

AMENDMENT OF SOLICITATION				1. Solicitation Number: DCRB-2022-RFP-0001		Page of Pages 1 3	
2. Amendment/Modification Number A0001		3. Effective Date See Block 16C		4. Requisition/Purchase Request No. N/A		5. Solicitation Caption Investment Fee and Expense Verification and Reporting Services	
6. Issued by: District of Columbia Retirement Board 900 7th Street, NW, 2nd Floor Washington, DC 20001				7. Administered by (If other than line 6) District of Columbia Retirement Board 900 7th Street, NW, 2nd Floor Washington, DC 20001			
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of Solicitation No.:			
				x DCRB-2022-RFP-0001			
				9B. Dated (See Item 11) 04-05-2022			
				10A. Modification of Contractor/Order No.			
				10B. Dated (See Item 13)			
		DUNS #		TIN			
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): 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: 27 DCMR, Chapter 36, Section 3601.3							
C. This supplemental agreement is entered into pursuant to authority of 27 DCMR, Chapter 36, Section 3601.2							
D. Other (Specify type of modification and authority) 27 DCMR, Chapter 20, Section 2008 Exercise of Option							
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and submit one (1) copy with proposal submission to the issuing office.							
14. Description of Amendment/Modification (Organized by UCF Section headings including solicitation/contract subject matter where feasible.). Solicitation DCRB-2022-RFP-0001 is amended to include Attachment A beginning on page 2, questions from potential offerors and responses.							
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			
				Rashelle Anderson			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed	
				R. Rashelle Anderson		4/25/2022	
<small>(Signature of person authorized to sign)</small>				<small>(Signature of Contracting Officer)</small>			

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Attachment A to Amendment A0001 Responses to Questions from Potential Offerors

1. Question

Does DCRB require the Contractor to collect and validate carried interest figures, whether accrued or paid, as part of the retroactive and ongoing recalculation and analysis of fees? C.5.1.1; C.5.2.1.?

Answer

Yes, contractor should collect and validate carried interest figures, both accrued and paid, by quarter, as part of the retroactive and ongoing recalculation and analysis of fees.

2. Question

Regarding the Fee Validation and Tracking System, does DCRB envision the Contractor to implement a database repository for storage of collected fee data, a set of analytic dashboards, and also to work with DCRB to implement a collection and validation process, or is DCRB looking to outsource this as a service on an ongoing basis? C.5.3.1.

Answer

The contractor shall recommend and work with the DCRB IT department to design and implement the data repository. At the expiration of the contract, DCRB is not looking to outsource this service on an ongoing basis.

3. Question

It is our understanding that most groups providing the services solicited would consider any Fee Validation and Tracking System built or provided to DCRB a commercial product that is the Contractor's proprietary information (i.e. not a custom product). Would DCRB be open to a Contractor issuing a license that permits use of a Fee Validation and Tracking System for the duration of the contract, or is DCRB only seeking contractors that unconventionally give up their exclusive ownership rights to a product? C.5.3; I.5.B."

Answer

The contractor can propose a Software as a Service (SaaS) Cloud solution. The proposal shall outline which components of the solution and the data, are proprietary. All operating costs, licenses and training required to operate this solution shall be included in the Price Proposal.

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4. Question

Does DCRB plan for a contractor or third-party provider to service the Fee Validation and Tracking System implemented by the Contractor after the duration of the contract is complete, or is it DCRB's intention for dedicated personnel who are trained to manage systems built or provided by the Contractor in-house? C.5.3.4.

Answer

DCRB personnel who are trained to manage this system, will operate the system post implementation.

5. Question

Does DCRB anticipate meetings and presentations will be conducted in person or online virtually? If the Contractor is expected to be in person, how frequently does DCRB anticipate meetings with the Board's Audit/Investment Committee(s) and/or the Board of Trustees would be required to attend? C.5.4.

Answer

Initial meeting with staff and final presentation to Audit/Investment Committees in person; other meetings virtual.

6. Question

It is standard practice for a Contractor to consider client names or any attribution, identification, or other reference to a client as confidential information. Can DCRB ensure this information will not be disclosed to the public? L.2.7.3.1.

Answer

Yes, if such information is marked "private and confidential."

7. Question

Describe DCRB's preferred method and frequency for having the Contractor access the fund data. Will the Contractor interact directly with the fund managers or will DCRB provide the documents required to complete the services contemplated? L.2.7.5.7.

Answer

Contractor will contact fund managers directly.