AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT	1. Solicitation Number **DCHT-2012-B-0020**	Page of Pages **1**	**16**

2. Amendment/Modification Number	3. Effective Date	4. Requisition/Purchase Request No.	5. Solicitation Caption
A0002	**9/2/11**		**Translation/Interpretation Serv.**

6. Issued By:	7. Administered By (If other than line 6)
Department of Health Care Finance Office of Contracts and Compliance 899 North Capitol Street, N.E., Suite 6037 Washington, D.C. 20002	Department of Health Care Finance Office of Chronic and Long Term Care 899 North Capitol, Street, N.E. Room 6037 Washington, DC 20002

8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)		
Potential Offerors	X	9A. Amendment of Solicitation No. **DCHT-2012-B-0020**
		9B. Dated (See Item 11) **8/10/2011**
		10A. Modification of Contract/Order No.

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

[ ] The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers [X] is extended. [ ] 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 two(2) 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

[ ] 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 date, 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)

E. IMPORTANT: Contractor [ ] is not, [X] is required to sign this document and return 1 copy to the issuing office.

14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)

1. Section A-9, delete 06-September-11 and insert 09-September-11.

2. Section B-3, delete in its entirety and insert in lieu thereof the following:

"B.3 PRICE SCHEDULE

B.3.1 BASE YEAR

CONTINUE ON PAGES 2-16

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 **Courtney Lattimore**	
15B. Name of Contractor (Signature of person authorized to sign)	15C. Date Signed	16B. District of Columbia (Signature of Contracting Officer)	16C. Date Signed

IFB Solicitation No. DHCT-2012-B-0020

QUESTIONS AND ANSWERS TO SUBMITTED QUESTIONS

1.	Is it sufficient to give one price per word based on turnaround times (24-48 and 3-5 days) rather than four separate prices?	Yes, Simply repeat the same price as desired.
2.	Is it possible to give different prices by each language.	Yes, See updated pricing schedule in Amendment 0002 to the solicitation.
3	Is it possible to receive information on past awardees and their pricing?	No. The rates of the current vendor are proprietary.
4.	LCDP: 0006 is not currently included in the table for Option Year 3. Will we need to provide outreach to providers this year as well?	See revised pricing schedule in Amendment 0002 to the solicitation.
5.	*Section B. 4 A bidder responding to this solicitation must submit with its bid, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this IFB shall be deemed nonresponsive and shall be rejected if the bidder fails to submit a subcontracting plan that is required by law. For contracts in excess of $250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.* LCDP: Do you anticipate subcontracts reaching the $250,000 or beyond per year? If yes, are non-profits exempt from this requirement?	DHCF does not anticipate this contract reaching or exceeding $250,000 per year. See Amendment 0002 , Item 7 & 8.
6.	**C.1 SCOPE** *The District of Columbia Government, Department of Health Care Finance (DHCF) (the District) is seeking a Contractor to provide written-translation and oral/American Sign Language (ASL) interpretation services for individuals with Fee-for-Service (FFS) Medicaid benefits to ensure access to covered health care services, regardless of English proficiency*	The current contract has not exceeded 200 interpretation requests per year. This is twice as many requests as we received last year, however the District does not have enough data to accurately estimate how much the demand could grow from year to year with additional outreach.

