

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number	Page of Pages 1 46	
2. Amendment/Modification Number 0001		3. Effective Date 2-Nov-07	4. Requisition/Purchase Request No. N/A	5. Solicitation Caption Transitional Employment Services	
6. Issued By: OFFICE OF CONTRACTING AND PROCUREMENT PROFESSIONAL COMMODITY GROUP 6 441 4TH STREET NW, SUITE 700 SOUTH WASHINGTON, DC 20001			7. Administered By (If other than line 6)		
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)  PROSPECTIVE OFFERORS			<input checked="" type="checkbox"/> 9A. Amendment of Solicitation No. DCCF-2008-R-0001		
			<input checked="" type="checkbox"/> 9B. Dated (See Item 11) 10/5/2007		
			10A. Modification of Contract/Order No.		
			10B. Dated (See Item 13)		
Code		Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>1</u> copies of the amendment: (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
<input checked="" type="checkbox"/>	A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.				
	B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.				
	C. This supplemental agreement is entered into pursuant to authority of:				
	D. Other (Specify type of modification and authority)				
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>1</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)  <b>SEE PAGE TWO (2) FOR THE DESCRIPTION OF AMENDMENT</b>					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Lafayette K. Smith		
15B. Name of Contractor  (Signature of person authorized to sign)		15C. Date Signed	16B. District of Columbia  (Signature of Contracting Officer)		16C. Date Signed  11/2/2007

**AMENDMENT NO. 0001,  
Request for Proposal: DCCF-2008-R-0001  
CAPTION: TRANSITIONAL EMPLOYMENT SERVICES**

The Request for Proposal is hereby amended as follows:

**Note: A solid black line on the right hand side of the page notes all replacement pages and the changes are hi-lighted in red and when printed on a non-color printer, it will appear light grey. A copy of the amendment is available on OCP's web site, ocp.dc.gov, Link Business opportunity, Solicitation Number DDCF-2008 R-0001. Prospective offerors can pick-up a copy at the Office of Contracting and Procurement, Bid counter, 441 4<sup>th</sup>, Suite 703, Washington, DC 20001.**

1. The closing date in Section A, page 1 of 71, block #9, is hereby changed to November 14, 2007, at 2:00 pm.
2. Delete: Page 2 of 71, of Section B of the solicitation in its entirety.  
Insert: Solicitation replacement page 2 of 71.
3. Delete: Page 3 of 71, of Section B of the solicitation in its entirety.  
Insert: Solicitation replacement page 3 of 71.
4. Delete: Page 4 of 71, of Section B of the solicitation in its entirety.  
Insert: Solicitation replacement page 4 of 71.
5. Delete: Page 8 of 71 through page 18 of 71 of Section C in its entirety.  
Insert: Solicitation replacement pages 8 of 71 through 19 of 71 to Section C.
6. Delete: Page 20 of 71 of Section D in its entirety.  
Insert: Solicitation replacement page 20 of 71 to Section D.
7. Delete: Page 21 of 71 of Section E in its entirety.  
Insert: Solicitation replacement page 21 of 71 to Section E.
8. Delete: Page 22 of 71 and Page 23 of 71 of Section F in its entirety.  
Insert: Solicitation replacement pages 22 of 71 and 23 of 71 to Section F.
9. Delete: Page 25 of 71 and page 28 of 71 of Section G in its entirety.  
Insert: Solicitation replacement pages 25 of 71 and 28 of 71 to Section G.

**AMENDMENT NO. 0001,  
Request for Proposal: DCCF-2008-R-0001  
CAPTION: TRANSITIONAL EMPLOYMENT SERVICES**

10. Delete: Pages 29, 33, 34, 35, 36 and 37 of 71 of Section H in their entirety.  
  
Insert: Solicitation replacement Page 29 of 71, page 33 of 71, page 34 of 71, and Page 35 of 71 to Section H.
11. Delete: Page 38 of 71 of Section I in its entirety.  
  
Insert: Solicitation replacement Page 38 of 71 to Section I.
12. Delete: Page 44 of 71 of Section I in its entirety.  
  
Insert: Solicitation replacement Page 44 of 71 to Section J.
13. Insert Attachment J.1.2, Wage Determination no. 2005-2103, revision no.2 dated 7/05/2006 to Section J. This is provided as Attachment (1) of this amendment.
14. Insert J.2.5 DOES Standard Cost/pricing Data package to Section J. This is provided as Attachment (2) of this amendment.
15. Delete: Pages 48, 50, 51, 52, 53 and 58 of 71 of Section L in their entirety.  
  
Insert: Solicitation replacement Page 48 of 71, 50 of 71, 51 of 71, 52 and 53 of 71, and 58 of 71 to Section L.
16. Delete: Pages 60, 61, 63, 64, 65, 67, 68, 69, 70 and 71 of 71 of Section M in their entirety.  
  
Insert: Solicitation replacement Pages 60 of 71, 61 of 71, 63 of 71, 64 and 65 of 71, 67 of 71, 68 of 71, 69 of 71 and 70 of 71 to Section M.
17. The questions and answers from the Pre-proposal conference held on October 19, 2007 are provided as Attachment (3), which consists of fourteen (14) pages.

**ALL OTHER CONDITIONS OF THE SOLICITATION REMAIN UNCHANGED.**

**B.1 INTRODUCTION**

B.1.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Employment Services (DOES), has a need for Contractors to provide Transitional Employment Services to District residents age 21 and older. DOES estimate that approximately 1,000 persons will requires these services. Currently, DOES is providing the services through its Project Empowerment Program.

B.1.2 Prospective offeror's can provide pricing for a minimum of 25 participants to a maximum of 130 participants. The District will guarantee that the contractor will receive a minimum of five (5) participates during the contract period.

**B.2 PRICE SCHEDULE – INDIFINITE DELIVERY INDIFINTE QUANTITY (IDIQ) WITH FIXED UNIT PRICES.**

B.2.1 The Contractor shall provide Transitional Employment Services in accordance with “Section C – Service Description and Scope of Service” to be contained in the awarded contract. The Contractor shall provide as CLIN 0001 total price for all the required services. The percentages for CLIN's 0001AA, 0001AB, 0002AA, 0002AB, 0002AC, 0002AD will be used to determine the “Price per unit” and the Total Price” for each of these CLIN's. The price for CLIN 0003 shall be included in CLIN 0001. The total price for all the CLIN shall not exceed the Total price offered for CLIN 0001. The Price Schedule is outlined in Schedule below:

B.2.2

***Base Year-Date of Award through One year***

Contract Line Item No. (CLIN)	ITEM DESCRIPTION	UNIT	MIN QUANTITY	PRICE PER UNIT	MAX QUANTITY	RICE PER UNIT	TOTAL PRICE
0001 C.5.2	Transitional Employment Services Total price for each participant	Each	25	\$ _____	130	\$ _____	\$ _____
0001AA C.5.2	Assessment, Life skill training, and Job Readiness - 20 % of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
0001AB C.5.2.8	Subsidize Employment Placement Services- 30% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
0002 C.5.2.9	<b><i>Unsubsidized Employment Retention</i></b>						
0002AA C.5.2.9	60-days Retention- 5% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
0002AB C.5.2.9	90-days Retention- 10% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
0002AC C.5.2.9	120-days Retention- 15% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
0002AD C.5.2.9	180-days Retention- 20% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
<b>TOTAL AMOUNT</b>							

B.2.3 The percentages for CLIN’s 1001AA, 1001AB, 1002AA, 1002AB, 1002AC, 1002AD will be used to determine the “Price per unit” and the Total Price” for each of these CLIN’s. CLIN 0003 shall be priced separately and is not a percentage of CLIN 0001. The price for CLIN 1003 shall be included in CLIN 0001. The total price for all the CLIN shall not exceed the Total price offered for CLIN 0001. The Price Schedule is outlined in Schedule as follows:

**Option Year One (1)-**

Contract Line Item No. (CLIN)	ITEM DESCRIPTION	UNIT	MIN QUANTITY	PRICE PER UNIT	MAX QUANTITY	RICE PER UNIT	TOTAL PRICE
1001 C.5.2	Transitional Employment Services Total price for each participant	Each	25	\$ _____	130	\$ _____	\$ _____
1001AA C.5.2	Assessment, Life skill training, and Job Readiness - 20 % of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
1001AB C.5.2.8	Subsidize Employment Placement Services- 30% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
1002 C.5.2.9	<b><i>Unsubsidized Employment Retention</i></b>						
1002AA C.5.2.9	60-days Retention- 5% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
1002AB C.5.2.9	90-days Retention- 10% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
1002AC C.5.2.9	120-days Retention- 15% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
1002AD C.5.2.9	180-days Retention- 20% of the Total price	Each	25	\$ _____	130	\$ _____	\$ _____
<b>TOTAL AMOUNT</b>							

C.3.29 **Virtual One Stop (VOS)** – The computerized operating system used by DOES that provides services to and information on individual customers, including employers, to staff. Customers may access the system themselves or obtain assistance from Case Managers in accessing their records. DOES will use VOS to monitor and track enrollments, participant activities, placements, and follow-up services.

#### C.4.0 **BACKGROUND STATEMENT**

C.4.1 The Department of Employment Services provides workforce development and other employment-related services to both District of Columbia residents and non-District resident workers residing in the Washington metropolitan area. These services are funded with both federal and District of Columbia appropriated dollars. The primary federal funding mechanism is the Workforce Investment Act (WIA) of 1998 under which the U.S. Department of Labor (USDOL) allocates funds to the states to increase employment, retention, earnings, and occupational skills attainment.

C.4.2 The primary District funding mechanism is the Way-to-Work Initiative, a compendium of programs designed to provide effective and innovative workforce development services to hard-to-employ District adults and at-risk District youth. The Transitional Employment Program (TEP) is a major component of the Way-to-Work Initiative. TEP was established by Title II, Subtitle H, of the Fiscal Year 2006 Budget Support Act of 2005. The program is designed to provide transitional employment to District residents residing in persistent problem areas that face barriers to employment due to deficiencies in education, work experience, work training, or work skills or have been previously incarcerated.

C.4.3 Among the services provided to TEP participants are rigorous pre-employment assessment, case management, job readiness and life skills instruction, supportive services referrals, subsidized (transitional) employment, unsubsidized job search assistance, and job retention and follow-up services.

#### C.5.0 **CONTRACT REQUIREMENTS**

##### C.5.1 **CLIN 0001 Transitional Employment Services.**

C.5.1.1 The contractor shall provide TEP services to the following population of District residents who have been determined eligible by DOES and in accordance with the specifications outlined herein:

- a) **Ex-Offenders**
- b) **Basic Skills Deficient**
- c) **English Language Deficient**
- d) **Homeless**
- e) **Disabled (as defined by the Americans with Disabilities Act)**
- f) **Chronically Unemployed**

C.5.1.2 The TEP services shall consist of Intake Services, Orientation, Case Management and Pre-Employment Assessment, Supportive Services, Job Readiness, Activity and Service Options, Unsubsidized Employment, **Placement Services** and Job Retention.

**C.5.2 CLIN-0001AA- Intake, Assessment, and Life Skills/Job Readiness Training**

C.5.2.1 The Contractor shall provide intake and assessment services to participants who are referred by the Department of Employment Services (DOES), Transitional Employment Program. DOES will certify eligibility and enter the initial demographic data including name, SSN, address, and date of birth into the DOES Virtual One-Stop (VOS) system. The Contractor shall after the initial intake performed by DOES, enter all case management data into the DOES VOS system. DOES will provide the Contractor with log in and access numbers to log into VOS.

C.5.2.2 The Contractor shall perform intake and assessment services *after DOES makes the referral*. The assessment shall include an in-depth evaluation of the participant's life experiences; education and training history including highest grade completed, dates of attendance, and courses of study; interests and hobbies; military service information; work-related skills and abilities; work history information including previous employer's name, address, telephone number, and contact person; dates of employment; duties of the jobs performed; salary; and reasons for leaving jobs.

***C.5.2.3 The Contractor shall analyze and evaluate the above information so that a plan is developed which will lead the participant to unsubsidized employment, self-sufficiency, and independence.***

C.5.2.4 ***The Contractor shall use the information gathered from the assessment*** to develop the Individual Employment Plan (IEP) and ***complete*** the Contractor's Common Intake ***Form***. The Common Intake Form will be completed and entered into the Virtual One-Stop (VOS) System, DOES' workforce development automated data and information system. The contractor's Intake Specialist and the participant will collaboratively begin to build the participant's employment plan. This plan will establish a road map that will lead the participant to the end goal of unsubsidized employment. The plan shall be developed according to five basic principles:

C.5.2.4.1 The plan should maintain a focus on unsubsidized employment - while the plan may include a variety of services and activities, it will remain consistent in its focus on the goal of employment and keep the participant on track toward meeting that goal. Similarly, although the plan may address personal and other barriers, these will always be viewed in the context of steps toward employment.

