

“DESCRIPTION OF AMENDMENT/MODIFICATION,”

Request for Proposal for Senior Oracle Database Administration Professional Services is amended as described herein.

Section B.2 Contract Type is Labor Hour.

The estimated quantity in each fee table is changed from “1” to “2080 hours”. The “Grand Total” numbering is changed from “B.3.1”, “B.3.2” and “B.3.3” to “B.2.1”, “B.2.2” and “B.2.3”

Section C.1 shall read, The Offeror is not limited to the number of candidates it submits for consideration for award.

Section G.1.2 shall be deleted in its entirety.

Section G.2.2 shall be deleted in its entirety and replaced with the following:

G.2.2 To maximize efficiency and minimize the time for proposal evaluation, it is required that the Offeror submit the proposal in accordance with the format and content specified herein. The electronic proposal shall be prepared so that if an evaluator prints the proposal it meets the following format requirements:

1. 8.5 x 11 inch paper · Single-spaced typed lines · No graphics or pictures other than those required · Tables are allowed for the list of key personnel · 1 inch margins · Times New Roman 12-point Font in text · No hyperlinks · Microsoft Word 2003 software or later version · The Offeror shall insert their company’s name in the filename; all files named with the file extension .doc
2. Information provided on any other sized paper besides 8.5 x 11 inch paper, will not be evaluated. Instructions regarding use of certain electronic products listed herein shall not be construed as DCRB endorsement of specified products.
3. Page Numbering: The Offeror shall use a standard page numbering system to facilitate proposal references. Charts, graphs and other insert materials shall be page-numbered as part of the page numbering system.
4. Page Limitations: Each technical proposal, not including title pages, cover pages, and introductions cannot exceed 15 pages. When both sides of a sheet display printed material, it shall be counted as two pages. Included in the page count are separate pages providing graphics, charts, illustrations and pictures.
5. Cover Page, and Table of Contents: Each proposal will include a Cover Page and a Table of Contents. The Cover Page shall identify the solicitation number and title, and the Offeror’s name. The Table of Contents shall identify, by content, the page number of each section of the proposal. These pages will not be counted toward the page limitation requirement.

DCRB may reject as non-responsive any proposal that fails to conform in any materials respect to this RFP.

G.2.6 Offerors must prepare and submit both a technical proposal and a price proposal separately. Offerors are responsible for submitting the proposal, and any modification, or revisions, so as to reach the DCRB office designated in the solicitation by the time specified in the solicitation.

DCRB reserves the right to reject any proposal that does not substantially comply with these proposal preparation/submission instructions.

G.2.7 Proposals shall be as succinct as possible while providing an accurate picture of the offeror's ability to meet the needs of DCRB in a thorough, accurate, responsive and cost-effective manner.

Offeror must describe its understanding of the services covered by this RFP. Please provide DCRB with information, regarding your approach and methodology to the scope of work.

Offerors are required to organize their Proposals into specific sections as follows and include a Table of Contents. Each page of the Proposal must be numbered (with the possible exception of pre-printed material included in attachments), and each of the section headings listed below are to appear in the Proposal's Table of Contents.

G.2.8 TECHNICAL PROPOSAL: Technical proposals shall be no more than fifteen (25) pages in length, excluding a cover page, an introductory page, an index page, and the offeror's professional certifications. Pages exceeding this limit shall not be considered or evaluated.

G.2.8.1 Statement of Understanding- In this section, the Offeror must **summarize** how it is uniquely qualified to meet the requirements of this RFP. Offerors may wish to include internal controls/procedures employed to maximize responsiveness to client concerns. Included in this section must be a detailed explanation of the offeror's technical approach in successfully performing and providing services described in Sections B, C and D.

G.2.8.2 Past Performance- The documentation shall be organized as follows and shall, at a minimum, provide the following:

The Offeror shall identify three (3) contract efforts conducted within the last three (3) years of work. The contracts identified shall demonstrate in-depth knowledge and successful implementation of the DCRB activity for which is it submitting the proposal, of similar size and scope and relevance to this solicitation. The identified contracts can be with Federal, District of Columbia, or other commercial customers.

