

AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages		
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2. Amendment/Modification Number 001		3. Effective Date See Box 16C		4. Requisition/Purchase Request No.		5. Solicitation Caption Grant Reviewer Consultant Services	
6. Issued by: Code <input type="text"/> 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			7. Administered by (If other than line 6) Office of the Deputy Mayor for Planning and Economic Development Grants Program 1015 Half Street, S.E., Suite 675 Washington, D.C. 20003				
8. Name and Address of Contractor (No. street, city, county, state and zip code) TO ALL PROSPECTIVE CBE BIDDERS Code <input type="text"/> Facility <input type="text"/>			X	9A. Amendment of Solicitation No. DCEB-2020-B-1002			
				9B. Dated (See Item 11) February 27, 2020			
				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							
E. IMPORTANT: 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.) PROSPECTIVE BIDDER QUESTIONS OF CLARIFICATION AND THE DISTRICTS RESPONSES ARE SET FORTH BELOW: Question 1: Based on our reading of Section C.5.1, is it correct that DMPED will no longer initially pre-screen the applications to determine eligibility but the contractor will now perform that task? Please provide clarity. Response: DMPED will conduct the pre-screen. Contractor will receive the applications after DMPED has completed the pre-screen. Question 2: After the applications have been pre-screened/pre-qualified, please clarify whether the contractor will filter the applications to Blackbaud or will DMPED do so? Response: No, the Contractor will provide scoring of applications to the agency.							
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, CPPO, CPPB, SPSM, MBA, MST Director of Contracts, Procurement and Grants				
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed		
(Signature of person authorized to sign)				(Signature of Contracting Officer)		03-04-2020	

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Question 3: Will the contractor be the contact for inquiries from interested applicants during the application submission period or only after applications are submitted (C.5.4)?

Response: No, the Contractor will **not** contact any applicants.

Question 4: Subtask C.5.8.1 specifies that the contractor will have **30 days** to evaluate applications and submit funding recommendations to DMPED. However, subtask C.5.8.7 indicates that reviewers will have **10 days** to prepare and submit Grant Evaluation packets. Please clarify.

Response: There is a total of 20 days to complete the evaluation, prepare the package and submit to DMPED.

Question 5: Is this a new effort or is there an incumbent? If there is an incumbent, please provide the contractor name, contract number, contract award amount, and period of performance?

Response: This is a new procurement.

Question 6: When is the projected grant RFA closing date?

Response: RFA closing dates vary based on the Grant program.

Question 7: Would DC consider a separate CLIN for grant compliance on an hourly basis and provide an estimate of the number of hours? It appears the tasks would be conducted for multiple grantees concurrently, such as training or program meetings etc. so it would not be feasible to bill per unit.

Response: The District is comfortable with the structure in its current solicitation.

Question 8: If DC will not consider a separate hourly CLIN for grant compliance, will the government assign the grants for compliance in order to bill as a price per unit?

Response: See above response.

Question 9: Do the minimums and maximums include both grant applications and grant compliance reviews?

Response: Yes.

Question 10: Is a written technical proposal required or just pricing? If so, should the technical proposal be separate from the price proposal?

Response: IFB solicitations do not require technical proposals.

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Question 11: Will the majority of the grant applications be received at one time or over an extended time period?

Response: The number of grant applications received vary according the grant program and can be sent all at once or in batches.

Question 12: What is the method for delivery of the grant applications from the DMPED Grants Administrator? Will the contractor have access to an electronic grants application system, by email from DC, or hand delivered?

Response: The Contractor will receive a list of grant applications via email and will have access to applications through Blackbaud (GiftsOnline).

Question 13: What is the average grant award amount?

Response: Grant awards vary in accordance with the grant programs ~\$10,000-\$2,000,000.00.

Question 14: How many grants are historically awarded?

Response: Grant awards vary per grant program. However, the Great Street Small Business grants tend to award approximately 85 grants per annum.

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