



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

AMENDMENT NO. 1

TO: ALL PROSPECTIVE OFFERORS

AMENDMENT

ISSUE DATE: September 24, 2012

SUBJECT: Solicitation No. DCSC-12-FS-0070– Professional Services for Business Intelligence Solution

**PROPOSAL
SUBMISSION**

DATE: Wednesday, September 26, 2012 by 1:00 p.m., Eastern Standard Time.

The subject solicitation is amended as follow:

1. Page 27, Section J – List of Attachments and Appendix

Delete: Attachment J.3 - Past Performance Evaluation Form

2. Page 31, Section L.3.2.2, Volume I

Delete: Tab D - J.4 - Past Performance Evaluation Form (Submit 3 Past Performance Evaluations)

Insert: Tab D - Submit 3 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.

3. Page 31, Section L.3.2.2, Volume I, Tab B

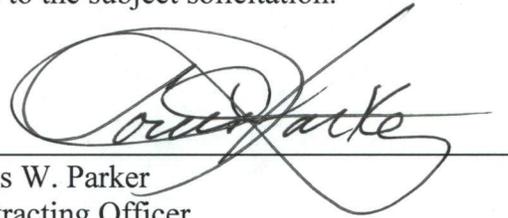
Delete: Contractual Information – all other required information as specified in Clause L.10

Insert: Contractual Information – all other required information as specified in Clause L.11

4. Responses to written question(s) received from prospective offeror(s) are included as **Attachment A - Questions and Answers** 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 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

Attachment A - Questions and Answers
Solicitation No.: DCSC-12-FS-0070
Professional Services for Business Intelligence Solution

1. Evaluation for Award

Reference:

Page 39 – M.1 – Evaluation for Award

“The Courts intends, but is not obligated, to award a single contract(s) resulting from this solicitation to the responsive and responsible GSA bidder(s) who has/have the lowest bid(s).”

Page 39 – M.3 – Price Evaluation

“The Courts intend to make an award to the responsive and responsible GSA Offeror who has the lowest bid price”

Question: If the government is simply stating “lowest price”, is it fair to assume the contract will be awarded to the bidder with the lowest price with a resume that can meet all of the requirements listed in C.1.3 Scope of work?

Answer: The Courts intends to award a single contract resulting from this solicitation to the responsive and responsible GSA bidder who has the lowest bid. The bidders shall propose a resource meeting all of the requirements listed in C.1.3 Scope of Work of the solicitation.

2. Contractual Information

Reference:

Page 31 – L.3.2.2 – Volume 1 – Bid Shall Comprise the following tabs:

Tab B – Contractual Information – all other required information as specified in Clause L.10

L.10.1 – Bids signed by an agent shall be accompanied by evidence of that agent’s authority unless that evidence has been previously furnished to the Contracting Officer.

Page 33 – L.10 – Official Bid

L.10.1 – Bids signed by an agent shall be accompanied by evidence of that agent’s authority unless that evidence has been previously furnished to the Contracting Officer.

Page 28 – Representations and Certifications and other Statements of Offerors
“This Section is not applicable to this solicitation”

Question: Will the government please clarify what information is required in Tab B – Contractual information and what is meant by “evidence of that agent’s authority”?

Answer: A written statement indicating that you are authorized to sign the bid on behalf of your company.

Question: On Page 28 is the statement indicating that Reqs and Certs are “not applicable to this solicitation”. Are the Representations, Certifications, and Acknowledgements show on Page 2 of this solicitation required in this section?

Answer: Yes. Bidders shall complete and return under Tab B of their bids the Solicitation/Offer/Award Form located in page 1, Representation, Certifications, and Acknowledgments located in pages 2 through 5, and Attachment J.2 - Tax Certification Affidavit.