

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 2	
2. Amendment/Modification Number A01	3. Effective Date 12/1/2021	4. Requisition/Purchase Request No.	5. Caption: See Block 14.		
6. Issued By: DISTRICT OF COLUMBIA PUBLIC LIBRARY Office of Procurement 901 G Street, NW - 4th Floor Washington, DC 20001		Code	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-2022-R-0005		
			9B. Dated: 11/16/2021		
			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 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 <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: The District of Columbia Public Library Event and Meeting Planning Services</p> <p>1. See the attached response to Offeror questions.</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 <i>Diane Wooden</i>		16C. Date Signed 12/1/2021
(Signature of person authorized to sign)			(Signature of Contracting Officer)		

**AMENDMENT OF SOLICITATION
MODIFICATION OF CONTRACT**

SOLICITATION NO. DCPL-2022-R-0005 AMENDMENT NO. A01 PAGE 2 of 2

RESPONSE TO OFFEROR QUESTIONS

Question 1: As related to requirement C.2, #9, is the contractor expect to provide the graphic artist; therefore, should include a graphic designer labor category rate in the response or will the DCPL provide the graphic artist?

Response 1: See the attached Revised Form of Offer Letter dated December 1, 2021 – Attachment J.6.

Question 2: What type of items are considered "cost reimbursement" items and would be calculated under the \$25k ceiling?

Response 2: Please delete in its entirety, Section G, Paragraph G.8, Cost Reimbursement Ceiling.

[Offeror's Letterhead]

[Insert Date]

District of Columbia Public Library
901 G St. NW Suite 400
Washington, DC 20001

Attn: Ms. Diane Wooden
Chief Procurement Officer

Reference: Solicitation No. DCPL-2022-C 0005
The District of Columbia Public Library Event and Meeting Planning Services
REVISED 12/1/2021

Dear Ms. Wooden:

On behalf of [INSERT NAME OF OFFEROR] (the "Offeror"), I am pleased to submit this proposal in response to the District of Columbia Public Library ("DCPL") Request for Proposals (the "RFP") to provide Event and Meeting Planning Services. We have reviewed the RFP and the attachments thereto, any addenda thereto, and the proposed Form of Contract and have conducted such due diligence and analysis as we, in its sole judgment, have deemed necessary in order to submit its Proposal in response to the RFP. Our Proposal and prices quoted herein are based on the RFP, and any addenda issued thereto and assume no material alteration of the terms of those documents.

Based on the foregoing, we hereby offer to perform the work described in the documents for the prices set forth below:

B.4 PRICE

B.4.1 The following price schedule shall represent the Offeror's compensation for the base and option years. DCPL intends to evaluate the price based on total cost for the base year and option years. Offerors shall submit pricing as fully loaded rates, which include profit and all costs such as direct and indirect costs, overhead and G&A. Failure to include a price for all Contract Line Item Numbers (CLIN) will result in rejection of the proposal.

B.4 PRICE SCHEDULE

B.4.1 BASE YEAR – DATE OF AWARD THROUGH SEPTEMBER 30, 2022

CLIN	DESCRIPTION	QTY.	UNIT	HOURLY RATE
0001	Event and Meeting Planning Services	8	Months	\$
0002	Graphic Designer	8	Months	\$

**B.4.2 OPTION YEAR ONE – 12 MONTH PERIOD
OCTOBER 1, 2022 THROUGH SEPTEMBER 30, 2023**

CLIN	DESCRIPTION	QTY.	UNIT	HOURLY RATE
1001	Event and Meeting Planning Services	12	Months	\$
1002	Graphic Designer	12	Months	\$

**B.4.3 OPTION YEAR TWO – 12 MONTH PERIOD
OCTOBER 1, 2023 THROUGH SEPTEMBER 30, 2024**

CLIN	DESCRIPTION	QTY.	UNIT	HOURLY RATE
2001	Event and Meeting Planning Services	12	Months	\$
2002	Graphic Designer	12	Months	\$

**B.4.4 OPTION YEAR THREE – 12 MONTH PERIOD
OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2025**

CLIN	DESCRIPTION	QTY.	UNIT	HOURLY RATE
3001	Event and Meeting Planning Services	12	Months	\$
3002	Graphic Designer	12	Months	\$

B.4.5 OPTION YEAR FOUR – 12 MONTH PERIOD
OCTOBER 1, 2025 THROUGH SEPTEMBER 30, 2026

CLIN	DESCRIPTION	QTY.	UNIT	HOURLY RATE
4001	Event and Meeting Planning Services	12	Months	\$
4002	Graphic Designer	12	Months	\$

We acknowledge and understand that the prices quoted herein are firm, fixed prices to fully complete the work described in the RFP and attachments thereto and that such amount includes funding for work which is described in the RFP and attachments thereto. Our Proposal is based on and subject to the following conditions:

1. We agree to hold our Proposal open for a period of at least one hundred twenty (120) calendar days after the date of proposal submission.
2. Both the Offeror and the undersigned represent and warrant that the undersigned has the full legal authority to submit this offer form and bind the Offeror to the terms of the Offeror's Proposal. The Offeror further represents and warrants that no further action or approval must be obtained by the Offeror in order to authorize the terms of the Offeror's Proposal.
3. The Offeror and its principal team members hereby represent and warrant that they have not: (i) colluded with any other group or person that is submitting a Proposal in response to the RFP in order to fix or set prices; (ii) acted in such a manner so as to discourage any other group or person from submitting a proposal in response to the RFP; or (iii) otherwise engaged in conduct that would violate applicable anti-trust law.

4. This offer form and the Offeror's Proposal are being submitted on behalf of [INSERT FULL LEGAL NAME, TYPE OF ORGANIZATION, AND STATE OF FORMATION FOR THE OFFEROR].

Sincerely,

By: _____

Name: _____

Its: _____