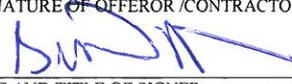
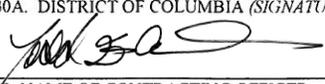


GOVERNMENT OF THE DISTRICT OF COLUMBIA <b>TASK ORDER/DELIVERY ORDER FOR SERVICES</b> <b>OFFEROR TO COMPLETE BLOCKS 18 &amp; 29</b>				1. REQUISITION NUMBER <b>RQ921052</b>		PAGE 1 of 8	
2. TASK ORDER AGREEMENT NO. <b>CW45604</b>		3. Award/Effective Date See Block 30C	4. CONTRACT NUMBER <b>CW34530</b>		5. SOLICITATION NUMBER <b>Doc261942</b>		6. SOLICITATION ISSUE DATE
7. FOR SOLICITATION INFORMATION CONTACT: <b>Email: khadija.fuller@dc.gov</b>		A. NAME <b>Khadija Fuller</b>		B. TELEPHONE (No Collect Calls) <b>Tele: 202-299-3869</b>		8. OFFER DUE DATE:	
9. ISSUED BY <b>OFFICE OF CONTRACTING AND PROCUREMENT</b> <b>Government Operations</b> <b>441 4<sup>TH</sup> STREET, NW, SUITE 700 SOUTH</b> <b>WASHINGTON, DC 20001</b>			10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input checked="" type="checkbox"/> DC SUPPLY SCHEDULE <b>CW34530</b> SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> N/A <input type="checkbox"/> 13. RESERVED		12. PAYMENT DISCOUNT TERMS
5. CONTRACTOR / OFFEROR <b>Business Promotion Consultants, Inc.</b> <b>5028 Wisconsin Avenue NW, Suite 302</b> <b>Washington, D.C. 20016</b>  <b>Contact: Bill Byrd</b> <b>Phone: [REDACTED]</b>			16. PAYMENT WILL BE MADE BY CODE <b>Office of Contracting and Procurement-OCP</b> <b>441 4th Street, NW, Suite 700S</b> <b>Washington, DC 20001</b>				
15A DUNS CODE [REDACTED]		15B TAX ID NO. [REDACTED]					
17. DELIVER TO <b>Office of Contracting and Procurement-OCP</b> <b>441 4th Street, NW, Suite 700S</b> <b>Washington, DC 20001</b> <b>Phone: (202) 727-0252</b>			18. ADMINISTERED BY <b>Office of Contracting and Procurement-OCP</b> <b>441 4th Street, NW, Suite 700S</b> <b>Washington, DC 20001</b> <b>Phone: (202) 727-0252</b>				
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 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT
<b>0001</b>	<b>The Contractor shall draft and format the Standard Operating Procedures (SOP) for OCP.</b>					<b>Total Cost</b>	<b>\$51,350.64</b>
25. ACCOUNTING AND APPROPRIATION DATA ENCUMBRANCE CODE:					26. TOTAL AWARD (FOR GOVT. USE ONLY) <b>\$51,350.64</b>		
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 CONTRACT IDENTIFIED IN BLOCK 4.				28. THE FOLLOWING DOCUMENTS ARE INCORPORATED BY REFERENCE INTO THIS TASK ORDER IN THE FOLLOWING PRIORITY:			
29A. SIGNATURE OF OFFEROR / CONTRACTOR 				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER) 			
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) <b>Bill Byrd, President</b>			29C. DATE SIGNED <b>7/20/2016</b>	30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) <b>Todd Allen</b>		30C. DATE SIGNED <b>07/21/16</b>	

**1. SERVICES REQUIRED**

The District of Columbia Office of Contracting and Procurement (OCP) (The “District”), is awarding this Fixed Price Task Order to Business Promotion Consultants, Inc. (the “Contractor”), located at [REDACTED] to draft and format the Standard Operating Procedures (SOP) for OCP.

**2. PRICE SCHEDULE**

The District awards a Fixed Price Task Order with a value of fifty-one thousand three hundred fifty dollars and sixty-four cents \$51,350.64. See Attachment B.

**3. TERM OF TASK ORDER**

The term of this task order shall be from the date of award specified on the cover page of this task order until September 30, 2016.

**4. OPTION TO EXTEND THE TERM OF THE TASK ORDER**

Not applicable.

**5. INVOICE PAYMENT**

The District will make payments to the contractor, upon the submission of proper invoices, at the prices stipulated in the task order, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

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

**6. CONTRACT OFFICER (CO)**

Contracts and Task Orders 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  
Contracting Officer  
Office of Contracting and Procurement  
Government Operations  
441 4th Street, NW, Room 700 South  
Washington, DC 20001  
Telephone: (202) 724-3969  
E-mail: todd.allen@dc.gov

**7. CONTRACT ADMINISTRATOR (CA)**

The CA is responsible for general administration of the task order 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. The address and telephone number of the CA is:

Dr. Michael Wooten  
Chief Learning Officer  
Office of Contracting and Procurement  
441 4th Street, NW, Suite 700 South  
Washington, DC 20001  
Telephone: (202) 727-5557  
E-mail: [michael.wooten2@dc.gov](mailto:michael.wooten2@dc.gov)

It is understood and agreed that the CA shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the task order.

The Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer, 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.

#### **8. 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:

1. The Task Order Agreement;
2. Contractor's Proposal dated July 05, 2016;
3. Request for Task Order Agreement Proposal solicitation: Doc261942; and
4. DC Supply Schedule Contract CW34530.

#### **9. LIST OF ATTACHMENTS**

The following attachments are incorporated into the task order:

- a. Attachment A-Statement of Work
- b. Attachment B-Price Schedule-Business Promotion Consultants, Inc.

The following lists of attachment are incorporated into the task order by reference:

- a. District of Columbia Supply Schedule Contract CW34530, Mission Oriented Business Integrated Services, (MOBIS).

## ATTACHMENT A

### Statement of Work

The Government of the District of Columbia Office of Contracting and Procurement (OCP) seeks a qualified contractor to draft and format Standard Operating Procedures (SOP)'s for OCP.

The contractor shall provide, with inputs from OCP, step by step written instructions for certain internal processes to the procurement staff in both narratives and process maps (flow charts). The SOPs shall conform to a format provided by the District and will be tailored to clearly illustrate District procurement rules, regulations and laws. The instructions shall detail OCP's guidelines and processes; using, but not limited to flowcharts, diagrams, and narrative instructions; including related notes to specific references, relevant documents, and/or illustrations; describing in detail, and in active voice, the specific steps required to complete each task.

#### APPLICABLE DOCUMENTS See Attachment C)

1. Request for Proposal Processes Matrix
2. Invitation for Bid Processes Matrix
3. Council Packages Matrix
4. Post-award Processes Matrix
5. Sample Standard Operating Procedures Format (Unit 6: Limiting Competition)
6. Sample Standard Operating Procedures Format (Unit 10: Pricing Arrangements)
7. OCP Organizational Charts
8. District of Columbia's Procurement Practice Reform Act (PPRA of 2010)
9. Title 27 of the District of Columbia Municipal Regulations (27 DCMR)

#### DEFINITIONS

1. **Phases** - The District describes its procurement life cycle in the following six phases: (1) Requirements phase, (2) planning phase, (3) solicitation phase, (4) review and evaluation phase, (5) contract award phase, and (6) contract administration phase. Note: several of these phases are depicted as "stages" of the various procurement processes. The term "stages" is used instead of phases to organize tasks into major activities such as the exercise of an option.
2. **Simplified Acquisition Procedures (SAP)** - Simplified Acquisition Procedures include small purchase procedures, procedures for using Blanket Purchase Agreements (BPAs), and procedures for using the DC Supply Schedule.
3. **Stage** - Stages are the immediate subcomponents of processes. Each matrix contains stages, which organize the tasks that the procurement team must perform.
4. **Tasks** - Tasks are the immediate subcomponents of stages. Each matrix contains a set of tasks, which the procurement team must perform to deliver procurement services.

Depending on various conditions, tasks may or may not be required. For example, "Cancel the solicitation," is listed as a task within "Solicitation;" however, more often than not, this task is not required.

5. **Steps** - Steps are the immediate subcomponents of tasks. The matrices do not provide a list of steps. This is the contractor's task: to provide a set of step by step instructions for the procurement team.

## **BACKGROUND**

OCP manages the purchase of \$4.4 billion in goods and services annually, on behalf of 76 District agencies. In its authority under the Procurement Practices Reform Act of 2010 (PPRA), OCP is responsible for both establishing procurement processing standards that conform to regulations and monitoring procurement service delivery. To enhance procurement processing and management, OCP specialists are assigned to agency worksites to collaborate directly with program staff on requirements for pre-award, including solicitation planning and development, as well as, contract administration, after award. The D.C. Supply Schedule, the Purchase Card (P-Card) program, District-wide acquisition of universal goods and services, and the Surplus Property program are also core OCP services. OCP's learning and certification programs support ongoing development of staff proficiency and procurement service quality.

In support of procurement reform and operational improvement initiatives, OCP will develop a comprehensive set of procurement processing and implementation procedures to achieve performance and regulatory compliance in all agencies under authority of the Chief Procurement Officer.

## **REQUIREMENT**

OCP seeks to increase efficiency by developing standard operating procedures (SOP) leading to consistency and efficiency, and requires assistance in (1) developing standard policies for its standard processes, (2) delineating key processes, procedures and implementation management best practices to guide acquisitions and (3) converting detailed established processes and procedures into a user manual providing step-by-step how-to instructions.