	or hearing ability. There are approximately 58,000 FFS Medicaid beneficiaries; DHCF estimates than fewer than 4,000 speak limited or no English or are hearing impaired. In the past year, DHCF has received fewer than 200 interpretation requests. However, we anticipate increased utilization with increased outreach. LCDP: Regarding the number of interpretations requests mentioned here. Is this per month or per year? Is there a % increase that DCHF anticipates and can share with us? This will allow us to accurately budget for both base and option years.	
7.	**C.1.2.10** ***Prevalent Languages:*** *Current prevalent languages are identified by the DC Language Access Act as Amharic, Chinese, French, Korean, Spanish and Vietnamese. Other languages spoken by 3% of the population or 500 beneficiaries (whichever is less) will also be deemed prevalent.* LCDP: Can DCHF provide examples of "other languages" that we will be responsible for under this contract? Or should we concentrate on the languages listed in the 2004 Language Access Act.	See Amendment 0002 - Item 4. New paragraph C.1.2.10.1.
8.	**C.3.2.3.** ***Certification of Accuracy -*** *Contractor shall provide to the COTR, upon translation of document(s) certification of the accuracy of the translated document(s).* LCDP: How will a contractor be asked to "certification of accuracy?	See Amendment 0002 – Item 5. New paragraph C.3.2.3.1.
9.	Are the Interpreter Request Forms, provided by DHCF or by the contractor?	See Amendment 0002 –Item 6 new paragraph C.4.1.4.1.

10.	C.3.4.1.5 Provider Satisfaction - Can this form be in a survey format that each interpreter will present to the provider when he/she arrives at the site?	Yes
11.	C.3.4.1.5 - Are there several locations that the interpreters will visit? If so, is there a list of potential sites?	Interpreters must be available to accompany patients to appointments with any DC Medicaid provider.
12.	C.3.4.1.5 Does the "beneficiary service line" have to be a separate telephone number or can it simply be someone designated to handle all feedback?	The contractor must ensure there is a number available for beneficiaries to call and provide feedback, but a separate telephone number is not required.
13.	51% Rules - Are the First Source requirements for all District contractors, regardless of contract size?	DHCF does not anticipate this contract exceeding $100,000 per year. See Amendment 0002 Item 7 & 8.
14.	L.18 General Standards of Responsibility. Can you clarify if you need resumes from all of our interpreters or a single resume for an interpreter for each of the main languages in the Language Access Act?	A single resume or application for one interpreter per language specified in the Language Access Act is sufficient, although more may be submitted if available and/or desired. Please only submit resumes or applications for interpreters who are actively available to interpret or translate for your organization. In the event that you do not have resources available to meet one of the languages specified in the Language Access Act, a narrative plan must be submitted as well detailing how you will meet the requirements of the contract if awarded.
15.	***F.3.1*** *The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 which is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, the District shall not make final payment to the Contractor pursuant to section G.3.2.* LCDP: Can you provide more clarification on this requirement? Does this rule apply to non-profits applying for this contract?	See Amendment 0002 , Item 7 & 8
16.	***G.5.2 Payments to Subcontractors*** LCDP: We have a pool of trained individual interpreters we contract with for our work.	No they are not subcontractors as usually defined. However, in L.18 General Standards of Responsibility along with the resume of the interpreter you may provide a copy of the

	Does our pool of interpreters count as subcontractors? If yes, do we need to provide copies of these agreements to DCHF?	agreement you have with the interpreter.
17.	***H.1.1.1*** *At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.* LCDP: Can you provide more clarification on this requirement? Does this rule apply to non profits applying for this contract?	See Amendment 0002, Item 7 & 8.
18.	***H.1.2*** *The Contractor shall negotiate an Employment Agreement with the Department of Employment Services ("DOES") for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.* LCDP: Can you provide more clarification on this requirement? Does this rule apply to non-profits applying for this contract? How often will we need to complete the First Source Employment Agreement? If interpreters are subcontractors then does this mean we have to go through DOES if we want to hire new interpreters?	See Amendment 0002, Item 7 & 8.
19.	**H.5.3** *The Contractor shall submit to DOES, no later than the 10th of each month following execution of the contract, a First Source Agreement Contract Compliance Report ("contract compliance report") to verify its compliance with the First Source Agreement for the preceding month. The contract*	See Amendment 0002, Item 7 & 8.

