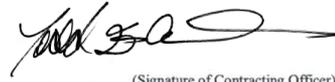


AWARD/CONTRACT				1. Reserved for later use Citywide Reentry Action Plan		Page of Pages	
						1	16
2. Contract Number CW43530		3. Effective Date See 20C. below		4. Requisition/Purchase Request/Project No. RQ919246			
5. Issued By: Office of the Contracting and Procurement 441 4 <sup>th</sup> Street, NW, Suite 700 South Washington, DC 20001				6. Administered by (If other than line 5) Criminal Justice Coordinating Council 441 4th Street, N.W., Suite 715 North Washington, D.C. 20001			
7. Name and Address of Contractor (No. street, city, county, state and Zip Code) Symphonic Strategies, Inc. 1455 Pennsylvania Ave., Suite 400 Washington, DC 20004  POC: Alonford J. Robinson, CEO Phone: (202) 349-7152  Duns No. [REDACTED] TIN [REDACTED]				8. Delivery <input type="checkbox"/> FOB Origin <input checked="" type="checkbox"/> Other		9. Discount for prompt payment:	
				10. Submit invoices to the Address shown in Section G.1 (2 copies unless otherwise specified) Same as 12			
11. Ship to/Mark For		Code		12. Payment will be made by		Code	
				Criminal Justice Coordinating Council 441 4th Street, N.W., Suite 715 North Washington, D.C. 20001			
13. Remit Address: Same as 7				14. Accounting and Appropriation Data ENCUMBRANCE CODE:			
15A. Item	15B. Supplies/Services			15C. Qty.	15D. Unit	15E. Unit Price	15F. Amount
	<b>SEE SECTION B.3 PRICE SCHEDULE</b>						
<b>Total Amount of Contract Shall Not Exceed</b>							<b>\$48,348.14</b>
16. Table of Contents							
(X)	Section	Description	Page	(X)	Section	Description	Page
<b>PART I – THE SCHEDULE</b>				<b>PART II – CONTRACT CLAUSES</b>			
X	A	Contract Cover Page	1	X	I	Contract Clauses	12-15
X	B	Supplies or Services and Price/Cost	2	<b>PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS</b>			
X	C	Specifications/Work Statement	3-4	J	List of Attachments		16
X	D	Packing and Marking	5				
X	E	Inspection and Acceptance	6	K	Representations, Certifications and Other Statements of Offerors		
X	F	Period of Performance/Deliverables	7	L	Instructions, conditions & notices to Offerors		
X	G	Contract Administration Data	8-10	M	Evaluation factors for award		
X	H	Special Contract Requirements	11				
Contracting Officer will complete Item 17 or 18 as applicable							
17. <input type="checkbox"/> CONTRACTOR'S NEGOTIATED AGREEMENT (Contractor is required to sign this document and return (1) copy to issuing office.) Contractor agrees to furnish and deliver all items, perform all the services set forth or otherwise identified above and on any continuation sheets, for the consideration stated herein. The rights and obligations of the parties to this Agreement shall be subject to and governed by the following documents: (a) this award/contract, (b) the solicitation, as amended, and (c) such provisions, representations, certifications, and specifications, as are attached or incorporated by reference herein. (Attachments are listed herein.)				18. <input checked="" type="checkbox"/> AWARD (Contractor is required to sign this document, and return (1) copy to issuing office.) Your offer on Solicitation Number Doc212833 including the additions or changes made by which additions or changes are set forth in full above, is hereby accepted as to the items listed in B.3 and on any continuation sheets. This award consummates the contract which consists of the following documents: (a) this award/contract, and (b) your offer. No further contractual document is necessary.			
19A. Name and Title of Signer (Type or print) ALONFORD J ROBINSON JR, CEO				20A. Name of Contracting Officer Todd Allen			
19B.  (Signature of person authorized to sign)		19C. Date Signed 5/3/2016		20B. District of Columbia  (Signature of Contracting Officer)		20C. Date Signed 05/03/2016	

**SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**

**B.1** The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the Criminal Justice Coordinating Council (CJCC) (the “District”), is awarding Symphonic Strategies, Inc. (the “Contractor”), located at 1455 Pennsylvania Ave. NW Suite 400 Washington, D.C. 20004 a contract to develop a citywide strategic action plan (“Plan”) for returning citizens. The Plan must be a comprehensive and citywide reentry action plan based upon the assessment of the mission of the respective soliciting agencies, as well as the input of partner agencies and stakeholders, in order to improve outcomes associated with the transition from incarceration to community reintegration.

