

ATTACHMENT J.1.2 (SECOND PAGE)

LIVING WAGE ACT FACT SHEET

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.

### Enforcement

The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

If you learn that a contractor is not paying at least the living wage you should report it to the Contracting Officer.

If you believe that your employer is not paying you at least the required living wage, you may file a complaint with the DOES Office of Wage – Hour, located at 64 New York Avenue, N.E., Room 3105, (202) 671-1880.

For questions and additional information, contact the Office of Contracting and Procurement at (202) 727-0252 or the Department of Employment Services on (202) 671-1880.

*Please note: This fact sheet is for informational purposes only as required by Section 106 of the Living Wage Act. It should not be relied on as a definitive statement of the Living Wage Law or any regulations adopted pursuant to the law.*



Government of the District of Columbia  
Anthony A. Williams, Mayor

Department of Employment Services  
Gregory P. Irish, Director

*Living Wage Act Fact Sheet*

ATTACHMENT J.1.3

THE LIVING WAGE ACT OF 2006 – DRAFT NOTICE

## **“THE LIVING WAGE ACT OF 2006”**

**Title I, D.C. Law No. 16-118, (D.C. Official Code §§ 2-220.01-11)**

**Effective June 9, 2006, recipients of new contracts or government assistance shall pay affiliated employees and subcontractors who perform services under the contracts no less than the current living wage **\$11.75** per hour.**

### **The requirement to pay a living wage applies to:**

- All recipients of contracts in the amount of \$100,000 or more; and, all subcontractors of these recipients receiving \$15,000 or more from the funds received by the recipient from the District of Columbia, and,
- All recipients of government assistance in the amount of \$100,000 or more; and, all subcontractors of these recipients of government assistance receiving \$50,000 or more in funds from government assistance received from the District of Columbia.

**“Contract” means a written agreement between a recipient and the District government.**

**“Government assistance” means a grant, loan or tax increment financing that result in a financial benefit from an agency, commission, instrumentality, or other entity of the District government.**

**“Affiliated employee” means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract. The term “affiliated employee” does not include those individuals who perform only intermittent or incidental services with respect to the contract or government assistance or who are otherwise employed by the contractor, recipient or subcontractor.**

Certain exceptions may apply where contracts or agreements are subject to wage determinations required by federal law which are higher than the wage required by this Act; contracts for electricity, telephone, water, sewer other services delivered by regulated utility; contracts for services needed immediately to prevent or respond to a disaster or eminent threat to the public health or safety declared by the Mayor; contracts awarded to recipients that provide trainees with additional services provided the trainee does not replace employees; tenants or retail establishments that occupy property constructed or improved by government assistance, provided there is no receipt of direct District government assistance; 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 residential facility or a group home for mentally retarded persons; and contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

Exemptions are provided for employees under 22 years of age employed during a school vacation period, or enrolled as a full-time student who works less than 25 hours per week, provided that other employees are not replaced, and for employees of nonprofit organizations that employ not more than 50 individuals.

**Each recipient and subcontractor of a recipient shall provide this notice to each affiliate employee covered by this notice, and shall also post this notice concerning these requirements in a conspicuous site in the place of business.**

**All recipients and subcontractors shall retain payroll records created and maintained in the regular course of business under District of Columbia law for a period of at least 3 years.**

This is a summary of the “Living Wage Act of 2006”. For the complete text go to:

[www.does.dc.gov](http://www.does.dc.gov) or [www.ocp.dc.gov](http://www.ocp.dc.gov)

**To file a complaint contact: Department of Employment Services  
Office of Wage-Hour  
64 New York Avenue, N.E., Room 3105, Washington, D.C. 20002  
(202) 671-1880**

ATTACHMENT J.1.4

ACADEMIC DEGREE PROGRAMS AT U.D.C.

## Academic Degree Programs

(Degrees are listed in alphabetical order)  
 Degree offerings may change without notice

### College of Arts and Sciences

#### Associate's Degrees

- Child Development and Nursery School Education
- Correction Administration
- Graphic Communication Technology
- Graphic Design
- Law Enforcement
- Medical Radiography
- Mortuary Science
- Music
- Nursing
- Respiratory Therapy
- Water Quality and Marine Science

#### Baccalaureate Degrees

- Administration of Justice
- Art (BA, BFA)
- Biology (BS)
- Chemistry (BS)
- Early Childhood Education
- Elementary Education
- English
- Environmental Science
- French
- Graphic Communications
- Graphic Design
- Health Education
- History
- Mass Media
- Mathematics
- Music
- Nursing (BS)
- Nutrition and Food Science
- Physics
- Political Science
- Psychology
- Social Work
- Sociology/Anthropology
- Spanish
- Special Education
- Speech and Language Pathology
- Theater Arts
- Urban Studies