For each contract, the Offeror shall identify the following: 1) Program Manager (PM) and 2) Contracting Officer (CO). The Offeror shall provide the current address, phone number, and email address for each customer POC.

For each of the contract efforts identified, the Offeror shall provide the following narrative information:

- Description of how the scope for this contract/task order relates to this effort in size and scope and relevance.
- Description of the significant achievements, challenges or obstacles that were encountered during contract performance and the measures taken to overcome them.
- Description of achievements against the most recent period for which performance measures have been applied to each contract. The performance measures shall be specific and show the target performance levels that are set forth under the applicable contracts as well as the level of performance achieved.
 - The names and roles and responsibilities of the individuals performing the work described.
- Description of how the Offeror will work collaboratively in executing the work with DCRB and other contractors who would be responsible for other activities. DCRB reserves the right to use contract performance data provided in the Offer's proposal and contract performance data obtained from other sources as part of its evaluation process.

G.2.8.3 Key Personnel Experience- The Offeror must include the following information about each of the key personnel and the primary contractor who will be substantially devoted to one or more of the tasks throughout the period of performance of the DCRB activity for which is it submitting a proposal:

- Individual's name
- Individual Role and Responsibilities
- Task Area that individual will be supporting
- Years of Professional experience in the area he/she will be supporting
- Highest Degree Attained/Degree Area
- Professional Certifications as it relates to this proposal

The offeror shall set forth in its proposal the names and reporting relationships of the key personnel the offeror will use to perform the work under the proposed contract. Their resumes shall be included (no more than three pages per candidate). The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contract Administrator (CA), Neda Bolourian at DCRB.Procurement@dc.gov at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the CA for any proposed substitution of key personnel.

G.2.8.4 Assumptions, Limitations, And Constraints- In this section, the Offeror must identify all assumptions that the Offeror made in preparing its Proposal, as well as any

pertinent limitations, or constraints including any contractual provisions and limitations on liabilities required by the Offeror. This section must contain a list of all assumptions, with a cross reference as to where in the body of the Proposal the assumption is described.

G.4 PROPOSAL SUBMISSION DATE AND TIME

Proposals must be received no later than the closing date and time listed below. Late proposals, modifications to proposals, or requests for withdrawals after the closing date and time will not be allowed. Please submit your proposals to DCRB.Procurement@dc.gov.

G.4.1 Schedule of Events

The following is the schedule of events for this RFP process. Dates listed below may be amended as appropriate by DCRB.

Activity	Scheduled Date
Release of RFP	August 18, 2016
Deadline for Written Questions	August 31, 2016
Response to Written Questions	September 7, 2016
Proposal Due	September 26, 2016

G.4.2 Point of Contact

This RFP is issued by DCRB and is subject to the Board's lock-out rule (Appendix A), procurement and conflict of interest rules (Appendix B).

From the issue date of this RFP until a successful Contractor is selected; there shall be no communication by Contractors with any DCRB staff or Trustees of the Board other than the DCRB designee. Failure to comply with this provision of the procurement will result in Proposal rejection and disqualification.

For all matters and questions relating to this RFP the point of contact is:

Name:	Yolanda Smith
Address:	District of Columbia Retirement Board 900 7th Street NW; Suite 200 Washington, D.C. 20001
Telephone:	(202) 343-3200; Fax: (202) 566-5000
E-Mail:	DCRB.Procurement@dc.gov

G.13 Delete Section in its entirety replacing it with the following:

G.13 Best and Final Offers

If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and final offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provisions of the solicitation.

After receipt of best and final offers, no discussions will be reopened unless the CCO determines that it is clearly in DCRB's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify contractor selection and award based on the best and final offers received. If discussions are reopened, the CCO shall issue an additional request for best and final offers to all offerors still within the competitive range.

Request for Proposal for Senior Oracle Database
Administration Professional Services
Solicitation DCRB-16-015
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