C.5.2.4.2 The plan should be realistic – the Contractor's Intake Specialists must bear in mind that while it is noble for participants to aim high, goals that are too ambitious may become overwhelming and self-defeating. The Contractor's Intake Specialists should encourage participants to keep goals focused and somewhat limited, at least in its early developmental stages. This is particularly true for participants who evidence substantial barriers to employment.

C.5.2.4.3 The plan should be developed by mutual agreement of the Contractor's Intake Specialist and the participant - each employment plan must be individualized, reflecting the program's goals and the Intake Specialist's judgment, as well as the participant's goals and inclinations. If the employment plan ignores participant buy-in, it will fail.

C.5.2.4.4 The plan should broaden opportunities, not limit them - while the plan can be considered a road map to success, it should strive to offer alternative routes to the destination. The plan development process, ongoing throughout the term of program enrollment, should identify both obstacles and additional opportunities that the participant can weigh in setting a future career path.

**C.5.2.4.5 The plan shall center on developing employment goal setting. The Contractor's Intake Specialists should make clear their dedication to assisting and supporting the participant to assure work-related achievement and the probability of success.**

C.5.2.5 **Participant Orientation**

C.5.2.5.1 The Contractor shall provide program orientation to all enrolled **participants when the Contractor accepts the participant into the program.** The formal orientation session shall describe program goals, objectives, and expectations; discuss the importance of participant commitment, the role of Case Managers, and available supportive services; emphasize the importance of timeliness, attendance, and appropriate conduct; and present the activity and service options available through the program.

C.5.2.6 **Participant Life Skills and Job Readiness Training**

C.5.2.6.1 The Contractor shall administer the Comprehensive Adult Student Assessment System (CASAS) test to all participants to determine their needs for educational and related services. Several types of Adult Basic Education (ABE) programs may be considered, depending on the specific requirements of the participant. Among these are high school equivalency (GED) programs, basic workplace literacy, and math skills programs.

C.5.2.6.2 The Contractor shall develop a Life Skills/Job Readiness module. Topics addressed in this module shall consist of, but not be limited to: conflict management, financial management, self-management, interviewing techniques, non-verbal communication, building self-esteem, anger management, problem solving, workplace etiquette, and critical thinking.

C.5.2.6.3 The Contractor's Life Skills and Job Readiness Training classes should normally begin on Monday and be at least three (3) weeks in duration.

C.5.2.6.4 The classes shall consist of, but not be limited to, the following:

C.5.2.6.4.1 The Contractor shall **hold** discussion with the participants **regarding** their experiences with other programs;

C.5.2.6.4.2 The Contractor shall provide an overview of the different activities and learning opportunities, which will be offered during the program;

**C.5.2.6.4.3** The Contractor shall provide a firm statement of the expectations of participants during the component, stressing punctuality, attendance, commitment, positive attitude and behavior, and treating fellow participants and Transitional Employment Program staff with due respect and consideration.

**C.5.2.6.4.4** The Contractor shall provide housekeeping information such as location of restrooms, where to get lunch, bus and/or Metro routes.

**C.5.2.6.4.5** The Contractor shall require participants to take a personal self-inventory of job interests, job skills, avocations, and aptitudes and how they relate to selecting a first job, a better job, and eventually a career.

**C.5.2.6.4.6** The Contractor shall provide an overview of the Comprehensive Adult Student Assessment Systems (CASAS) test scores, what they mean, and how they relate to selecting a type of work and finding a job.

**C.5.2.6.4.7** The Contractor shall provide instruction on how to prepare an effective resume, emphasizing how a well-prepared resume can present the participant as someone an employer wants to hire.

**C.5.2.6.4.8** The Contractor shall provide instruction on how to complete a job application, emphasizing the importance of presenting all positive attributes and providing all the information the employer needs.

**C.5.2.6.4.9** The Contractor shall provide instruction on goal setting on how to establish and achieve personal, career, and financial goals.

**C.5.2.6.4.10** The Contractor shall provide instruction on substance abuse issues and the importance of maintaining abstinence and, if in a substance abuse treatment program, following the prescribed course of treatment

**C.5.2.6.4.11** The Contractor shall provide instruction on change management – how to effectively make fundamental lifestyle changes and avoid recurring patterns of criminal behavior.

**C.5.2.6.4.12** The Contractor shall provide instruction on anger management – how to develop self-control mechanisms and sublimate and manage anger.

**C.5.2.6.4.13** The Contractor shall provide instruction on conflict resolution – how to internalize and employ effective strategies for resolving interpersonal conflict.

**C.5.2.6.4.14** The Contractor shall provide instruction on values resolution – how to integrate positive values into everyday living and eschew negative values that could lead back to criminal conduct.

**C.5.2.6.4.15** The Contractor shall provide instruction on time management - how the participant can successfully budget his/her time and avoid stress when new demands are placed on the participant and the participant's family.

**C.5.2.6.4.16** The Contractor shall provide instruction on financial management - how to prepare a budget and stick to it and what options are available for dealing with financial problems.

**C.5.2.6.4.17** The Contractor shall provide instruction on self-motivation - determining what one wants out of life and how to get it.

**C.5.2.6.4.18** The Contractor shall provide instruction on how to build and present a positive self-image.

**C.5.2.6.4.19** The Contractor shall provide instruction on Dress for Success - how to present oneself as someone an employer would want to hire.

**C.5.2.6.4.20** The Contractor shall provide instruction on building communications skills - how to effectively employ verbal and non-verbal language to get a job and to succeed in the workplace.

**C.5.2.5.4.21** The Contractor shall provide instruction on how to develop networks - what this term means and how to use it to facilitate a job search.

**C.5.2.6.4.22** The Contractor shall provide instruction on how to use the Internet - how new technology can be used to support a job search.

**C.5.2.6.4.23** The Contractor shall provide instruction on how to use classified advertising - how to read newspaper want ads and use them in a job search.

**C.5.2.6.4.24** The Contractor shall provide instruction on the rules for making cold calls - useful hints for calling employers one does not know and successfully selling oneself as a prospective employee.

**C.5.2.6.4.25** The Contractor shall provide instruction on how to prepare for a job interview - defining the purpose of an interview and how to conduct effective research on a company.

**C.5.2.6.4.26** The Contractor shall provide instruction on questions to ask the employer in an interview - be a full participant in the interview, as well as how to formulate reasonable questions before the interview begins.

**C.5.2.6.4.27** The Contractor shall provide instruction on how to control the interview - the importance of self-confidence and effectively opening and closing the interview.

**C.5.2.6.4.28** The Contractor shall provide instruction on the most common interview questions - be prepared to answer the questions that most frequently come up in job interviews.

**C.5.2.6.4.29** The Contractor shall provide instruction on what to do after the interview - doing a post-interview analysis with another person or by oneself and to identify follow-up steps that may need to be taken.

**C.5.2.6.4.30** The Contractor shall provide instruction on what to do when you have been hired - analyze the reasons for your success and how you can build on them for future job searches.

**C.5.2.6.4.31** The Contractor shall provide instruction on the reasons why applicants do not get hired - a list of things to avoid.

**C.5.2.6.4.32** The Contractor shall provide instruction on the characteristics of a good employee after getting the job, how to keep it, focusing on what one needs to do in and out of the workplace to become a valued employee.

**C.5.2.6.4.33** The Contractor shall develop activities and learning modules that are conducted in an interactive mode, to the maximum extent possible. That is, participants will be expected to be fully engaged in the learning process, and a passive, classroom lecture modality will rarely, if ever, be employed. Participants will be encouraged to support and learn from each other during the modules.

**C.5.2.6.4.34** The Contractor's Intake Specialists throughout the course of the Life Skills/Job Readiness training should be learning about their assigned participants and using participant performance during the training as a major factor in the assessment of the participant. The overall assessment conducted during the Orientation Session and the Life Skills/Job Readiness training should form the basis for the determination of which activity or service component the participant will be enrolled in at the conclusion of the Life Skills/Job Readiness training.

## **C.5.2.7**      **Case Management Services**

**C.5.2.7.1** The Contractor shall provide comprehensive case management services throughout the period of a participant's enrollment. Case management services shall include ongoing assessment, career and personal counseling, coordination of participant services and activities, and maintenance of participant IEP's and other related documents.

**C.5.2.7.2** The Contractor's Case Manager shall make weekly monitoring contacts with the participant to track progress, identify, and help solve any problems. These contacts will be documented through case notes in the participant's case file. If the participant fails to perform successfully in training, the Case Manager shall reassess the situation and make an appropriate service decision, documented in the participant's case file.

### C.5.2.8 **CLIN 0001AB- Subsidized Employment Placement Services**

C.5.2.8.1 At the conclusion of the Life Skills/Job Readiness training, participants will be enrolled in an appropriate activity or service based on the Intake Specialist's in-depth assessment of what each one needs to become job ready and prepared to begin subsidized job search. Some participants may be prepared to begin the job search process immediately after Life Skills/Job Readiness without the need for intermediary activities or services. The activity or service option(s) selected for each participant will be documented in the VOS system and comply with the employment plan that the Intake Specialist and the participant have jointly developed.

C.5.2.8.2 The Contractor shall provide an in-depth assessment of each participant prior to referral to subsidized or unsubsidized employment. The assessment shall identify, analyze, and evaluate all factors that impact a participant's employability including personal information, educational and vocational training history, work experience, and interests and avocations. The assessment shall be made part of the permanent case file.

C.5.2.8.3 The Contractor shall develop subsidized work slots employment opportunities for participants. The job slots may be established with District or Federal government agencies, non-profit organizations, or private sector employers. Work Experience partners will formally establish worksites through completion of a Worksite Agreement (WA) with DOES. Job slots established under a WA may require a wide-range of skills and abilities, but will predominantly be at the entry-level. The contractor shall focus its efforts on developing work experience opportunities in high-growth/high-demand and expanding occupations.

C.5.2.8.4 The Work Experience under the subsidized component is designed to last up to 24 weeks, although, when adequately supported by the Case Manager, extensions of up to 16 additional weeks may be granted by the Transitional Employment Program Supervisor or Director. Participants will work 35-40 hours per week and are paid at the rate of \$7.50 per hour.

**C.5.2.8.5 *In some cases, the Case Manager may determine that participants will be best served by work experience enrollment coupled with concurrent enrollment in a carefully selected Vocational Skills or Adult Basic Education component.***

C.5.2.8.5 The Contractor's Job Developers shall ensure that the resumes of participants scheduled to complete the Life Skills/Job Readiness training referrals are filed in the participant's file and entered into the VOS system.

C.5.2.8.6. The contractor's Job Developers shall schedule participant interviews with prospective employers. Following the interviews, the Job Developer will inform the participants and their Intake Specialist if they have been selected for the job.

C.5.2.8.7 The Contractor shall maintain attendance records and submit signed timesheets on a bi-weekly basis to the Transitional Employment Program payroll staff.

**C.5.2.8.8** The Contractor shall be responsible for submitting required payroll documents for participants enrolled in subsidized or unsubsidized employment. For subsidized employment, DOES will pay participants in accordance with the DOES-established payroll policies and procedures.

C.5.2.8.9 The Contractor **shall** ensure that the worksite supervisor prepares Evaluation Reports on each participant and submits the reports to the participant's Case Manager on a bi-weekly basis.

C.5.2.8.10 The Contractor shall provide Job Coaching services during the participants' subsidized employment to address on-the-job problems and issues and to facilitate subsidized employment success.

C.5.2.8.11 The Contractor shall provide unsubsidized job development and job placement services to all participants.

C.5.2.8.12 The Contractor shall provide supportive services to participants referred to the Contractor's program. The supportive services include, but are not limited to, the following:

- C.5.2.8.12.1 Mentoring, Counseling, and Personal Support
- C.5.2.8.12.2 Child Care
- C.5.2.8.12.3 Transportation
- C.5.2.8.12.4 Substance Abuse Counseling, Prevention, and Treatment
- C.5.2.8.12.5 Mental Health Counseling
- C.5.2.8.12.6 Financial Management Counseling
- C.5.2.8.12.7 Business Clothing
- C.5.2.8.12.8 Other support services deemed necessary and fiscally reasonable

C.5.2.9 **CLIN 0002, 0002AA, 0002AB, 0002AC and 0002AD**  
**Job Retention Services**

C.5.2.9.1 **The Contractor shall provide unsubsidized job retention and follow-up services to all participants.** The Contractor shall develop job retention services that will enable participants to retain jobs for at least 180 days. The Contractor shall identify and develop solutions to address the participant problems and issues that prevent them from reaching the 180-day job retention goal.

