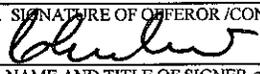
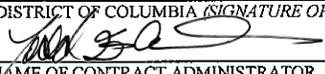


GOVERNMENT OF THE DISTRICT OF COLUMBIA				1. REQUISITION NUMBER		PAGE 1 of 7	
TASK ORDER AGREEMENT/DELIVERY ORDER FOR SERVICES							
OFFEROR TO COMPLETE BLOCKS 18 & 29							
2. TASK ORDER AGREEMENT NO. CW43390		3. Award/Effective Date See Block 30C		4. CONTRACT NUMBER GSA FABS Schedule Contract GS-23F- 8183H Contract Period: January 1, 2016 – December 31, 2016		5. SOLICITATION NUMBER Doc238105	
6. SOLICITATION ISSUE DATE		7. FOR SOLICITATION INFORMATION CONTACT: Todd Allen Email: Todd.allen@dc.gov		A. NAME Todd Allen Contracting Officer		B. TELEPHONE (No Collect Calls) 202-724-3969 FAX NO. 202-727-8843	
8. OFFER DUE DATE:		9. ISSUED BY OFFICE OF CONTRACTING AND PROCUREMENT 441 4 TH STREET, NW., SUITE 700 SOUTH WASHINGTON, DC 20001		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE MOBIS %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input type="checkbox"/> DCSS <input checked="" type="checkbox"/> GSA FSC SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13. RESERVED	
12. PAYMENT DISCOUNT TERMS Net 30 days		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFTOP <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> 2-STEP		15. CONTRACTOR / OFFEROR GARDINER, KAMYA & ASSOCIATES, P.C.(GKA, P.C.) 1015 18 TH Street, NW Suite 200 Washington DC 20036 Phone:202-857-1777 jmensah@gkacpa.com		16. PAYMENT WILL BE MADE BY Office of Inspector General Government of the District of Columbia 717 14th Street, NW, 5th Floor Washington DC 20005 Office:(202)-727-9826	
15A DUNS CODE 618518914		15B TAX ID NO. 52-1525134		17. DELIVER TO Office of Inspector General Government of the District of Columbia 717 14th Street, NW, 5th Floor Washington DC 20005 Office:(202)-727-9826		18. ADMINISTERED BY Office of Inspector General Government of the District of Columbia 717 14th Street, NW, 5th Floor Washington DC 20005 Office:(202)-727-9826	
18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>				18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19 ITEM NO.		20 SCHEDULE OF SUPPLIES/SERVICES		21 Estimated Hours		22 Quantity (Estimated)	
23 UNIT PRICE		24 AMOUNT NTE					
See Below						\$95,610.00	
25. ACCOUNTING AND APPROPRIATION DATA ENCUMBRANCE CODE:				26. TOTAL AWARD (FOR GOVT. USE ONLY) Not to Exceed \$95,610.00			
27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN ONE COPY TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN. THIS ORDER IS ISSUED SUBJECT TO THE TERMS AND CONDITIONS OF THE GSA CONTRACT IDENTIFIED IN BLOCK 4.				28. AWARD OF CONTRACT: REFERENCE YOUR OFFER ON SOLICITATION (BLOCK 5) INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN.			
29A. SIGNATURE OF OFFEROR /CONTRACTOR 				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACT ADMINISTRATOR) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT)		29C. DATE SIGNED		30B. NAME OF CONTRACT ADMINISTRATOR (TYPE OR PRINT)		30C. DATE SIGNED	
CHADY GARDINER / PRINCIPAL		4/15/16		Todd Allen, CONTRACTING OFFICER		04/19/16	

1. **TASK ORDER AGREEMENT NUMBER** CW43390

2. **TERM OF THE TASK ORDER AGREEMENT**

The term of the Task Order Agreement will be from date of award through July 31, 2016.

3. **PRICE SCHEDULE**

GARDINER, KAMYA & ASSOCIATES, P.C. (GKA) shall provide management analysis services as described in the Statement of Work in accordance with the following price schedule:

Contract Line Item No. (CLIN)	Description	Firm Fixed Price Amount
0001	Evaluation of assessment process.	\$ <u>62,520.00</u>
0002	Evaluation of the organizational structure, workload statistics, performance measures, compensation requirements, staffing levels, training, qualifications, and staff development functions.	\$ <u>15,495.00</u>
0003	Evaluation of hiring practices, including whether the human resources rules and regulations to which the Office of the Chief Financial Officer is subject, hinder or enhance the ability of the office of tax and revenue to attract, develop, and retain a well-qualified workforce.	\$ <u>7,675.00</u>
0004	Recommendations for improving the commercial real property assessment functions within the Office of Tax and Revenue.	\$ <u>9,920.00</u>
TOTAL		\$ <u>95,610.00</u>

4. STATEMENT OF WORK

4.1 Scope

This Task Order Agreement is in response to D.C. Law 18-223, the District of Columbia fiscal year 2011 Budget Support Act of 2010, Subtitle S, Real Property Assessments Improvement Act of 2010. The Act requires the D.C. Office of the Inspector General to arrange for an independent assessment and evaluation of the Office of Tax and Revenue for the purposes of examining the District's management and valuation of commercial real property assessments. Gardiner, Kamy & Associates, P.C. (GKA) shall independently assess and evaluate the Office of Tax and Revenue (OTR) for the purposes of examining the District's management and valuation of commercial real property assessments.

