

<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>			1. Contract Number		Page of Pages		
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2. Amendment/Modification Number M01		3. Effective Date June 14, 2021		4. Requisition/Purchase Request No.		5. Solicitation Caption DC Stay Outreach Marketing	
6. Issued by: Office of the Deputy Mayor for Planning and Economic Development Office of Contracts, Procurement and Grants 1015 Half Street, S.E., Suite 675 Washington, D.C. 20003			Code	7. Administered by (If other than line 6) Office of the Deputy Mayor for Planning and Economic Development 1350 Pennsylvania Avenue, N.W., Suite 317 Washington, D.C. 20004			
8. Name and Address of Contractor (No. street, city, county, state and zip code)  TO ALL PROSPECTIVE BIDDERS  Code Facility				X	9A. Amendment of Solicitation No. DCEB-2021- B-1002		
					9B. Dated (See Item 11) June 2, 2021		
				10A. Modification of Contractor/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. Offers 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 CONTRACTORS/ORDERS , IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Section 3601.2(b) 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:							
C. This supplemental agreement is entered into pursuant to authority of: 27 DCMR 3601.2 Change Clause, 27 DCMR 2005.6(d) as amended							
D. Other (Specify type of modification and authority) Paragraph 15, Changes, Standard Contract Provisions							
<b>E. IMPORTANT:</b> 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.)  <b>THE SOLICITATION IS HEREBY AMENDED AS FOLLOWS:</b>  <b>§ F.3 Item 001: The Due Date is hereby amended to: To Be Determined</b>  <b>ALL PROSPECTIVE BIDDERS QUESTIONS OF CLARIFICATION AND THE DISTRICT'S RESPONSES ARE SET FORTH BELOW:</b>  <b>Question 1:</b> What do the quantities represent?  <b>Response:</b> The quantities represent the minimum and maximum number of marketing outreach activities as listed in section C.5.							
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 Jacque McDonald, DBA, MBA, MST, CPPO, CPPB Director of Contracts, Procurement and Grants				
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia  <i>Dr. Jacque McDonald</i>		16C. Date Signed June 14, 2021		
(Signature of person authorized to sign)			(Signature of Contracting Officer)				

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**Question 2:** Are they teams? Solicitation request individual teams for the 6 priority wards, so would the minimum quantity be 6 teams? Also, each ward is different so is there a minimum people requirement per team?

**Response:** Yes, dedicated street teams for each of the targeted wards listed. As for size of the teams, the District would defer to the Contractor as to how many they would have on each team based on staff and deliverables. We asked for an operations plan where this information would be proposed by the Contractor.

**Question 3:** I see that there is a wage scale attached which has rates lower than the District minimum wage are those wages to be ignored and use \$15/hour as the wage floor?

**Response:** Yes.

**Question 4:** Also, in the wage scale there is a health and welfare amount of \$4.54/hour, so would make the minimum wage on this project \$15 + \$4.54= \$19.54/hr?

**Response:** Yes

**Question 5:** In addition to the operations plan, will the vendor need to develop content, design and print materials?

**Response:** Printed Materials will be provided by the District.

**Question 6:** Is there a digital application that is already in place that the street team will need to be plugged into when getting residents to sign up for programming or will the intake forms be paper or both?

**Response:** Street teams should be focused on engagement and not signing up residents on the spot. Residents will most likely need to be in their place of residence to have documents available to reference or attend an application assistance event for assistance.

**Question 7:** Will the vendor need laptops to process applications at the pop-up locations? How many do we need to have? Will these laptops be provided by OCTO?

**Response:** Yes, the Contractor will need laptops for application assistance. OCTO will not provide any computer equipment. The number of laptops will be up to the Contractor based on what the District is asking for and recommend staffing levels to effectuate.

**Question 8:** Will the vendor be required to produced branded apparel in support of this effort to identify staff? Does the agency have any swag related to this effort? Meaning Tee shirts to be worn by outreach staff?

**Response:** The District will provide swag for outreach staff to be identified as STAY DC outreach staff.

**Question 9:** Will the vendor need to design and produce and purchase the pop-up staging or has that already been purchased by your agency or another vendor?

**Response:** The District has staging locations i.e. vaccination sites, and ad hoc events that will need pop up application assistance fairs. Also, upon award, the District will coordinate with the Contractor to establish schedules and logistics for events.

**Question 10:** Will the vendor need to set-up the pop-up staging on a daily basis or will DMPED do this set-up?

**Response:** Yes, the District would like to offer this assistance every day that vaccination sites are open in addition to DC government sponsored events citywide.

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**Question 11:** All support staff will be independent contractors and not full-time employees, does the agency have any objection to this?

**Response:** The District will not determine how the resultant Contractor will provide staff to perform the services under the contract. The Contractor should understand its responsibilities under the contract as well as being liable for actions by all parties performing services related to the contract. The District will require 51% DC resident hiring with a goal of 100% .

**Question 12:** Considering this is an outreach contract and not an IT contract we are assuming Cyber Liability Insurance is not required for this contract work; however, this insurance is listed as a requirement. Is this correct? Do we need to have this insurance in place? Please confirm.

**Response:** The insurance requirements in the solicitation are accurate as per the District's Office of Risk Management (ORM).

**Question 13:** Is Commercial Umbrella or Excess Liability insurance required for this contract?

**Response:** See response to Question 12.

**Question 14:** Is this solely grassroots outreach or can the vendor also add in digital components? This is highly recommended in the post-COVID landscape?

**Response:** This is strictly outreach and no digital component is needed as a part of this solicitation.

**Question 15:** In section F3, the vendor is being asked to begin outreach "within three (3) days of contract award". In order to do this the materials, staffing and schedule will need to be secured and approved within 24 hours of the contract award - is this a realistic timeline? If so, please advise if the materials and tent will be ready to give to the vendor at the time of the contract award.

**Response:** § F.3 Item 001: The Due Date is hereby amended to: To Be Determined

**Question 16:** Also, in Section F3, it states, "develop plan for operations based on the District's outreach plan" - please advise on what the "District's outreach plan" is and can we receive a copy to review before the proposal deadline?

**Response:** The outreach plan is reflected in the scope of work. Therefore, based on the deliverables and target areas identified, the District would like to see an operations plan produced accordingly.

**Question 17:** Where should we include firm fixed price? It appears to ask only for a total not a column for price per event.

**Response:** Bidders should use the price schedule to reflect their firm fixed price which would accommodate up to the maximum number reflected on the price schedule.

**Question 18:** Will the contractor develop the schedule for Pop ups in consultation with DC Government?

**Response:** The resultant Contractor should develop the schedule to present to the District for approval.

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**Question 19:** How many Pop Ups per week?

**Response:** 3 Pop-ups per week. The schedule will change based on data and feedback but want to include Saturday as a day.

**Question 20:** Is there a price for computers, Pads or Mobile devices to do registrations on site and at Pop-Ups?

**Response:** The District will not provide technology to the resultant Contractor. The Bidders' firm fixed price will be considered all inclusive.

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