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**DISTRICT OF COLUMBIA COURTS**  
Administrative Services Division  
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Geoffrey A. Mack  
*Administrative Officer*

**AMENDMENT NO. 0002**

**TO: ALL PROSPECTIVE CONTRACTORS**

**AMENDMENT  
ISSUE DATE: March 5, 2025**

**SUBJECT: Solicitation No. DCSC-25-RFP-044  
Multiple Award AEP IDIQ Services**

**PROPOSAL  
SUBMISSION  
DATE: March 21 by -1:00 PM  
Eastern Standard Time**

This Amendment (“Amendment”) No. 1 is issued and hereby published on the Courts’ website and effective as of the date shown above. Except as modified hereby, the RFP remains unmodified.

**Please see Attachment- A to this Amendment 0002 – “Responses to Questions Posed by Potential Offerors”.**

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED**

One (1) copy of this amendment is being sent to all prospective Offeror’s. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.

*Geoffrey A. Mack*

Geoffrey A. Mack  
Contracting Officer

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number 0002 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number 001 is acknowledged and is considered a part of the proposal for Solicitation Number– Solicitation No. DCSC-24-RFP-0170 DC Courts CmServices

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of Authorized Representative

\_\_\_\_\_  
Title of Authorized Representative

\_\_\_\_\_  
Name of Offeror

<b>From:</b> Flor Rivera	<b>Q &amp; A Round:</b> 1
<b>Program:</b> Capital Project Facilities Management Division	<b>Date:</b>
<b>Email:</b> <a href="mailto:maria.rivera@dccsystem.com">maria.rivera@dccsystem.com</a>	<b>Pages:</b> 2
<b>cc:</b> <a href="mailto:Judith.Hill@dccsystem.gov">Judith.Hill@dccsystem.gov</a>	DC Courts
<b>cc:</b>	
<b>cc:</b>	
<b>cc:</b>	

**This Document includes the following:**

-Solicitation Questions & Answers Round: 02

**SOLICITATION QUESTIONS & ANSWERS: ROUND 1**

1. RFP Page 56, Tab A, Item 4 – “If this Offeror is a corporation, partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreement.” Does this requirement apply to Prime/Subconsultant relationships?

**R: The requirement applies for joint ventures with companies and Subconsultant Firms.**

2. RFP Page 58, Tab E – If DCC intends for the Offeror to have Attachment J.8 completed (Item 2) and returned directly to the DCC CO (Item 3), what should be included in in Tab E? Blank copies of Attachment J.8 sent to the reference? Additional Past Performance information and references?

**R: Delete “Attachment J.8” listed on Page 58 , Tab E (Table) Replace with “Attachment J.16 “. Requested information should be included on Tab E.**

3. Section L.9.1. on Page 53 states “All these documents shall be submitted under Volume II Price Proposal, Tab B.” while Section L.22.4 states Contractual Information should be included in Tab D. Did DCC intend the certifications/contractual documents in L.9.1 returned in Price Proposal Tab B or Tab D?

**R: Certification should be submitted in Price proposal Tab B.**

4. Page 55, Section L.22.2 – proposals shall be prepared in two volumes, in loose leaf 3 ring notebooks. Please confirm that means 1 original and 5 copies + 1 electronic (USB or CD) for Volume I – Technical Proposal and 1 original and 5 copies + 1 electronic (USB or CD) for Volume II – Price Proposal, all in 3 ring notebooks (12 notebooks and 2 electronic copies total), hand delivered or mailed to the address provided in the RFP. Yes, confirming 12 notebooks and 2 electronic copies total

5. For *Tab E. Past Performance Questionnaire/References*, can submitting firms provide copies of reference surveys/letters of reference that we already have on file in place of the current PPQ forms provided in attachment J.16?

**R: YES (total of 12 notebooks and 2 electronic copies.)**

6. For *Volume II – Price Proposal*, can you please confirm that the task orders will be negotiated on a lump sum fee?

**R: Task orders once negotiated will be issued as Fix price Task Orders.**