4.2 Requirements

- 4.2.1** GKA shall evaluate the adequacy of the commercial real property assessment process during FY 2015 thru FY 2016 against an objective set of criteria such as the Uniform Standards of Professional Appraisal Practice (USPAP);
- 4.2.2** GKA shall review the 2011 study conducted by Almy, Gloude-mans, Jacobs & Denne and the implementation of the recommendations by OTR and provide the agency with recommendations that will effectively improve the commercial real property assessment functions in light of the previous review conducted.
- 4.2.2** GKA shall evaluate the organizational structure, workload statistics, performance measures, compensation requirements, staffing levels, training, qualifications, and staff development functions;
- 4.2.3** GKA shall evaluate the of hiring practices of the Office of the Chief Financial Officer (OCFO), including whether the human resources rules and regulations to which OCFO are subject to, hinder or enhance the ability of OTR to attract, develop, and retain a well-qualified workforce.
- 4.2.4** GKA's independent assessments and evaluations shall include recommendations for improving the commercial real property assessment functions within OTR in the context of a best practices study of the industry.
- 4.2.5** GKA shall update the project plan that was submitted as part of its proposal within 10 days of contract award to detail how they will successfully achieve the contract requirements no later than July 31, 2016. The plan must present a Work Breakdown Structure (WBS) that identifies major tasks, subtasks, task dependencies, milestones, and resources required to complete each task. The project plan may be presented in MS Project 2013, or in an Adobe Acrobat portable document format;

5. Diversion, Reassignment and Replacement of Key Personnel

The key personnel specified in the Task Order Agreement are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any

reason, GKA shall notify the CO at least fifteen (15) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The GKA shall obtain written approval of the CO for any proposed substitution of key personnel.

6. Deliverables

GKA shall perform the activities required to successfully complete the District’s requirements and submit each deliverable to the Contract Administrator, as follows:

Item	Deliverable	Quantity	Format and Method of Delivery	Due Date	To Whom
1	Kickoff Meeting	1	In-Person or Teleconference	Within five (5) business days of contract award	CA
2	Updated Project Work Plan	1	MS Project 2013 or PDF File/Electronic	Within 10 business days of the contract award	CA
3	Bi-Weekly Progress Reports	7	In-Person or Teleconference	Bi-Weekly	CA
4	Final Report: Section on evaluation of the adequacy of OTR’s commercial real property assessment process during FY 2015 thru FY 2016	10	Ten (10) Hardcopies and Electronic PDF.	No later than July 31, 2016	CA

5	Final Report: Section on evaluation of OTR's organizational structure, workload statistics, performance measures, compensation requirements, staffing levels, training, qualifications, and staff development functions	10	Ten (10) Hardcopies and Electronic PDF.	No later than July 31, 2016	CA
6	Final Report: Section on evaluation of the hiring practices, including whether the human resources rules and regulations to which the Office of the Chief Financial Officer is subject, hinder or enhance the ability of the Office of Tax and Revenue to attract, develop, and retain a well-qualified workforce	10	Ten (10) Hardcopies and Electronic PDF.	No later than July 31, 2016	CA

7	Final Report: Submit written recommendations for improving the commercial real property assessment functions within the Office of Tax and Revenue.	10	Ten (10) Hardcopies and Electronic PDF.	No later than July 31, 2016	CA
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7 Contract Administrator

Overall technical responsibility for this Task Order Agreement and primary point of contact Contract Administrator (“CA”). The CA is responsible for general administration of the contract and advising the CO as to GKA’s compliance or noncompliance with the contract. The CA for this Task Order Agreement is the following:

Fekede Gindaba
Office of Inspector General
Government of the District of Columbia
717 14th Street, NW, 5th Floor
Washington DC 20005
Office:(202)-727-9770
Fekede.gindaba@dc.gov

8. Contracting Officer (CO)

The contracting officer for this Task Order Agreement is:

Todd Allen
Office of Contracting and Procurement
441 4th Street, NW, Suite 700 South
Washington, DC 20001
Telephone: 202-724-3969
Fax: 202-727-0245
Email: todd.allen@dc.gov

8.1 Authorized Changes by the Contracting Officer

8.2 The CO is the only person authorized to approve changes in any of the requirements of this Task Order Agreement.

8.3 GKA shall not comply with any order, directive or request that changes or modifies the requirements of this Task Order Agreement, unless issued in writing and signed by the CO.

8.4 In the event the GKA effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the prices to cover any cost increase incurred as a result thereof.

9. Compensation, invoicing and payment

For satisfactory performance and delivery of the services and deliverables set forth in the Statement of Work, GKA shall be paid based on the Price Schedule.

9.1 The District will make payments in accordance with the terms of the contract upon submission of proper invoices or vouchers less any discounts, allowances, or adjustments provided for in this Task Order Agreement.

9.2 The District will pay GKA on or before the 30th day after receiving a proper invoice from the GKA.

9.3 Payment requests must be addressed as follows and forwarded with concurrent copies to the CA.

Fekede Gindaba
Office of Inspector General
Government of the District of Columbia
717 14th Street, NW, 5th Floor
Washington DC 20005
Office:(202)-727-9770
Fekede.gindaba@dc.gov

Invoices must include the following:

- Task Order Agreement number:
- Period of performance
- Purchase order number
- Identification of services consistent with Task Order Agreement requirements

10 Incorporated Documents and Order of Precedence

The following documents are incorporated by reference into the Task Order Agreement. In the event of an inconsistency among the provisions of this Task Order Agreement, the inconsistency shall be resolved by giving precedence in the following order:

10.1 The Task Order Agreement;

10.2 Contractor's Proposal dated March 4, 2016;

10.3 Request for Task Order Agreement Proposal solicitation: Doc238105; Amendment 0001,

10.4 GKA GSA FABS Schedule Contract GS-23F-8183H.