


AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT				1. Contract Number DCRB-2022-RFP-0004 v2		Page of Pages 1 2									
2. Amendment/Modification Number A0002		3. Effective Date See Block 16C		4. Requisition/Purchase Request No. N/A		5. Solicitation Caption Transaction Cost Analysis and Transition Management Consulting Services									
6. Issued by: Procurement Office District of Columbia Retirement Board (DCRB) 900 7th Street, NW, 2nd Floor Washington, DC 20001				Code				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) PROSPECTIVE BIDDERS						X		9A. Amendment of Solicitation No. DCRB-2022-RFP-0004		9B. Dated (See Item 11) 12-13-2022		10A. Modification of Contract/Order No.		10B. Dated (See Item 13)	
EIN#:		UEID#:		DUNS#:											
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS															
<p>The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers is extended. 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 _____ copies 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.</p>															
12. Accounting and Appropriation Data (If Required)															
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACT/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14															
A. This change order is issued pursuant to (Specify Authority): 7 DCMR, 1604.2 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 7 DCMR, 1604.2															
C. This supplemental agreement is entered into pursuant to authority of:															
D. Other (Specify type of modification and authority): 7 DCMR 1611, Multiyear Contracts; Exercising Option Years; Contract Modification; Contract Termination															
E. IMPORTANT: Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copy 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-0004 v2 is amended to extend the due date for proposal submission and to provide answers to solicitation questions.															
1. The due date for receipt of proposals is changed from January 16, 2023, at 2:00 p.m. (EST) to January 19, 2023, at 2:00 p.m. (EST).															
Responses to Questions:															
2. Question: We have filled out a SR500 Form to register with the DC Tax office to receive a Clean Hands Certificate, however no one from DC Tax offices has been able to respond to us regarding our registration status															
Answer: DCRB is aware of the difficulties experienced during the DC Office of Tax and Revenue (OTR) Clean Hands Certificate process. A Certificate of Clean Hands is not needed with the proposal submission but is required prior to a potential contract award.															
Except as provided herein, all terms and conditions of the document is referenced in Item 10A remain unchanged and in full force and effect.															
15A. Name and Title of Signer (Type or print)						16A. Name of DCRB Executive Director and Contracting Officer Gianpiero JP Balestrieri									
15B. Name of Contractor				15C. Date Signed		16B. District of Columbia				16C. Date Signed					
(Signature of person authorized to sign)										(Signature of Contracting Officer)					
										01/10/23					

MODIFICATION OF CONTRACT			1. Solicitation Number DCRB-2022-RFP-0004 v2	Page of Pages 2 2	
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14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

3. Question: Are an Internal Revenue Service (IRS) Employer Identification Number (EIN), also known as the Federal Tax ID number, a Dun & Bradstreet Dun Number (D-U-N-S® also known as DUNS#), and a Federal System for Award Management (SAM) Unique Entity Identification Numbers (UEID #) required to be submitted with the Request for Proposal (RFP) response submission?

Answer: The EIN and DUNS numbers are sufficient to submit with your RFP response; however, as with the DC Certificate of Clean Hands, the UEID number must be provided for required compliance checks prior to any potential contract award.

4. Once we upload the files, does DCRB have access to those files? Or is there another step we need to take? I see that I can invite people in the app to view the files (by email address), or I can create and share links to the files and share them by email myself. We do not see an option to upload our proposal from our box account to the DCRB landing page.

Answer: DCRB has access to the files uploaded to the Drop-Box RFP location. The other options for submitting your proposal are as noted and for back-up if needed. Although the solicitation is posted on the DCRB website, there is no option to upload the RFP submission at the website location. There is no option to upload a proposal from a potential offeror's drop box account to the DCRB website.

Options for RFP response submission are:

- a) Upload to the solicitation Drop-Box location,
- b) Share links created via the Drop-Box solicitation and share links the links to your RFP submission files with albert.walker2@dc.gov,
- c) Send the RFP submission files via email to albert.walker2@dc.gov and dcrb.procurement@dc.gov.

Note: All amendments issued in reference to the solicitation must be signed and submitted with the RFP proposal submission to acknowledge receipt of the amendment.

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