Specific requirements of the contractor are as follows:

1. The contractor will draft/format SOP's for four OCP processes: (1) Request for Proposal, (2) Invitation for Bid, (3) Council Packages Assembly and (4) Post-award Steps. See Attachment C -Applicable Documents for the matrices that identify tasks that the procurement staff must perform to deliver services under these specific processes. The SOP's shall be formatted as a set of step by step processes and instructions to procurement staff of OCP. Each task shall comprise its own SOP.
2. The contractor shall provide SOPs in the form of both flow charts and narratives that conform to the formats provided by OCP.
3. Regarding flowchart format, the contractor shall follow the example of the flow charts provided in Attachment C.

4. Regarding formatting of the narratives, the contractor shall follow the example of the samples provided in Attachment C. Where the sample shows “Tasks,” the contractor’s SOP shall show “Steps.” Where the sample shows “Related Standards,” the contractor’s SOP shall show “Related Notes.” These related notes shall provide related references, documents, or illustrations that help clarify the steps provided in the SOP. The steps shall be numbered to match the identical steps shown in the flowchart. The instructions contained in the SOPs should be written in plain English. To assess readability, the District shall use the Flesch reading-ease test. Text with Flesch reading-ease scores below 50.0 may be deemed unacceptable.
5. The contractor shall deliver a complete set of draft SOPs describing in detail, and in active voice, the specific steps required to complete each task. The draft SOPs must describe all specific responsibilities of the contracting officer, contract specialists, and other procurement staff acting on behalf of the contracting officer or Chief Procurement Officer.
6. Unless laws, regulations, systems, or agency policies, e.g., OCFO, OCTO, dictate specific tasks for the program office, the draft SOPs should describe the program office’s tasks in general terms. The SOPs must also describe other stakeholders’ responsible for taking any action to accomplish tasks within the procurement process. Where steps are performed within one or more specific systems, such as Ariba®, the draft SOPs must also refer procurement staff to step by step instructions in existing systems manuals or provide instructions on how to perform the steps within the system(s)
7. The contractor shall meet weekly with the Contract Administrator, who shall make appropriate Subject Matter Experts (SMEs) available from within OCP to answer the contractor’s questions concerning the process steps, process ownership, and, when applicable, process times.
8. The contractor shall report any discrepancies between the process matrices, the references, and SMEs’ inputs to the Contract Administrator for resolution.
9. The contractor will identify those SOPs that are suboptimal and make recommendations for revisions based on best practices within the industry.
10. The contractor will make sure that SOPs clearly reflect and describe multiple alternative procedures when they exist. In cases where OCP and its various contracting offices follow multiple practices, the Contract Administrator and the contractor will consider available data and facts. The Contract Administrator will determine if multiple acceptable practices exist.
11. The contractor will also assess the best practice from materials provided by OCP and recommend alternative (acceptable deviations) and/or best practices from contractor’s familiarity with the latest procurement industry best practices and procedures.
12. The contractor shall deliver each SOP as separate MS Word and PDF files.

13. The CA shall review and edit the complete set of draft SOPs within ten (10) business days of receiving them from the contractor.
14. The contractor shall deliver finalized SOPs within five (5) business days of the CA returning approved draft SOPs. Final SOPs must incorporate or comply with all OCP feedback.

**DELIVERABLES**

<b>Item</b>	<b>Deliverable</b>	<b>Quantity</b>	<b>Format and Method of Delivery</b>	<b>Due Date</b>	<b>To/With Whom</b>
1	Kickoff Meeting	1	In-Person	Within five (5) business days of contract award	OCP
2	Weekly Meetings	TBD	In-Person	Mutually agreed upon weekly meeting date	CA
3	Revised Workplan to include Timeline	1	MS Word and PDF	10 days after kick-off meeting	CA
4	Draft SOPs including manual and process maps	1	MS Word and PDF	TBD per revised Item #3	CA
5	Final SOPs including manual and process maps	1	MS Word and PDF	September 16, 2016	CA

**ATTACHMENT B**

**PRICE SCHEDULE**

**Table 1. PRICE SUMMARY**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Total Price</b>
0001	Standard Operating Procedures Manuals and Process Maps for four (4) Office of Contracting and Procurement Processes	<u>\$ 51,350.64</u>
<b>TOTAL PRICE</b>		<b><u>\$ 51,350.64</u></b>

**Table 2 - COST SCHEDULE**

<b>CLIN 0001</b>			
<b>Labor</b>			
<b>Labor Category</b>	<b>Rate</b>	<b>Hours</b>	<b>Total</b>
Project Manager	\$160.38	228	\$36,566.64
Procurement Consultant	\$168.00	88	\$14,784.00
<b>Total Labor Cost</b>			\$51,350.64
<b>Other Direct Costs</b>			
None	\$0.00		\$0.00
<b>CLIN 0001 Total</b>			\$51,350.64