

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 6	
2. Amendment/Modification Number A02		3. Effective Date 10/31/2018	4. Requisition/Purchase Request No.	5. Caption: See Block 14.	
6. Issued By: DISTRICT OF COLUMBIA PUBLIC LIBRARY Office of Procurement 1990 K Street, NW - Suite 500 Washington, DC 20006			7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			9A. Amendment of Solicitation No. DCPL-2019-R-0005		
			9B. Dated: 10/5/2018		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code	Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input 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 <u>1</u> 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 ACKNOWLEDGEMENT 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 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 CONTRACTS/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 date, etc.) set forth in item 14, pursuant to the authority of:					
C. This supplemental agreement is entered into pursuant to authority of:					
X D. Other (Specify type of modification and authority)					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copy to the issuing office.					
14. Description of amendment/modification					
<p>Caption: Human Capital Strategy Plan</p> <p>1. See pages 2 through 6 for response to Offeror questions and other RFP changes.</p> <p>2. All other terms and conditions remain the same.</p>					
Except as provided herein, all terms and conditions of the document 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 Diane Wooden		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia	16C. Date Signed	
(Signature of person authorized to sign)			<i>Diane Wooden</i>	10/31/18	
			(Signature of Contracting Officer)		

**AMENDMENT OF SOLICITATION
MODIFICATION OF CONTRACT
(Continuation)**

SOLICITATION NO. DCPL-2019-R-0005

AMENDMENT NO. A02

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A. QUESTIONS & ANSWERS

1. Is there a strategic plan that drove this initiative to develop a human capital plan? If so, will bidders have access to that?

Response: DCPL has a strategic plan; however, the plan did not drive this initiative. For access to the plan see: <https://www.dclibrary.org/strategicplan> .

2. Did DCPL have consulting support to help develop the strategic plan and/or solicitation for this human capital plan? If so, could you share the name of the firm?

Response: There was no consulting support to develop this solicitation.

3. You mention 600 employees. What level of involvement/engagement do you anticipate or desire with the full staff in this human capital planning project? That is, do you anticipate surveying/interviewing all 600, or a sample? Do you anticipate including all 600 in focus groups/collaborative sessions or a sample of representatives? Do you anticipate including all 25 branches?

Response: We anticipate a sampling approach to both staff and branches.

4. Could you provide an organization chart that defines (if not names) branches, divisions, and roles at least for the upper 2 or 3 tiers?

Response: Please see attached organization chart

5. Who is the owner of this project? In other words, from what department or departments is this contract/project originating and will it be managed?

Response: The project manager will be Barbara Kirven, Director of Human Resources.

6. Do you have an assigned 'core team' of leaders assigned to work with/guide the contractor and if so, how large is that team and who are the leaders/roles? Do/would they include reps from each division and branch?

Response: The core team of leaders will be: Chief of Staff, Director of Business Operations (Chief Business Officer), Director of Public Services, Director of Strategic Planning and Director of Human Resources. Additionally, sub-teams will be identified as needed for various initiatives.

7. You mention a unionized workforce? What percentage is unionized? How do you anticipate the contractors recommendations as to restructuring/streamlining might be affected/limited or might need to take into consideration the union rules?

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7. You mention a unionized workforce? What percentage is unionized? How do you anticipate the contractors recommendations as to restructuring/streamlining might be affected/limited or might need to take into consideration the union rules?

Response: DCPL's union workforce is approximately 70%. We don't anticipate any issues with collective bargaining agreement.

8. What is the ballpark budget/price range?

Response: Budgetary resources for this project are limited, therefore all proposed pricing should be the bidder's best offer.

9. When is the expected start date?

Response: Ideally, the project will kick-off in late November 2018.

10. If the contractor employs a collaborative approach to engaging the players in the process of change as the plan is being developed, might DCPL be open to such an approach and how will those sessions be accounted for in the deliverable schedule?

Response: We will rely on the offeror's proposal to identify, elaborate and account for all approaches.

11. Has the organizational structure changed since April 2018? If so, can you provide an updated organization chart?

Response: No changes since April 2018. A copy of the DCPL organization chart is included herein as Exhibit A.

12. Who will the point of contact for the project?

Response: Barbara Kirven, Director of Human Resources.

13. What the level of access to leadership or resources allocated to execute the assessment?

Response: See response to Question No. 6

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14. When was the last time the human capital strategy was revisited?

Response: This will be the agency's first initiative regarding human capital strategy.

15. What is the current Human Resource Information System (HRIS) that is being used and has all employee data been included?

Response: As an agency of the District of Columbia Government, DCPL uses PeopleSoft along with other District agencies.

16. Is there a possibility to speak with Risk management Office to discuss the insurance requirements?

Response: If necessary, the DCPL's Risk Manager will be a part of the sub-team(s) identified after award.

17. Will partial invoicing be allowed for this contract?

Response: Partial invoicing tied to performance milestones and/or deliverables will be allowed.

18. Attachment J.11 has a field titled "Caption". What information is being asked?

Response: The title of the RFP - Human Capital Strategy Plan

19. As a non-profit organization, is the Tax Affidavit (Attachment J8) applicable. Does it need to be included in the proposal.

Response: The Tax Affidavit is applicable and should be included in the proposal.

20. Cost Price Disclosure Certification Form (Attachment J.11)

a. What information is being asked in the "Caption" field?

Response: The title of the RFP - Human Capital Strategy Plan

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- b. Does DUNS? (Data Universal Numbering System) refer to our Vendor registration #?

Response: No. DUNS is a proprietary system developed and regulated by Dun & Bradstreet (D&B) that assigns a unique numeric identifier, referred to as a "DUNS number" to a single business entity.

21. First Source Employment Agreement (Attachment J.2)

- a. What is the difference between Total contract amount and employer contract amount?

Response: There is no difference.

- b. If organizations are going to be below \$300k will this document need to be submitted?

Response: The document is not required for proposals less than \$300k.

22. Would it be beneficial to be a Certified Business Entity (CBE)?

Response: A Certified Business Enterprise may receive up to 12 additional points added to their technical evaluation score during the evaluation process.

B. REVISIONS TO THE RFP

1. Section F is hereby revised to read as follows:

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of one (1) year from date of award specified on the cover page of this contract.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

- F.2.1** The District may extend the term of this contract for a period of three (3) one (1) year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day

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preliminary notice requirement by providing a written waiver to the Chief Procurement Officer prior to expiration of the contract.

- F.2.2** If the District exercises this option, the extended contract shall be considered to include this option provision.
 - F.2.3** The price for the option period(s) shall be as specified in **Attachment J.9** Form of Offer Letter.
 - F.2.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed four (4) years.
 - F.3** The Contractor shall submit to the District, as a deliverable, the report described in Section H.5.5 which is required by the 51% District Residents New Hires Requirements and the First Source Employment Agreement included herein as **Attachment J.2**. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to Section G.3.2.
- 3. Section L.8 - PROPOSALS WITH OPTION YEARS**

This section is applicable to the RFP.

DC PUBLIC LIBRARY ORGANIZATION CHART

