GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance

Office of the Director
Office of Contracts & Compliance

DATE: August 7, 2009

AMENDMENT NO.: 003

TO: Offerors

TITLE: Actuarial Services (AS)

SOLICITATION NO.: DHCF-OMC-2009-P-0004

This amendment is issued to the above solicitation to all Offerors that will receive a copy of the solicitation. The Solicitation is amended as follows:

1. Subject Solicitation is hereby extended from "Friday, August 14, 2009 by 1:00 p.m. EST" to "WEDNESDAY, AUGUST 19. 2009 by 1:00 p.m. EST".

2. Attached is "SOLICITATION, OFFER, AND AWARD" to be submitted with your proposal.

3. Section B-2, Supplies or Services and Price, add the following new paragraphs:

   "B.2.2 Offerors shall submit a price proposal that reflects its most competitive rates (and shall set forth both fixed, fully-loaded hourly rates per labor category and its process for pricing certain work on a firm, fixed-fee basis) for each Task Category/Contract Line Item (CLIN) for which it submits a technical proposal. Each CLIN below corresponds with a Task Category described above. For each CLIN in which the contractor proposes capabilities and expertise thereto, Offerors shall provide: (1) Labor categories; (2) A description of the proposed labor category to include years of experience, education level, and certifications; and (3) "Best Customer Pricing" in the format of fully-loaded, fixed hourly rates. Any exclusions from fully-loaded hourly rates must be expressly stated or will not be considered at any point hereafter. The term "fully-loaded, fixed hourly rate" shall mean an hourly rate that includes the base labor rate, overhead costs, fringe benefits, general and administrative expenses (G&A), and profit."

   "B.2.3 Cost Reimbursable Component

   The Reimbursable Costs (incurred costs other than costs associated with hourly rate) shall be an estimated proposed amount, not to be exceeded during the contract period. Offeror shall provide supporting details identifying items with corresponding reimbursable costs. Payments shall be made against the proposed

amount on a cost reimbursable basis and in no case shall exceed the proposed amount during the contract period without Contracting Officer approval, via contract modification. "

4. Section B.4, "CLIN 004" add cost detail for financial reporting.

5. Section J, "J.16" delete and insert in lieu thereof "J.15".

6. Section K; add the following paragraphs K.13 through K.16: Submit all documents as required with Proposal

"K.13 PROSPECTIVE CONTRACTOR'S RESPONSIBILITY

In order to receive an award under this RFP, the Contracting Officer must determine that the prospective Contractor has the capability in all respects to perform fully the contract requirements. To be deemed responsible, a prospective Contractor must establish that it has:

(1) Financial resources adequate to perform the contract, or the ability to obtain them;
(2) Ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;
(3) A satisfactory record of performance;
(4) A satisfactory record of integrity and business ethics;
(5) The necessary organization, experience, accounting and operational control, and technical skills, or the ability to obtain them;
(6) Compliance with the applicable District licensing, tax laws, and regulations;
(7) The necessary production, construction, and technical equipment and facilities, or the ability to obtain them; and
(8) Other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

The District reserves the right to request from prospective Contractor information necessary to determine the prospective Contractor's responsibility. Information is to be submitted upon the request of the District within the time specified in the request. Failure of an Offeror to comply with a request for information may subject the Offeror's proposal to rejection on responsibility grounds. If a prospective Contractor fails to supply the requested information, the District's Contracting Officer shall make the determination of responsibility or non-responsibility based on available information. If the available information is insufficient to make a determination of responsibility, the District's Contracting Officer shall determine the Offeror to be non-responsible.

By signing below the Contractor certifies that it is in compliance with all of the requirements of a responsible contractor described in #1-8 above. _____

_____ _____

Signature Date

"K.14 APPOINTMENT OF ATTORNEY

By submitting a proposal in response to this solicitation, the Bidder:

A. irrevocably designates and appoints the Clerk of the District of Columbia Superior Court and his successors in office as the true and lawful attorney of the Contractor for the purpose of receiving service of all notices and processes issued by any court in the District of Columbia, as well as service of all pleadings and other papers, in relation to any action or legal proceeding arising out of or pertaining to this solicitation and any contract that may be awarded as a result of it, or the work required or performed hereunder, and

B. expressly agrees that the validity of any service upon the said Clerk as herein authorized shall not be affected either by the fact that the Bidder was personally within the District of Columbia and otherwise subject to personal service at the time of service upon said Clerk or by the fact that the Contractor failed to receive a copy of such process, notice or other paper so served upon the said Clerk provided the said Clerk shall have deposited in the United States mail, registered and postage prepaid, a copy of such process, notice pleading or other paper addressed to the Contractor at the address stated in this contract.

K.15 CONTRACTOR REGISTRATION/PAYMENT IDENTIFICATION NUMBER

The District of Columbia has an automated Contractor database used to process payments. Firms are indexed in the database by DUNS numbers issued by the Dun and Bradstreet Corporation. Individuals doing business with the District are indexed by their social security numbers. DUNS numbers may be obtained free of charge by telephoning B&B, toll-free, at 1-800-333-0505.

Application forms are available on the Internet at http://www.dnb.com/dbis/aboutdb/dunsform.htm.

No payments can be processed under any contract resulting from this RFP without the following information:

_____

DUNS or Social Security Number

_____

Legal Name of Entity (or name of individual) under which above number was obtained

_____

Street or Mailing Address associated with above given number

_____

Type of Business

K.16 PENDING LEGAL CLAIMS AGAINST THE DISTRICT

The Offeror must disclose any pending legal claims against the District. Pending legal claims includes, but is not limited to, Federal and District court litigation, administrative actions such as contract appeals or protests, claims for money damages from the District, and any other type of action (court or administrative) against the District. Offerors with pending legal claims against the District are not automatically precluded from contract award. If Offeror does not have any pending legal claims against the District, please indicate this below.

_____
_____
_____
_____
_____
_____
_____
_____

The Contractor hereby certifies that the information provided above is true, correct and complete.

_____ _____
Signature Date

7. Section M.4.4.1 delete "ten" insert "five". Price score should reference "(5)". Formula should read: "Lowest Price Proposal divided by Price of Proposal being evaluated times 5 = evaluated price score."

All other terms and conditions remain unchanged.

Offerors shall acknowledge receipt of this amendment with their proposals by signature and date as required below.

Failure to acknowledge receipt of this amendment by the date and time specified for receipt **of proposals may remove Offeror from consideration.**

Offeror acknowledges receipt of this Amendment by signature and date as follows:

_____ _____