**B.2** The District awarded a firm fixed price contract.

**B.3 PRICE SCHEDULE**

**Table 1. PRICE SUMMARY**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Total Price</b>
0001	ASSESSMENT	<b><u>\$14,720.70</u></b>
0002	FORUM	<b><u>\$8,728.72</u></b>
0003	STRATEGIC PLAN	<b><u>\$24,898.72</u></b>
<b>TOTAL PRICE</b>		<b><u>\$48,348.14</u></b>

## **SECTION C: SCOPE OF WORK**

### **1. Background**

The Criminal Justice Coordinating Council (CJCC) is an independent agency dedicated to improving public safety and the administration of criminal and juvenile justice in the District of Columbia. In furtherance of its mission, the agency identifies crime-related issues, proposes solutions, and facilitates cooperation between affected government agencies that provide services to District residents, visitors, victims and offenders.

As an independent agency, CJCC is responsible for administering its own office, which has 17 full-time equivalent positions and serves 16 member agencies and numerous stakeholders. CJCC's members annually convene a strategic planning session to establish the agency's strategic priority areas. At the most recent annual meeting, which was convened in November 2015, members affirmed that reentry would remain a priority for the agency.

The Mayor's Office on Returning Citizen Affairs (MORCA) strives to empower previously incarcerated individuals in order to create a productive and supportive environment where they can thrive, prosper and contribute to the social, political and economic development of self, family and community. In order to advance its mission, MORCA provides zealous advocacy, high-quality services and products, and up-to-date, useful information to returning citizens.

### **2. SCOPE**

CJCC and MORCA are soliciting proposals and resumes to hire a qualified Contractor to develop a citywide strategic action plan for returning citizens. The Plan must be a comprehensive and citywide reentry action plan based upon the assessment of mission of the respective soliciting agencies and the input of partner agencies and stakeholders in order to improve outcomes associated with the transition from incarceration to community reintegration.

### **3. REQUIREMENTS**

#### **Task 1: Assessment**

The Contractor shall conduct a needs assessment by reviewing a combination of prior reentry strategic plans and actions plans, questionnaires and in-person meetings. The objective is to identify and analyze partner agencies' reentry-related policies and procedures and develop an outline of citywide priorities to be assessed.

#### **Task 2: Forum**

The Contractor shall use the results of its assessment to make recommendations and develop an agenda for a multi-stakeholder involved forum; work with CJCC to plan and facilitate the forum; and prepare a post-forum report that shall be used to develop the plan.

#### **Task 3: Strategic Action Plan**

The Contractor shall present a draft plan – based on the assessment, forum, and post-forum report – for review by the CJCC's Executive Director or her designee(s) and MORCA's Director or his designee(s), which shall outline the District's current and future capabilities to facilitate and implement policies, practices and agreements that result in successful reintegration for justice involved individuals generally and returning citizens specifically, outline strategies to

accomplish the District's goals with respect to returning citizens, and identify next steps to make the plan operational. CJCC will review and provide feedback that the Contractor shall incorporate into the plan. The Contractor shall finalize the draft strategic action plan after CJCC and MORCA have completed their review.

## **SECTION D: PACKAGING AND MARKING**

- D.1** The packaging and marking requirements for this contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

## **SECTION E: INSPECTION AND ACCEPTANCE**

- E.1** The inspection and acceptance requirements for this contract shall be governed by clause number six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

## SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

### F.1 TERM OF CONTRACT

The term of the contract shall be one (1) year from the date of award specified on the cover page of this contract.

### F.2 RESERVED

### F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.9 in accordance with the following:

Item	Description	Due
<b>Kick-Off Meeting</b>	Project kick-off	1 week after task order award
<b>Assessment</b>	Refer to Task 1 in Scope	3 weeks after task order award
<b>Forum (Agenda/Recommendations)</b>	Refer to Task 2 in Scope	TBD est. date May 2016
<b>Draft Strategic Plan</b>	Refer to Task 3 in Scope	TBD est. date June 2016
<b>Strategic Plan – Final</b>	Refer to Task 3 in Scope	July 31 , 2016
<b>Bi-weekly Status Reports</b>	The Contractor shall be required to provide a written, bi-weekly status report showing the work that was completed and the total hours worked that identifies who completed the task, which shall be discussed during weekly meetings and/or phone calls with CJCC and MORCA.	Bi-weekly starting 1 week after task order award

**F.3.1** The Contractor shall submit to the District, as a deliverable, the report described in section 35(e) of the District of Columbia's Standard Contract Provisions, dated July 2010, that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

## **SECTION G: CONTRACT ADMINISTRATION**

### **G.1 RESERVED**

### **G.2 INVOICE SUBMITTAL**

**G.2.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency staff listed below with concurrent copies to the CA specified in Section G.9 below. The address is:

Criminal Justice Coordinating Council  
Office of the Controller/Agency CFO  
441 4th Street, N.W., Suite 715 North  
Washington, D.C. 20001  
(202)724-3691

**G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

**G.2.2.1** Contractor's name, federal tax ID and invoice date (date invoices as of the date of mailing or transmittal);

**G.2.2.2** Contract number and invoice number;

**G.2.2.3** Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

**G.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;

**G.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

**G.2.2.6** Name, title, phone number of person preparing the invoice;

**G.2.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

**G.2.2.8** Authorized signature.

### **G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

**G.3.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section 35(e) of the District of Columbia's Standard Contract Provisions, dated July 2010.

