

SOLICITATION, OFFER, AND AWARD		1. Caption Laboratory Testing Services		Page of Pages 1 54	
2. Contract Number	3. Solicitation Number DCBE-2007-R-0016	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency	5. Date Issued 2/9/2007	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By: Office of Contracting and Procurement Group IX 441 4th Street, NW, Suite 700 South Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement Group IX 441 4th Street, NW, Suite 703 South, Bid Counter Washington, DC 20001		

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

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9. Sealed offers in original and 5 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at 441 4th Street NW, Suite 703 South, Bid Counter Washington, DC 20001 until 2:00 PM local time 12-Mar-07
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name Courtney Lattimore	B. Telephone (Area Code) 202 (Number) 724-5037 (Ext)		C. E-mail Address courtney.lattimore@dc.gov
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OFFER

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment 10 Calendar days % 20 Calendar days % 30 Calendar days % _____ Calendar days %

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror	16. Name and Title of Person Authorized to Sign Offer/Contract
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15B. Telephone (Area Code) (Number) (Ext)	15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>	17. Signature	18. Offer Date
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AWARD (TO BE COMPLETED BY GOVERNMENT)

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation

22. Name of Contracting Officer (Type or Print) Gena Johnson Agency Chief Contracting Officer	23. Signature of Contracting Officer (District of Columbia)	24. Award Date
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SECTION B – DESCRIPTION OF SERVICES OR SUPPLIES AND PRICES

B.1 SUMMARY OF SERVICES OR SUPPLIES

- B.1.1** The Office of Contracting and Procurement on behalf of the District of Columbia Office of Personnel (the District) is seeking a contractor to provide laboratory drug and alcohol testing services in compliance with mandatory program testing requirements for Safety-Sensitive positions established within the District government.
- B.1.2** The District contemplates award of a requirements type contract based on fixed unit rates with labor-hour and cost-reimbursable components.

B.2 REQUIREMENTS

- B.2.1** The District will purchase its requirements of the articles or services included herein from the Contractor. The estimated quantities stated herein reflect the best estimates available. The estimate shall not be construed as a representation that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable. They shall not be construed to limit the quantities that may be ordered from the Contractor by the District or to relieve the Contractor of its obligation to fill all such orders.
 - B.2.1.1** Delivery or performance shall be made only as authorized in accordance with the Ordering Clause. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations. If the District urgently requires delivery before the earliest date that delivery may be specified under this contract, and if the Contractor shall not accept an order providing for the accelerated delivery, the District may acquire the urgently required goods or services from another source.
 - B.2.1.2** There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.
 - B.2.1.3** Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries under contract termination or expiration.

B.3 PRICE SCHEDULES

B.3.1 Base Year

Contract Line Item Number (CLIN)	Description	Estimated Quantity	Unit	Unit Price	Estimated Total
0001	Initial Drug Screening	4050	Per test		\$
0002	Drug Confirmation	950	Per test		\$
0003	Initial Alcohol Screening	1850	Per test		\$
0004	Alcohol Confirmation	200	Per test		\$
TOTAL ESTIMATED PRICE FOR CLINs WITH FIXED UNIT PRICES					\$

Contract Line Item Number (CLIN)	Description	Unit	Unit Price	Total Not-to-Exceed Amount
0005	Litigation Packages	Hour		\$750.00
0006	Expert Testimony	Hour		\$500.00
0007	No Show Fee	Each		\$250.00
0008	Reimbursable Cost Related to Expert Testimony as described in section C.3.11.2	n/a	n/a	\$500.00
TOTAL NOT-TO-EXCEED AMOUNT FOR LABOR-HOUR AND COST REIMBURSABLE COMPONENTS				\$2,000.00
TOTAL ESTIMATED CONTRACT AMOUNT (BASE YEAR)				\$

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B.3.2 Option Year 1

Contract Line Item Number (CLIN)	Description	Estimated Quantity	Unit	Unit Price	Estimated Total
1001	Initial Drug Screening	4050	Per test		\$
1002	Drug Confirmation	950	Per test		\$
1003	Initial Alcohol Screening	1850	Per test		\$
1004	Alcohol Confirmation	200	Per test		\$
TOTAL ESTIMATED PRICE FOR CLINs WITH FIXED UNIT PRICES					\$

Contract Line Item Number (CLIN)	Description	Unit	Unit Price	Total Not-to-Exceed Amount
1005	Litigation Packages	Hour		\$750.00
1006	Expert Testimony	Hour		\$500.00
1007	No Show Fee	Each		\$250.00
1008	Reimbursable Cost Related to Expert Testimony as described in section C.3.11.2	n/a	n/a	\$500.00
TOTAL NOT-TO-EXCEED AMOUNT FOR LABOR-HOUR AND COST REIMBURSABLE COMPONENTS				\$2,000.00
TOTAL ESTIMATED CONTRACT AMOUNT (OPTION YEAR 1)				\$

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B.3.3 Option Year 2

Contract Line Item Number (CLIN)	Description	Estimated Quantity	Unit	Unit Price	Estimated Total
2001	Initial Drug Screening	4050	Per test		\$
2002	Drug Confirmation	950	Per test		\$
2003	Initial Alcohol Screening	1850	Per test		\$
2004	Alcohol Confirmation	200	Per test		\$
TOTAL ESTIMATED PRICE FOR CLINs WITH FIXED UNIT PRICES					\$

Contract Line Item Number (CLIN)	Description	Unit	Unit Price	Total Not-to-Exceed Amount
2005	Litigation Packages	Hour		\$750.00
2006	Expert Testimony	Hour		\$500.00
2007	No Show Fee	Each		\$250.00
2008	Reimbursable Cost Related to Expert Testimony as described in section C.3.11.2	n/a	n/a	\$500.00
TOTAL NOT-TO-EXCEED AMOUNT FOR LABOR-HOUR AND COST REIMBURSABLE COMPONENTS				\$2,000.00
TOTAL ESTIMATED CONTRACT AMOUNT (OPTION YEAR 2)				\$

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

The District of Columbia Office of Personnel (the District) requires a contractor to provide the following services: (1) a laboratory certified by the United States Department of Health and Human Services (DHHS) to engage in urine drug testing, and (2) chemical testing on urine specimens and analysis of breath alcohol levels for the newly created drug and alcohol testing program for volunteers, appointees and employees of the District of Columbia in designated safety sensitive positions.

