0-30
M.2.4	Past Performance	0-10
M.2.5	Quality Assurance Plan	0-10
	TOTAL	100

M.3 RESERVED

M.4 Prospective Contractor's Responsibility.

M.4.1 In order to receive an award under this RFP, the Court's Contracting Officer must determine that the prospective contractor has the capability in all respects to perform fully the contract requirements. To be deemed responsible, a prospective contractor must establish that it has:

M.4.1.1 Financial resources adequate to perform the contract, or the ability to obtain them;