C.5.2.9.2 The Contractor shall develop strategies to address insufficient technical skills; a lack of knowledge of the world of work; difficulties in adapting to the additional costs and demands of working; and the social tensions between participants and their supervisors, co-workers, and family.

C.5.2.9.3 The Contractor's retention services shall include informing participants how to budget their money, how to interact productively with supervisors and co-workers, and how to employ independently problem-solving techniques.

C.5.2.9.4 The Contractor's retention services shall include teaching the participants the concept of job progression, so that they understand that their first job may not be their ideal job, but instead a stepping-stone to better jobs in the future. In addition, the Contractor shall teach job search skills in the context of being useful for a lifelong, continuous search for better and more rewarding jobs.

C.5.2.9.5 The Contractor shall provide a Retention Specialist who will monitor the participant's progress closely and make personal or telephone contact at least weekly for up to six (6) months after hire date. The Contractor's Retention Specialist shall provide encouragement and moral support, continue to address supportive services needs as they come up, and mediate difficulties at the workplace before they result in job loss. ***The Contractor shall monitor all*** contacts with the participants and document the participant's case file.

C.5.2.9.6 If the participant does lose a job, the Retention Specialist will immediately bring the participant in to discuss the circumstances of the job loss, reassess the participant's need, and determine the next steps.

C.5.2.9.7 The Contractor's Retention Specialist shall provide job-coaching services to those participants that are in unsubsidized employment. The Retention Specialist will be required to make initial contact with the new unsubsidized employee within 72 hours of placement on a new site via telephone or direct contact.

C.5.2.10 **PERFORMANCE REQUIREMENTS**

<b>PERFORMANCE REQUIREMENT</b>	<b>PERFORMANCE STANDARD</b>	<b>ACCEPTABLE QUALITY LEVEL</b>	<b>SURVEILLANCE METHOD AND FREQUENCY</b>
Provide case management services	Case management must be provided to all participants	100%	DOES review of monthly case management VOS report during monthly monitoring visits
<b>Prepare and maintain IEP/case files</b>	<b>IEP/case files must be prepared and maintained for all participants</b>	<b>100%</b>	DOES review of monthly case management VOS report during monthly monitoring visits

<b>PERFORMANCE REQUIREMENT</b>	<b>PERFORMANCE STANDARD</b>	<b>ACCEPTABLE QUALITY LEVEL</b>	<b>SURVEILLANCE METHOD AND FREQUENCY</b>
Unsubsidized job placement	Participants must be transitioned from subsidized to unsubsidized employment within 12 months of enrollment in subsidized employment	60%	DOES Unemployment Insurance wage bumps
<b>Six-month job retention</b>	<b>Participants must retain unsubsidized jobs for no less than 6 months</b>	<b>80%</b>	DOES quarterly follow-up

#### C.5.2.12 **CONTRACTOR'S PERSONNEL**

C.5.2.12.1 The Contractor shall maintain job descriptions, resumes, and annual evaluations on each staff person. The Contractor shall provide updated information to the COTR within 30 days when there is a change in personnel.

**C.5.2.12.2 The Contractor shall maintain an organizational chart that shows the reporting relationship and function of key personnel. The District considers the following positions as key personnel:**

- a). Program Director**
- b). Job Developer**
- c). Case Manager Supervisor**
- d). Job Coach, and**
- e). Retention Specialist**

C.5.2.12.3 The Contractor shall maintain a written job description for each position funded through the contract that must be included in the contractor's files and be available for inspection on request by the COTR. The job description shall include:

- C.5.2.12.3.1 Education, experience, and/or licensing/certification criteria,
- C.5.2.12.3.2 A description of duties and responsibilities,
- C.5.2.12.3.3 Hours of work, and
- C.5.2.12.3.4 Performance evaluation criteria.
- C.5.2.12.4 The Contractor shall maintain an individual personnel file for each contract staff member that will contain:
- C.5.2.12.4.1 The application for employment,
- C.5.2.12.4.2 Professional and personal references,
- C.5.2.12.4.3 Applicable credentials/certifications,
- C.5.2.12.4.4 Personnel actions including time records,
- C.5.2.12.4.5 Documentation of all training history,
- C.5.2.12.4.6 An annual evaluation for the current or preceding year,
- C.5.2.12.5 The Contractor shall make available all personnel materials to the COTR upon request. The Contractor shall provide orientation sessions for each staff member and volunteer covering administrative procedures, program goals, and policies and practices to be adhered to under the Contract.
- C.5.2.12.6 The Contractor shall maintain, if volunteers are used, a personnel file for each volunteers that will contain:
- C.5.2.12.6.1 Documentation of professional and personal references,
- C.5.2.12.6.2 Applicable credentials/certifications,
- C.5.2.12.6.3 Training completed,
- C.5.2.12.6.4 Information documenting skills that contributes to the success of this contract,
- C.5.2.12.7 The Contractor **personnel** shall conduct case reviews on a regular schedule and maintain documentation in the case files to include supporting documents and program documents such as Intake Forms, Client Rights and Responsibilities Notices, and documentation of case management activities.

### C.5.2.13 **REPORTS**

C.5.2.13.1 The Contractor shall submit a quarterly report to the COTR regarding the progress towards task completion and scope of service requirements.

C.5.2.13.2 The Contractor shall report unusual incidents by FAX or telephone immediately upon the occurrence of the incident to the COTR and no later than 24-hours or the next business day of the incident and in writing within three (3) days after incident occurrence.

C.5.2.13.2.1 An **unusual incident** is an event that affects contractor employees or DOES participants from the regular routine or established procedures. Examples of these incidents include, but are not limited to:

- C.5.2.13.3.2 Injury;
- C.5.2.13.3.3 Unexplained absence of a client;
- C.5.2.13.3.4 Physical, sexual, or verbal abuse of a client by staff or other clients;
- C.5.2.13.3.5 Staff negligence;
- C.5.2.13.3.6 Fire;
- C.5.2.13.3.7 Theft, destruction of property, or sudden serious problems in the physical facility;
- C.5.2.13.3.8 Complaints from participants;
- C.5.2.13.3.9 Requests for information from the press, attorneys, or government officials outside of DOES
- C.5.2.13.3.10 Client behavior requiring attention of staff not usually involved in their care.
- C.5.2.13.3.11 The Contractor shall submit a final report to *the COTR* no later than the 30th day after expiration of the contract. This report will summarize all service delivery data, accomplishments, issues, and recommendations.

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**SECTION D – PACKAGING AND MARKING**

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**SECTION E – INSPECTION AND ACCEPTANCE**

**E.1 STANDARD CONTRACT PROVISIONS**

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 March, 2007, Attachment J.1.

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**F.1 TYPE OF CONTRACT**

***This is a IDIQ contract with payments based on the unit prices set forth in the Price Schedule, Section B.2.2 and B.2.3 of the contract.***

**F.2 TERM OF CONTRACT**

***The term of the contract shall be for a period of one year from date of award specified in Section A, page 1 of 71 of the contract.***

**F.3 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.3.1** The District may extend the term of this contract for a period of four option years, 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.3.2** If the District exercises this option, the extended contract shall be considered to include this option provision.

**F.3.3** The price for the option period shall be as specified in the contract.

**F.3.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

**F.4 DELIVERABLES**

The COTR reserves the right to reject any or all deliverables which, in the sole judgment of the COTR, do not adequately represent the intended level of completion or standard of performance, do not include all relevant information or data, or do not include all documents specified or reasonably necessary for the purposes for which DOES Project Empowerment requires the deliverables. The COTR may not consider such deliverables as satisfying the specific submittal requirements as set forth herein. Partial or incomplete deliverables shall in no way relieve the Contractor of its contractual commitments. The deliverables for the contract are set forth below.

Section	Deliverable	QTY	Format/Method of Delivery	Due Date	Deliver To
C.5.2.8.7	Participants Time Sheets	1	Hard Copy	Bi-weekly	Transitional Employment payroll office
<u><b>C.5.2.11.1</b></u>	The Contractor shall provide any changes in key personnel in advance and in writing to the COTR for approval.	1	Hard copy and MS Word email file	By 30 day in advance of any changes	COTR
<u><b>C.5.2.12</b></u>	The Contractor shall submit a quarterly report to the COTR regarding the progress towards task completion and scope of service requirements.	2	Hard copy and MS Word file	By 20 <sup>th</sup> calendar day after the end of each service quarter	COTR
<u><b>C.5.2.12.2</b></u>	The Contractor shall report unusual incidents by FAX or telephone to the DOES	2	Hard copy and MS Word email file	<u><b>COTR within 24 hours or the next business day of the incident and in writing within three (3) days after incident occurrence.</b></u>	COTR
C.5.2.12.3	The Contractor shall submit a final report to COTR no later than the 30th day after expiration or termination of the contract. This report will summarize all service delivery data, accomplishments, issues, and recommendations.	1	Hard copy and MS Word email file	30th day after expiration or termination of the contract	COTR

**F.3.1** The Contractor shall submit to the District, the reports that are required pursuant to H.5.5 of 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.

**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**

G.4.1 The District will pay the amount due the Contractor as set forth in Section **B.2.2 and B.2.3** of the contract and in accordance with the terms of the contract upon presentation of a properly executed invoiced and authorized by the COTR.

G.4.1.2 The Contractor shall provide as CLIN 0001 the total price for all the required services. The District will make payment for each CLIN as follows:

G.4.1.3 **CLIN's 0001AA, Assessment, Life Skills Training, and Job readiness- 20 % of the Total price.**

**G.4.1.4 CLIN 0001AB, Subsidize Employment Placement Services- 30% of the Total price.**

G.4.1.5 CLIN0002 Unsubsidized Employment Retention as follows:

G.4.1.5 CLIN 0002AA, 60-days Retention- 5% of the Total price.

G.4.1.6 CLIN 0002AB, 90-days Retention- 10% of the Total price.

G.4.1.7 CLIN 0002AC, 120-days Retention- 15% of the Total price.

G.4.1.8 CLIN 0002AD . 180-days Retention- 20% of the Total price.

**G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

**G.9.1** 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:

Charles S. Jones  
Program Director  
Project Empowerment/Transitional Employment Program  
Department of Employment Services  
625 H Street, N.E.  
Washington DC 20002  
202-698-5599  
202-698-5501 fax  
E-mail: charles2.jones@dc.gov

**G.9.2** 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.9.3** 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.10 ORDERING CLAUSE**

***a) Any services to be furnished under the contract must be ordered by issuance of Task Order by the Contracting Officer. Such orders may be issued monthly, quarterly or annually as services are required during the term of the contract.***

***b) All Task orders are subject to the terms and conditions of the contract. In the event of a conflict between a Task order and the contract, the contract shall control.***

***a) If mailed, a 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.***

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## **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 Contactor 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:

a) 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, trainees, and other workers in the implementation of employment goals contained in this clause.

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

The Contractor shall be bound by the Wage Determination No. 2005-2103 **Rev. No 4, dated July 5, 2007** 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.1.2** 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.3 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.8 DISTRICT RESPONSIBILITIES**

The District is responsible for the following:

**H.8.1 DOES will certify eligibility and enter the initial demographic data including name, SSN, address, and date of birth into the DOES Virtual One-Stop (VOS) system.**

**H.8.2 DOES through its staff will perform monitoring the delivery of services to participants. Identified problems and ensure they are resolved and corrected and to provide technical assistance to the Contractor. The monitor conducts site visits to ensure clients' satisfaction surveys; investigates unusual incident reports and reviews client eligibility and program records.**

**H.8.3 DOES through the COTR will prepare any response or request for additional information or clarification from the Provider as it pertains to the Provider's compliance or noncompliance within ten (10) business days of submission of deliverables.**

**H.8.4 DOES through the COTR will maintain adequate liaison and cooperation with the Provider, including providing timely management decisions and approval of forms and procedures to enable the Provider to properly perform contractual duties.**

**H.8.5 The COTR will attend required meetings with the Provider to discuss issues, changes, deliverables' status, and specific agenda items proposed by the District or the Provider. The Provider shall chair the meetings, however, the COTR shall retain the option to chair the meetings, as necessary.**

**H.8.6 DOES through the COTR will review and approve all reports and publications prior to public release as required.**

## **H.9 CONTRACTOR RESPONSIBILITIES**

A. The Contractor shall ensure that sub-contractors provide services in accordance with Section C of the contract.

**B. The Contractor shall perform the required services in accordance with Section C. of the contract.**

## **H.10 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL**

The key personnel specified in Section C.5.2.11.2 of 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 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 not reassign these key personnel or appoint replacements without written permission from the Contracting Officer. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.