	compliance report for the contract shall include the: *(1) Number of employees needed;* *(2) Number of current employees transferred;* *(1) Number of new job openings created;* *(2) Number of job openings listed with DOES;* *(3) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and* *(4) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:* *(a) Name;* *(b) Social security number;* *(c) Job title;* *(d) Hire date;* *(e) Residence; and* *(f) Referral source for all new hires.* LCDP: Does this report need to be completed monthly? What if no one is hired during a particular month?	
20.	***H.5.4*** *If the contract amount is equal to or greater than $100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.* LCDP: Does this mean if the contract is not over $100,000 per year that the 51% rule does not apply?	Yes. See Amendment 0002 Item 7 & 8.
21.	***H.9.1.3*** *A prime contractor which is certified as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.*	A Prime Contractor would have to certified by the District of Columbia to be certified as a small, local or disadvantaged business enterprise. Mandatory subcontracting requirements contract must exceed $250,000.00. This is not applicable to this

	LCDP: Do non-profits count as small, local or disadvantaged?	solicitation. No non-profits do not count as small, local or disadvantaged.
22.	***K.6 TAX CERTIFICATION*** *Each bidder must submit with its bid, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.7.* LCDP: Can you clarify which of the attachments provided is J.7? None of the attachments that were sent were labeled as J.7.	Yes. See attachment Tax Certification Affidavit attached to Amendment 0002.
23.	**L.18 GENERAL STANDARDS OF RESPONSIBILITY** ***L.18.1*** *Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.* LCDP: Can you clarify the exact documentation that you need from us? Organizational budget? 2010 Audit or 990?	A recent organizational budget and/or 2010 Audit.
24.	***L.18.2*** *Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.* LCDP: Can you clarify if there is specific documentation that you are looking for or should we demonstrate this in our narrative section?	This should be demonstrated in your narrative section and also documented in documentation requested in Section L.19
25.	***L.18.3*** *Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.* LCDP: Can you clarify if there is specific	This should be demonstrated in your narrative section and also documented in documentation requested in Section L.19

	documentation that you are looking for or should we demonstrate this in our narrative section?	
26	***L.18.4*** *Evidence of compliance with the applicable District licensing and tax laws and regulations.* LCDP: Can you clarify if there is specific documentation that you are looking for or should we demonstrate this in our narrative section?	You must submit a completed Tax Affidavit
27	***L.18.5*** *Evidence of a satisfactory performance record, record of integrity and business ethics.* LCDP: Can you clarify if there is specific documentation that you are looking for or should we demonstrate this in our narrative section?	The documentation requested in Section L.19.1.1
28	***L.18.6*** *Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.* LCDP: Can you clarify if there is specific documentation that you are looking for or should we demonstrate this in our narrative section?	Demonstrate in your narrative section and Section L.19
29	***L.18.7*** *Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.* LCDP: Can you clarify if there is specific documentation that you are looking for or should we demonstrate this in our narrative section?	Demonstrate in narrative section and Section L.19
30	**L.19 SPECIAL STANDARDS OF RESPONSIBILITY** ***L.19.1.1*** *Experience interpreting in a healthcare setting by*	Yes, but please include a least two health care providers as well.

	providing a minimum of at least three (3) references (Name, Practice Name, Address, Phone, Email of Contact Person) of medical or dental providers who have used interpreters through your agency. LCPD: Can we also include an MCO as a reference as this will speak to how it is to work with us as a contractor?	
31	***L.19.1.2*** *Resumes/applications of translators/interpreters who are currently available to by your agency. At least one translator/interpreter should be included for each required language. If you do not currently have anyone employed that speaks one or more of the required prevalent languages, include a narrative explaining how you expect to build that capacity if you are awarded this contract. Current utilization is highest for Mandarin Chinese, ASL, and Spanish, so capacity in these languages is especially important.* LCDP: Can you clarify if you need resumes from all of our interpreters or a single resume for an interpreter for each of the main languages in the Language Access Act?	This request is intended to demonstrate that the contractor has the resources available to adequately meet the demands of the contract. A single resume or application for one interpreter per language specified in the Language Access Act is sufficient, although more may be submitted if available and/or desired. Please only submit resumes or applications for interpreters who are actively available to interpret or translate for your organization. In the event that you do not have resources available to meet one of the languages specified in the Language Access Act, a narrative plan must be submitted as well detailing how you will meet the requirements of the contract if awarded.