#### Master's Degrees

- Cancer Biology, Prevention and Control
- Clinical Psychology
- Counseling
- Early Childhood Education
- English Composition and Rhetoric

#### Master's Degrees (Continued)

- Mathematics
- Special Education
- Speech and Language Pathology — Clinical

### School of Engineering and Applied Sciences

#### Associate's Degrees

- Architectural Engineering Technology
- Aviation Management Technology
- Computer Science Technology
- Electronics Engineering Technology
- Fire Science

#### Baccalaureate Degrees

- Airway Science
- Architecture
- Civil Engineering
- Computer Science (BS)
- Electrical Engineering
- Fire Science Administration
- Information Technology
- Mechanical Engineering

#### Master's Degree

- Computer Science

### School of Business and Public Administration

#### Associate's Degrees

- Administrative Office Management
- Business Technology
- Computer Accounting Technology
- Hospitality Management and Tourism
- Legal Assistant

#### Baccalaureate Degrees

- Accounting
- Business Management
- Computer Information and Systems Science
- Economics
- Finance
- Marketing
- Office Administration
- Procurement and Public Contracting

#### Master's Degrees

- Business Administration
- Public Administration

### ATTACHMENT J.1.5 – PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	RATING (See Rating Guidelines below)					
	5 – Excellent	4 – Good	3 – Acceptable	2 – Poor	1 – Unacceptable	0 – Zero
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: \_\_\_\_\_

2. Name & Title of Evaluator: \_\_\_\_\_

3. Signature of Evaluator: \_\_\_\_\_

4. Name of Evaluator's Organization: \_\_\_\_\_

5. Telephone Number of Evaluator: \_\_\_\_\_

6. Type of service received: \_\_\_\_\_

7. Contract Number, Amount and Period of Performance: \_\_\_\_\_

\_\_\_\_\_

8. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)

\_\_\_\_\_

\_\_\_\_\_

9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)

\_\_\_\_\_

\_\_\_\_\_

**RATING GUIDELINES**

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions as guidance in making these evaluations.

	<b>RATING AREAS</b>			
	<b>Quality Product/Service</b>	<b>Cost Control</b>	<b>Timeliness of Performance</b>	<b>Business Relations</b>
	<ul style="list-style-type: none"> <li>- Compliance with contract requirements</li> <li>- Accuracy of reports</li> <li>- Appropriateness of personnel</li> <li>- Technical Excellence</li> </ul>	<ul style="list-style-type: none"> <li>- Within budget (over/under target costs)</li> <li>- Current, accurate, and complete billings</li> <li>- Relationship of negated costs to actual</li> <li>- Cost efficiencies</li> <li>- Change order issue</li> </ul>	<ul style="list-style-type: none"> <li>- Meet Interim milestones</li> <li>- Reliable</li> <li>- Responsive to technical directions</li> <li>- Completed on time</li> <li>- No liquidated damages assessed</li> </ul>	<ul style="list-style-type: none"> <li>- Effective management</li> <li>- Businesslike correspondence</li> <li>- Responsive to contract requirements</li> <li>- Prompt notification of contract problems</li> <li>- Reasonable/cooperative</li> <li>- Flexible</li> <li>- Proactive</li> <li>- Effective contractor recommended solutions</li> <li>- Effective small disadvantaged business subcontracting program</li> </ul>
<b>RANKINGS</b>				
<b>0 Zero</b>	Non-conformances are compromising the achievement of contract requirements, despite use of Agency resources	Cost issues are compromising performance of contract requirements.	Delays are compromising the achievement of contract requirements despite use of Agency resources.	Response to inquiries, technical/service/administrative issues is not effective and responsive.
<b>1 Unacceptable</b>	Non-conformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical/service/administrative issues is marginally effective and responsive.
<b>2 Poor</b>	Non-conformances require minor Agency resources to ensure achievement of contract requirements.	Cost issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical/service/administrative issues is somewhat effective and responsive.
<b>3 Acceptable</b>	Non-conformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Response to inquiries, technical/service/administrative issues is usually effective and responsive.
<b>4 Good</b>	There are no quality problems.	There are no cost issues.	There are no delays.	Responses to inquiries, technical/service/administrative issues is effective and responsive.
<b>5 Excellent</b>	The contractor has demonstrated an exceptional performance level in some of all of the above categories.			