### H.11 WAY TO WORK AMENDMENT ACT OF 2006

H.11.1 Except as described in Section H.15.8 below, 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 one-hundred thousand dollars (\$100,000) or more in a twelve (12) month period.

H.11.2 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](http://www.ocp.dc.gov).

H.11.3 Contractor shall include in any subcontract for fifteen thousand dollars (\$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.11.4 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](http://www.ocp.dc.gov).

H.11.5 Contractor shall provide a copy of the Fact Sheet attached as Attachment J.25 to each employee and subcontractor who performs services under the contract. Contractor shall also post the Notice attached as Attachment J.24 in a conspicuous place in its place of business. Contractor shall include in any subcontract for fifteen thousand dollars (\$15,000) or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.

H.11.6 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 fifteen thousand dollars (\$15,000) or more under the Contract.

H.11.7 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.11.8 The requirements of the Living Wage Act of 2006 do not apply to:

H.11.8.1 Contracts or other agreements that are subject to higher wage level determinations required by federal law;

H.11.8.2 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;

H.11.8.3 Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;

H.11.8.4 Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;

H.11.8.5 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;

H.11.8.6 An employee under twenty-two (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 twenty- five (25) hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

H.11.8.7 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;

H.11.8.8 Employees of nonprofit organizations that employ not more than fifty (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));

H.11.8.9 Medicaid provider agreements for direct care services to Medicaid Beneficiaries, 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

H.11.9 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.

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

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“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](http://www.ocp.dc.gov), click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

## **I.2 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.

**PART III-LIST OF DOCUMENT, EXHIBITS AND OTHER ATTACHMENTS**

**SECTION J**

**LIST OF ATTACHMENTS**

**Note: Not all the attachments and incorporated attachments will become part of the resulting contract. Those that will be excluded are noted.**

**J.1 Attachments**

**J.1.1** Government of the District of Columbia Standard Contract Provisions For Use With District of Columbia Government Supply and Services Contracts Dated March 2007

**J.1.2** Wage Determination No. 2005-2103 Revision No. 2 Dated 7/05/2006

**J.1.2** Experience Questionnaire, ( **Will not be part of the resulting contract**)

**J.2 INCORPORATED ATTACHMENTS**

The Contractor must obtain a copy of the Incorporated Attachments from the OCP **website address: [www.ocp.dc.gov](http://www.ocp.dc.gov)**, complete and attached the forms with their proposal.

**J.2.1** LSDBE Certification Package, ( **Will not be part of the resulting contract**)

**J.2.2** E.E.O. Information and Mayor's Order 85-85

**J.2.3** Tax Certification Affidavit

**J.2.4** First Source Employment Agreement

**J.2.5** Cost/Price Data Package, ( **Will not be part of the resulting contract**)

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## 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 multiple contracts resulting from this solicitation to the responsible Offeror whose offer conforms to the solicitation and 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.1.3. Pre-Proposal Conference

A pre-proposal conference will be held at 11:00 a.m. on October 19, 2007 at 441 4<sup>th</sup> Street, N.W., Suite 700 South. Prospective Offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from Offerors on the solicitation document as well as to clarify the contents of the solicitation. Attending Offerors must complete the pre-proposal conference Attendance Roster at the conference so that their attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-proposal conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted in writing following the close of the pre-proposal conference but no later than five (5) working days after the pre-bid conference in order to generate an official answer. Official answers will be provided in writing to all prospective Offerors who are listed on the official Offeror's list as having received a copy of the solicitation. Answers will be posted on the OCP website at [www.ocp.dcgov.org](http://www.ocp.dcgov.org).

### L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

L.2.1 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. DCCF-2008-R-0001.

### **L.3 Technical Approach**

L.3.1 The information requested in this section shall facilitate the evaluation of the Offeror's knowledge and ability to develop and provide Transitional Employment Services to District resident as described in Section C.5.0 of this solicitation.

#### **L.3.1.1 Project Understanding**

**L.3.1.2** The Offeror shall provide a narrative overview of its understanding of the objectives of this solicitation. Mere reiterations of the tasks and functions described in Section C are strongly discouraged as this does not provide insight into the Offeror's understanding of the requirements of this solicitation.

**L.3.1.3** The Offeror's narrative should be designed to persuade the District that the Offeror's project understanding, approach and experience qualify the Offeror in fulfilling the tasks and functions under Section C.

**L.3.1.4** The Offeror shall provide an overview of the mission and goals of the Offeror's organization. Describe how these goals relate to their understanding of employment services for persons with unique needs and services.

**L.3.1.5** The Offeror shall provide a description of how its intends to ensure that its outreach activities will reach government agencies, non-for profit and for profit entities to provide subsidized and unsubsidized employment.

**L.3.1.6** The Offeror shall provide a description of how its intends to provide intake and assessment services to participants who are referred by the Department of Employment Services (DOES), Transitional Employment Program.

**L.3.1.7** The Offeror shall provide a description of its orientation presentation. The presentation shall describe program goals, objectives, and expectations; discuss the importance of participant commitment, the role of Case Managers, and available supportive services; emphasize the importance of timeliness, attendance, and appropriate conduct; and present the activity and service options available through the program.

**L.3.1.8** The Offeror shall ***provide*** a Life Skills/Job Readiness module. Topics addressed in this module shall consist of, but not be limited to: conflict management, financial management, self-management, interviewing techniques, non-verbal communication, building self-esteem, anger management, problem solving, workplace etiquette, and critical thinking.

**L.3.1.9** The Offeror shall ***describe*** how they will provide subsidized and unsubsidized work slots employment opportunities for participants. The job slots may be established with District or Federal government agencies, non-profit organizations, or private sector employers. Work Experience partners will formally establish worksites through completion of a Worksite Agreement (WA) with DOES.

*L.3.1.10 The Offeror shall describe how they will provide supportive services to participants referred to the Contractor's program as required by Section C.5.2.7.11.*

*L.3.1.11 The Offeror shall describe how they will develop job retention services that will enable participants to retain jobs for at least 180 days. In addition, the Offeror shall describe their solutions to address the participant problems and issues that prevent them from reaching the 180-day job retention goal.*

### **L.3.2 Case Management**

**L.3.2.1** The Offeror shall provide a narrative description of how it plans to fulfill the Case Management Services requirement as described in Section C.5.2.6.

**L.3.2.2.** The Offeror shall provide a description of how it will gather participant's information at they initial entry into the program and how they intend to up date the DOES VOS system as the participants move through various components of the program.

### **L.3.3 Reports**

**L.3.3.1** The Offeror shall provide a narrative description of how it will fulfill the Reports requirements as described in Section *C.5.2.12.*

**L.3.3.2** The Offeror shall provide a plan for creating reports that would allow the Offeror to provide public accountability, monitor performance and provide the basis for overall quality improvements efforts.

### **L.3.4 Technical Expertise**

**L.3.4.1** The information requested in this section shall facilitate evaluation of the Offeror's organizational structure, including staff information.

**L.3.4.2** This factor considers each staffing component, together and independently, and the importance of the interrelationships of each component toward the contribution of performing the service requirements in **Section C.**

### **L.3.5 Staffing**

**L.3.5.1** The *Offeror shall describe in narrative format hoe it intends to staff it program.*

**L.3.5.2** The Offeror shall provide the names and job descriptions of the key staff positions with attached resumes of the key positions, and any other proposed key staff positions. Provide a job description for additional proposed positions.

**L.3.5.3** *The Offeror shall provide a narrative with a description of recruiting and maintaining adequate staffing levels.*

**L.3.5.4. Organization Structure:** Location of Headquarters to include complete address, telephone and facsimile numbers.

**L.3.5.5. Organizational Chart:** A chart that offers a description of the Offeror's internal organization including full and part-time staff members and their level of responsibility within the organization. The *offeror's* organizational chart shall be supplemented with the following information:

- a. Name of each staff person
- b. Position/title for each person
- c. Differentiation between full and part time staff
- d. Differentiation between the Offeror's staff and sub-contractor staff as applicable

**L.3.5.6 Staff qualifications to include the follow:**

**L.3.5.6.1** Position descriptions that are consistent with the Offeror's proposed organizational chart with each title and position described above. The position descriptions shall compliment the evidence of staff qualifications presented in the Offeror's staff information to meet staff requirements in Section C.5.2.11.3 of the solicitation.

**L.3.5.6.2** The Offeror's proposed administrative staff and key personnel names supplemented with credentials to include resumes, certifications and licenses that demonstrate that staff qualifications are consistent with the organization chart and position descriptions for the position to which they are assigned. This listing should also include the name and contact information for the staff member responsible for coordination of billing and administrative issues with the District under the contract.

**L.3.6 Price Proposal and Budgeting**

**L.3.6.1** The information requested in this section shall facilitate evaluation of the Offeror's price proposal in response to Sections B and C of the solicitation.

**L.3.6.2** *The Offeror shall submit budget proposal for the base year and the option year.*

**L.3.6.3** The total budget shall be fully explained by the Offeror in a budget narrative with any attachments.

**L.3.6.4** The Offeror's price proposal shall be evaluated separately from the technical proposal. The Offeror shall provide the information requested in Attachment J.2.5, Cost/Price data Requirements. The Cost/Price Data shall be submitted with the Offeror's price proposal.

**L.3.6.5** The Offeror shall submit Cost/Price Data and Certification. The offeror must provide cost/price data for each year of the contract (base and option years).

**L.3.7 Past Performance:**

**L.3.7.1** *Past Performance Evaluations: Offerors are directed to the Experience Questionnaire and the Past Performance Evaluation Form found in Section J – List of Attachments, Attachments J.1.2 and J.1.3 respectively.*

**L.3.7.2** *The Offeror shall provide a narrative describing all prior experience relevant to the provision of Transitional Employment Services.*

**L.3.7.3** The Offeror shall provide a narrative document of its capacity to develop and manage a continuum of employment services.

**L.3.7.4** The Offeror shall provide information to substantiate its past performance to provide management ***Transitional Employment services.*** The Offeror shall provide the following:

**L.3.7.4.1 References:** The name, address and contact person of three (3) references for which services of this nature have been provided in the past five (5) years.

**L.3.7.4.2 Experience:** The Offeror shall complete the Experience Questionnaire for all similar contracts completed during the past five (5) years contracts listed shall include those entered into with the District of Columbia government, the Federal government, agencies of State and local governments or private contracts.

**L.3.7.5** Offerors that are newly formed entities without prior contracts should list contracts and subcontracts or other comparable experience as described above for key personnel as described in H.12.

**L.3.7.6** The District, utilizing the Past Performance Evaluation form will solicit Past Performance Evaluations from a minimum of three (3) references provided by the Offeror in the Experience Questionnaire. The information obtained from the completed Past Performance Evaluation forms will facilitate the District's evaluation of the Offeror's quality of services provided, timelines in service delivery, business practices and overall satisfaction with the Offeror's performance relevant to the Offeror's delivery of management oversight services for the homeless as described in Section C of the solicitation.

**L.3.7.7** The District will only discuss Past Performance information directly with the prospective prime contractor that is being reviewed and with the previous customer.

## **L.22 LEGAL STATUS OF OFFEROR**

L.22.1 Each proposal must provide the following information:

L.22.1.1 Name, Address, Telephone Number, and Federal tax identification number of offeror;

L.22.1.2 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.22.1.3 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.23 FAMILIARIZATION WITH CONDITIONS**

L.23.1 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.24 STANDARDS OF RESPONSIBILITY**

L.24.1 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 will be required to submit the documentation listed below within five (5) after requested by the Contracting officer.***

L.24.2 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.24.3 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.24.4 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

**SECTION M - EVALUATION FACTORS FOR AWARD**

**M.1 EVALUATION FACTORS FOR AWARD**

**M.1.1** *The District will award contracts to the responsible offerors 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.1.2** The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a price and technical standpoint.

**M.1.3** The District may communicate with offerors in order to clarify, verify or obtain additional information about its past performance and experience. Such communication will not constitute discussions and will not obligate the District to make a competitive range determination, conduct discussions, or solicit or entertain reviewed proposals or best and final offers.