Amendment 0002 – DCHT-2012-B-0020

CLIN 001		**Delivery Period**	**No. of Words**	**Price per Word**
Written Translation				
FROM **Amharic** **English**	**TO** **English** **Amharic**	**24 – 48 Hours** **Emergency**	**0001 -2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days **Standard**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Spanish **English**	**English** **Spanish**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Korean **English**	**English** **Korean**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Vietnamese **English**	**English** **Vietnamese**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Chinese **English**	**Chinese** **English**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000**	

			More than 10,000	
CLIN 002		**Delivery Period**	**Time Frame**	**Price**
Oral Interpretations				
FROM **Amharic** **English**	**TO** **English** **Amharic**	**24 – 48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Spanish **English**	**English** **Spanish**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Korean **English**	**English** **Korean**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Vietnamese **English**	**English** **Vietnamese**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	

Chinese English	**English Chinese**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
CLIN 003				
American Sign Language Services		**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
CLIN 004				
Annual Provider Outreach Mailing			**Per 100 Providers**	

B.2 OPTION YEAR ONE

CLIN 001		**Delivery Period**	**No. of Words**	**Price per Word**
Written Translation				
FROM **Amharic English**	**TO** **English Amharic**	**24 – 48 Hours**	**0001 -2000 2000-4000 4000-10,000 More than 10,000**	
		3-5 business days	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
Spanish English	**English Spanish**	**24-48 Hours**	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
		3-5 business days	**0001-2000 2000-4000 4000-10,000**	

			More than 10,000	
Korean English	**English Korean**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Vietnamese English	**English Vietnamese**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Chinese English	**English Chinese**	**3-5 business days**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		24-48 Hours	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
CLIN 002				
Oral Interpretations		**Delivery Period**	**Timeframe**	**Price**
FROM **Amharic English**	**TO** **English Amharic**	**24 – 48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Spanish English	**English Spanish**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	

		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
Korean English	**English Korean**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
Vietnamese English	**English Vietnamese**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
Chinese English	**English Chinese**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
CLIN 003				
American Sign Language Services		**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after**	

		first hour Administrative Charge	
CLIN 004			
Annual Provider Outreach Mailing		**Per 100 Providers**	

B.3 OPTION YEAR TWO

CLIN 001		**Delivery Period**	**No. of Words**	**Price per Word**
Written Translation				
FROM **Amharic** **English**	**TO** **English** **Amharic**	**24 – 48 Hours**	**0001 -2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Spanish **English**	**English** **Spanish**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Korean **English**	**English** **Korean**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Vietnamese **English**	**English** **Vietnamese**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	

Chinese English	**English Chinese**	**24-48 Hours**	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
		3-5 business days	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
CLIN 002				
Oral Interpretations		**Delivery Period**	**Timeframe**	**Price**
FROM Amharic English	**TO English Amharic**	**24 – 48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
Spanish English	**English Spanish**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
Korean English	**English Korean**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
Vietnamese English	**English Vietnamese**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	

		3-5 business days	**First Hour** **Per 15 Minute after first Hour** **Administrative Charge**	
Chinese English	**English Chinese**	**24-48 Hours**	**First Hour** **Per 15 Minute after first Hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first Hour** **Administrative Charge**	
CLIN 003				
American Sign Language Services		**24-48 Hours** **3-5 business days**	**First Hour** **Per 15 Minutes after first hour** **Administrative Charge** **First Hour** **Per 15 Minutes after first hour** **Administrative Charge**	
CLIN 004				
Annual Provider Outreach Mailing			**Per 100 Providers**	

B.4 OPTION YEAR THREE

CLIN 001		**Delivery Period**	**No. of Words**	**Price per Word**
Written Translation				
FROM **Amharic**	**TO** **English**	**24 – 48 Hours**	**0001 -2000** **2000-4000** **4000-10,000** **More than 10,000**	

