

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



REQUEST FOR TASK ORDER QUOTE

TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE CONTRACTORS

Solicitation No.: DCGD-2010-T-0007

Caption: Temporary Staffing Services

Issuance Date: December 24, 2009

Closing Date: January 6, 2010

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Office of the State Superintendent of Education (OSSE), seeks to procure the services of a qualified Contractor to provide staffing services on as-needed basis and in accordance with Section C.3 - Requirements.

The District intends to award a firm fixed price Task Order Agreement resulting from this Request for Task Order Quotation to the responsible Contractor whose quotation, conforming to the solicitation, will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this Request for Task Order Quotation considered.

The District may award a Task Order on the basis of initial bids received, without discussion. Therefore, each initial bid should contain the Contractor's best terms from a standpoint of technical, cost/price and other factors.

1. Quotation Submission Requirements

The Price Quotation shall be submitted to the following address:

Office of Contracting and Procurement
Attention: Nicole Matthews
441 4th Street, N.W.
Suite 700 South, Bid Counter Room
Washington, D.C. 20001

The Task Order Quotation shall consist of one part only, Price, which shall include evidence of proposed staff qualification(s) and submitted in one (1) original and one (1) copy. It shall be submitted in a sealed envelope conspicuously marked: "Task Order Quotation in response to Solicitation No. DCGD-2010-T-0007, and titled: Temporary Staffing Services"

2. Proposal Submission Date

The closing date for receipt of proposal is **Wednesday, January 6, 2010 by 2:00 p.m.**

3. Price Proposal

This section shall include the total price for the entire staff. The price proposal shall include each labor category, the hourly labor rate, the number of hours and a total price. Pricing shall be firm fixed price.

- **All contractors shall be in accordance with the DOL Wage Determination No.: 2005-2103, Revision No.: 8**
- The Offeror shall also complete and the Tax Certification Affidavit. See Section J- Attachment D
- The Offeror shall provide a copy of their Certification of Liability Insurance with Request for Task Order Quote.

4. Evaluation for Award

The contract will be awarded to the responsible Bidder whose offer is most advantageous to the District. The District reserves the right to reject any of all bids determined to be inadequate or unacceptable.

5. Term of the Task Order

This will be a Firm Fixed Price Contract. The term of the contract shall be for one (1) year. The contract may be extended. See F.2

6. DC Supply Schedule

Each Bidder is required to submit along with their response to the Request for Task Order Quotation a copy of the page of its DC Supply Schedule Contract that contains its pricing information.

7. CONDITIONS FOR AWARD

Price is the only determinant for award, and the lowest bidder will be considered for award provided the following conditions are met:

- (a) Every bidder provides with its bid a copy of the page of its DCSS contract in the relevant commodity group, which shows the price schedule.
- (b) Every bidder completes and returns with its bid a Tax Certification Affidavit (Attachment D).
- (c) Every bidder submits with its bid a documented evidence supporting qualification and/or experience for each labor category:
 - i. General Clerk III:
 - Resume
 - Microsoft Office Suite (Word, Excel, PowerPoint, Access, and Outlook)
 - Minimum of 2 years of experience in Child Nutrition Programs
 - Knowledge of USDA Child Nutrition Program
 - Knowledge of processing reimbursements and claims
 - ii Administrative Assistant
 - Resume
 - Proficient in Microsoft Office (Word, Excel, PowerPoint, Access and Outlook)
 - Minimum of 2 years of experience in Child Nutrition Programs; no fewer than 90 credits towards a Bachelor of Science degree in Dietetics, Nutrition, Nutritional Sciences or other related field from an accredited institution of higher learning
 - Knowledge of USDA Child Nutrition Program policies, practices, and procedures
 - Knowledge of processing reimbursements and claims
 - General knowledge in the National School Lunch Programs (NSLP), The Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).

Questions may be referred to Nicole Matthews, Contract Specialist at (202) 724-2122.

