



District of Columbia Housing Authority

1133 North Capitol Street, NE Washington, DC 20002-7599

202-535-1000

Tyrone Garrett, Executive Director

ADDENDUM

ADDENDUM NO. 2

ISSUED: August 22, 2019

LETTER OF SOLICITATION (LOS)

SOLICITATION No.: 0029-2019

Online Legal Services

All Respondents shall acknowledge receipt of this addendum, sign below and return it with your proposal. **Failure to acknowledge receipt of this addendum may be cause for rejection of your proposal.** Respondents are informed that the above named solicitation is modified as follows:

The District of Columbia Housing Authority hereby issues Addendum No. 2 to **Revise** the solicitation and provide **Responses** to all **Questions** received as referenced in Attachment A.

**All Other Terms and Conditions Remain Unchanged
End of Addendum No. 2**

Cheryl Moore
Contracting Officer

Acknowledgement of Receipt:

Respondent: _____

Name: _____ Title: _____

I. REVISE – PROPOSAL SUBMISSION on page 14 as follows:

All proposals must be received by 11:00 AM on Thursday, September 5, 2019.

Proposals shall be submitted in sealed packaging marked “LOS 0029-2019 Online Legal Services and addressed to:

District of Columbia Housing Authority
Office of Administrative Services, Contracts and Procurement
Suite 300
1133 North Capitol Street, N.E.
Washington, D.C. 20002-7599
Attention: Cheryl Moore, Contracting Officer

Electronic submissions of Proposals will not be accepted for this procurement.

REVISE- Cost Proposal on page 8 as follows:

REPLACE Exhibit 1 Cost Proposal on page 8 with Exhibit 1 – Cost Proposal Form.

II. The District of Columbia Housing Authority submits its responses to all questions received related to the subject solicitation below.

QUESTION 1: Is there a specific date we can set for the required product demonstration and 14 day trial for the 10 users? Our general counsel product specialists tend to book weeks in advance so we would like to get a firm date with the end users if possible.

RESPONSE 1: Not at this point. Offerors can plan for the Product Demonstration and 14-day Product Trial to be completed within two-weeks of the solicitation closing.

QUESTION 2: **Affiliate Entities (Scope of Services, page 2).** DCHA states that the requested materials will be used by the Office of General Counsel “and/or its affiliate entities.” Please provide the following information regarding the affiliate entities:

- Please provide a list of the affiliate entities that are contemplated under the contract.
- Please include the number of users per affiliate entity.
- Please indicate whether the affiliate entities are employed by DCHA. If they are not employed by DCHA, please provide the name of their employer.

RESPONSE 2: The only users will be employees of the District of Columbia Housing Authority (DCHA).

QUESTION 3: **Entity/User Locations (Scope of Services, page 2).** Are all users at the same location, or are users in multiple locations? If multiple locations, please list all locations, the number of users per location, and the agency/affiliate entity that each user is part of.

RESPONSE 3: The only location will be the main offices of the DCHA located at 1133 North Capitol Street, NE, Washington, DC 20002.

QUESTION 4: **Required Content (Scope of Services, page 2).** Following the list of required content, DCHA states, “The list above is not all-inclusive and will vary by case.” If there is additional content that DCHA requires or desires, please amend the Scope of Services to include all content sought by DCHA, including whether the additional content is required or highly desired, and how it will factor into DCHA’s evaluation.

RESPONSE 4: There are no additional changes needed at this time.

QUESTION 5: **Section 3 Requirements (pages 2-3).** Offerors are asked on page 3 of the solicitation to submit “a signed copy of the Section 3 Contractor Compliance Agreement and a complete, compliant Section 3 Action Plan as part of its proposal to be considered for contract award.” This document does not appear to have been attached to the solicitation. Please advise.

RESPONSE 5: Based upon the Scope of Service and the anticipated Award Threshold Section 3 is not a requirement for Online Legal Services.

QUESTION 6: **Proposal Format, Ease of Use (page 10).** The Ease of Use section under Proposal Format states “Offerors will be required to host a Product Demonstration.” However, the section goes on to say “Offerors may be asked to provide a product demonstration.” Can the DCHA please clarify whether a product demonstration is required? Can the DCHA provide the anticipated date for Offeror demos?

RESPONSE 6: Yes, Product Demonstrations will be conducted during the solicitation evaluation period. Offerors can anticipate Product Demonstrations within

a week or two of the solicitation closing. DCHA will determine and schedule based upon the number of proposals received in response to the solicitation.

QUESTION 7: **Proposal Format, Ease of Use (page 10).** In regard to the Product Demonstration mentioned on page 10 of the solicitation, this offeror recommends the ability to provide an initial training and informational session with users of the trial at the onset of the demonstration.

RESPONSE 7: The trial beginning at the onset of the demonstration is acceptable. Additionally, users should be able to submit follow-up questions for clarification as part of the evaluation process.

QUESTION 8: **Print/Ship Deliver Deadline Time Change.** The current submission deadline requires submissions to be delivered to the DCHA no later than 11:00 AM on August 22, 2019. To facilitate delivery of proposal responses, would the DCHA please consider adjusting the delivery time to 1:00PM? This time works much better with standard delivery times offered by the major delivery services (i.e., standard delivery time for UPS/FedEx is 10:30 AM).

RESPONSE 8: Please see Revision No. 1 of this addendum for due date and time. Proposals are due on or before the extended date of Thursday, September 5, 2019. We strongly encourage if you can submit before the due date to do so. We do normally receive our priority overnight deliveries by 10:30 a.m.

QUESTION 9: What is the anticipated contract start date?

RESPONSE 9: The contract start date will begin immediately following the evaluation and award process. DCHA anticipates services beginning no later than October 1, 2019.

QUESTION 10: **Price Table Modification: Remove Column.** The RFQ is soliciting for a commercial off-the-shelf online research solution that will result in a fixed rate annual contract. As a result, the pricing table provided in Exhibit 1 is not applicable as it depends on offerors providing information that doesn't exist (i.e., Overhead, Profit, etc.).

Would the DCHA consider replacing the pricing tables with a model similar to the table below?

Period	Quantity	Unit	Unit Price	Extended Price
Base Period	12	Months	\$	\$
Year 1	12	Months	\$	\$
Year 2	12	Months	\$	\$
Year 3	12	Months	\$	\$
Overall Total				\$

- In the alternative, may offerors submit their own pricing structure?

RESPONSE 10: REPLACE Exhibit 1 Cost Proposal on page 8 with Exhibit 1.

QUESTION 11: **Section 3 Requirements (pages 2-3, and page 10).** In addition to the question posed about not having the mentioned attachments for the Section 3 requirements, we would respectfully ask the DCHA please remove the Section 3 requirements from this Letter Solicitation altogether. This Solicitation is for a commercial off-the-shelf online subscription product and therefore the Offerors' solutions will not involve any service labor hours (i.e. these requirements are not applicable to the products procured under this Solicitation).

RESPONSE 11: Based on the solicitation Scope of Services and anticipated Award Threshold, Section 3 is not a requirement for this solicitation.