**G.3.2** No final payment shall be made to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance

with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

#### **G.4 PAYMENT**

Unless otherwise specified in the contract, payment will be made on partial deliveries of services accepted by the District based upon sections B.3 (Price Schedule) and F.3 (Deliverables) if:

- a) The amount due on the deliverable warrants it; or
- b) The Contractor requests it and the amount due on the deliverable is in accordance with the following:
  - Payment will be made on completion an acceptance of each item (Section F.3) for which the price is stated in the schedule in Sections B.3 and F.3
- c) Presentation of a properly executed invoice

#### **G.5 RESERVED**

#### **G.6 RESERVED**

#### **G.7 CONTRACTING OFFICER (CO)**

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Todd Allen  
Office of Contracting and Procurement  
Address: 441 4<sup>th</sup> Street, NW Ste. 700S,  
Washington DC 20001  
Telephone: 202-724-3969  
E-mail address: todd.allen@dc.gov

#### **G.8 RESERVED**

#### **G.9 CONTRACT ADMINSTRATOR (CA)**

**G.9.1** The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:

**G.9.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;

**G.9.1.2** Coordinating site entry for Contractor personnel, if applicable;

**G.9.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;

**G.9.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and

**G.9.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

**G.9.2** The address and telephone number of the CA is:

Robin Y. Jackson, Esq.  
Special Assistant  
Criminal Justice Coordinating Council  
441 4th Street, NW, Suite 715N  
Washington, DC 20001  
Tel: (202) 724-7057  
Fax: (202) 724-3691  
[robin.jackson@dc.gov](mailto:robin.jackson@dc.gov)

**G.9.3** The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

**G.9.4** The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

## **SECTION H: SPECIAL CONTRACT REQUIREMENTS**

### **H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

**H.1.1** For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

**H.1.1.1** At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

**H.1.2** The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

### **H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS**

The Contractor shall be bound by the Wage Determination No. 2015-4281 dated 12/29/15, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

**H.3 RESERVED**

**H.4 RESERVED**

**H.5 RESERVED**

**H.6 RESERVED**

**H.7 RESERVED**

**H.8 RESERVED**

**H.9 RESERVED**

### **H.10 DISTRICT RESPONSIBILITIES**

Where applicable, the District has indicated in Section C (Requirements) what work or portion of work the District is responsible for and will perform and what materials will be provided by the District.

**H.11 RESERVED**

## **SECTION I: CONTRACT CLAUSES**

### **I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to [www.ocp.dc.gov](http://www.ocp.dc.gov), click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

### **I.2 RESERVED**

### **I.3 RESERVED**

### **I.4 RESERVED**

### **I.5 RESERVED**

### **I.6 RESERVED**

### **I.7 RESERVED**

### **I.8 INSURANCE**

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed

Operations coverage for five (5) years following final acceptance of the work performed under this contract.

2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

- B. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. NOTIFICATION. The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Todd Allen  
441 4<sup>th</sup> Street, NW, Ste. 700S, Washington, DC 20001  
202-724-3969  
todd.allen@dc.gov

H. **DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

**I.9 RESERVED**

**I.10 FAIR CRIMINAL RECORD SCREENING**

- (a) The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (the “Act” as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- (b) Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.
- (c) After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.
- (d) The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.
- (e) This section and the provisions of the Act shall not apply:
  - (1) Where a federal or District law or regulation requires the consideration of an applicant’s criminal history for the purposes of employment;
  - (2) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;
  - (3) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or
  - (4) To employers that employ less than 11 employees.
- (f) A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

**I.11 ORDER OF PRECEDENCE**

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following

documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) RFP, as amended
- (6) BAFOs (in order of most recent to earliest)
- (7) Proposal

**I.12 RESERVED**

**I.13 RESERVED**

**SECTION J: ATTACHMENTS**

The following list of attachments is incorporated into the solicitation by reference.

<b>Attachment Number</b>	<b>Document</b>
<b>J.1</b>	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments"
<b>J.2</b>	U.S. Department of Labor Wage Determination <b>2015-4281</b> , dated December 29, 2015
<b>J.5</b>	Way to Work Amendment Act of 2006 - Living Wage Notice
<b>J.6</b>	Way to Work Amendment Act of 2006 - Living Wage Fact Sheet