

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. Contract Number	Page of Pages	
					1	3
2. Amendment/Modification Number GF-2013-R-0117-003		3. Effective Date July 26, 2013	4. Requisition/Purchase Request No.		5. Solicitation Caption Strategic Plan, Vision 2020 Planning and Implementation	
6. Issued By: University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Washington, DC 20008			Code	7. Administered By (If other than line 6) University of the District of Columbia Capital Procurement Division 4200 Connecticut Avenue, NW Washington, DC 20008		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				(X)	9A. Amendment of Solicitation No. GF-2013-R-0117	
					9B. Dated (See Item 11) July 16, 2013	
					10A. Modification of Contract/Order No.	
					10B. Dated (See Item 13)	
Code		Facility				
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS						
<input checked="" 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 27 DCMR, Chapter 36, Section 3601.2.						
C. This supplemental agreement is entered into pursuant to authority of:						
D. Other (Specify type of modification and authority)						
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 No. GF-2013-R-0117 for Strategic Plan, Vision 2020 Planning and Implementation is hereby amended as follows:						
1) Questions and Answers (Exhibit A).						
2) All other terms and conditions remain the same.						
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 Sherry Jones-Quashie		
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia		16C. Date Signed	
			Sherry Jones-Quashie		7/26/13	
(Signature of person authorized to sign)			(Signature of Contracting Officer)			

**ATTACHMENT A**  
**GF-2013-R-0117**  
**STRATEGIC PLAN, VISION 2020 PLANNING AND IMPLEMENTATION**  
**QUESTIONS & ANSWERS**

- 1) **QUESTION – Once the contract is awarded, who will the consultant report to?**

ANSWER – The consultant/contractor will report to the Contracting Officer. The Contracting Officer will appoint a Contract Administrator upon contract award.

- 2) **QUESTION – The RFP calls for the Retreat to be held in late August. Given that, how soon after the RFP due date (July 26) will the contract be awarded, to be the Retreat date of late August.**

ANSWER – The contract will be awarded during the first week of August.

- 3) **QUESTION – Sections F.2.1 and F.2.2 seem to contradict. F.2.2 puts maximum term at one (1) year including option, however, adding a one (1) term option would violate F.2.2. Please explain.**

ANSWER – Delete Section F.2.2 in its entirety.

- 4) **QUESTION - It was mentioned that a SWOT (Strengths, Weaknesses, Opportunities and Threats) Analysis was used to collect data, however, what is the nature of the analysis, e.g. tuition rates, in state and out of state student demographics, operational budgets, etc?**

ANSWER – The data used in the SWOT analysis was drawn from our Department of Institutional Research and a series of consultant studies done in behalf of the University over the last several years.

- 5) **QUESTION - How many entities, e.g. people, departments or schools, participated in the survey?**

ANSWER – For the internal stakeholder surveys, notice of the availability of the survey was sent to 6000 students, 15,000 alumni, 800 faculty and staff representing the five schools of the university and all programs. The survey closed on July 24, 2013, and it will be several days before the final count is received but we expect a statistically significant response from all groups. The total anticipated response from internal stakeholder surveys is 6000. From the public survey there was a randomly selected group of 6000 DC residents of which a statistically significant response will be 400.

- 6) **QUESTION - What survey mechanism was used, paper and pen, survey monkey, etc.?**

ANSWER – Survey monkey was used for the internal stake holder survey. The City-wide survey was a telephone survey.

- 7) **QUESTION - Schedule: Is there any flexibility with the phase 1 schedule? Our team is very concerned the ability to effectively plan a visioning session of this nature in 3 weeks.**

ANSWER – The Retreat date is set and must take place on that date.

- 8) **QUESTION - The schedule allows for one day to identify and secure a location for the retreat. Have possible locations on campus already been identified? Securing an off-site location will take significantly longer than one day.**

ANSWER – Site for the September Retreat has been secured. The location is the Walter E. Washington Convention Center.

- 9) **QUESTION - Related to Question #7, have the internal working groups already been identified? How many working groups have been organized?**

ANSWER – Nine Internal Workgroups have been working since January. Preliminary reports were presented in the first week of June, SWOT analysis completed for each work group completed and preliminary goals have been presented.

- 10) **QUESTION - M.3.1 of the evaluation criteria indicates that the evaluation of the technical proposal will “...measure the ability of the Offeror to effectively manage general construction projects provided in response to ... Section L.19.” Section L.19 does not reference anything related to construction. Please confirm if this is a misprint in M.3.1.**

ANSWER – Delete Section M.3.1 in its entirety and replace with:

M.3.1 The Technical Proposal must include the necessary information to enable evaluators to form a concrete conclusion of the Offeror’s ability to manage and perform the work identified in the solicitation.