**M.1.4 PROGRESSIVE AWARD**

**M.1.4.1 Award will be made to the highest evaluated offerors up to their stated maximum quantity and then in the same manner, successively to other offerors until the District stated requirement is fulfilled**

**For example:**

<b><u>Evaluated rating</u></b>	<b><u>Offeror maximum quantity</u></b>	<b><u>Award</u></b>
<b><u>85 Points</u></b>	<b><u>130</u></b>	<b><u>1<sup>st</sup> award</u></b>
<b><u>80 Points</u></b>	<b><u>100</u></b>	<b><u>2<sup>nd</sup> award</u></b>
<b><u>78 Points</u></b>	<b><u>80</u></b>	<b><u>3<sup>rd</sup> award</u></b>

**This method will be used until the District's stated requirement is met.**

**M.2 TECHNICAL RATING****THE TECHNICAL RATING SCALE IS AS FOLLOWS:**

<b>Numeric Rating</b>	<b>Adjective</b>	<b>Description</b>
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.

**M.3.2.3** The standard has been met when the offeror:

- a) Provides an organizational chart that demonstrates the offeror's understanding and availability of staff to fulfill the required minimum staffing positions;
- b) Provides staff information including resumes and certificates, demonstrating the qualifications and expertise of the offeror's proposed staff to meet the minimum qualifications for required staff and the expertise to perform the services required. Offeror provides position descriptions indicating the offeror's awareness and distribution of the minimum responsibilities for each staff position and acknowledges and assigns the responsibilities to perform the requirements among the offeror's proposed staff. The offeror's staff information, including resumes, certificates and position descriptions are consistent with the information presented in the offeror's organizational chart;
- c) Provides details of the offeror's staff development initiatives including at a minimum the offeror's staff orientation curriculum and in-service training requirements, that illustrate the offeror's understanding of required staff development and the significant value of staff development relative to fulfilling the requirements;
- d) Describes techniques, processes, and tests in the offeror's quality assurance plan to ensure that the offeror's staff and proposed service delivery perform the requirements and achieve the desired objectives that demonstrate the offeror's thorough and complete plan to perform the requirements. Provides evidence of the offeror's consistent commitment to quality, recognition and correction of weaknesses, and on-going initiatives to improve the offeror's performance of the requirements;
- e) Provides a description and accompanying explanation of the offeror's system to identify and measure service delivery outcomes that demonstrate the offeror's understanding of the technical requirements relevant to the population to be served and the desired objectives; and
- f) Presents evidence in the offeror's proposed position descriptions, service description, service delivery and quality assurance plans to exhibit the offeror's knowledge and awareness to schedule, coordinate and document the delivery of service requirements.

**M.4 Price Proposal Evaluation**

**M.4.1** The price proposal evaluation will be scored objectively based on the price. The offeror's price shall be supported by their Cost / Price Disclosure Certification.

**M.4.2** The Offeror with the lowest Price Proposal will receive the maximum price points (25 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.5 Past Performance**

**M.5.1** This factor considers the offer's past performance in performing services similar to the required services as described in Section C of this solicitation. This factor includes an examination of the quality of services provided, timelines in service delivery, business practices, and overall satisfaction of the offeror's performance. The standard is met when:

- a) The offeror provides references for all contracts in which the offeror has performed similar work in the past five (5) years. Work is similar, if the function, responsibilities, and duties of the offeror are essentially the same as the required services described in [C.5](#); and
- b) The past performance evaluations obtained by the District from a minimum of three (3) references provided by the offeror, are satisfactory or better, as described in the instructions and rating criteria on page 2 of the District's Past Performance Evaluation Form.

## **M. 6 EVALUATION CRITERIA**

**M.6.1** Each of the following evaluation factors will be used by the District in evaluating the services proposed by the Offerors under this solicitation. The Offeror should respond to each factor and significant sub factors in a way that will allow the District to evaluate the Offeror's response.

**M.6.2** The scoring for each evaluation factor will be used in the District's determination of whether the Offeror satisfies the requirements. The Technical Approach, Past Performance and Technical Expertise are listed below. Price and preference points are evaluated separately.

- |    |                     |             |
|----|---------------------|-------------|
| a) | Technical Approach  | (30 Points) |
| c) | Technical Expertise | (25 Points) |
| d) | Price               | (25 Points) |
| e) | Past Performance    | (20 Points) |

## M.7 EVALUATION FACTORS

**M.7.1** The technical evaluation factors to be scored are listed in Table 2 below. The Offeror's proposal will be evaluated according to the Offeror's response to each factor. Proposals will be evaluated based on the following technical evaluation factors listed in descending order of importance:

**Table 2**  
**EVALUATION FACTORS TABLE**

<b>I. Technical Proposal</b>	<b>Points</b>
<b>A. Technical Approach Factor</b>	<b>30</b>
Project Understanding	
<b>L.3.1.2</b> The Offeror shall <b><i>describe</i></b> an overview of its understanding of the objectives of this solicitation.	<b>4</b>
<b>L.3.1.4</b> The Offeror shall <b><i>describe</i></b> an overview of the mission and goals of the Offeror's organization. Describe how these goals relate to their understanding of employment services for persons with unique needs and services.	<b>5</b>
<b>L.3.1.5</b> The Offeror shall describe how they intend to ensure that its outreach activities will reach government agencies, non-for profit and for profit entities to provide subsidized and unsubsidized employment.	<b>5</b>
<b>L.3.1.6</b> The Offeror shall describe how they will gather participant's information as they entry into the program and how they intend to update the DOES VOS system as the participants move through various components of the program.	<b>2</b>
<b>L.3.1.7</b> The Offeror shall describe their orientation presentation. The presentation shall describe program goals, objectives, and expectations; discuss the importance of participant commitment, the role of Case Managers, and available supportive services; emphasize the importance of timeliness, attendance, and appropriate conduct; and present the activity and service options available through the program.	<b>2</b>

<p><b>L.3.1.8</b> The Offeror shall develop a Life Skills/Job Readiness module. Topics addressed in this module shall consist of, but not be limited to: conflict management, financial management, self-management, interviewing techniques, non-verbal communication, building self-esteem, anger management, problem solving, workplace etiquette, and critical thinking.</p>	2
<p><b>L.3.1.9</b> The Offeror shall describe how they intend to develop subsidized and unsubsidized work slots employment opportunities for participants. The job slots may be established with District or Federal government agencies, non-profit organizations, or private sector employers. Work Experience partners will formally establish worksites through completion of a Worksite Agreement (WA) with DOES.</p>	4
<p><b>L.3.1.10</b> The Offeror shall describe the types of supportive services that will be provided to participants as required by Section C.5.2.7.11.</p>	2
<p><b>L.3.1.11</b> The Offeror shall describe how and what types of job retention services that will enable participants to retain jobs for at least 180 days and how they intend to address various types of problems and issues that prevent participants from reaching the 180-day job retention goal.</p>	2
<p><b>L.3.2.1</b> The Offeror shall describe how they plans to fulfill the Case Management Services requirement as described in Section C.5.2.6.</p>	2
<p><b>A. Technical Expertise</b></p>	
<p><b>L.3.5.2</b> The Offeror shall provide the names and job descriptions of the key staff positions with attached resumes of the key positions, and any other proposed key staff positions. Provide a job description for additional proposed positions.</p>	10
<p><b>L.3.5.5 Organizational Chart:</b> A chart that offers a description of the Offeror's internal organization including full and part-time staff members and their level of responsibility within the organization. The offertory's organizational chart shall be supplemented with the following information:</p> <ul style="list-style-type: none"> <li>a. Name of each staff person</li> <li>b. Position/title for each person</li> <li>c. Differentiation between full and part time staff</li> <li>d. Differentiation between the Offeror's staff and sub-contractor staff as applicable</li> </ul>	5

<p><b>L.3.5.6 Staff qualifications to include the follow:</b>                  Position descriptions that are consistent with the Offeror’s proposed organizational chart with each title and position described above. The position descriptions shall compliment the evidence of staff qualifications presented in the Offeror’s staff information to meet staff requirements in Section C.5.2.10.3 of the solicitation.</p>	<p><b>10</b></p>
<p><b>II. Price</b></p>	<p><b>25 Points</b></p>
<p><b>B. Past Performance Factor</b></p>	<p><b>25 Points</b></p>
<p><b>L.2.1.4.b</b> The Offeror shall provide a narrative describing all prior experience relevant to the provision of transitional employment services.</p>	<p><b>5</b></p>
<p><b>L.2.1.4.c</b> The Offeror shall provide a narrative document of its capacity to develop and manage a continuum of employment services.</p>	<p><b>10</b></p>
<p><b>L.2.1.4.d</b> The Offeror shall provide information to substantiate its past performance to provide management oversight services for the homeless. The Offeror shall provide the following:   <b>References:</b> The name, address and contact person of three (3) references for which services of this nature have been provided in the past five (5) years.</p>	<p><b>10</b></p>
<p><b>Experience:</b> The Offeror shall complete the Experience Questionnaire for all similar contracts completed during the past five (5) years contracts listed shall include those entered into with the District of Columbia government, the Federal government, agencies of State and local governments or private contracts.</p>	
<p>1. Offerors that are newly formed entities without prior contracts should list contracts and subcontracts or other comparable experience as described above for key personnel as described in H.12.</p>	

**M.7.3 PREFERENCE (12 Points)**

**M.7.3.1 Preference**

**Local Business Enterprise (2 Points)**

**Disadvantaged Business Enterprise (2 Points)**

**Small Business (3 Points)**

Resident Business Ownership	(5 Points)
Business Located in an Enterprise Zone	( 2 Point)
Total LSDBE Preference Points	<u>(12 Points)</u>
Total Possible Points	(112) Points

## **M.8 EVALUATION OF OPTION YEARS**

**M.8.1** 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.9 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.9.1 General Preferences**

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

**M.9.1.1** 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.9.1.2** 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.9.1.3** 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.9.1.4** 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.9.1.5** 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.9.1.6** 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.9.2** Application of Preferences

The preferences shall be applicable to prime contractors as follows:

**M.9.2.1** 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.9.2.2** 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.9.2.3** 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.9.2.4** 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.9.2.5** 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.9.2.6** 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.9.3** 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 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.9.4** 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.9.5** Vendor Submission for Preferences

**M.9.5.1** 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.9.5.1.1** 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.9.5.1.2** 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.9.5.2** 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

WD 05-2103 (Rev.-4) was first posted on www.wdol.gov on 07/10/2007

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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2103

William W. Gross Division of | Revision No.: 4 Director Wage Determinations| Date Of Revision: 07/05/2007

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford

\*\*Fringe Benefits Required Follow the Occupational Listing\*\*

Table with 2 columns: OCCUPATION CODE - TITLE and MINIMUM WAGE RATE. Lists various occupations like Accounting Clerk I, Administrative Assistant, etc., with their respective wage rates.

01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	21.66
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.60
01262 - Personnel Assistant (Employment) II	18.43
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	21.29
01280 - Receptionist	12.72
01290 - Rental Clerk	15.60
01300 - Scheduler, Maintenance	15.60
01311 - Secretary I	17.03
01312 - Secretary II	18.39
01313 - Secretary III	21.66
01320 - Service Order Dispatcher	15.82
01410 - Supply Technician	23.59
01420 - Survey Worker	18.43
01531 - Travel Clerk I	12.07
01532 - Travel Clerk II	13.01
01533 - Travel Clerk III	13.99
01611 - Word Processor I	13.76
01612 - Word Processor II	15.60
01613 - Word Processor III	18.43
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	21.37
05040 - Automotive Glass Installer	20.14
05070 - Automotive Worker	20.14
05110 - Mobile Equipment Servicer	17.31
05130 - Motor Equipment Metal Mechanic	22.53
05160 - Motor Equipment Metal Worker	20.14
05190 - Motor Vehicle Mechanic	22.53
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	19.66
05280 - Motor Vehicle Wrecker	20.14
05310 - Painter, Automotive	21.37
05340 - Radiator Repair Specialist	20.14
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	22.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.18
07041 - Cook I	11.97
07042 - Cook II	13.28
07070 - Dishwasher	9.76
07130 - Food Service Worker	10.25

07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.78
09080 - Furniture Refinisher	18.39
09090 - Furniture Refinisher Helper	14.11
09110 - Furniture Repairer, Minor	16.31
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	12.07
11240 - Maid or Houseman	10.84
11260 - Pruner	11.37
11270 - Tractor Operator	14.19
11330 - Trail Maintenance Worker	12.07
11360 - Window Cleaner	11.31
12000 - Health Occupations	
12010 - Ambulance Driver	16.06
12011 - Breath Alcohol Technician	17.67
12012 - Certified Occupational Therapist Assistant	20.31
12015 - Certified Physical Therapist Assistant	19.99
12020 - Dental Assistant	16.90
12025 - Dental Hygienist	40.68
12030 - EKG Technician	24.34
12035 - Electroneurodiagnostic Technologist	24.34
12040 - Emergency Medical Technician	17.67
12071 - Licensed Practical Nurse I	18.60
12072 - Licensed Practical Nurse II	20.82
12073 - Licensed Practical Nurse III	21.79
12100 - Medical Assistant	14.23
12130 - Medical Laboratory Technician	18.04
12160 - Medical Record Clerk	14.96
12190 - Medical Record Technician	16.67
12195 - Medical Transcriptionist	16.46
12210 - Nuclear Medicine Technologist	28.93
12221 - Nursing Assistant I	9.75
12222 - Nursing Assistant II	10.96
12223 - Nursing Assistant III	12.99
12224 - Nursing Assistant IV	14.58
12235 - Optical Dispenser	16.67
12236 - Optical Technician	14.41