English	**Amharic**			
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Spanish **English**	**English** **Spanish**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Korean **English**	**English** **Korean**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Vietnamese **English**	**English** **Vietnamese**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
Chinese **English**	**English** **Chinese**	**24-48 Hours**	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
		3-5 business days	**0001-2000** **2000-4000** **4000-10,000** **More than 10,000**	
CLIN 002				

Amendment 0002 – DCHT-2012-B-0020

Oral Interpretations		**Delivery Period**	**Timeframe**	**Price**
FROM **Amharic** **English**	**TO** **English** **Amharic**	**24 – 48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Spanish **English**	**English** **Spanish**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Korean **English**	**English** **Korean**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Vietnamese **English**	**English** **Vietnamese**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first** **Hour** **Administrative**	

Chinese English	**English Chinese**	**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative Charge**	
CLIN 003				
American Sign Language Services		**24-48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	
		3-5 business days	**First Hour Per 15 Minute after first hour Administrative**	
CLIN 004				
Annual Provider Outreach Mailing			**Per 100 Providers**	

B.5 OPTION YEAR FOUR

CLIN 001		**Delivery Period**	**No. of Words**	**Price per Word**
Written Translation				
FROM **Amharic English**	**TO** **English Amharic**	**24 – 48 Hours**	**0001 -2000 2000-4000 4000-10,000 More than 10,000**	
		3-5 business days	**0001-2000 2000-4000 4000-10,000 More than 10,000**	

Spanish English	**English Spanish**	**24-48 Hours**	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
		3-5 business days	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
Korean English	**English Korean**	**24-48 Hours**	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
		3-5 business days	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
Vietnamese English	**English Vietnamese**	**24-48 Hours**	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
		3-5 business days	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
Chinese English	**English Chinese**	**3-5 business days**	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
		24-48 Hours	**0001-2000 2000-4000 4000-10,000 More than 10,000**	
CLIN 002				
Oral Interpretations		**Delivery Period**	**Timeframe**	**Price**
FROM Amharic English	**TO English Amharic**	**24 – 48 Hours**	**First Hour Per 15 Minute after first hour Administrative Charge**	

		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Spanish **English**	**English** **Spanish**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Korean **English**	**English** **Korean**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
Vietnamese **English**	**English** **Vietnamese**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first Hour** **Administrative Charge**	
Chinese	**English**	**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	

English	**Chinese**	**3-5 business days**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
CLIN 003				
American Sign Language Services		**24-48 Hours**	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
		3-5 business days	**First Hour** **Per 15 Minute after first hour** **Administrative Charge**	
CLIN 004				
Annual Provider Outreach Mailing			**Per 100 Providers**	

3. Section B.4 add the following new paragraph:

"B.4.1 DHCF does not anticipate this contract reaching or exceeding $250,000.00 per year. Therefore the above requirement in B.4 and Section H.9 is not applicable to this solicitation.

"B.4.2 Subcontracting plans are not required for this solicitation."

4. C.1.2.10 **"Prevalent Languages**" add the following new paragraph:

"C.1.2.10.1 Contractor shall only be responsible for the languages listed in the 2004 Language Access Act; however, as additional prevalent languages emerge the contractor shall have the ability to adapt to meet the demand. In the event that an additional language is deemed prevalent, the contractor will be notified by DHCF in writing."

5. C.3.2.3 **"Certification of Accuracy"** add the following:

"C.3.2.3.1 A translated document from the contractor shall be signed by the translator that the document is accurate to the best of their knowledge, or a signed statement by a different translator or interpreter who has read the translation and confirms that it is correct. The process may vary based on the resources of the contractor."

6. C.3.4.1.4 **"Interpreter Request Form**" add the following new paragraph:

   "C.3.4.1.4.1 Interpreter Request Forms shall be developed by the Contractor and approved by DHCF. This is generally an electronic process but if paper copies are needed, they shall be provided by the contractor."