These services will be provided 365 days per calendar year and on a 24-hour schedule throughout the metropolitan service area. The Contractor shall ensure all activities are completed in accordance with the procedures in 49 CFR Part 40, U.S. Department of Transportation (DOT) and other related District government guidelines.

C.1.1 APPLICABLE DOCUMENTS

Item No.	Title	Date
49 CFR Part 40	Procedures For Transportation Workplace Drug And Alcohol Testing Programs	August 2001
Title XX-C of the CMPA Title I of the DC Law15-353	The Child and Youth, Health and Safety Omnibus Congressional Review Amendment Act of 2004	April 13, 2005
DC Law 2-139; DC Code §1-601.01 et seq.	District of Columbia Government Comprehensive Merit Personnel Act of 1978	March 3, 1979

C.1.2 DEFINITIONS

The definitions for the purposes of this competition the following definition are used:

- C.1.2.1 Alcohol** - the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohols in methyl and isopropyl alcohol, no matter how it is packaged or in what form the alcohol is stored, utilized or found.
- C.1.2.2 Applicant** - a person who has filed a resume or written application for District government employment in a safety-sensitive position.
- C.1.2.3 Appointee** - a person who has been made a tentative offer of appointment with the District government in a safety-sensitive position.
- C.1.2.4 Breathalyzer/Evidential Breath Testing Device (EBT)** - method for measuring the level of alcohol present in an individual.
- C.1.2.5 Children** - persons twelve (12) years of age and under.
- C.1.2.6 Days** - calendar days, unless otherwise specified.

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- C.1.2.7** **Drugs** - illegal drugs for which tests are required under 49 CFR Part 40, such as marijuana, cocaine, amphetamines, phencyclidine (PCP), and opiates; but not authorized prescription medications.
- C.1.2.8** **Enzyme-Multiplied-Immunoassay Technique (EMIT)** - initial method that is used to test for drugs in urine samples.
- C.1.2.9** **Gas chromatography mass spectrometry (GCMS) methodology** - the only authorized confirmation-testing method for cocaine, marijuana, opiates, amphetamines, and phencyclidine.
- C.1.2.10** **Non-conformity** - described as but not limited to specimens received with insufficient sample, discrepancies in the information on specimen bottles and the District' s Chain of Custody Forms, and identification of samples where there is evidence of tampering.
- C.1.2.11** **Personnel authority** - a person or entity with the authority to administer all or part of a personnel management program as provided in Title IV of the CMPA (DC Official Code § 1-604.01 et seq.) (2001).
- C.1.2.12** **Post-accident employee** - a District government employee in a safety-sensitive position who, while on duty, is involved in a vehicular or other type of accident resulting in personal injury or property damage, or both, in which the cause of the accident could reasonably be believed to have been the result, in whole or in part, from the use of drugs or alcohol on part of the employee.
- C.1.2.13** **Probable cause** - a reasonable belief by a supervisor that an employee in a safety-sensitive position is under the influence of an illegal drug or alcohol to the extent that the employee's ability to perform his or her job is impaired.
- C.1.2.14** **Random testing** - drug or alcohol testing conducted on a District government employee in a safety-sensitive position at an unspecified time for purposes of determining whether the employee has used drugs or alcohol and, as a result, is unable to satisfactorily perform his or her employment duties.
- C.1.2.15** **Reasonable suspicion** - a reasonable belief by a supervisor that an employee in a safety-sensitive position is under the influence of an illegal drug or alcohol to the extent that the employee's ability to perform his or her job is impaired.
- C.1.2.16** **Reasonable suspicion referral** - referral of an employee in a safety-sensitive position for testing by the District government for drug or alcohol use.
- C.1.2.17** **Regulations** – a reference to 49 CFR Part 40, Procedures for Transportation Workplace Drug and Alcohol Testing Programs.
- C.1.2.18** **Safety sensitive position** - a position with duties and responsibilities that require the incumbent to provide services that affect the health, safety, and welfare of children or youth, including direct care and custody of children or youth, including but not limited to the duties and responsibilities listed in section 3903.1 (a) through (t) of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004.

- C.1.2.19 Split Sample/Specimen**—In drug testing, a part of the urine specimen that is sent to a first laboratory and retained unopened, and which is transported to a second laboratory in the event that the employee requests that it be tested following a verified positive test of the primary specimen or a verified adulterated or substituted test result.
- C.1.2.20 Subordinate agency** - any agency under the direct administrative control of the Mayor, including, but not limited to, the agencies listed in section 301 (q) of the CMPA (DC Official Code § 1-603.01 (17)) (2001).
- C.1.2.21 Youth** - persons between thirteen (13) and seventeen (17) years of age, inclusive.

C.2 BACKGROUND

Pursuant to Title XX-C of the Comprehensive Merit Personnel Act (CMPA), as amended by Title I of DC Law 15-353, the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 (act), effective April 13, 2005, and as a means of ensuring the health and safety of children and youth, a Mandatory Drug and Alcohol Testing Program for Safety-Sensitive Positions (Program) has been established within the District government.

The purpose of the Program is to protect and ensure the safety of children and youth receiving direct services from appointees, volunteers and employees of the District of Columbia. In addition this program will deter and detect the use of illegal drug use and alcohol misuse in the workplace.

C.3 REQUIREMENTS

C.3.1 General Requirements

- C.3.1.1** The Contractor must be a Department of Health and Human Services (DHHS) certified business entity, which furnishes all labor, materials and equipment necessary and incidental to the analysis of urine specimens for the detection of drugs.
- C.3.1.2** The Contractor shall provide qualified laboratory personnel, including forensic toxicologists, certifying scientists and medical technologists in accordance with Public Health Laws and District of Columbia requirements.
- C.3.1.3** The Contractor shall furnish proof of all required licenses and certifications to the District prior to contract award and shall maintain such licenses and certifications throughout the contract term. The Contractor's laboratory must be licensed to perform requested services in the District of Columbia.
- C.3.1.4** The Contractor shall:
- a.** furnish transportation of all urine specimens, collection supplies including bluing agents and forms, and have electronic capabilities, including computer hardware and software used to perform drug testing, data entry services, specimen collections to the Contractor's laboratory;