12250 - Pharmacy Technician	15.75	
12280 - Phlebotomist	14.58	
12305 - Radiologic Technologist	27.61	
12311 - Registered Nurse I	24.92	
12312 - Registered Nurse II	31.22	
12313 - Registered Nurse II, Specialist	31.22	
12314 - Registered Nurse III	37.77	
12315 - Registered Nurse III, Anesthetist	37.77	
12316 - Registered Nurse IV	45.28	
12317 - Scheduler (Drug and Alcohol Testing)	18.04	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	18.55	
13012 - Exhibits Specialist II	23.33	
13013 - Exhibits Specialist III	28.11	
13041 - Illustrator I	18.73	
13042 - Illustrator II	23.42	
13043 - Illustrator III	28.82	
13047 - Librarian	25.45	
13050 - Library Aide/Clerk	12.52	
13054 - Library Information Technology Systems Administrator	22.99	
13058 - Library Technician	17.88	
13061 - Media Specialist I	16.58	
13062 - Media Specialist II	18.55	
13063 - Media Specialist III	20.68	
13071 - Photographer I	14.67	
13072 - Photographer II	17.18	
13073 - Photographer III	21.52	
13074 - Photographer IV	26.05	
13075 - Photographer V	29.15	
13110 - Video Teleconference Technician	16.58	
14000 - Information Technology Occupations		
14041 - Computer Operator I	16.72	
14042 - Computer Operator II	18.71	
14043 - Computer Operator III	20.86	
14044 - Computer Operator IV	23.18	
14045 - Computer Operator V	25.66	
14071 - Computer Programmer I (1)	21.60	
14072 - Computer Programmer II (1)	26.37	
14073 - Computer Programmer III (1)	27.62	
14074 - Computer Programmer IV (1)	27.62	
14101 - Computer Systems Analyst I (1)	27.62	
14102 - Computer Systems Analyst II (1)	27.62	
14103 - Computer Systems Analyst III (1)	27.62	
14150 - Peripheral Equipment Operator	16.72	
14160 - Personal Computer Support Technician	23.18	
15000 - Instructional Occupations		

15010 - Aircrew Training Devices Instructor (Non-Rated)	34.39
15020 - Aircrew Training Devices Instructor (Rated)	42.72
15030 - Air Crew Training Devices Instructor (Pilot)	50.66
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	29.09
15070 - Flight Instructor (Pilot)	50.66
15080 - Graphic Artist	24.95
15090 - Technical Instructor	23.87
15095 - Technical Instructor/Course Developer	29.19
15110 - Test Proctor	19.04
15120 - Tutor	19.04
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.95
16030 - Counter Attendant	8.95
16040 - Dry Cleaner	12.21
16070 - Finisher, Flatwork, Machine	8.95
16090 - Presser, Hand	8.95
16110 - Presser, Machine, Drycleaning	8.95
16130 - Presser, Machine, Shirts	8.95
16160 - Presser, Machine, Wearing Apparel, Laundry	8.95
16190 - Sewing Machine Operator	12.30
16220 - Tailor	13.01
16250 - Washer, Machine	9.81
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.95
19040 - Tool And Die Maker	23.05
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	17.26
21030 - Material Coordinator	21.29
21040 - Material Expediter	21.29
21050 - Material Handling Laborer	12.65
21071 - Order Filler	13.21
21080 - Production Line Worker (Food Processing)	17.28
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	10.44
21150 - Stock Clerk	14.35
21210 - Tools And Parts Attendant	17.26
21410 - Warehouse Specialist	17.26
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	25.68
23021 - Aircraft Mechanic I	24.46
23022 - Aircraft Mechanic II	25.68
23023 - Aircraft Mechanic III	26.97
23040 - Aircraft Mechanic Helper	16.61
23050 - Aircraft, Painter	23.42

23060 - Aircraft Servicer	18.71
23080 - Aircraft Worker	19.90
23110 - Appliance Mechanic	20.60
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.98
23130 - Carpenter, Maintenance	20.36
23140 - Carpet Layer	18.70
23160 - Electrician, Maintenance	25.37
23181 - Electronics Technician Maintenance I	22.08
23182 - Electronics Technician Maintenance II	23.44
23183 - Electronics Technician Maintenance III	24.70
23260 - Fabric Worker	17.90
23290 - Fire Alarm System Mechanic	21.46
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	20.91
23380 - Ground Support Equipment Mechanic	24.46
23381 - Ground Support Equipment Servicer	18.71
23382 - Ground Support Equipment Worker	19.90
23391 - Gunsmith I	16.50
23392 - Gunsmith II	19.18
23393 - Gunsmith III	21.46
23410 - Heating, Ventilation And Air-Conditioning Mechanic	21.96
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	23.13
23430 - Heavy Equipment Mechanic	21.46
23440 - Heavy Equipment Operator	21.46
23460 - Instrument Mechanic	21.46
23465 - Laboratory/Shelter Mechanic	20.36
23470 - Laborer	14.27
23510 - Locksmith	19.76
23530 - Machinery Maintenance Mechanic	21.77
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	15.10
23591 - Metrology Technician I	21.46
23592 - Metrology Technician II	22.61
23593 - Metrology Technician III	23.72
23640 - Millwright	23.30
23710 - Office Appliance Repairer	21.00
23760 - Painter, Maintenance	20.36
23790 - Pipefitter, Maintenance	22.76
23810 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	21.46
23850 - Rigger	21.46
23870 - Scale Mechanic	19.18

23890 - Sheet-Metal Worker, Maintenance	21.46	
23910 - Small Engine Mechanic	20.05	
23931 - Telecommunications Mechanic I	25.22	
23932 - Telecommunications Mechanic II	26.58	
23950 - Telephone Lineman	24.43	
23960 - Welder, Combination, Maintenance	21.46	
23965 - Well Driller	21.46	
23970 - Woodcraft Worker	21.46	
23980 - Woodworker	16.50	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	11.58	
24580 - Child Care Center Clerk	16.15	
24610 - Chore Aide	9.58	
24620 - Family Readiness And Support Services Coordinator		12.95
24630 - Homemaker	16.75	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	24.98	
25040 - Sewage Plant Operator	20.23	
25070 - Stationary Engineer	24.98	
25190 - Ventilation Equipment Tender	17.56	
25210 - Water Treatment Plant Operator	20.23	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	17.66	
27007 - Baggage Inspector	11.51	
27008 - Corrections Officer	19.83	
27010 - Court Security Officer	23.26	
27030 - Detection Dog Handler	17.66	
27040 - Detention Officer	19.83	
27070 - Firefighter	22.39	
27101 - Guard I	11.51	
27102 - Guard II	17.66	
27131 - Police Officer I	23.94	
27132 - Police Officer II	26.60	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	12.35	
28042 - Carnival Equipment Repairer	13.30	
28043 - Carnival Equipment Worker	8.40	
28210 - Gate Attendant/Gate Tender	13.01	
28310 - Lifeguard	11.59	
28350 - Park Attendant (Aide)	14.56	
28510 - Recreation Aide/Health Facility Attendant		10.62
28515 - Recreation Specialist	18.04	
28630 - Sports Official	11.59	
28690 - Swimming Pool Operator	16.85	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	20.55	

29020 - Hatch Tender	20.55	
29030 - Line Handler	20.55	
29041 - Stevedore I	19.18	
29042 - Stevedore II	21.64	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (2)		34.71
30011 - Air Traffic Control Specialist, Station (HFO) (2)		23.94
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)		26.36
30021 - Archeological Technician I	17.06	
30022 - Archeological Technician II	19.03	
30023 - Archeological Technician III	23.76	
30030 - Cartographic Technician	24.85	
30040 - Civil Engineering Technician	22.19	
30061 - Drafter/CAD Operator I	17.92	
30062 - Drafter/CAD Operator II	20.06	
30063 - Drafter/CAD Operator III	22.36	
30064 - Drafter/CAD Operator IV	27.51	
30081 - Engineering Technician I	20.19	
30082 - Engineering Technician II	22.67	
30083 - Engineering Technician III	25.37	
30084 - Engineering Technician IV	31.43	
30085 - Engineering Technician V	38.44	
30086 - Engineering Technician VI	46.51	
30090 - Environmental Technician	21.36	
30210 - Laboratory Technician	22.36	
30240 - Mathematical Technician	26.31	
30361 - Paralegal/Legal Assistant I	20.03	
30362 - Paralegal/Legal Assistant II	24.82	
30363 - Paralegal/Legal Assistant III	30.35	
30364 - Paralegal/Legal Assistant IV	36.73	
30390 - Photo-Optics Technician	24.85	
30461 - Technical Writer I	20.69	
30462 - Technical Writer II	25.30	
30463 - Technical Writer III	30.61	
30491 - Unexploded Ordnance (UXO) Technician I		22.06
30492 - Unexploded Ordnance (UXO) Technician II		26.69
30493 - Unexploded Ordnance (UXO) Technician III		31.99
30494 - Unexploded (UXO) Safety Escort		22.06
30495 - Unexploded (UXO) Sweep Personnel		22.06
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)		22.14
30621 - Weather Observer, Senior (2)		23.98
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	11.99	
31030 - Bus Driver	17.54	
31043 - Driver Courier	12.71	
31260 - Parking and Lot Attendant	9.06	

31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	13.89
31362 - Truckdriver, Medium	17.09
31363 - Truckdriver, Heavy	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	10.45
99095 - Embalmer	21.77
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	10.85
99310 - Mortician	27.25
99410 - Pest Controller	14.54
99510 - Photofinishing Worker	11.59
99710 - Recycling Laborer	15.73
99711 - Recycling Specialist	18.72
99730 - Refuse Collector	14.01
99810 - Sales Clerk	11.87
99820 - School Crossing Guard	11.37
99830 - Survey Party Chief	19.76
99831 - Surveying Aide	12.28
99832 - Surveying Technician	18.78
99840 - Vending Machine Attendant	12.61
99841 - Vending Machine Repairer	16.37
99842 - Vending Machine Repairer Helper	12.61

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ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.16 per hour or \$126.40 per week or \$547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you

work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am.

If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

**HAZARDOUS PAY DIFFERENTIAL:** An 8 percent differential is applicable to employees

employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**\*\* UNIFORM ALLOWANCE \*\***

If employees are required to wear uniforms in the performance of this contract

(either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall

be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)}  
When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

**CONTRACTOR/SUBGRANTEE CONTACT PERSONS**

**NAME OF ORGANIZATION:** \_\_\_\_\_

**PRINCIPAL OFFICER:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER/E-MAIL:** \_\_\_\_\_

**PROJECT/PROGRAM DIRECTOR:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER/E-MAIL:** \_\_\_\_\_

**TRAINING LOCATION:**

\_\_\_\_\_

**FINANCIAL OFFICER/REPRESENTATIVE:**

**NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_ **FAX NUMBER/E-MAIL:** \_\_\_\_\_

**PERSON (S) AUTHORIZED TO SIGN REQUEST FOR PAYMENT:**

1) \_\_\_\_\_

2) \_\_\_\_\_

3) \_\_\_\_\_

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**PROJECT COMPONENT BUDGET**

<b><u>COST CATEGORY</u></b>	<b><u>AMOUNT</u></b>
1. ADMINISTRATION	\$ _____
2. TRAINING	\$ _____
<b>TOTAL AMOUNT</b>	<b>\$ _____</b>

I, \_\_\_\_\_, as the authorized representative for the Contractor, do hereby agree with the information and format contained with this **PROJECT COMPONENT BUDGET** package. Further, I do hereby agree to invoice the Department of Employment Services on the basis prescribed in any resultant contract, for only those costs incurred, which are deemed allowable by the District.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**SPECIAL NOTE:**

To constitute adequate cost and pricing data the enclosed budget summary sheets must be accompanied by a budget narrative delineating the cost for each line item, e.g., quantity, unity cost, description and justification. Please round cents to the nearest dollar.