7. DHCF does not anticipate this contract exceeding $100,000.00 per year therefore all reference to Subcontracting Requirements, Department of Employment Services (DOES), First Source Employment Agreement and Office of Human Rights (OHR), requirements are not applicable to this solicitation. However, during the Option Periods in the event the contract exceeds $100,000.00 DHCF will notify contractor and requirements relative to DOES and OHR requirements will be required.

8. Section J **"Attachments"** delete J.3 and J.4 in their entirety. DHCF does not anticipate this contract exceeding $100,000.00 per year therefore contractor is not required to complete the attachment.

9. Attachment 1 – Tax Affidavit is attached hereto and made apart hereof.

GOVERNMENT OF THE DISTRICT OF COLUMBIA

STANDARD CONTRACT PROVISIONS

FOR USE WITH

DISTRICT OF COLUMBIA GOVERNMENT
SUPPLIES AND SERVICES CONTRACTS

March 2007

OFFICE OF CONTRACTING AND PROCUREMENT
SUITE 700 SOUTH
441 4th STREET, NW
WASHINGTON, DC 20001

STANDARD CONTRACT PROVISIONS

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1. Covenant Against Contingent Fees:

The Contractor warrants that no person or selling agency has been employed or retained to solicit or secure the contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent fee, excepting bona fide employees or bona fide established commercial or selling agencies maintained by the Contractor for the purpose of securing business. For breach or violation of this warranty, the District will have the right to terminate the contract without liability or in its discretion to deduct from the contract price or consideration or otherwise recover, the full amount of the commission, percentage, brokerage, or contingent fee.

2. Shipping Instructions – Consignment:

Unless otherwise specified in this Invitation for Bids/Request for Proposals, each case, crate, barrel, package, etc., delivered under this contract must be plainly stencil marked or securely tagged, stating the Contractor's name, contract number and delivery address as noted in the contract. In case of carload lots, the Contractor shall tag the car, stating Contractor's name and contract number. Any failure to comply with these instructions will place the material at the Contractor's risk. Deliveries by rail, water, truck or otherwise, must be within the working hours and in ample time to allow for unloading and if necessary, the storing of the materials or supplies before closing time. Deliveries at any other time will not be accepted unless specific arrangements have been previously made with the contact person identified in the contract at the delivery point.

3. Patents:

The Contractor shall hold and save the District, its officers, agents, servants, and employees harmless from liability of any nature or kind, including costs, expenses, for or on account of any patented or unpatented invention, article, process, or appliance, manufactured or used in the performance of this contract, including their use by the District, unless otherwise specifically stipulated in the contract.

4. Quality:

Contractor's workmanship shall be of the highest grade, and all materials provided under this Contract shall be new, of the best quality and grade, and suitable in every respect for the purpose intended.

5. Inspection Of Supplies:

(a) Definition. "Supplies," as used in this clause, includes, but is not limited to raw materials, components, intermediate assemblies, end products, and lots of supplies.

(b) The Contractor shall be responsible for the materials or supplies covered by this contract until they are delivered at the designated point, but the Contractor shall bear all risk on rejected materials or supplies after notification of rejection. Upon the Contractor's failure to cure within ten (10) days after date of notification, the District may return the rejected materials or supplies to the Contractor at the Contractor's risk and expense.

(c) The Contractor shall provide and maintain an inspection system acceptable to the District covering supplies under this contract and shall tender to the District for acceptance only supplies that have been inspected in accordance with the inspection system and have been found by the Contractor to be in conformity with contract requirements. As part of the

system, the Contractor shall prepare records evidencing all inspections made under the system and the outcome. These records shall be kept complete and made available to the District during contract performance and for as long afterwards as the contract requires. The District may perform reviews and evaluations as reasonably necessary to ascertain compliance with this paragraph. These reviews and evaluations shall be conducted in a manner that will not unduly delay the contract work. The right of review, whether exercised or not, does not relieve the Contractor of the obligations under this contract.

(d) The District has the right to inspect and test all supplies called for by the contract, to the extent practicable, at all places and times, including the period of manufacture, and in any event before acceptance. The District will perform inspections and tests in a manner that will not unduly delay the work. The District assumes no contractual obligation to perform any inspection and test for the benefit of the Contractor unless specifically set forth elsewhere in the contract.