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- b.** have in place records management system and reporting in accordance with all applicable standards and regulations;
- c.** supply Custody and Control Forms (CCF) for both urine and alcohol collections. All forms must comply with the Regulations for Drug and Alcohol Testing;
- d.** furnish all components and elements of a tamper proof sealing system (“Tamperproof Kits”) for urine specimens;
- e.** report negative laboratory test results, to the District’s Contractor Medical Review Officer’s (MRO), within twenty-four (24) hours of collection and non-negative results within forty-eight (48) to seventy-two (72)hours of collection;
- f.** transmit legible image or copy of the fully-completed Copy 1 of the CCF to the MRO;
- g.** ensure that information is adequately protected from unauthorized access or release, both during transmission and in storage;
- h.** test for the following substances: Substance Abuse and Mental Health Services Administration (SAMHSA - formerly National Institute on Drug Abuse [NIDA] drugs) to conform to DOT regulations and cut-off levels as per DHHS guidelines. These substances include:
 - i.** Marijuana;
 - ii.** Amphetamines;
 - iii.** d-Amphetamines and Metamphetamine;
 - iv.** Cocaine, Opiates (including Codeine and Morphine); and
 - v.** Phencyclidine (PCP);
- i.** analyze additional drugs, categorized by the District as "Other Drugs" for testing. This panel of drugs may include barbiturates, methadone, opiates, dilantin, benzodiazepines, anti-depressants and propoxyphene. These drugs should include assays for 6-mono acetyl morphine, and should include tricycle antidepressants, phenothiazines, opiates, or other classes of drugs or specific drugs, as determined by the District; and
- j.** perform daily drug testing to include specimen collections and Breath Alcohol Testing at designated sites throughout the District of Columbia service area.

C.3.1.5 Upon contract award, the Contractor shall provide contact information for the chemical testing laboratory's customer service representative(s) designated to handle drug testing inquiries from the Contracting Officer's Technical Representative (COTR) or Designated Employer Representatives (DERs) during DCOP working hours 8:00 AM to 5:00 PM.

C.3.1.6 The Contractor shall obtain the required equipment and have all programs operational within thirty (30) calendar days of contract award. The Contractor shall maintain equipment and ensure compatibility with the District's automated systems environment throughout the contract term.

C.3.2 Hours of Operation

C.3.2.1 The Contractor shall maintain hours of operation so that urine specimen collection and Breath and Alcohol Testing for pre-employment, random, post-accident, surveillance/random testing, and reasonable suspicion can occur twenty-four (24) hours a day including holidays and weekends.

C.3.3 Alcohol Testing and Reporting

C.3.3.1 The Contractor shall test for the Breath Alcohol levels utilizing an Evidential Breath Testing Device (EBT).

C.3.3.2 The Contractor shall provide all labor, supplies and equipment necessary and incidental to performing Breath Alcohol testing, including Custody and Control Alcohol Testing Forms, tamper-evident tape, mouthpieces and other items used in such testing.

C.3.3.3 The Contractor shall ensure all equipment used is in accordance with DOT regulations.

C.3.4 Quality Control for Drug and Alcohol Testing

C.3.4.1 The Contractor shall establish a Quality Control process for the purposes of monitoring and preserving the integrity and precision of every test. The established process shall be in accordance and consistent with established federal regulations and District policies. The Contractor shall provide a draft outline of this process within ten (10) days of contract award to the COTR or DER.

C.3.4.2 The Contractor shall:

- a. have the capability to pick-up urine specimens on a 24-hour, 7 days a week, 365 days a year basis at the designated collection locations,
- b. conform with and meet all requirements of the applicable regulations, and
- c. provide and use tamperproof specimen kits used for split sample processing. One specimen shall be used for all screening and confirmatory tests, and the second shall

be stored for possible reconfirmation, to comply with the split sample requirement of the applicable Regulations for a drug and alcohol testing program.

C.3.4.3 Prior to removing the urine specimen kits from each Collection Site, the Contractor's representative will be furnished with a list containing the total number of specimen's kits (the "Specimen List") from the test collection site personnel. The Contractor shall ensure that the exact total number of specimen kits indicated on the furnished list is accounted for.

C.3.4.4 The Contractor's representative shall sign a receipt thereby acknowledging the number of specimen kits collected at each pick-up. Such specimen kits must be secured during transport to the Contractor's laboratory facility. The Contractor shall maintain a copy of the signed receipt as part of the Chain of Custody documentation referenced in C.3.10.1.

C.3.4.5 The Contractor shall not remove any kit not properly labeled or sealed.

C.3.5 Receipt of Specimen at Laboratory

C.3.5.1 The Contractor shall ensure that all new specimens are maintained in an acceptable environment, i.e., freezing or refrigeration, which ensures the preservation of the specimen from time of pick-up to time of testing, and appropriate storage.

C.3.5.2 Upon receipt of urine specimens at the Contractor's laboratory, the Contractor shall review the Specimen Lists. If the Contractor determines that any non-conformity exists between a Specimen List and the furnished specimens, the Contractor must notify the DER within twelve (12) hours of the discovery and not perform further examination until advised by the COTR or DER.

C.3.5.3 The Contractor shall not charge the District for handling of any troubled sample.

C.3.5.4 The Contractor shall maintain all specimens in a laboratory environment, as per the requirements set forth in the 49 CFR Part 40.

C.3.6 Testing of Urine Specimens

C.3.6.1 The Contractor shall perform testing for the Mandatory Drugs as set forth in the procedures in the Regulations. The Contractor shall use the enzyme immunoassay (EMIT) technique for screening. The initial cut-off levels for the Mandatory Drugs shall be as follows:

Screen Test by Immunoassay (ng/ml)	
Marijuana metabolites.....	50
Cocaine metabolites.....	300
Opiate metabolites.....	300 ¹
Phencyclidine.....	25
Amphetamines.....	1,000

¹ 25 ng/ml if immunoassay specific for free morphine.

C.3.6.2 The Contractor may also perform screening tests for “other drugs” as determined by the District. Cut-off levels for the “other drugs” will be dependent upon the District’s approval of the Contractor’s current methodology and cut-off levels prior to contract award.

C.3.7 Confirmation Test

C.3.7.1 The Contractor shall confirm all specimens, identified as positive on the initial drug test, using gas chromatography/mass spectrometry (GC/MS) techniques at the cut-off values listed for Mandatory Drugs as per the Regulations or other District approved methods. These confirmation tests shall be performed on the same specimen as the initial screen.

