

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES

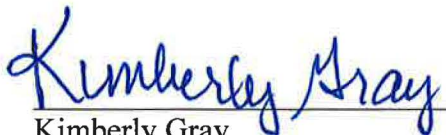


Launch Pad Event
LEADERSHIP & MANAGEMENT TRAINING
WOMEN'S MENTORSHIP PROGRAM
Addendum No. 2
Issued: June 15, 2017

This Addendum No. 2 is issued and hereby published on the DGS website on June 15, 2017.

Item No. 1:	Sample Purchase Order Agreement
Add/Incorporate:	Exhibit A to Addendum No. 2 – SAMPLE Purchase Order Agreement
Item No. 2:	Questions and Answers
Add/Incorporate:	Exhibit B to Addendum No.2 – Questions and Answers

All other terms and conditions remain unchanged.


Kimberly Gray
Supervisor of Goods & Services


Date

- End of Addendum No. 2 -

GOVERNMENT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF GENERAL SERVICES



Contracts and Procurement

**PURCHASE ORDER AGREEMENT
LEADERSHIP & MANAGEMENT TRAINING
WOMEN'S MENTORSHIP PROGRAM**

DATE

THIS Purchase Order Agreement is issued by the Government of the District of Columbia, acting by and through its **DEPARTMENT OF GENERAL SERVICES** (the "Department" or "DGS") to the Contractor listed below. Assuming this Purchase Order Agreement is signed by the Contractor without modification of any kind, it shall constitute a binding legal contract between the Department and the Contractor. The terms of this Purchase Order Agreement are as follows:

1. **Contractor.** This Purchase Order Agreement is being issued to **CONTRACTOR** ("**Contractor**")
2. **Services Purchased.** The contractor develop a Women's Leadership and Management curriculum tailored to DGS women employees, and facilitate the Leadership and Management training sessions, as part of DGS' Women's Mentorship Program for approximately ten (10) DGS women employees, in accordance with the Scope of Work (Attachment A).
3. **Price.** The Contractor shall be paid a **Total Not-to-Exceed** amount of _____. These services shall be paid in accordance with the Contractor's quote dated _____ (**Exhibit B**). In no event shall the Contractor be paid more than this amount during the term of the agreement, unless the Contractor is authorized to exceed this limit in advance and in writing by the DGS Contracting Officer.
4. **Delivery/Completion Date.** This Purchase Order Agreement serves as the Contractor's Notice to Proceed. The period of performance is from Date of Award through_____.
5. **Project Manager.** The Project Manager/COTR for this Purchase Order Agreement is:

**POC
LOCATION
CONTACT INFO**

6. **Billing.** The Contractor shall submit invoices to the Department as provided below. Each invoice shall itemize all goods and services provided and include a valid Purchase Order Number. The Department will no longer accept hardcopy invoice submittals; going forward all invoices must be submitted electronically through the EASI Pay Portal on the Department Website at <https://dgs.onbaseonline.com>. The following address should be referenced for all Invoices:

Department of General Services
Office of the Chief Financial Officer
2000 14th Street N.W. | 5th Floor
Washington, D.C. 20001

EASI First time users will be prompted to register for Portal access; for assistance with the registration process, technical assistance and or additional information on the EASI Pay Portal, please contact the Portal Help Desk at (301) 563-3025.

7. **Invoices.** All invoices shall be submitted directly to the Department at the address specified above. Properly prepared invoices with the necessary backup shall be paid within thirty (30) days of receipt. Invoices not paid by that date shall bear interest in accordance with the Quick Payment Act.
8. **Terms & Conditions.** The Standard Contract Provisions for use with Specifications for District of Columbia Government Supplies and Services Contracts dated January 14, 2016 are incorporated by attachment (**Exhibit C**) into this Purchase Order Agreement.
9. **Order of Precedence.** The following documents are incorporated into this Purchase Order Agreement in the following order of precedence:
1. This Purchase Order Agreement
 2. Scope of Work & Addendum(s) ____ (**Exhibit A**)
 3. Contractor's quote, dated ____ (**Exhibit B**)
 4. Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated January 2016 (**Exhibit C**)

ISSUED BY:
DEPARTMENT OF GENERAL SERVICES

By: _____
Name: **Authority**
Title: **Contracting Officer**
Date: _____

ACCEPTED BY:
"CONTRACTOR"

By: _____
Name: _____
Title: _____
Date: _____

NO.	QUESTION	ANSWER
1	How far in advance of training are participants identified?	The participants have been selected by their divisions.
2	Will we be able to speak with participants prior to the first session? This will be helpful to customize a curriculum to the needs of the participants in the room.	We would like to receive a curriculum prior to the award of the contract. The curriculum should address the learning objective identified in the SOW.
3	What is the maximum amount of time possible for each training session?	The maximum duration for each session should not exceed 90 minutes.
4	Should time spent on homework and/or reading assignments be included in the 24-hour minimum, or is the 24-hour timeframe the session time?	No, independent study such as homework or reading assignments are not included in the minimum 24 hours of instruction/facilitation.
5	Was the pre-proposal conference mandatory?	No, the pre-proposal conference was not mandatory.
6	<p>Page 2:</p> <p>Provide a written detailed individualized learning plan curriculum tailored to each participant based on assessments. a. Present curriculum to the Executive Team Liaison for review and feedback</p> <p>How are we to present the curriculum to the Liaison if the learning plan is based on assessments? Otherwise, please clarify this deliverable.</p>	The individual learning plan is not an immediate deliverable. It is developed after an initial meeting with each of the participants. The expectation is that each participant will have a learning plan that is developed during the leadership program and that can be used to direct the continuation of their learning goals after the program has ended.
7	Do the training hours include the one-on-one coaching time?	The contractor is required to facilitate 4-6 group sessions. This does not include any one-on-one coaching sessions.
8	Do the 15 pages include bios and how much information should be included in the proposal?	The 15 pages shall be all inclusive of all proposal materials.
9	Is the presentation conducted in private or in the presence of other bidders?	All presentations are held in private, other bidders are not permitted to view the presentations of other bidders.
10	Is DGS asking for the tax affidavit to see my taxes, or simply to confirm that there is no outstanding liability due to the District?	DGS request a Tax Affidavit to confirm that there is no outstanding liability due to the District.
11	Is there a specific format required for the proposal content?	No, there is not a specific format required for the proposal. However, please refer to the "Proposal Requirements" as outline in the SOW.
12	To apply on June 19, 2017 do we send an email to you?	No, to apply you will need to Register via the registration link provided on the Launch Pad website; https://dgs.dc.gov/page/launch-pad-initiative-dgs This link will not be active until registrations opens between 11 am and 3pm on June 19, 2017.