Elona Evans-McNeill
Contracting Officer

SECTION B.1 PRICE SCHEDULE (BASE YEAR)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
0001	General Clerk III	HR	\$ _____	1	1920	\$ _____
0002	Administrative Assistant	HR	\$ _____	1	1920	\$ _____
TOTAL PRICE						\$ _____

SECTION B.2 PRICE SCHEDULE (OPTION YEAR 1)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
1001	General Clerk III	HR	\$ _____	1	1920	\$ _____
1002	Administrative Assistant	HR	\$ _____	1	1920	\$ _____
TOTAL PRICE						\$ _____

SECTION B.3 PRICE SCHEDULE (OPTION YEAR 2)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
2001	General Clerk III	HR	\$ _____	1	1920	
2002	Administrative Assistant	HR	\$ _____	1	1920	
TOTAL PRICE						\$ _____

SECTION C - STATEMENT OF WORK

C.1 SCOPE

C.1.1 The Office of Contracting and Procurement, on behalf of the Office of the State Superintendent of Education (OSSE) is seeking a contractor to provide temporary support staff services. The temporary support staff services will be provided to OSSE with clerical and administrative assistance for the Wellness and Nutrition Services Department (WNS).

C.1.2 Definitions

C.1.2.1 Temporary Staff – Staff employed by the Contractor to perform services as specified in C.3 through C.4 below.

C.2 BACKGROUND

C.2.1 The Office of State Superintendent of Education (OSSE) is a high-performing, transparent agency that sets proactive policies, exercises vigilant oversight, and directs resources that guarantee residents educated in the District of Columbia are among the highest performers in the nation; fully prepared for successful postsecondary learning and employment the creative economy.

As the State Agency for the United States Department of Agriculture, Food and Nutrition Services (USDA-FNS), Child Nutrition and Food Distribution Programs, the DC Office of the State Superintendent of Education, Wellness and Nutrition Services Department

(OSSE, WNS) ensures that children and families receive year round access to well balanced meals by providing federal reimbursements, training and nutrition education to program participants. OSSE, WNS assists stakeholders in improving the overall health and learning potential of those in the District of Columbia who are at risk for hunger.

C.3 REQUIREMENTS

- C.3.1 All temporary staff shall:
- C.3.2 Work forty (40) hours per week, Monday through Friday from 8:15 AM to 4:45 PM, excluding holidays and days appointed by the Mayor.
- C.3.3 The Contractor shall provide Temporary Support Staff that meet the staffing personnel qualifications as outlined in Section J- Attachment B;
- C.3.4 Minimum of 2 years of experience in Child Nutrition Programs; no fewer than 90 credits towards a Bachelor of Science degree in Dietetics, Nutrition, Nutritional Sciences or other related field from an accredited institution of higher learning;
- C.3.5 Knowledge of USDA Child Nutrition Program policies, practices, and procedures;
- C.3.6 Knowledge of processing reimbursements and claims;
- C.3.7 General knowledge in the National School Lunch Programs (NSLP), The Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).
- C.3.8 Knowledge of Microsoft Office programs (i.e. Word, Excel, and PowerPoint)
- C.3.9 The Contractor shall provide the following staff to perform work:
 - C.3.9.1 **General Clerk III**
 - C.3.9.1 Ordering and maintaining office supplies and equipment, Maintaining and updating;
 - C.3.9.2 Maintaining and updating e-mail, phone and other lists;\
 - C.3.9.3 Helping with office mailing;
 - C.3.9.4 Scheduling meetings and conference rooms and assisting with setting up and breaking down;

- C.3.9.5 Scanning and filing documents;
- C.3.9.6 Filing in for front desk and greeting visitors as needed;
- C.3.9.7 Responding to inquires about Child Nutrition Programs;
- C.3.9.8 Assisting with Child Nutrition Program (CNP) sponsor trainings and program reviews;
- C.3.9.10 Assisting with processing CNP applications and claims;
- C.3.9.11 Performing other duties as assigned