C.3.7.1.1 Cut-off levels for confirmatory tests shall be as follows:

Confirmatory Test Level **(ng/ml)

Marijuana metabolite ²	15
Cocaine metabolite ³	150
Opiates:	
Morphine.....	2000
Codeine.....	2000
Phencyclidine.....	25
Amphetamine.....	500
Met amphetamine.....	500

C.3.7.2 The Contractor shall perform confirmatory tests for Optional Drugs. Cut-off levels will depend on the District’s approval of the Contractor’s methodology and cut-off levels. In accordance with the Regulations, upon request by the District, the Contractor shall send the split specimen to another DHHS-approved laboratory for testing.

C.3.8 Reporting of Drug Test Results and Alcohol Test Results

C.3.8.1 With respect to Mandatory Drugs, Optional Drugs and Alcohol testing, the Contractor shall provide a daily activity report of all specimens received, including test results received as of that date, to the District’s Contractor MRO.

C.3.8.2 For the reporting of all negative results, the Contractor shall provide the employee ID number assigned by the District, the laboratory specimen identification number, and the test findings. The report for all drug tests that are non-negative tests shall identify the drugs/metabolites tested for, the cut-off for each, the employee ID number assigned by

² Delta-9 Tetrahydrocannabinol - 9 carboxylic acid
³ Benzoylcegonine

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the District, the drug testing laboratory specimen identification number, and any other information necessary for proper record keeping purposes.

- C.3.8.3** The Contractor shall submit daily results to the District's Contractor MRO by high-speed electronic transmission in a manner designed to ensure expedited receipt of test results and confidentiality of the information (all test results shall be transmitted to the District's Contractor MRO). If the Contractor is unable to provide electronic transmission, the Contractor shall immediately notify the MRO and provide the fully-completed Copy 1 of the CCF which has been signed by the laboratory's certifying scientist within twenty-four (24) hours of the notification.
- C.3.8.4** The Contractor must perform monthly reconciliations to ensure the data is verified and accurate.
- C.3.8.5** The Contractor shall submit to the MRO, on a monthly basis, the laboratory results report that have been reviewed and approved by certifying scientist as required by the Regulations.
- C.3.8.6** With respect to reviewing the test results under the Regulations, the District may request the Contractor provide a forensic toxicologist for specific consultation.
- C.3.8.7** At the request of the MRO, the Contractor shall perform enzyme immunoassay (EMIT) and GC/MS testing on certain specimens and report negative results within twenty-four (24) hours of pick-up. The Contractor shall confirm non-negative results within forty-eight (48) to seventy-two (72) hours of pick-up date and time.
- C.3.8.8** The Contractor shall provide quarterly reports of urinalysis testing and breath alcohol testing of District employees, setting forth the information described below to the COTR. Reports must be submitted in writing, along with an electronic backup copy, by registered or certified mail.
- C.3.8.8.1** The reports shall include:
- a. the total number of specimens received and tested;
 - b. the number of specimens administered in each District occupational category. The District will provide the Contractor with a listing of District Safety Sensitive job titles upon implementation and as new positions are added to the labor category pool;
 - c. the number of drug tests administered in each testing category (i.e., pre-employment, post-accident, reasonable cause, random, return to duty);
 - d. the number of post-accident tests administered in each accident category (i.e., fatality, personnel injury or property damage);
 - e. the number of hours between the accident and the collection of a urine specimen for each post-accident test;

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- f. the total number of individuals who had laboratory confirmed positive drug tests (summary and drug-specific statistics);
- g. the number of individuals who had laboratory confirmed positive drug test by occupational category;
- h. the number of individuals who had laboratory confirmed positive drug test by testing category (i.e., pre-employment, reasonable cause, etc.);
- i. the number of individuals who did not pass a post-accident drug and alcohol test by accident category (i.e., fatality, personal injury or property damage);
- j. the number of urine specimens submitted to the laboratory that showed evidence of one or more prohibited drugs or drug metabolites in the enzyme immunoassay (EMIT) screen in a sufficient quantity to warrant a confirmatory test;
- k. the total number of urine specimens submitted to the laboratory that showed evidence of one or more prohibited drug metabolites in the confirmatory test in a sufficient quantity to be reported as positive to the District; and
- l. the number of urine specimens submitted to the laboratory that showed evidence of one or more prohibited drugs or drug metabolites in the confirmatory test in a sufficient quantity to be reported as positive by category (cannabinoids, cocaine, opiates, PCP, amphetamines, etc.).

C.3.8.9 The Contractor shall provide additional ad-hoc reports, as request by District.

C.3.9 Storage of Specimen/Final Disposition

C.3.9.1 The Contractor shall preserve urine specimens in accordance with the Regulations. Urine specimens that test negative shall be stored for a minimum of thirty (30) days prior to disposal (both samples) and shall not be disposed of without prior District approval.

C.3.9.2 The Contractor shall store urine specimens that test positive for a minimum of one (1) year to allow for retesting (both samples). Specimens that were reported with positive, adulterated, substituted, or invalid results under NIDA procedures shall be retained and placed in secure long term, frozen storage for not less than one year and may not be discarded or destroyed without prior District authorization.

C.3.10 Contractor's Record

C.3.10.1 The Contractor shall maintain and make available for ten (10) years, documentation of all aspects of the testing process for each specimen tested. The Contractor shall be required to maintain chain of custody documents for any specimen under legal challenge for an indefinite period. Notwithstanding the time frames specified herein,

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the Contractor shall not destroy documentation relative to the work performed under this Contract without the express written prior authorization of the District.

C.3.11 Expert Witness Testimony

C.3.11.1 Within three (3) days of the District's notification, the Contractor shall provide a licensed clinical director or a comparably qualified individual to testify on behalf of the District in any judicial or administrative hearings. Contractor staff shall be required to provide other services including but not limited to litigation packages, related to support of litigation or administrative hearings.

C.3.11.2 The District will reimburse the Contractor for any reasonable expenses, including travel, in connection with providing any witness as required hereunder and as set forth in the price schedule as described in Section G.6. The rates set forth in the Price Schedule are the maximum hourly rates the District shall pay for said witness. The Contractor shall only be reimbursed for travel expenses in connection with this appearance when the Contractor's employee is on official business.

C.3.11.3 If the District cancels a request for any expert witness within twenty-four (24) hours (including non-business days) of the date scheduled for the witness' appearance, the Contractor shall be entitled to the no-show fees as set forth in the Price Schedule. In the event the District cancels the witness' appearance more than twenty-four (24) hours prior to the scheduled date, the Contractor shall be entitled to no reimbursement.

