

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE

Page
1 of 6

2. AMENDMENT/MODIFICATION NO. 3. EFFECTIVE DATE 4. REQUISITION/PURCHASE REQ. NO. 5. PROJECT NO. (If applicable)

0001

11/06/2009

6. ISSUED BY

CODE CPM

7. ADMINISTERED BY (If other than Item 6)

CODE

CAO Procurement Management
H2-358 Ford H.O.B.
Washington, DC 20515

8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and Zip Code)

(X)

9A. AMENDMENT OF SOLICITATION NO.
OPR1000011

(X)

9B. DATED (SEE ITEM 11)
10/28/200910A. MODIFICATION OF CONTRACT/ORDER
NO.

10B. DATED (SEE ITEM 13)

CODE FACILITY CODE

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS 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 telegram which includes a reference to the solicitation and amendment numbers. 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 change may be made by telegram or letter, provided each telegram or letter 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 ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE 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 date, etc.) SET FORTH IN ITEM 14.

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.**14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)**

Amendment 0001 - provides answers to vendors questions (see Attachment 1) and makes changes to Sections G.5 Key Personnel and L.1 Content of Proposal.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)

16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)
Christine Stewart

15B. CONTRACTOR/OFFEROR

15C. DATE SIGNED

16B. U.S. HOUSE OF REPRESENTATIVES

16C. DATE SIGNED

(Signature of person authorized to sign)

BY _____
(Signature of Contracting Officer)

11/06/2009

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No Funding Information

Line Item Number	Description	Delivery Date (Start date to End date)	Quantity	Unit of Issue	Unit Price	Total Cost
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No Changed Line Item Fields

Previous Total:
Modification Total:
Grand Total:

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SECTION A -- SOLICITATION/CONTRACT FORM

A.1 SUMMARY OF CHANGES

Clause 'HC.7.009 - Key Personnel' has been edited.

Clause 'HC.12.002 - Content of Proposals' has been edited.

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SECTION G -- CONTRACT ADMINISTRATION DATA

G.1 HC.7.009 KEY PERSONNEL

FEBRUARY 2005

KEY PERSONNEL AND PROPOSED PROJECT TEAM:

The Contractor shall assign key personnel by name and title. The Contractor represents that the following individual(s) are key personnel who will provide the services to the House in connection with an award. At a minimum, the Contractor shall designate a Program Manager as key personnel. The Contractor shall have knowledge of the U.S. House of Representatives.

INDIVIDUAL'S NAME	TITLE	TELEPHONE # & E-MAIL ADDRESS
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Except as provided herein, the contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment or requested by the CO. Contractor personnel assigned to this contract as key personnel are subject to approval of the CO. The contractor must notify the CO of changes to key personnel 30 calendar days prior to removal from the contract. Replacement personnel must be accepted in writing by the CO. The CO may require substitution of key personnel from contractor, and may require additional personnel to be added to the project. Proposed substitutes to key personnel must have qualifications equal to or better than those approved at the award stage. The CO will notify the contractor, after receipt of all required information (including resumes of substitutes), of the decision on substitutions within 10 business days.

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SECTION L -- INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 HC.12.002 CONTENT OF PROPOSALS

OCTOBER 2001

Each proposal shall be sufficiently complete and organized to ensure that evaluation can be made on the basis of its content. Offerors are reminded to avoid excessively lengthy or overly extravagant proposals. Proposals that do not address all of the elements and requirements, in the order contained herein, shall be disqualified from further consideration.

Administrative and Price Proposal. Part I shall be divided into the following distinct and marked parts:

- (1) Section A - The offeror shall insert Section A of this solicitation with all required/applicable blocks completed.
- (2) Section B - Price Schedules - Offeror shall complete Section B and provide a proposed price which will address all requirements as well as others the offeror may wish to offer.
- (3) Section G Contract Administration - Offeror shall complete the required sections of Section G.
- (4) Section K - Representations, Certifications, and Statements of Offerors - Offeror shall complete the required clauses of Section K.
- (5) Technical Proposal - specifications must comply with Section C.
- (6) Provide pertinent experience and qualification in conducting similar services as stated in the solicitation, and specifically, corporate stability and sound organizational qualities. Demonstrated financial capability sufficient to provide resources to finance day-to-day operations for legislative branch customers.
- (7) Offeror shall provide references for a total of three customers -- current or recent (within three years) customers or past customers, preferably in the public sector. List the agency name and address, name and title of the client contact, telephone number, opening date, building population (clients served), description of contract deliverables, annual dollar value, performance periods, and type of contractual arrangements.

Amendment 0001 – OPR10000011 - Diversity Consultant RFP
Answers to Vendors Questions

Q1. Has a previous diversity assessment been done for the CAO? If so, please indicate when it was done, whether it is available for review, and how a copy can be obtained or accessed?