C.3.10 Administrative Assistant

- C.3.10.1 Assisting with maintaining the Wellness and Nutrition Services web page and other online communications;
- C.3.10.2 Drafting letters, memoranda, and other correspondence;
- C.3.10.3 Developing and maintaining Word documents, Excel spreadsheets, and PowerPoint presentations;
- C.3.10.4 Processing travel forms and assisting with staff training;
- C.3.10.5 Shall have knowledge of the programs under the Department's control sufficient to obtain information.
- C.3.10.6 Shall have the ability to communicate effectively, both orally and in writing.
- C.3.10.7 Assisting with the Child Nutrition Program (CNP) sponsor training and Program reviews;
- C.3.10.8 Taking on special projects that will required an understanding of and background in Child Nutrition Programs;
- C.3.10.9 Performing other duties as assigned

C.4 TEMPORARY EMPLOYEES RESUME'S

- C.4.1 The Contractor shall submit resume's to confirm qualifications needed to perform the upon request by Office of Superintendent of Education

SECTION D: PACKAGING

THIS SECTION IS NOT APPLICABLE.

SECTION E: INSPECTIONS AND ACCEPTANCE

THIS SECTION IS NOT APPLICABLE.

SECTION F: DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

The term of the resulting Task Order Agreement shall be for a period of one (1) year from date of award specified on the cover page of the Task Order.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of the resulting Task Order Agreement for a period of three (2), one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the Task Order Agreement; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the Task Order Agreement 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 Task Order Agreement.

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

F.2.3 The price for the option period shall be as specified in the Task Order Agreement.

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

F.3 DELIVERABLES

Deliverable	Quantity	Format and Method of Delivery	Due Date	To Whom
Weekly Time Sheets for each employee	Various	Paper Format	Due on Friday of each work week by 12:00 Noon	COTR-reference Section G.1.1

SECTION G - CONTRACT ADMINISTRATION

G.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.1.1 The COTR is responsible for general administration of the Task Order and advising the Contracting Officer as to the Offeror's compliance or noncompliance with the Task Order. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the Task Order, of ensuring that the work conforms to the requirements of this Task Order and such other responsibilities and authorities as may be specified in the Task Order. The COTR for this Task Order is:

TO BE DETERMINED WITH AWARD

G.1.2 It is understood and agreed that the COTR shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the Task Order Agreement

G.1.3 Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer (CO), may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

G.2 INVOICE PAYMENT

G.2.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this Task Order Agreement, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this Task Order.

G.2.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2.3 INVOICE SUBMITTAL

G.2.3.1 The Contractor shall submit proper invoices on a weekly basis. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.1.1 above. The address of the CFO is:

Name: Office of the Chief Financial Officer (OCFO)
Office of Finance and Resource Management
Address: 441 4th Street, NW, Suite 890N
Washington, DC 20001
Telephone: 202-727-0333

G.2.3.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.3.3 Contractor's name, Federal tax ID and invoice date (Offerors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

G.2.3.4 Task Order number and invoice number;

G.2.3.5 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

G.2.3.6 Other supporting documentation or information, as required by the Contracting Officer;

G.2.3.7 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

G.2.3.8 Name, title, phone number of person preparing the invoice;

G.2.3.9 Name, title, phone number and mailing address of the person to be notified in the event of a defective invoice; and

G.2.3.10 Authorized signature.

G.2.3.11 Provide along with invoices copies of all work orders and work completion verifications.