C.3.11.4 The Contractor shall be responsible for maintaining accurate residency information, past and current, of its employees in connection with any testing which may be involved in legal proceedings (this applies to key personnel such as Directors, Managers and Supervisors, and to all Contractor's employees who were performing work under this Contract).

C.3.12 Recordkeeping and Reporting

C.3.12.1 The Contractor shall ensure all records and reporting conform to the requirements set forth by the Regulations and by the District.

C.3.13 Collection Personnel Training and Collection Site

C.3.13.1 The Contractor shall ensure that personnel at each Collection Site ("Collection Site Personnel") involved in the collection process regarding specimen collection for urine and breath specimens, shall have required training per the Regulations and ensure training records are kept current.

C.3.13.2 The Contractor shall ensure that there are adequate numbers of collection sites available across the District of Columbia service area to accommodate the times and days of required collections.

C.3.14 Split Sample Retest by District Employees or Applicants

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C.3.14.1 The Contractor shall transfer the split specimen to another laboratory for retesting within twenty-four (24) hours of receipt of a written authorization from the MRO, provided that the alternate laboratory is in complete compliance with the Regulations.

C.3.14.2 The Contractor shall follow the chain of custody procedures when transferring the sample in accordance with the Regulations.

C.3.14.3 Prior to contract award, the Contractor shall show proof of the laboratory's ability of conducting GCMs configuration on each of the SAMHSA-5 (NIDA-5) drugs on a daily basis.

C.3.15 Reporting

C.3.15.1 The Contractor shall provide formats for reporting negative results for approval by the MRO and the COTR within ten (10) days of contract award.

C.3.15.2 The Contractor shall provide a detailed description of the proposed procedure for the handling and transport of specimens from the collection site to the laboratory. The Contractor shall provide its proposed procedures for the COTR's review within ten (10) days of contract award. The Contractor's procedures shall include a product description of the urine specimen packaging, labeling and shipping materials.

C.3.15.3 The Contractor shall submit statistical reports in accordance with Section C.3.8.8.1. The Contractor's reports shall be submitted quarterly for review by the COTR or DER so the District is assured that the appropriate tests are administered for each category.

C.3.15.4 Prior to contract award, the Contractor shall submit proof of its ability to comply with the Chain-of-Custody procedures set forth in 49 CFR Part 40. The Contractor shall ensure couriers, postal employees, truck drivers, airplane pilots, or mailroom employees do not make entries on the Chain-of-Custody forms.

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SECTION D: PACKAGING AND MARKING

The packaging and marking requirements for the resultant 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 November, 2004 or by the Regulations.

SECTION E: INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for the resultant 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 November, 2004.

- E.2** The District or its authorized representative shall have the right to inspect the Contractor's laboratory facility prior to the notice of award or at any time during the term of this agreement without notifying the Contractor in advance of such inspection.

SECTION F: DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

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

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of two (2) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

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F.3 DELIVERABLES

Statement of Work Section	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
C.3.1.3	Proof of licenses and certifications	1	Hard Copy	Prior to contract award	Contract Specialist
C.3.1.4.c and C.3.1.4.d	Testing Materials	TBD		As Needed	District's MRO
C.3.1.4.e and C.3.1.4.f	Test results	TBD	Electronic	Within 48 hours of collection and in accordance with C.3.8	District's MRO
C.3.1.5	Laboratory customer service contact information	N/A	Written Communication	Upon contract award	COTR or DER
C.3.4.1	Outline of Quality Control Process	1	Electronic and hard copy where applicable	Within 10 days of contract award	COTR or DER
C.3.5.2	Notification of non-conforming Specimens	1	Electronic and hard copy where applicable	Within 12 hours of discovery	COTR or DER
C.3.8.1 – C.3.8.3	Screening Reports for all categories of drugs and Alcohol Testing	1	Electronic and hard copy where applicable	Daily or as specified in section C.3.8.1 through C.3.8.3	District's MRO
C.3.8.5	Lab Results Report	1	Electronic and hard copy where applicable	Monthly	District's MRO
C.3.8.7	Confirmation of non-negative specimens	1	Electronic and hard copy where applicable	Within 48 to 72 hours of pickup	District's MRO
C.3.8.8 and C.3.15.3	Reports of all Urinalysis and Breath Alcohol Testing	1	Hard Copy with electronic back up	Quarterly	COTR or DER
C.3.8.9	Ad Hoc Reporting	TBD		As Requested	COTR or DER
C.3.11.1	Expert Testimony and Litigation Packages	TBD		As Requested	COTR or DER
C.3.14.1 and C.3.14.2	Specimen Transfers for Split Sample Testing	TBD	Hard Copy	Within 24 hours of authorization by District's MRO	Alternate Laboratory and District's MRO

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Statement of Work Section	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
C.3.14.3	Proof of ability to conduct GCM configurations on SAMHSA-5 drugs	1	Electronic and hard copy where applicable	Prior to contract award	Contract Specialist
C.3.15.1 and C.3.15.2	Reporting format for negative results and Specimen handling/transport procedures	1	Electronic and hard copy where applicable	Within 10 days of contract award	District's MRO and COTR
C.3.15.4	Proof of ability to comply with Chain-of-Custody Procedures	1	Hard copy or Electronic	Prior to contract award	Contract Specialist

F.3.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 of this contract 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 may not be paid.

SECTION G: CONTRACT ADMINISTRATION DATA

G.1 INVOICE PAYMENT

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

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 Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.9 below. The address of the CFO is:

Name: Office of Finance and Resource Management
Address: 441 4th Street, Suite 890N
Washington, DC 20001
Telephone: 202-727-0731

- 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 (Contractors shall 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 H.5.5.

G.3.2 No final payment shall be made to the Contractor until the 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

The District will make payment to the Contractor for satisfactory performance of the required service in accordance with Section B.3 – Price Schedule.

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.

G.5.2 Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____,
make payment of this invoice to _____
(name and address of assignee).

G.6 COST REIMBURSEMENT CEILING

G.6.1 Cost reimbursement ceilings for the cost reimbursable component of this contract are set forth in Section B.3 of the Schedule.

G.6.2 The costs for performing the cost reimbursable component of this contract shall not exceed the cost reimbursement ceiling specified in Section B.3 of the Schedule as set forth in the contract.

