

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



REQUEST FOR INFORMATION (RFI)

TO: POTENTIAL RESPONDENTS

RFI Number: DCGD-2008-I-0001

Caption: State Longitudinal Data Warehouse

Issuance Date: October 30, 2007

Due Date: November 20, 2007

The Government of the District of Columbia (“District”), Office of Contracting and Procurement on behalf of the Office of the Office of State Superintendent of Education (the District) hereby requests written expressions of interest from respondent entities (“Respondent”) with expertise in customizing and implementing a Statewide Longitudinal Education Data Warehouse and associated systems referred to as the State Longitudinal Education Data Warehouse Program as described in Attachment A – Statement of Services.

The Contractor shall provide the responses in accordance with Attachment A.

Treatment of RFI Responses and Respondents

This is not a Request for Offers. Rather, following review of the RFI responses, the District may prepare one or more Solicitation of Offers for a Statewide Longitudinal Education Data Warehouse Program. The District expects to issue a Request for Proposal (RFP) during FY 2008.

The District encourages parties interested in being considered to express their interest in writing before the deadline. All respondents to the RFI will be invited to respond to the subsequent Solicitation of Offers for the program. However, the District reserves the right to invite other parties to respond to such solicitations.

The District recognizes that some respondents may consider that disclosing their interest and ideas could compromise competitive advantage should they ultimately decide to respond to a subsequent Solicitation for Offers. The District

considers responses to this RFI as part of its outreach and research effort; and as such, more in the nature of a survey.

The District will generalize public disclosure of information in responses into categories, grouped and otherwise described in a way that does not link particular characteristics and ideas to a particular respondent.

The District will make an effort to generalize descriptions of program ideas and impacts in a way that does not disclose specific and detailed descriptions. Respondents' written requests to remain unidentified will be honored. Individual responses will not be shared with the public or other respondents.

The District intends to use the information in the responses to establish parameters and requirements included in the Solicitation for Offers. Potential respondents must determine for themselves, the relative advantages and disadvantages of responding to the RFI.

The District assumes no responsibility or liability for any potential claim of harm and damage. By submitting a response, the respondent expressly acknowledges that the District assumes no such responsibility or liability.

SUBMISSION OF RESPONSES

It is not the intention for this RFI to be an extensive or expensive undertaking for Respondents. Rather, thoughtful and concise ideas and descriptions are desired. The District anticipates a response of thirty (30) or less pages to be generally sufficient. Glossy production quality and expensive productions are neither desired nor required.

The RFI responses should be prepared according to the instructions listed below:

The Response must be submitted on 8.5" by 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted, unless otherwise directed in writing. The Response should include the following information:

- A. Team Members (collectively, the "Respondent")

Please provide the following information:

- 1.) The name, address, telephone number, and fax number of each principal, partner, entity, or joint-venture partner participating as the Respondent and their prospective roles;
- 2.) Describe any organizational governance structure anticipated for the effective management and operation of the theater, cross-identifying the individuals above positions within and in relation to that structure;
- 3) The name, address, telephone number, fax number, and e-mail address of the representative authorized to represent the Respondent, who will be available to respond to questions or requests for additional information;
- 4) Identification of any personal or professional relationship among or between any members of the Respondent and any person working for, appointed to a position in, or elected to an office of the District of Columbia Government or any entity for which there may be a conflict of interest or the appearance of a conflict. The District, in its sole discretion, reserves the right to determine a conflict of interest or the appearance thereof; and
- 5.) Indicate organizational relationships anticipated necessary to the successful implementation of the planned cultural programming.

B. Qualifications and Experience

Describe the relevant projects with which members of the team have had primary involvement, including sufficiently detailed information about programs similar to what is contemplated for the SLED, the name and address for each project identified, the name and telephone number of persons familiar with the project who will respond to initial inquiries from the District, and the managing partner role in each project;

4. Hand Delivery or Mailing of Solicitation

Delivery or Mail to:

Office of Contracting and Procurement
441 4th Street, N.W.
Suite 703 South, Bid Counter Room
Washington, D.C. 20001

Attention: Elizabeth Kilpatrick, Contracting Officer

5. Proposal Submission Date:

The closing date for receipt of responses is November 20, 2007 on or before 2:00 p.m. local time to the address listed above.

Questions may be referred to Elizabeth Kilpatrick via email at Elizabeth.kilpatrick@dc.gov. Questions regarding the solicitation must be received in writing no later than 10:00 a.m. on November 6, 2007.

6. Pre Solicitation Conference:

The District will hold a pre solicitation conference on November 8, 2007, at 10:00 a.m. at 441 4th, Street, N.W., Suite 700S main conference room.

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 pre solicitation document as well as to clarify the contents of the solicitation.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-solicitation 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-solicitation conference but no later than five working days after the pre-solicitation conference in order to generate an official answer. Official answers will be provided in writing to all prospective offerors. Answers will be posted on the OCP website at www.ocp.dc.gov.

Attachments

ATTACHMENT A – STATEMENT OF SERVICES

State Longitudinal Education Data Warehouse (SLED)

Request for Information