

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Request for Proposals (RFP)
**SUMMER YOUTH EMPLOYMENT PROGRAM (SYEP) MANAGEMENT SUPPORT
SERVICES**

Solicitation No. DCAM-18-NC-0067

Addendum No. 02

Issued: April 2, 2018

This Addendum No. 02 is issued by the Department of General Services (DGS) on April 2, 2018. Except as modified herein, the Request for Proposals (RFP) remains unmodified.

Item No.1 – Questions and Answers

Add/Incorporate: The District's response to Potential Offeror's questions is incorporated by this Addendum No. 02 as Exhibit A.

Item No. 2 – Confirmation on Number of Youth Employees

Delete: All reference to 150 youth employees; B.1 Introduction, C.1 Scope; C.5 Requirements; and C.5.1.1

Replace With: DGS will accept approximately 100 youth employees; B.1 Introduction, C.1 Scope; C.5 Requirements; and C.5.1.1

Item No. 3 – Training and/or Workshops

Add/Incorporate: All trainings and/or workshops are scheduled for every Friday for no less than half a day. Youth employees will *not* report to their designated worksites on Fridays.

Item No. 4 – Clarification on Facilities for Trainings and/or Workshops

Add/Incorporate: The Department has reserved/secured a location(s) for the awarded Contractor to conduct trainings and/or workshops every Friday during the six (6) week program, including the Opening and Closing Ceremony. Offerors do *not* need to identify a location to hold these trainings/workshops. However, should the Offeror have a location/facility that it currently operates that can hold trainings/workshops and/or Opening/Closing Ceremony **at no additional charge to the District**, the Offeror can provide this information in their proposal.

Item No. 5 – Technical Proposal: Section L.2.2.3 Project Management Plan

Delete: No. 9 - Identify the location(s) from which the Offeror proposes to provide training and/or workshop events/services, including, if applicable, any current facilities that it operates.

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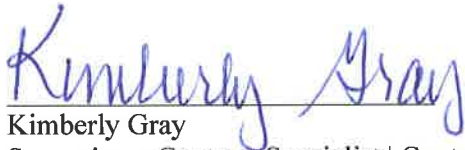
Item No. 6 – Clarification on Key Personnel

All Youth Coordinators/Counselors are part of the Key Personnel. Offerors are expected to submit a list and resumes of youth coordinators/counselors with their proposal submission, along with a Commitment Letter (as indicated in Item No. 7).

Item No. 7 – L.2.2.2 – Relevant Experience of Key Personnel; No. 3 - Resumes

- Delete:** 3. Resumes for each key personnel on the team that will be available for this project, including definition of that person's role, relevant project experience, and current workload over the next two years.
- Add/Incorporate:** 3. Resumes for each key personnel on the team that will be available for this project, including definition of that person's role, relevant project experience, and current workload over the next two years. **In addition, the Offeror will provide a Commitment Letter for each of its Key Personnel (including Youth Coordinators/Counselors).**

All other terms and conditions shall remain unchanged.


Kimberly Gray

Supervisory Contract Specialist | Contracting Officer
Goods & Services


Date

- End of Addendum No. 02 -

SYEP MANAGEMENT SUPPORT SERVICES

Solicitation No. DCAM-18-NC-0067

QUESTION & ANSWERS

NO.	QUESTIONS	DGS RESPONSE
1	Is the training facility already identified?	Yes; please reference Item No. 4, Addendum No. 02 for clarification on facilities for trainings and/or workshops.
2	Are the kids provided transportation cards for attending class? Who facilitates this? Is this arranged via their cards?	The Marion Barry SYEP is a Department of Employment Services (DOES) sponsored program; DOES will provide the youth employees metro cards to go to and from their assigned worksites.
3	With regards to Section C.5.1.4, are these opportunities from DGS be shared with contractors? Or must contractors locate themselves?	DGS expects the Contractor to expose the youth employees with other opportunities; it does not need to be with DGS or the District government. The Department does <i>not</i> expect for the Contractor to find the youth employees employment at the end of the program, but the Contractor is expected to prepare the youth employees to work in a job setting.
4	Will the associated costs for contractor id badges be provided to the contractors? (the credentialing costs)	No, the Contractor is responsible for costs associated with ID badges.
5	Section B.6 PRICE SCHEDULE Indicates a \$2,500 not to exceed amount. Please advise how the cost of insurances for 100 youth attending offsite training can be reimbursed using the \$2,500 figure or is there another section were these cost can be reflected.	The \$2,500.00 not to exceed amount is for supplemental services (reimbursable services), such as supplies and training/workshop costs as described in the Price Schedule; <i>not</i> for Basic Services. For basic services, the District is requesting that the Offeror provide a firm-fixed fully loaded hourly bill rate for each labor category; this rate should be inclusive to insurance costs and other necessary costs.
6	Section C.5.9.1 KEY PERSONNEL In the RFP Contractors are required to provide a list of key personnel and all other persons. The contract is expected to provide the names and resumes of all. In the April 18th submission is the contractor required to provide the names and resumes of all 10 Youth Coordinators/Counselors	Because the Department anticipates working with the awarded Contractor the beginning of June, it is the expectation of the Department that the Contractor will have a list of youth counselors/coordinators ready. Part of the RFP technical requirements is to submit a list of key personnel. Please reference Item No. 6, Addendum No. 02.
7	REIMBURSEMENT - Will invoice payments for personnel be reimbured on a monthly or mid contract basis.	Please refer to Section G where it discusses Invoicing.
8	Are there any clients with disabilities?	Yes, youths have participated in the program in previous years. DGS will not have the final list (which would include whether any youths have disabilities) until two (2) weeks before the program launches.
9	On page 12 of 70 , C.5.3.2 you request the orientation to include "viii. Overview of District Government (Executive, Legislative, and Judiciary)" can you expand on the expectation of this component so we might write to it fully?	The orientation should at a minimum provide a general description of the responsibilities of the Mayor, the City Council and the judiciary. This is information that can be obtained from websites; nothing technical. The goal is for the youth employees, as citizens of the District of Columbia, to have a basic understanding of city government .
10	Are there page limits for the response, per section?	No, there are not page limits. Please refer to Section L.2, for proposal form, organization and content.

SYEP MANAGEMENT SUPPORT SERVICES**Solicitation No. DCAM-18-NC-0067****QUESTION & ANSWERS**

<u>NO.</u>	<u>QUESTIONS</u>	<u>DGS RESPONSE</u>
11	Are youth and youth counselors provided with hard hats or other safety gear on sites that require them?	Yes, the youth employees and their counselors will be provided with safety equipment if the work requires it.
12	Must all the insurance be in place before submitting the bid?	DGS suggests having all insurances in place (or a minimum, have contacted their insurance company), although it is not required. The Department will not award a contract to a Contractor that cannot provide ALL insurance requirements listed RFP/Addendum No. 01. Should DGS request this information from an Offeror, DGS expects the Offeror to submit all insurance information with 2-3 business days in order to have the Office of Risk Management review.