G.6.3 The Contractor agrees to use its best efforts to perform the work specified in this contract and to meet all obligations under this contract within the cost reimbursement ceilings.

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- G.6.4** The Contractor must notify the Contracting Officer, in writing, whenever it has reason to believe that the total cost for the performance of this contract will be either greater or substantially less than the cost reimbursement ceilings.
- G.6.5** As part of the notification, the Contractor must provide the Contracting Officer a revised estimate of the total cost of performing this contract.
- G.6.6** The District is not obligated to reimburse the Contractor for costs incurred in excess of the cost reimbursement ceiling specified in B.3 listed in the Contract and the Contractor is not obligated to continue performance under this contract (including actions under the Termination clauses of this contract), or otherwise incur costs in excess of the cost reimbursement ceilings specified in B.3 listed in the Contract, until the Contracting Officer notifies the Contractor, in writing, that the estimated cost has been increased and provides revised cost reimbursement ceilings for performing this contract.
- G.6.6.1** The District will reimburse the Contractor for the direct cost incurred by the Contractor for transcripts, air/rail fares, hotel accommodations, copying, experts and consultants, subject to the following:
- a. The Contractor shall not be reimbursed for any direct cost in excess of one thousand two hundred fifty dollars (\$1,250) per occurrence without prior approval of the COTR;
 - b. The term “per occurrence” in paragraph a includes, but is not limited, all airline/rail tickets related to a single trip regardless of whether each ticket is purchased separately; all hotel rooms related to a single trip regardless of whether each room is purchased separately; all transcripts related to the deposition of a single individual or hearing, regardless of whether multiple dates or transcribers are involved; and the cumulative cost of an expert or consultant’s work as it relates to a discrete assignment;
 - c. The District will reimburse the direct cost of Contractor’s air travel at coach fares (one week advance purchase unless a later purchase is justified by exigent circumstances), although Contractor may purchase business class or first class travel and pay the difference from its own funds; and
 - d. The District will reimburse the Contractor for the direct costs without hotel accommodations at “government” rates.
- G.6.6.2** The District will not reimburse the Contractor for any other direct without pre-approval.
- G.6.7** No notice, communication, or representation in any form from any person other than the Contracting Officer shall change the cost reimbursement ceilings. In the absence of the specified notice, the District is not obligated to reimburse the Contractor for any costs in excess of the costs reimbursement ceilings, whether such costs were incurred during the course of contract performance or as a result of termination.
- G.6.8** If any cost reimbursement ceiling specified in B.3 listed in the Contract is increased, any costs the Contractor incurs before the increase that are in excess of the previous cost reimbursement ceiling shall be allowable to the same extent as if incurred afterward,

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unless the Contracting Officer issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.

G.6.9 A change order shall not be considered an authorization to exceed the applicable cost reimbursement ceiling specified in B.3 as set forth in the Contract, unless the change order specifically increases the cost reimbursement ceiling.

G.7 THE QUICK PAYMENT CLAUSE

G.7.1 Interest Penalties to Contractors

G.7.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.7.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.7.2 Payments to Subcontractors

G.7.2.1 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.7.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

G.7.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.7.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.8 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

*Gena Johnson
Office of Contracting and Procurement
441 4th Street NW, Suite 700S
Washington, DC 20001
(202) 727-0252*

G.9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.9.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

G.9.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

G.9.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.10 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.10.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Name: Robin Henry
Title: Acting Benefits Manager
Agency: D.C. Office of Personnel
Address 441 4th Street NW, Suite 700S
Washington, DC 20001
Telephone: (202) 442-9656

G.10.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

G.10.3 The Contractor may 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.

G.11 ORDERING CLAUSE

G.11.1 Any supplies and services to be furnished under this contract must be ordered by issuance of delivery orders or task orders by the Contracting Officer. Such orders may be issued during the term of this contract.

G.11.2 All delivery orders or task orders are subject to the terms and conditions of this contract. In the event of a conflict between a delivery order or task order and this contract, the contract shall control.

G.11.3 If mailed, a delivery order or task order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

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 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 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL

The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.

H.3 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination 2005-2103, Revision 2, dated 11/7/06, 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.1.1 of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer 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.4 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.5 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.9 who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.6 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.6.1 The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code §2-219.01 et seq. (“First Source Act”).

H.6.2 The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.2.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the Department of Employment Services (“DOES”); and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

H.6.3 The Contractor shall submit to DOES, no later than the 10th each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report” its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
 - (a) Name;
 - (b) Social security number;
 - (c) Job title;
 - (d) Hire date;

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- (e) Residence; and
- (f) Referral source for all new hires.

H.6.4 If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

H.6.5 With the submission of the Contractor's final request for payment from the District, the Contractor shall:

- (1) Document in a report to the Contracting Officer its compliance with the section H.5.4 of this clause; or
- (2) Submit a request to the Contracting Officer for a waiver of compliance with section H.5.4 and include the following documentation:
 - (a) Material supporting a good faith effort to comply;
 - (b) Referrals provided by DOES and other referral sources;
 - (c) Advertisement of job openings listed with DOES and other referral sources; and
 - (d) Any documentation supporting the waiver request pursuant to section H.5.6.

H.6.6 The Contracting Officer may waive the provisions of section H.5.4 if the Contracting Officer finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpepper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

H.6.7 Upon receipt of the contractor's final payment request and related documentation pursuant to sections H.6.5 and H.6.6, the Contracting Officer shall determine whether the Contractor is in compliance with section H.6.4 or whether a waiver of compliance pursuant to section H.6.6 is justified. If the Contracting Officer determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Contracting Officer shall, within two business days of making the determination forward a copy of the determination to the Agency Chief Financial Officer and the COTR.

H.6.8 Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.6.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5%

of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in the contract any decision of the Contracting Officer pursuant to this section H.6.8.

H.6.9 The provisions of sections H.6.4 through H.6.8 do not apply to nonprofit organizations.

H.7 PROTECTION OF PROPERTY

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

H.8 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability.
See 42 U.S.C. §12101 *et seq.*

H.9 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. §794 *et seq.*

H.10 WAY TO WORK AMENDMENT ACT OF 2006

H.10.1 Except as described in H.10.8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 9, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) (“Living Wage Act of 2006”), for contracts for services in the amount of \$100,000 or more in a 12-month period.

H.10.2 The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.

