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Louis W. Parker
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AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT
ISSUE DATE: Monday, August 17, 2012

SUBJECT: Solicitation No. DCSC-12-FS-0038

FOR: OMB Circular A-123 Consulting Services

CLOSING DATE: Wednesday, August 29, 2012, no later than 1:00 pm EST

The subject solicitation is amended as follows:

1. Page 3 of the solicitation number DCSC-12-FS-0038, under heading – “Task Order Request for Professional Services”, second paragraph, “**ADD**” at the end of the paragraph, the following sentence:

“At the conclusion of this review, the contractor’s work will provide a blueprint for the DC Courts to perform an internal A-123 review for fiscal periods subsequent to this review.”
2. Page 6 of the solicitation number DCSC-12-FS-0038, under clause number 3, Scope of Work, after first sentence, “**ADD**”, the following sentence:

“At the conclusion of this review, the contractor’s work will provide a blueprint for the DC Courts to perform an internal A-123 review for fiscal periods subsequent to this review.”
3. Responses to written questions received from prospective offeror(s) are included as Attachment A to this amendment.

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.

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.

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED



Louis W. Parker
Contracting Officer

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

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Firm

ATTACHMENT A
AMENDMENT NO. 1:--DCSC-12-FS-0038
OMB Circular A-123 Consulting Services

RESPONSES TO QUESTIONS RECEIVED

1. Is there a Statement of Work to describe the specific service tasks requested? The Federal Business Opportunities page only included the DC Courts General Provisions, Tax Certificate and Past Performance Reference Forms as attachments and a general notice detail of services.
 - 1.A **Yes, please see attached file on Fedbizopps website: www.fedbizopps.gov**
2. Based on the synopsis of the proposed work, should the contractor assume annual A-123 assessment for the current fiscal year? How many years are required for the review?
 - 2.A **Contractor should assume an A-123 assessment for the fiscal year of 2013. The DC Courts will address only one year for the A-123 review.**
3. Is this a fixed price or time and material contract? If fixed price, please provide estimated FTE level of effort for the project.
 - 3.A **This is a firm-fixed unit contract based upon hourly rates.**
4. Are there any page limitations for the technical and price proposals?
 - 4.A **No. However, while there is no set limitations on number of pages, proposals shall be prepared simply and economically, providing a straightforward, concise delineation of offeror's capabilities to satisfy the requirements of this RFP. Fancy bindings and colored displays or promotional material are not desired or preferred, but pages must be numbered. The proposal shall be prepared in two volumes. These shall be submitted in loose-leaf, three-ring notebooks for each copy of Volume I – Technical Proposal, and for each copy of Volume II - Price Proposal.**
5. Is there a requirement for a copy of our GSA schedule to be included in our price proposal or can we reference our contract number with the labor categories and prices?
 - 5.A **Yes. Please reference Section 19.1.3 of this request. "This is a request for proposals from GSA Federal Supply Schedule Contractors under the Schedule 520 Financial and Business Solutions (FABS). All firms submitting proposals in reference to this request shall include a copy of their current GSA Federal Supply Contract(s)."**

6. Is there any existing OMB A-123 compliance software currently in use by the U.S. Courts?
 - 6.A The DC Courts has generic software that can be used to document compliance with A-123 requirements such as word processing, flowcharting, databases management and spreadsheet calculations.**
7. Is this a new project requirement or is there an incumbent?
 - 7.A This is a new project requirement.**
8. Is there space for a CPA team to work on-site during the review? How many FTEs can the space hold?
 - 8.A All work shall be performed simultaneously by one Senior Accountant and two Staff Accountants with qualifications outlined in the requirements of this RFTOP. Sufficient space shall be provided by the DC Courts as per Section 5 of the RFTOP.**
9. Can the contractor work offsite if the client cannot provide adequate space?
 - 9.A All work shall be performed at DC Courts facilities.**
10. Please confirm this is a one-year contract.
 - 10.A The period of performance for this SOW is not to exceed 52 weeks or 4,056 work-hours performed simultaneously by one Senior Accountant and two Staff Accountants with qualifications outlined in the requirements of this RFTOP and Contractor commencing work from the first day of the contract execution.**
11. Are proposals due in an electronic or paper format on August 29 at 1:00 pm EST and to whom? If paper, please provide delivery address of proposals.
 - 11.A Please see Sections 13 thru 15 of the RFTOP for Proposal Submission Information.**
12. Is this effort a small-business set-aside on the FABS 520 schedule only?
 - 12.A This Solicitation is restricted to contractors on the General Federal Schedule, GSA Schedule 520 Financial and Business Solutions (FABS).**
13. List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required.

- 13.A Please see Fedbizopps website: www.fedbizopps.gov for copies of solicitation and attachments.**
14. Soft Copy of the Tender Document through email.
- 14.A Offerors requesting soft copy through e-mail must provide written request and e-mail address.**
15. Names of countries that will be eligible to participate in this tender.
- 15A. All eligible parties may submit a proposal for the work described in the SOW of this RFTOP.**
16. Information about the tendering procedure and Guidelines.
- 16.A Please refer to the solicitation and attachments.**
17. Estimated Budget for this Purchase
- 17.A The DC Courts will not provide the Estimated Budget for this procurement. Resultant contract may be awarded based upon Offerors initial offer. Therefore, contractors are encouraged to submit their best offer as their initial offer.**
18. Any Extension of Bidding Deadline?
- 18.A No.**
19. Any Addendum or Pre Bid meeting Minutes?
- 19.A No.**
20. The XXX Corporation is a GSA FABS Schedule holder and thoroughly experienced in the activities sought by the D.C. Courts. However, we are not a Certified Public Accounting firm as indicated within the solicitation. We request that the D.C. Courts remove this requirement to allow additional experienced companies to bid.
- 20.A No. The DC Courts is seeking to fully comply with the mandates of OMB Circular A-123 by taking systematic and proactive measures to (i) develop and implement appropriate, cost-effective internal control for results-oriented management; (ii) assess the adequacy of internal control in its programs and operations (iii) separately assess and document internal control over financial reporting consistent with the process defined in Appendix A of OMB Circular No. A-123; (iv) identify needed improvements; (v) take corresponding corrective**

action; and (vi) report annually on internal control through management assurance statements. Ultimately, the results of the A-123 review will be incorporated with the independent audit of the financial reports of the DC Courts and subject to scrutiny by the Court's independent public accountants. Therefore, it is in the best interest of the DC Courts that the contractor for the A-123 review also have similar certifications.

21. Should the D.C. Courts reconsider its requirement for all bidders to be Certified Public Accounting firms, the non-CPA firms choosing to respond would need an adequate amount of time to prepare bids as was offered the CPA firms. We request a Closing Date extension to Monday, September 10, 2012.
- 21.A The advertisement period will not be extended. All offerors must submit proposals by August 29, 2012, no later than 1:00 pm.**