G.3 ASSIGNMENT OF CONTRACT PAYMENTS

- G.3.1** In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this Task Order to a bank, trust company, or other financing institution.
- G.3.2** Any assignment shall cover all unpaid amounts payable under this Task Order, and shall not be made to more than one party.
- G.3.3** Notwithstanding an assignment of Task Order payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

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

G.4 PROGRESS PAYMENTS

Progress payments are not permissible under this Task Order Agreement.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 WAY TO WORK AMENDMENT ACT OF 2006

- H.1.1** Except as described in H.1.8 below, the Contractor shall comply with Title I of the “Way to Work Amendment Act of 2006”, D.C. Law 16-118, effective June 9, 2006, for contracts for services in the amount of \$100,000 or more in any 12-month period.
- H.1.2** The Contractor shall pay its employees and subcontractors who perform services under this contract no less than the current living wage published on OCP’s website at <http://www.ocp.dc.gov>.
- H.1.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.1.4** The Department of Employment Services (“DOES”) shall adjust the living wage annually and the OCP will publish the living wage rate on its website at <http://www.ocp.dc.gov>.
- H.1.5** The Contractor shall provide a copy of the fact sheet to each employee and subcontractor who performs services under the contract. The Contractor shall post the notice in a conspicuous place in its place of business. The Contractor shall include in any

subcontract for \$15,000 or more a provision requiring the subcontractor to post the notice in a conspicuous place in its place of business.

H.1.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.

H.1.7 The payment of wages required under the Living Wage Act shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

H.1.8 The requirements of the Living Wage Act do not apply to:

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

H.1.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination (**2005-2103 Revision 8, 05/26/09**), issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.). 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 OFFEROR'S RESPONSIBILITIES

H.3.1 As specified in Sections C.3 and F.3 above.

Contractor staff shall supply their own equipment such as computers and office supplies for performing the required services.

H.4 DISTRICT'S RESPONSIBILITIES

Office of the State Superintendent of Education (OSSE), WNS will provide the Contractor's staff with a work station, computer and telephones access for work performance.

H.5 PROTECTION OF PROPERTY

The Contractor shall be responsible for any damage to the building, interior, or their approaches caused by or as a result of the Contractor's staff's negligence.

SECTION I: CONTRACT CLAUSES

I.1 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this Task Order Agreement beyond the current fiscal year is contingent upon future fiscal appropriations.

I.2 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.3 DISCLOSURE OF INFORMATION

No information regarding the Contractor performance on the task order shall be disclosed by the Contractor to anyone other than District Government officials unless written approval is obtained in advance from the Contracting Officer.

I.4 CERTIFICATE OF INSURANCE

I.4.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverage prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

I.4.2 The Certificate of Insurance, under *Description of Operation/Locations/Vehicles/Exclusion Added by Endorsement/Special Provisions* of the Certificate of Insurance, shall include the following language: Those usual to the Insured's Operations. The District of Columbia is an Additional Insured and a Business Liability Waiver of Subrogation applies per the Business Liability Coverage Form SS0008, attached to the policy.

I.4.3 Copies of all certificates of insurance shall be submitted within five (5) days of the Task Order award and 14 days after award of each option year to:

Nicole Matthews, Contract Specialist
Professional Services and Public Safety Cluster
Office of Contracting and Procurement
441 4th Street, NW Suite 700 South
Washington, DC 20001
(202) 724-2122 (Direct) (202) 727-0245 (facsimile)
nicole.matthews@dc.gov

I.5 ORDER OF PRECEDENCE

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

I.6 WORKING HOURS/VENUE

The Contractor's staff shall work basic business hours 9 – 5 or similar.

SECTION J - ATTACHMENTS

1. Attachment A – Section B.1- Pricing
2. Attachment B – Job Descriptions/Requirements
3. Attachment C – Section F- Deliverables
4. Attachment D- Tax Certification Affidavit

SECTIONS K - THIS SECTION IS NOT APPLICABLE TO THIS REQUEST FOR TASK ORDER QUOTATION. THE TERMS AND CONDITIONS OF THE DCSS CONTRACT APPLIES.

SECTIONS L - THIS SECTION IS NOT APPLICABLE TO THIS REQUEST FOR TASK ORDER QUOTATION. THE TERMS AND CONDITIONS OF THE DCSS CONTRACT APPLIES.