H.10.3 The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

H.10.4 The Department of Employment Services may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.

H.10.5 The Contractor shall provide a copy of the Fact Sheet (Attachment J.1.2) to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice (Attachment J.1.3) in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

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H.10.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

H.10.7 The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

H.10.8 The requirements of the Living Wage Act of 2006 do not apply to:

- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
- (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
- (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
- (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
- (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
- (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
- (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
- (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
- (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
- (10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.10.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

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 November 2004 (“SCP”), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

I.5.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

I.5.2 The term “Technical Data”, as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.

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- I.5.3** The term “Computer Software”, as used herein means computer programs and computer databases. “Computer Programs”, as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.5.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.5.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:
- I.5.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
- I.5.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
- I.5.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or

instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.5.7 The restricted rights set forth in section I.5.6 are of no effect unless

- (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____
With _____ (Contractor's Name); and

- (ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.5.8 In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

I.5.9 Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.

I.5.10 For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract,

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and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

I.5.11 The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.5.12 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

I.5.13 Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

I.8.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverages prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed

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until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

- I.8.2 Commercial General Liability Insurance**, \$1,000,000 limits per occurrence, District added as an additional insured.
- I.8.3 Automobile Liability Insurance**, \$1,000,000 per occurrence combined single limit.
- I.8.4 Worker's Compensation Insurance** according to the statutes of the District of Columbia, including Employer's Liability, \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,000 policy limit disease.
- I.8.5 Umbrella/ Excess Liability Insurance**, \$5,000,000 limits per occurrence.
- I.8.6 Professional Liability Insurance**, \$1,000,000 limits per claim (note: such insurance is typically called medical malpractice insurance for doctors, professional liability insurance for lawyers and nurses, and errors and omissions liability insurance for all other "professions" with a professional liability exposure).

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.2.2. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

Any inconsistency in this solicitation shall be resolved by giving precedence in the following order: the Supplies or Services and Price/Cost Section (Section B), Specifications/Work Statement (Section C), the Special Contract Requirements (Section H), the Contract Clauses (Section I), and the SCP.

I.11 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the Contracting Officer.

SECTION J: LIST OF ATTACHMENTS

J.1 ATTACHMENT

J.1.1 Wage Determination No. 2005-2103, Revision 2, dated 11/7/06

J.1.2 Living Wage Fact Sheet

J.1.3 Living Wage Notice

J.1.4 Past Performance Evaluation Form

J.2 INCORPORATED ATTACHMENTS *(The following forms shall be completed and incorporated with the offer.)*

J.2.1 LSDBE Certification Package (located at www.oldb.dc.gov)

J.2.2 E.E.O. Information and Mayor's Order 85-85
(located at www.ocp.dc.gov ; click on Solicitation Attachments)

J.2.3 Tax Certification Affidavit
(located at www.ocp.dc.gov ; click on Solicitation Attachments)

J.2.4 First Source Employment Agreement
(located at www.ocp.dc.gov ; click on Solicitation Attachments)

J.2.5 Cost/Price Data Package
(located at www.ocp.dc.gov ; click on Solicitation Attachments)

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 AUTHORIZED NEGOTIATORS

The offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The offeror, by checking the applicable box, represents that

(a) It operates as:

- a corporation incorporated under the laws of the State of: _____
- an individual,
- a partnership,
- a nonprofit organization, or
- a joint venture.

(b) If the offeror is a foreign entity, it operates as:

- an individual,
- a joint venture, or
- a corporation registered for business in _____
(Country)

K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the offeror for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ____ has ____ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror ____ has ____ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

K.4 BUY AMERICAN CERTIFICATION

The offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (See Clause 23 of the SCP, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each offeror shall check one of the following:

_____ No person listed in Clause 13 of the SCP, "District Employees Not To Benefit" will benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the offeror is considered to be a certification by the signatory that:

- 1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any offeror or competitor relating to:
 - (i) those prices
 - (ii) the intention to submit a contract, or
 - (iii) the methods or factors used to calculate the prices in the contract.
- 2) The prices in this contract have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract opening unless otherwise required by law; and

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- 3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory:
- 1) Is the person in the offeror's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the offeror's organization);

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
 - (ii) As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7 TAX CERTIFICATION

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.2.3.

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a single contract, resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical and other factors.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

One original and five (5) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No.: **DCBE-2007-R-0016, Laboratory Testing Services – D.C. Office of Personnel.**"

Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror's response. The Offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services delivery thereof. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.

L.2.1 Technical Proposal

L.2.1.1 Company Qualifications, Experience and Past Performance

The Offeror's proposal shall:

- a.** Demonstrate the Offeror possesses knowledge and experience in providing drug and alcohol laboratory testing services.
- b.** Provide proof that laboratory is owned and operated by Offeror and is certified by the Department of Health and Human Services (DHHS). The Offeror shall have, at minimum, seven (7) years experience as a DHHS qualified laboratory, licensed in the District of Columbia, to perform forensic toxicology testing. Additional

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certifications, from such organizations as the Substance Abuse and Mental Services Administration (SAMHSA) and the College of American Pathologists (CAP), are desired although not required.

- c. Outline the proposed staffing mix recommended to meet the District's requirement. At minimum, the offeror shall provide the Key Personnel listed in L.2.1.4
- d. Demonstrate the Offeror's ability to operate in complete compliance with 49 CFR Part 40 regulations and outline the Offeror's quality control process which ensures compliance.
- e. Outline testing procedures and provide proof that the performance track record in confirming negative drug test results within twenty-four (24) hours and non-negative test results within forty-eight (48) and seventy-two (72) hours as required in the General specifications have been met in the past.
- f. Include past performance references from at least three (3) entities for whom similar services have been provided. Of these references, the offeror shall provide the name(s) and telephone number(s) of at least two (2) previous clients (contracts) where NIDA experience was required. These clients will be contacted by the Contracting Specialist.

L.2.1.2 Specimen Management

The Offeror's proposal shall:

- a. Provide a detailed description of the proposed procedures for the handling and transport of specimens from the collection site to the laboratory. This description should include an explanation of the transportation, storage, and records management to be used.
- b. Explain any typical exceptions or deviations from normal handling practices and how those are handled.