A1. No.

Q2. Is a diversity initiative now in effect for the CAO? If so, please indicate whether it is available for review, how a copy can be obtained, and when it was developed?

A2. No.

Q3. Does the CAO have a diversity council at present? If so, please indicate how the council operates, how long it has existed, and how we may obtain any existing documentation related to its activities.

A3. No.

Q4. Please clarify whether or not the Diversity Consultant will be required to be on-site at the House Capitol Hill Office Buildings, Washington, D.C. for the entire duration of the contract.

A4. The amount of time spent on site in the House Buildings is very dependent upon the approach and methodology proposed by the vendor. Depending on the approach and methodology there may be opportunities for some work to be done on-site at the vendors' workplace.

Q5. This vendor has all of the applicable certifications and representations available on the ORCA website. The ORCA website was created to save paper and time by having vendors to the federal government make their certifications and representations available on line. Will the government accept the certifications and representations that we have listed online?

A5. You must submit the requested certifications and representations with your e-mail submission. In the interest of saving paper and time, these certifications and representations may be omitted from the hard copy proposal with a notation that the documents were included in the e-mail submission.

Q6. Is there an incumbent diversity consultant now?

A6. No.

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Answers to Vendors Questions

Q7. Will the winning contractor be allowed to bid on any diversity training that may result from recommendations made by the winning diversity consultant?

A7. If there was a follow on proposal or work the current vendor would not be precluded from bidding but it would not be an automatic body of work

Q8. *“The Contractor shall have knowledge of and experience with the U.S. House of Representatives Legislative Member and Committee Office operations”*. This requirement seems restrictive as the work requested requires an initial assessment of the present state of the U. S. House of Representatives which would allow a competent diversity consultant to learn enough about the U.S. House of Representatives Legislative Member and Committee Office operations to design an exceptional diversity program. In addition, contracting with a new diversity consultant with no prior knowledge or experience with U.S. House of Representatives Legislative Member and Committee Office operations may facilitate a valuable “fresh eyes” prospective. Will the government remove this requirement?

A8. The statement in Section G.5, Key Personnel, is amended to read, “The Contractor shall have knowledge of the U.S. House of Representatives.

Q9. Scope of assignment -- please confirm this is a diversity assessment for the CAO only (650 staff) and not also for the CAO's client, the House community of 10,400.

A9. Yes, this is a diversity assessment for the CAO only.

Q10. History -- please share with us any/all of the prior work, if any, that the CAO has undertaken with regard to diversity.

A10. There is no prior work.

Q11. Travel -- will the contract cover travel expenses for consultants who are not based in Washington DC?

A11. See Section B.1, Incidental Services, Travel, and Expenses, “Unless separately priced and awarded, the cost of all local (Washington, D.C. metropolitan area) services, travel, and any other expenses incurred incident to performance of work shall be borne by the contractor.”

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Answers to Vendors Questions

Q12. Section B.2, this section indicates that the CAO requires a ‘detailed breakdown of the cost’ as part of the price schedule. What does the CAO expect to see itemized in this detailed breakdown?

A12. Firm fixed price rates for labor categories fully burdened and applicable to all direct hours worked. It should include a breakdown of how you arrived at the price proposed for the effort -- level of effort, proposed hours, hourly rate per individual, as well as any other specific costs to the project (personnel, travel, printing, assessments, materials, etc.)

Q13. What is the maximum number of individuals to be included in the overall organizational diversity and cultural competency assessments?

A13. Approximately 650 -700 employees

Q14. How many bargaining unit employees are within the CAO organization?

A.14. The CAO has one bargaining unit of about 45 employees in the House Recording Studio.

Q15. Will the CAO provide, soon after contract award, workforce data on the CAO staff at the contractors’ request? Examples of workforce data would include grade, tenure of employment, tenure in current position, organizational placement, and whether the individual was in a protected class. Personal identifying information would not be required with this data.

A15. Information will be provided upon award as available.

Q16. Have there been existing surveys used to gauge workforce climate? When were they last used? Are the previous surveys and results available for review? Will the results be available to the contractor?

A16. Yes, we did organizational assessments – last one done in 2008. Yes, these will be available to the selected vendor.

Q17. Has the CAO established a diversity policy statement and/or definition of cultural competency? Is it available in the public domain and if so where is it located? When was this statement last updated?

A17. No.

Q18. Is there a specific event or challenge that has arisen as the impetus for the effort in Diversity and Inclusion now? What is the motivation for doing something immediately?

A18. No.

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Answers to Vendors Questions

Q19. Paragraph C.1.4.2 requires an assessment of the perspectives of internal and external stakeholders. Is information on these stakeholders available for review? This paragraph also infers that the organization is changing. Is there significant organizational change underway or planned? If so, what are the anticipated start/stop dates?