**ADMINISTRATION**  
**Supportive Budget Summary**

<b>A.</b>	<b><u>Direct Cost</u></b> .....	\$ _____
	1. Staff Salaries.....	\$ _____
	2. Fringe.....	\$ _____
	a. FICA <b><u>7.65%</u></b>	
	1) SSI <b><u>6.20%</u></b> x \$ _____ =	\$ _____
	2) Medicare <b><u>1.45%</u></b> x \$ _____ =	\$ _____
	b. Workers Comp. _____ % x \$ _____ =	\$ _____
	c. U.I.           _____ % x \$ _____ =	\$ _____
	d. Health Ins.   _____ % x \$ _____ =	\$ _____
	e. Retirement    _____ % x \$ _____ =	\$ _____
	f. Other (specify) _____ % x \$ _____ =	\$ _____
	3. Travel.....	\$ _____
	4. Rent.....	\$ _____
	5. Utilities.....	\$ _____
	6. Equipment.....	\$ _____
	7. Communications.....	\$ _____
	8. Supplies.....	\$ _____
	9. Reproduction.....	\$ _____
	10. Custodial Security.....	\$ _____
	11. Tuition/OJT Reimbursement.....	\$ _____
	12. Other (SPECIFY).....	\$ _____
	a.	
	b.	
	c.	
<b>B.</b>	<b><u>Indirect Cost</u></b> .....	\$ _____
<b>C.</b>	<b><u>Total (Direct and Indirect Cost)</u></b> .....	\$ _____

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**TRAINING**  
**Supportive Budget Summary**

<b>A.</b>	<b><u>Direct Cost</u>.....</b>	\$ _____
	1. Staff Salaries.....	\$ _____
	2. Fringe.....	\$ _____
	a. FICA <b><u>7.65%</u></b>	
	1) SSI <b><u>6.20%</u></b> x \$ _____ =	\$ _____
	2) Medicare <b><u>1.45%</u></b> x \$ _____ =	\$ _____
	b. Workers Comp. _____ % x \$ _____ =	\$ _____
	c. U.I.           _____ % x \$ _____ =	\$ _____
	d. Health Ins.   _____ % x \$ _____ =	\$ _____
	e. Retirement   _____ % x \$ _____ =	\$ _____
	f. Other (specify) _____ % x \$ _____ =	\$ _____
	3. Travel.....	\$ _____
	4. Rent.....	\$ _____
	5. Utilities.....	\$ _____
	6. Equipment.....	\$ _____
	7. Communications.....	\$ _____
	8. Supplies.....	\$ _____
	9. Reproduction.....	\$ _____
	10. Custodial Security.....	\$ _____
	11. Tuition/OJT Reimbursement.....	\$ _____
	12. Other (SPECIFY).....	\$ _____
	a.	
	b.	
	c.	
<b>B.</b>	<b><u>Indirect Cost</u>.....</b>	\$ _____
<b>C.</b>	<b><u>Total (Direct and Indirect Cost)</u>.....</b>	\$ _____

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**TRAINING RELATED SERVICES**  
**Supportive Budget Summary**

<b>A.</b>	<b><u>Direct Cost</u></b> .....	\$ _____
	1. Staff Salaries.....	\$ _____
	2. Fringe.....	\$ _____
	a. FICA <u>7.65%</u>	
	1) SSI <u>6.20%</u> x \$ _____ =	\$ _____
	2) Medicare <u>1.45%</u> x \$ _____ =	\$ _____
	b. Workers Comp. _____ % x \$ _____ =	\$ _____
	c. U.I.           _____ % x \$ _____ =	\$ _____
	d. Health Ins.   _____ % x \$ _____ =	\$ _____
	e. Retirement   _____ % x \$ _____ =	\$ _____
	f. Other (specify) _____ % x \$ _____ =	\$ _____
	3. Travel.....	\$ _____
	4. Rent.....	\$ _____
	5. Utilities.....	\$ _____
	6. Equipment.....	\$ _____
	7. Communications.....	\$ _____
	8. Supplies.....	\$ _____
	9. Reproduction.....	\$ _____
	10. Custodial Security.....	\$ _____
	11. Tuition/OJT Reimbursement.....	\$ _____
	12. Other (SPECIFY).....	\$ _____
	a.	
	b.	
	c.	
<b>B.</b>	<b><u>Indirect Cost</u></b> .....	\$ _____
<b>C.</b>	<b><u>Total (Direct and Indirect Cost)</u></b> .....	\$ _____

## SCHEDULE OF SALARY PRORATION

Contractor Name: \_\_\_\_\_

Contract No: \_\_\_\_\_

Effective Date: \_\_\_\_\_

*Name of Employees	(A) **Position/ Title	(B) Annual Salary	Total Charge This Contract	(D) # of Months	(E) Admin.	%	(F) Training	%	(G) Training Related Services	%
<b>TOTAL</b>										

\* Attach Personnel Action(s), Letter(s), or Appointment(s), Consultant Agreement(s), etc.  
 \*\* If position is currently vacant, attach Job Announcement/Description and a commitment letter stating offeror's intent to hire contingent upon award of contract.

Attachment A

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**CONTRACTOR/SUBGRANTEE:** \_\_\_\_\_

**CONTRACT/SUBGRANT NUMBER:** \_\_\_\_\_

**TRAINING SCHEDULE**

<b>OCCUPATIONAL TRAINING AREA (S)</b>	<b>NUMBER OF PARTICIPANTS</b>	<b>NUMBER OF TRAINING WEEKS</b>	<b>PROJECTED ENTRY DATE (S)</b>	<b>PROJECTED COMPLETION DATE (S)</b>	<b>ACTIVITIES</b>

REVISED 8/01

**Pre-Proposal Conference  
Questions and Answers  
Solicitation DCCF-2008-R-0001  
Transitional Employment Services  
October 19, 2007**

**Question 1:**

**Page 3 B.3.1 Price Schedule. The sum of the CLIN's is 150%. Please explain.**

**Response 1:**

The total percentage for Job Retention is only 50%. This is broken down as follows:

0002AA, 60-days Retention -	5%	of the Total price
0002AB, 90-days Retention -	10%	of the Total price
0002AC, 120-days Retention -	15%	of the Total price
0002AD, 180-days Retention -	20%	of the Total price
Total	50%	

**Question 2:**

**Page 3 B.3.1 Price Schedule CLIN 0001AB C.3.5 The RFP states Subsidize/Unsubsidized Placement----which is correct? Please explain.**

**Response 2:**

The provider will be paid 30% of the total amount provided for CLIN 0001 for the placement of participants into Subsidize or Unsubsidized Employment.

**Question 3:**

**Page 3 B.3.1 Price Schedule CLIN 0003 C.3.9 What percentage of the cost will DOES pay the vendor for ITA Enrollment and what percentage for Case Management?**

**Response 3:**

Contractors will not be paid directly for Case Management and ITA enrollment activities. Case Management and ITA enrollment activities are basic services that are integral components of the overall program that contractors are expected to provide to meet the assessment and skills training, subsidized placement/unsubsidized placement, and unsubsidized job retention payment benchmarks.

**Question 4:**

**Page 3 B.3.1 Price Schedule The base year is from the date of the award to September 30, 2008 which will be less than 12 months. What is the time frame for the base year?**

**We need to know this information in order to develop our budget. Will the awards be made in January, 2008?**

**Response 4:**

The base year has been amended for a full 12 months period. We anticipate making awards in or before the month of January 2008.

**Question 5:**

**Page 9 C.5.2 Will a vendor be allowed to recruit participants? What if DOES fails to refer enough participants to meet the vendors' requirements or the participants that DOES refers just don't show-up? A vendor's cost is based on the projected number of participants.**

**Response 5:**

Contractors will not be expected, or allowed, to "recruit" participants. It is DOES' obligation to refer a sufficient number of participants to meet the enrollment levels stipulated in the contract documents. DOES will refer additional participants to compensate for any "no shows." If contractors know of individuals who need the services provided by the Transitional Employment Program (TEP), they should refer them to the TEP office for placement on the waiting list.

**Question 6:**

**Page 3 B.3.1 Price Schedule, The bench marks for the payment of services are very difficult for a Non- profit Community Based Organization.(CBO).A CBO will have to provide services for 6 to 8 weeks before an invoice can be sent to DOES for 20% . It takes 4 to 6 weeks for an invoice to be processed. That is 2.5 to 3.5 months that a CBO will be incurring cost of staff, rent, supplies, etc. We realizes that the assessment and job readiness/life skills training is scheduled for 3-4 weeks, but it will take a much longer time frame, due to the many barriers that our participants face everyday. Is it possible for this contract to be cost reimbursable for the first 50% and performance based for the last 50% which would include placement and retention? Or three months start-up cost?**

**Response 6:**

The District wants to ensure that every provider whether it is a CBO or a for profit have an opportunity to participate in this procurement, our goal is not to cause any undue financial hardship on a prospective provider, however, due to the nature of the required services and the type of annual local funding appropriation, this procurement is geared for those established providers who have the necessary experience and financial capability to provide the services without any initial assistance from the District of Columbia government.

**Question 7:**

**Page 28 G.10 Ordering Supplies Will the Contracting Officer order the supplies for the vendor? Please explain.**

**Response 7:**

Because this is an Indefinite Delivery Indefinite Quantity (IDIQ) type of contract, the District must issue a Task Order against the master contract to procure the services. This clause allows the District to issue such orders.

**Question 8:**

**Page 29 H.3 Publicity This vendor has several publications and a web page that we update frequently. Please explain the process of receiving written approval for publications. How will this work? How long will it take?**

**Response 8:**

As required by Section H.3 all publicity items must be cleared through the COTR. Providers are required to contact the COTR in writing with its plan for publication. The COTR will review the request and provide a response within 10 working days.

**Question 9:**

**Page 33 H.8 District Responsibilities In this area, the RFP did not mention that DOES will refer participants to the vendors. Is this just an oversight?**

**Response 9:**

Yes. H.8 has been revised to clarify DOES Responsibilities. See the amendment for this changed.

**Question 10:**

**Page 48 L.1.1 The RFP states that the District intends to award a single contract. Please explain? Is this a mistake?**

**Response 10:**

L.1.1 has been revised to state that multiple awards will be issued. See the amendment for this changed.

**Question 11:**

**Page 53 L.3.7.7 Who is responsible for getting the Past Performance Evaluations completed, the District or the Vendor? In this section you state that the District will be responsible and other sections it appears that the Vendor is responsible.**

**Response 11:**

The provider is responsible for completing J.1.1 Experience Questionnaire. The District will be responsible for obtaining the Past Performance information. J.1.3 Past Performance Evaluation Form has been deleted. See the amendment for this changed.

**Question 12:**

**Table 1.4 Budget Format, This budget format does not apply to most Non profit CBO's. Can we use the standard format from DOES?**

**Response 12:**

Yes. The Standard DOES budget format has been added to Section J, J.2.5. See the amendment for this changed.

**Question 13:**

**We respectfully request that the preference points be eliminated from this procurement because it is unfair to all Non- profits. Like many CBO's in the District, The vendor is a Local Business Enterprise, the vendor is a Disadvantaged Business Enterprise, the vendor is a Resident Business Ownership, the vendor is a Business Located in the Enterprise Zone---- yet we can not earn the 12 points because we are Non-profit.**

**Response 13:**

OCP does not have the authority to delete the preference points. The preference points are governed by District Law and are required in all procurements whether it is a LSDBE set aside or an open market procurement. OCP has not set this procurement aside for the LSDBE market, thus, allowing CBO, non profits, and non LSDBE providers to participate in the procurement.

**Question 14:**

**We also request that this Solicitation be extended for two weeks to November 19, 2007. This additional time is needed due to the fact that there are a number of questions. The questions are due on October 26, 2007. We need the responses at least two weeks before the proposal is due for submission.**

**Response 14:**

The closing date of the solicitation has been changed to November 14, 2007. See the amendment for this changed.

**Question 15:**

The question I have is at the meeting it was mentioned that there were in excess of 2000 people in need of employment. We are very interested in completing the RFP for transitional employment but wanted to know if any of the individuals you would like to employ are blind or visually impaired.

**Response 15:**

To our current knowledge, there are no blind or severely visually impaired individuals on our TEP waiting list. **However, compliance with the Americans with Disabilities Act is mandatory. Refer to page 7, C.3.1 and also to page 32, H.6 and H.7 of the RFP.**

**Question 16:**

Case Management is a required service. However, this service category is not included in the payment points. How does a vendor recover the cost for case management?

**Response 16:**

As stated in Response #3, Case Management is considered a basic service that is an integral component of the overall program that contractors are expected to provide to meet the assessment and skills training, subsidized placement/unsubsidized placement, and unsubsidized job retention payment benchmarks. Accordingly, there will be no separate payment for providing this service.