L.2.1.3 Forms, Records and Reporting Methods

The Offeror's proposal shall:

- a. Provide copies of all forms, including the CCF, and other automated formats to be used records and reporting.
- b. Explain process for reporting all drug and alcohol testing results to the District's Contractor MRO in accordance with the Regulations.
- c. Outline plan to meet the District's reporting requirements in accordance with Section C.3.8 and to respond to the District's inquiries.

L.2.2 Key Personnel and Qualifications

L.2.2.1 For this contract, the following positions are considered Key Personnel:

- a.** Laboratory Director/Certifying Scientist – Ph.D. with extensive DHHS and SAMHSA experience;
- b.** Project Manager/District Liaison;
- c.** Staff/Supervisory Technicians – certified in jurisdiction where laboratory is located and three (3) years verifiable experience; and
- d.** Forensic Pathologist/Toxicologist – available on a twenty-four (24) hour basis for immediate consultation regarding Medical Review Officer (MRO) related issues with a same day response.

L.2.2.2 The offeror shall set forth in its proposal the names and reporting relationships of the key personnel the offeror will use to perform the work under the proposed contract. The offeror shall provide resumes for each key personnel that demonstrate the personnel's qualifications and experience. The hours that each will devote to the contract shall be provided in total and broken down by task.

L.2.2.3 The Offeror shall provide proof that the staff turnover rates (operational staff stability) have been low for the industry (pathologists and laboratory technologists).

L.2.3 Price Proposal

L.2.3.1 Base Year

Offerors shall submit pricing for all Contract Line Item Numbers (CLINs) in Section B of the solicitation. Offers that fail to provide pricing for each CLIN may be considered unacceptable.

L.2.3.2 Option Years

The District requires pricing for Option Year 1 and Option Year 2. The Offeror shall guarantee the pricing to be used in Option Years 1 and 2. Offers that fail to provide pricing for each CLIN may be considered unacceptable.

L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.3.1 Proposal Submission

Proposals must be submitted no later than **2:00pm, March 12, 2007**. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be

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considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- a. The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- b. The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or;
- c. The proposal is the only proposal received.

L.3.2 Withdrawal or Modification of Proposals

An offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.3.3 Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the offeror can furnish evidence from the postal authorities of timely mailing.

L.3.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.3.5 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.4 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one. The prospective offeror shall submit questions no later than *ten (10)* days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than *ten (10)* days before the date set for submission of proposals. The District will furnish responses promptly to all other prospective offerors. An

amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

L.5 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, Office of Contracting and Procurement, 441 4th Street NW, Suite 700S, Washington, DC 20001, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer, Office of Contracting and Procurement of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Contracting Officer, Office of Contracting and Procurement, that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.6.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.7 PROPOSALS WITH OPTION YEARS

The offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include option year pricing.

L.8 PROPOSAL PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or

should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

L.9 SIGNING OF OFFERS

The offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.10 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.11 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

L.12 PROPOSAL COSTS

The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

L.13 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.14 CERTIFICATES OF INSURANCE

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The Contractor shall submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 prior to commencing work. Evidence of insurance shall be submitted within fourteen (14) days of contract award to:

Gena Johnson
Contracting Officer
441 4th Street NW, Suite 700S
Washington, DC 20001
(202) 727-0252

L.15 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.16 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all offerors still within the competitive range.

L.17 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.17.1 Name, address, telephone number and federal tax identification number of offeror;

L.17.2 A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.17.3 If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.18 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.19 STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, within five (5) days of the request by the District.

L.19.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.19.2 Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

L.19.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

L.19.4 Evidence of compliance with the applicable District licensing and tax laws and regulations.

L.19.5 Evidence of a satisfactory performance record, record of integrity and business ethics.

L.19.6 Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.

L.19.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations

L.19.8 If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be nonresponsible.

SECTION M - EVALUATION FACTORS

M.1 EVALUATION FOR AWARD

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

M.2 TECHNICAL RATING

The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 5 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 5). The sub factor scores will be added together to determine the score for the factor level.

M.3. EVALUATION CRITERIA

Proposals will be evaluated based on the following technical evaluation factors listed in descending order of importance.

M.3.1 TECHNICAL CRITERIA (65 Points)

M.3.1.1 Company Qualifications, Experience and Past Performance (30 points)

Offeror's proposal has established its ability to satisfactorily perform the required work by reasons of: demonstrated competence and experience in providing drug and alcohol laboratory testing services; staffing and systems capability, a written outline(s) demonstrating a clear understanding of District's requirements. Offeror has demonstrated that it has successfully provided similar services to similar clients. The Offeror has provided proof of DHHS certification; proof of laboratory's ability to conduct GCM configurations (C.3.14.3); proof of ability to comply with Chain of Custody procedures (C.3.15.4); and its ability to operate in compliance with 49 CFR Part 40 and other related District guidelines.

The Offeror has proposed key personnel to be assigned to this project who have the necessary qualifications and experience to perform the required service.

M.3.1.2 Specimen Management (20 points)

Offeror has outlined procedures for proper handling of specimen(s) from pickup at the laboratory, including transportation, temporary storage, and records; provided detailed description of procedures used and explained process for handling any exceptions or deviations from normal practices.

M.3.1.3 Forms, Records and Reporting Methods (15 points)

Offeror's proposal has outlined the reporting procedures and demonstrated its ability to provide reports and respond to inquiries in accordance with the District's requirements; provided acceptable samples of all forms and automated formats to be used.

M.3.2 PRICE CRITERIA (35 Points)

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$$

M.3.3 PREFERENCE (12 Points)

M.3.4 TOTAL (112 Points)

M.4 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

M.5 Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

M.5.1 General Preferences

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- M.5.1.1** Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- M.5.1.2** Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- M.5.1.3** Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- M.5.1.4** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- M.5.1.5** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and

- M.5.1.6** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

M.5.2 Application of Preferences

The preferences shall be applicable to prime contractors as follows:

- M.5.2.1** Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- M.5.2.2** Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.5.2.3** Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.
- M.5.2.4** Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.
- M.5.2.5** Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.
- M.5.2.6** Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

M.5.3 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this

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procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.5.4 Preferences for Certified Joint Ventures

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

M.5.5 Vendor Submission for Preferences

M.5.5.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

M.5.5.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

M.5.5.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

M.5.5.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

M.5.5.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.6 EVALUATION OF PROMPT PAYMENT DISCOUNT

M.6.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered will form a part of the award and will be taken by the District if payment is made within the discount period specified by the offeror.

M.6.2 In connection with any discount offered, time will be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the District check.