SECTIONS M - THIS SECTION IS NOT APPLICABLE TO THIS REQUEST FOR TASK ORDER QUOTATION.

ATTACHMENT A

SECTION B.1 PRICE SCHEDULE (BASE YEAR)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
0001	General Clerk III	HR	\$ _____	1	1920	\$ _____
0002	Administrative Assistant	HR	\$ _____	1	1920	\$ _____
TOTAL PRICE						\$ _____

SECTION B.2 PRICE SCHEDULE (OPTION YEAR 1)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
1001	General Clerk III	HR	\$ _____	1	1920	\$ _____
1002	Administrative Assistant	HR	\$ _____	1	1920	\$ _____
TOTAL PRICE						\$ _____

SECTION B.3 PRICE SCHEDULE (OPTION YEAR 2)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
2001	General Clerk III	HR	\$ _____	1	1920	
2002	Administrative Assistant	HR	\$ _____	1	1920	
TOTAL PRICE						\$ _____

General Clerk III

Specialized clerical assistance and support to the office of Wellness and Nutrition Services performing the following duties:

- Ordering and maintaining office supplies and equipment, Maintaining and updating;
- Maintaining and updating e-mail, phone and other lists;
- Helping with office mailing;
- Scheduling meetings and conference rooms and assisting with setting up and breaking down;
- Scanning and filing documents;
- Filing in for front desk and greeting visitors as needed;
- Responding to inquires about Child Nutrition Programs;
- Assisting with Child Nutrition Program (CNP) sponsor trainings and program reviews;
- Assisting with processing CNP applications and claims;
- Performing other duties as assigned

Requirements

- Minimum of 2 years of experience in Child Nutrition Programs
- Knowledge of USDA Child Nutrition Program
- Knowledge of processing reimbursements and claims
- Knowledge of Microsoft Office programs (i.e. Word, Excel, and PowerPoint)

Administrative Assistant

Highly specialized clerical and administrative assistance to the office of Wellness and Nutrition Services. This position maintains a close and highly responsive relationship to the day-to-day activities of the Director and staff of Wellness and Nutrition Services performing the following duties:

- Assisting with maintaining the Wellness and Nutrition Services web page and other online communications;
- Drafting letters, memoranda, and other correspondence;
- Developing and maintaining Word documents, Excel spreadsheets, and PowerPoint presentations;
- Processing travel forms and assisting with staff training;
- Assisting with the Child Nutrition Program (CNP) sponsor training and Program reviews;
- Taking on special projects that will required an understanding of and background in Child Nutrition Programs;
- Taking on special projects that will required an understanding of and background in Child Nutrition Programs;

Requirements

- Minimum of 2 years of experience in Child Nutrition Programs; no fewer than 90 credits towards a Bachelor of Science degree in Dietetics, Nutrition, Nutritional Sciences or other related field from an accredited institution of higher learning
- Knowledge of USDA Child Nutrition Program policies, practices, and procedures
- Knowledge of processing reimbursements and claims
- General knowledge in the National School Lunch Programs (NSLP), The Child and Adult Care Food Program (CACFP), and the Summer Food Service Program (SFSP).
- Knowledge of Microsoft Office programs (i.e. Word, Excel, and PowerPoint)

ATTACHMENT C

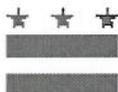
F.3 DELIVERABLES

Deliverable	Quantity	Format and Method of Delivery	Due Date	To Whom
Weekly Time Sheets for each employee	Various	Paper Format	Due on Friday of each work week by 12:00 Noon	COTR-reference Section G.1.1

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

**Name of Organization/Entity
Business Address (include zip code)
Business Phone Number(s)**

**Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.**

"I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue; consent to release my tax information to an authorized representative of the District of Columbia agency from which I am seeking to enter into a contractual relationship. I understand that the information released under this consent will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations as of the date found on the government request. I understand that this information is to be used solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization."

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia.

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

Signature of Authorizing Agent

Title