A19. Information will be provided upon award.

Q20. What diversity and/or cultural awareness training is in place today and is an outline of the training and its statement of objectives available for review?

A20. No.

Q21. Paragraph C.1.4.5 indicates that the contractor will recommend revisions in systems and processes. Will the scope of this review include only those systems and processes under the CAO's authority, or will this review extend into other organizations such as the Office of Compliance?

A21. CAO authority only.

Q22. Paragraph C.1.4.6 indicates that the contractor will examine the organization's mission, strategic plan, and policies and recommend enhancements. Are CAO policies centrally managed and maintained, and if so what office is the authority for this function? Can the CAO provide a list of the cultural awareness and diversity policies that should be assessed? Is that list available for review? Are documents available in electronic format for review at the contractor's work site?

A22. Information will be provided upon award.

Q23. Paragraph C.1.6 indicates that all products "become the property of the House as work for hire." Does this expectation hold true for existing Intellectual Property (e.g. training materials) owned and used by the contractor in performance of the contract?

A23. No, only those deliverables requested.

Q24. Section F.6, the place of performance is listed as the House Capitol Hill Office Buildings, Washington, DC. Will the CAO provide office support such as phone, desk, computer and e-mail access, and reasonable copier use for those periods when an on-site presence is required?

A24. The CAO will provide office space, furniture, and office equipment as needed upon mutual determination.

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Answers to Vendors Questions

Q25. Section K.1, does the CAO require company background statements for the prime contractor only, or is this information required for both prime and subcontractors?

A25. The contract will be with the prime, for which the company background statements are required.

Q26. Section K.3, what is the CAO's intent regarding the duration when prices in the offeror's proposal are binding?

A26. Section K.3 is for the offeror to provide the number of days the offer is good before it expires.

Q27. Section L.1, the section entitled 'content of proposals' calls for the offeror to provide a total of ten references (five current customers and five past customers). However, section M.1 states that three references of recent contracts will be considered as evaluation factors for the award. How many past performance references does the CAO require? If more than three, how will the three be selected from those references submitted?

A27. Section L.1 Content of Proposals is amended to read, "Offeror shall provide references for a total of three customers -- current or recent (within three years) customers or past customers, preferably in the public sector."

Q28. Section L.1, please provide a desired format for past performance information and for descriptions vs. examples of past deliverables.

A28. The offeror is the expert and as such, the offeror must present the information requested as deemed responsive to the solicitation.

Q29. Does the CAO have further details it can provide for conducting the overall diversity organizational assessment for gathering the perspectives of internal and external stakeholders about the evolving work of the CAO organization and the workplace, both in its current and desired future state? For example, does the CAO prefer certain methods such as interviews, focus groups, or web-based surveys? Are there current organizational assessments used within CAO that the contractor will be expected to incorporate or build upon?

A29. It depends on the vendor to make their best recommendations.

Q30. In regards to the analysis of the organization's mission, strategic plan and policies as they relate to cultural and racial diversity, is the CAO expecting analysis on diversity areas beyond culture and race such as gender, age, physical abilities, etc.?

A30. It is expected that the offeror will respond to all aspects of diversity as described in the statement of work.

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Answers to Vendors Questions

Q31. In the Background and Scope sections of the solicitation, the text references both CAO's diversity, and the diversity of the constituents served by the organization. Can you confirm that the target of this solicitation is the CAO organization and its approximately 650 employees, and not the 10,400 other House staff?

A31. See answer #9.

Q32. What is the overall budget for the assessment, blueprint and training? (Any budget breakdown per component?)

A32. Budget information will not be released.

Q33. How many total participants are likely to go through training? Will they be only from the 650 CAO technical and administrative staff?

A33. See answer #9.

Q34. Overall within the CAO, how many leaders are there, and how many non-leader staff?

A34. This information will be provided after award.

Q35. What is the anticipated length of a training session (what is typical for your staff)? 8 hours? 4 hours?

A35. Training delivery is not a part of the statement of work.

Q36. Does CAO currently conduct an employee opinion or engagement survey? If so, is it conducted in-house or via a third-party vendor? If a third-party vendor, who is the vendor? How often is the survey conducted?

A36. Yes we have conducted organizational assessment surveys and information regarding the studies will be released to the awarded vendor.

Q37. Do CAO positions fall under Title 5, U.S.C., including Merit Systems Principles?

A37. No.

Q38. Would CAO entertain a proposal on a Time and Materials basis?

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Answers to Vendors Questions

A38. No.

Q39. How many client references are needed to meet the RFQ requirements? Page 20 of the RFQ requests 10 and Page 22 requests 3.

A39. See answer #27.