**Question 17:**

On page 51. L.3.2 refers to Case Management: L.3.2.1 references C.5.2.6 as laying out case management service requirements. BUT C.5.2.6 is Participant Life Skill and Job Readiness Training. C.5.2.7.1-2 lays out Case Management Services required. **Should the L.3.2.1 read The Offeror shall.....as described in Section C.5.2.7? please clarify.**

**Response 17:**

Yes, Section L, L.3.2.1 has been changed. See the amendment for this change.

**Question 18:**

How will participants be referred? Will we be given a complete listing of referrals initially (i.e. 200 or 300 participants names), or will be given participant names throughout the year. Essentially, how many participants can we anticipate receiving at program initiation?

**Response 18:**

Contractors will be expected to attend the Orientation and Intake sessions held at the TEP offices. At the Orientation and Intake sessions, participants will be given a referral form which will direct them to a specific contractor. Contractors will be provided by e-mail with a list of participants who have been referred on the day of referral. A sufficient number of participants to meet the contracted enrollment level will be referred within the first 30 days of the contract period.

**Question 19:**

**Supportive Services: definition on page 7 and C.4.3 paragraph on page 8: are we expected to provide these services directly or can we refer clients to outside organizations that provide these services. Also, who pays for these supportive services? For example, suppose a participant needs childcare or transportation to attend our program, will DOES pay for the childcare and transportation. How does this process work?**

**Response 19:**

Contractors are not required to provide supportive services directly, although they may do so if they have the capacity. We expect that most supportive services will be provided by non-profit and governmental organizations that contractors partner with. DOES will not pay for any supportive services.

**Question 20:**

**Page 14, paragraph C.5.2.8.5: Can the contractor provide short-term vocational or occupational training to the participants? If yes, how can we be reimbursed for these vocational training services, since it appears that those types of services are not being requested under this contract? For example, we can provide computer-training services to those participants interested in a computer career.**

**Response 20:**

Contractors are allowed to provide vocational or occupational training to participants. To qualify for reimbursement from DOES for providing these services, the contractor must qualify as an Individual Training Account vendor. DOES will provide information on this process upon request.

**Question 21:**

**Page 14: Can the contractor also serve as a Host Agency and hire subsidized employees?**

**Response 21:**

Contractors may serve as Host Agencies for subsidized employment if they meet the existing DOES requirements. DOES will negotiate Host Agency status directly with contractors after the contracts are awarded.

**Question 22:**

**Page 15: DOES ITA System: please describe how this process works. For example, if a participant needs or wants training in engine repair or electrical repair, would we make the request for this specific training in the system and then DOES would provide the training to the participant?**

**Response 22:**

DOES will provide a detailed description of the ITA application and enrollment process to contractors after the contracts are awarded. ITA enrollment will be processed through the DOES One-Stop Career Center system. Transitional Employment Program staff will work directly with the contractors and the One-Stop staff to expedite and troubleshoot the process.

**Question 23:**

**Page 16 and 17 Performance Requirements: Unsubsidized Job placement is listed at 60%. It this 60 percent of those persons completing the initial intake, assessment, training, and subsidized job placement? Therefore, this assumes that some attrition will occur and some individuals will not be able to complete the program for one reason or another.**

**Response 23:**

Contractors will be expected to place **60% of the total number of individuals that they enroll** into unsubsidized employment. We expect that there will be some attrition at each stage of the program.

**Question 24:**

**Six-month job retention is listed at 80%. Is this 80% of those participants that the contractor actually places in unsubsidized jobs? For example, if we place 100 participants in unsubsidized jobs, then 80 of them would be expected to retain unsubsidized jobs for a six-month period.**

**Response 24:**

That is correct. The six-month retention goal is that 80% of those participants that have been placed in unsubsidized employment will still be employed at the end of six months.

**Question 25:**

**Are participants paid during the time they attend our programs? If yes, then how much?**

**Response 25:**

Participants will be paid while in subsidized employment or when they are engaged in any other authorized workforce development activity such as vocational training, basic education, GED instruction, etc. Currently, participants are paid \$7.50 per hour.

**Question 26:**

**If a participant has completed the initial assessment and life skills/job readiness portion of our training and they need additional training (either vocational or educational, i.e. GED), is it correct to assume that DOES requires us to refer them to the appropriate training service? Also, will the participant be paid to attend these additional trainings although they are not located on our program site?**

**Response 26:**

DOES expects the contractors to provide an appropriate mix of services and activities, as established in the participant's Individual Employment Plan (IEP), that will effectively and expeditiously lead to long-term unsubsidized employment. As cited in Response #28, participants will be paid at the rate of \$7.50 per hour while in subsidized employment or enrolled in any other authorized workforce development activity.

**Question 27:**

**Would DOES consider lowering the retention payment portion from 50% to 40%?**

**Response 27:**

No.

**Question 28:**

**The way the RFP reads now, we have to conduct subsidized and unsubsidized job placement for 30% of the unit price. It would be more reasonable to say that the 30% applies to subsidized placement only and that unsubsidized placement would be a part of the remaining 50% along with retention.**

**Response 28:**

The word "unsubsidized" was included in CLIN C.3.5 in error. The 30% payment benchmark cited in the question is met after **subsidized placements** are achieved. Retention payments are for meeting unsubsidized employment retention benchmarks and can only be earned after an unsubsidized placement is made.

**Question 29:**

**Would DOES consider beginning retention at 30-days and ending at 120 days (i.e. 30, 60, 90, 120), instead of the current requirement of 60, 90, 120 and 180.**

**Response 29:**

No. The retention benchmarks will be as stipulated in the RFP.

**Question 30:**

**Can you provide us with a copy of your current assessment/intake form, so we can ensure that our form is compliant with your standard requirements?**

**Response 30:**

Contractors who are selected under this RFP will receive copies of our assessment/intake form as well as other pertinent forms, policies, procedures, and other documents upon the award of the contracts.

**Question 31:**

**Transportation is listed as a supportive service. Does DOES currently provide free or subsidized transportation to its program participants? If so, could you delineate any eligibility requirements and describe how participants access this service?**

**Response 31:**

DOES will not pay for transportation or any other supportive service provided pursuant to this RFP.

**Question 32:**

Will the Evaluation Factors on pp. 65-66 be updated? The points do not add up currently.

**Response 32:**

Yes, the evaluation factor has been revised. See the amendment for this change.

**Question 33:**

What is the application process for option years 2 – 5?

**Response 33:**

Currently, the District does not have a requirement beyond the option year One (1). If services are required, the District will issue a new solicitation.

**Question 34:**

Can DC residents be trained at facilities in MD or VA if the programs at these sites are more appropriate for certain clients than those offered at our sites in DC?

**Response 34:**

Yes, District residents can be trained in MD or VA provided that the training facility is within 25 mile radius of the District.

**Question 35:**

Can we obtain references and past performance evaluations from private foundations and corporate sponsors, in addition to government organizations?

**Response 35:**

Yes, you can use any entity that you have provided the same or similar services to or performed the services as a subcontractor.

**Question 36:**

Are TANF recipients eligible for any of the services offered under this program?

**Response 36:**

No.

**Question 37:**

Regarding the monthly billing process, will the vendors be paid fixed price amounts for achieving performance milestones, e.g., placing a client in unsubsidized employment or will the vendor payment be made on a cost reimbursement basis?

**Response 37:**

Yes, the provider will be paid a fixed price for achieving each performance measure. There are no cost reimbursable items in this solicitation.

**Question 38:**

The Schedule B.3 PRICE SCHEDULE is structured to resemble performance based milestones, e.g., training, placement, 60 days retention, 90 days retention, 120 days retention, 180 days retention. These are to be quoted on a PER UNIT basis times an ESTIMATED QUANTITY not to exceed set percentages of the total price. The attachment to the solicitation includes the standard DC COST/PRICE DISCLOSURE CERTIFICATION which requires detailed cost information such as labor, benefits, overhead, materials, subcontractors, G&A and profit for each Task.

We are confused how the COST/PRICE expense information would cross reference with the B.3 PRICE SCHEDULE which is based on quantity times a per unit price not to exceed set percentages. How many Tasks should the vendors have on the COST/PRICE DISCLOSURE CERTIFICATION and what are the titles of each TASK?

**Response 38:**

The Cost/Price budget format has been changed to DOES standard format. The providers pricing should show the cost for the assessment, the skill training, the placement and the retention.

**Question 39:**

Please provide the monthly billing instructions so we can ascertain what level of detail and types of information that will need to be tracked and assembled to prepare the monthly invoice .

**Response 39:**

See Section G.2 for the invoicing format and procedures.

**Question 40:**

On which line item on schedule B.3.1 and B.3.2 would or charge for Case Management services be included. Case management is mentioned on line item 0003 C.3.9 but there is no percentage allowed for this line. The other lines account for all 100% of the total price on line C.3.1.1.

**Response 40:**

See response #3.

**Question 41:**

Are the percentages on schedule B.3.1 and B.3.2 fixed or are they negotiable (20% Assessment and skill training, 30% Subsidize / Unsubsidized placement services, 50% total for Retention)?

**Response 41:**

Those percentages are fixed and non negotiable.

**Question 42:**

At the start of Option Year 1 there will be participants that started the program during the base year and carry over into the next year. Will these participants count toward our annual total participants for the option year or do we only count new participants starting service in the option year?

**Response 42:**

No. Those participants received during the base year will not count toward the option year. New participants will be referred for the option year.

**Question 43:**

Will the vendors be paid on an accelerated basis if the participants are serviced on an accelerated basis? We understand that the B.3 PRICE SCHEDULE represents an annual contract amount however, if there is pent up demand for the services, the referral volume may not be evenly spaced over the course of a 12 month contract year.

**Response 43:**

See Section G.4 payment. The providers will be paid as the participants complete each phase, assessments and skill training, placement and retention.

**Question 44:**

Regarding pricing: Based on the schedule, DOES wants to see a per item (Participant cost). Therefore if the total cost per participant is \$7000.00. Then DOES would want to see how the \$7000.00 is broken out in terms of the percentages related to CLIN 0001, 0002 and 0003. Is our understanding correct?

**Response 44:**

Yes, however, there is no percentage for CLIN 0003; this cost should be part of CLIN 0001.

**Question 45:**

Page 17: The application for Employment under Contractor's Personnel. Can this application be a resume and cover letter?

**Response 45:**

No. The providers should have a standard Employment Application.

**Question 46:**

How do the Performance Requirements affect invoice payment?

**Response 46:**

Providers can only invoice when one of the performance measure are meet, i.e. Once a participant has completed the assessment and skills training, the provider can invoices for 20% of the proposed price for CLIN 0001. The same applies for CLIN 0001AB, 0002AA, 0002AB, 0002AC and 0002AD.

**Question 47:**

Please explain what a typical monthly invoice for these services would look like given the percentages listed in the Price Schedule. For example, if we are servicing 300 participants and our price per participant is \$7000 per participant. Would we then divide up the total cost and invoice it in 12 parts?

**Response 47:**

No. See the following table;

CLIN	NO. OF CLIENTS	PRICE PER CLIENT	20%	30%	5%	10%	15%	20%	TOTAL AMOUNT
0001AA	130	\$7,000.00	\$ 1,400.00						\$ 182,000.00
0001AB	130	\$7,000.00		\$ 2,100.00					\$273,000.00
0002AA	130	\$7,000.00			\$ 350.00				\$ 45,500.00
0002AB	130	\$7,000.00				\$ 700.00			\$ 91,000.00
0002AC	130	\$7,000.00					\$ 1,050.00		\$ 36,500.00
0002AD	130	\$7,000.00						\$ 1,400.00	\$ 182,000.00
<b>TOTAL AMOUNT</b>									\$ 910,000.00

Payment will be made based on the completion of each CLIN.

**Question 48:**

Since this is a fixed price contract and not a cost reimbursement contract, we should only need to submit the total cost for the CLIN items listed Schedule B.3. Other cost pricing data should not be pertinent to fixed price contract. Also, why should we have to notify DOES of staff changes since this is fixed price contract and fixed price contracting or invoicing is not based on labor?

**Response 48:**

Although this is a fixed unit price contract, we are required by the District's procurement Regulations to determine the offered prices to fair and reasonable. The pricing information we are requesting is considered other than certified cost and pricing data and that information will be used in our pricing determination.

Yes, you are correct, the invoicing will not be based on a Labor hours; however, the District has identified key personnel in Section C.5.2.12.2 that it feels is critical to the success of this contractual effort and if any of these positions are not filled or the personnel is diverted, it will place the program success at risk.