

Contracts & Procurement

**Request for Proposal (“RFP”)**  
**DCAM-23-NC-RFP-0004 | Real Estate Brokerage Advisory Services**  
Addendum No. 01  
Issued: February 21, 2023

This Addendum No. 01 is issued by DGS on February 21, 2023. Except as modified herein, the Request for Proposal (“RFP”) remains unmodified and is hereby published on the DGS website.

<b>Item No. 01</b>	<b>Pre-Proposal Conference</b>
<i>Add/Incorporate:</i>	Pre-Proposal Presentation Deck is hereby incorporated - <b>Exhibit A</b>
<b>Item No. 02</b>	<b>Pre-Proposal Registration List</b>
<i>Add/Incorporate:</i>	Registration List to Pre-proposal conference - <b>Exhibit B</b>
<b>Item No. 03</b>	<b>Technical Evaluation Factors</b>
<i>Delete in its entirety:</i>	All reference to Technical Evaluation Factors <b>(80-points maximum)</b>
<i>Replace with:</i>	Technical Evaluation Factors <b>(90-Points Maximum)</b>
<b>Item No. 04</b>	<b>Contract Specialist</b>
<i>Delete in its entirety:</i>	All reference to Senior Contract Specialist Karen J. Araujo
<i>Replace with:</i>	Contract Specialist Ashley Willis
<b>Item No. 05</b>	<b>Commercial Lease Portfolio Inventory &amp; Projected Projects</b>
<i>Add/incorporate:</i>	Solicitation/Contract <b>Exhibit J.6</b> – Commercial Lease Portfolio & Projected Projects Inventory
<b>Item No. 06</b>	<b>Subcontracting Requirement</b>
<i>Delete in its entirety:</i>	Section H.9
<i>Replace with:</i>	<b>H.9 SUBCONTRACTING REQUIREMENTS</b>

### **H.9.1 Mandatory Subcontracting Requirements**

The following Sections H.9.1.1 – H.9.1.7 are applicable to Contracts where no waiver has been approved by DSLBD.

**H.9.1.1** For all contracts in excess of \$250,000, at least 50% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).

**H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 50% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.

**H.9.1.3** A prime contractor that is certified by DSLBD as a small, local, or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.

**H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

**H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

**H.9.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

**H.9.1.7** A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50%



of the on-site work with its own organization and resources if the contract is \$1 million or less.

### **H.9.2 Subcontracting Requirements**

The following Sections H.9.2 – H.9.2.5 are applicable to Contracts where a full waiver has been approved by the DSLBD.

**H.9.2.1** The Director of the Department of Small and Local Business Development (DSLBD) has approved a waiver of the mandatory subcontracting requirements for this contract.

**H.9.2.2** A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

**H.9.2.3** A prime contractor that is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. A certified joint venture prime contractor that performs less than 50% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

**H.9.2.4** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.

**H.9.2.5** A prime contractor that is a CBE and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

### **H.9.3 Subcontracting Plan**

The following Section H.9.3.1 is not applicable to Contracts where the Director of DSLBD has approved a full waiver of the subcontracting requirements or the services were solicited in the set-aside market.



**H.9.3.1** If the prime contractor is required by law to subcontract under this contract, it must subcontract at least **50%** of the dollar volume of this contract in accordance with the provisions of **Section H.9.1** of this clause. The plan shall be submitted as part of the proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

#### **H.9.4 Copies of Subcontracts**

The following Section H.9.4.1 is *not* applicable to Contracts where the Director of DSLBD has approved a full wavier of the subcontracting requirements or the services were solicited in the set-aside market.

**H.9.4.1** Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor, and the Director of DSLBD.

#### **H.9.5 Subcontracting Plan Compliance Reporting**

The following Sections H.9.5.1 – H.9.5.2 is *not* applicable to Contracts where the Director of DSLBD has approved a full wavier of the subcontracting requirements or the services were solicited in the set-aside market.

**H.9.5.1** If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor, and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:

- (A) The price that the prime contractor will pay each subcontractor under the subcontract;
- (B) A description of the goods procured, or the services



- subcontracted for;
- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

**H.9.5.2** If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

#### **H.9.6 Annual Meetings**

The following Section H.9.6.1 is *not* applicable to Contracts where the Director of DSLBD has approved a full wavier of the subcontracting requirements or the services were solicited in the set-aside market.

**H.9.6.1** Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor, and the Director of DSLBD to provide an update on its subcontracting plan.

#### **H.9.7 Notices**

The following Section H.9.7.1 is *not* applicable to Contracts where the Director of DSLBD has approved a full wavier of the subcontracting requirements or the services were solicited in the set-aside market.

**H.9.7.1** The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

#### **H.9.8 Enforcement and Penalties for Breach of Subcontracting Plan**

The following Section H.9.8.1 – H.9.8.3 is *not* applicable to Contracts where the Director of DSLBD has approved a full wavier of the subcontracting requirements or the services were solicited in the set-aside market.

**H.9.8.1** A contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.



**H.9.8.2** A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.

**H.9.8.3** If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in **Clause 8 of the Standard Contract Provisions, Default.**

**Item No. 07**

**Explanation to prospective offerors**

*Add/Incorporate:*

Offeror questions and the Districts' responses - *Exhibit C*

*All other terms and conditions remain unchanged.*

*Domonique L. Banks*  
Domonique L. Banks  
Contracting Officer  
Supervisory, Contract Specialist

February 21, 2023  
Date

~End of Addendum No. 01~