(e) If the District performs inspection or test on the premises of the Contractor or subcontractor, the Contractor shall furnish, and shall require subcontractors to furnish, without additional charge, all reasonable facilities and assistance for the safe and convenient performance of these duties. Except as otherwise provided in the contract, the District will bear the expense of District inspections or tests made at other than Contractor's or subcontractor's premises; provided, that in case of rejection, the District will not be liable for any reduction in the value of inspection or test samples.

(1) When supplies are not ready at the time specified by the Contractor for inspection or test, the Contracting Officer may charge to the Contractor the additional cost of inspection or test.

(2) Contracting Officer may also charge the Contractor for any additional cost of inspection or test when prior rejection makes re-inspection or retest

(f) The District has the right either to reject or to require correction of nonconforming supplies. Supplies are nonconforming when they are defective in material or workmanship or otherwise not in conformity with contract requirements. The District may reject nonconforming supplies with or without disposition instructions.

(g) The Contractor shall remove supplies rejected or required to be corrected. However, the Contracting Officer may require or permit correction in place, promptly after notice, by and at the expense of the Contractor. The Contractor shall not tender for acceptance corrected or rejected supplies without disclosing the former rejection or requirement for correction, and when required, shall disclose the corrective action taken.

(h) If the Contractor fails to remove, replace, or correct rejected supplies that are required to be replaced or corrected within ten (10) days, the District may either (1) by contract or otherwise, remove, replace or correct the supplies and charge the cost to the Contractor or (2) terminate the contract for default. Unless the Contractor corrects or replaces the supplies within the delivery schedule, the Contracting Officer may require their delivery and make an equitable price reduction. Failure to agree to a price reduction shall be a dispute.

(i) If this contract provides for the performance of District quality assurance at source, and if requested by the District, the Contractor shall furnish advance notification of the time (i) when Contractor inspection or tests will be performed in accordance with the terms and conditions of the contract, and (ii) when the supplies will be ready for District inspection.

(j) The District request shall specify the period and method of the advance notification and the District representative to whom it shall be furnished. Requests shall not require more than 2 business days of advance notification if the District representative is in residence in the Contractor's plant, nor more than 7 business days in other instances.

(k) The District will accept or reject supplies as promptly as practicable after delivery, unless otherwise provided in the contract. District failure to inspect and accept or reject the supplies shall not relieve the Contractor from responsibility, nor impose liability upon the District, for non-conforming supplies.

(l) Inspections and tests by the District do not relieve the Contractor of responsibility for defects or other failures to meet contract requirements discovered before acceptance. Acceptance shall be conclusive, except for latent defects, fraud, gross mistakes amounting to fraud, or as otherwise provided in the contract.

(m) If acceptance is not conclusive for any of the reasons in subparagraph (l) hereof, the District, in addition to any other rights and remedies provided by law, or under provisions of this contract, shall have the right to require the Contractor (1) at no increase in contract price, to correct or replace the defective or nonconforming supplies at the original point of delivery or at the Contractor's plant at the Contracting Officer's election, and in accordance with a reasonable delivery schedule as may be agreed upon between the Contractor and the Contracting Officer; provided, that the Contracting Officer may require a reduction in contract price if the Contractor fails to meet such delivery schedule, or (2) within a reasonable time after receipt by the Contractor of notice of defects or noncompliance, to repay such portion of the contract as is equitable under the circumstances if the Contracting Officer elects not to require correction or replacement. When supplies are returned to the Contractor, the Contractor shall bear the transportation cost from the original point of delivery to the Contractor's plant and return to the original point when that point is not the Contractor's plant. If the Contractor fails to perform or act as required in (1) or (2) above and does not cure such failure within a period of 10 days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure, the District will have the right to return the rejected materials at Contractor's risk and expense or contract or otherwise to replace or correct such supplies and charge to the Contractor the cost occasioned the District thereby.

6. <u>Inspection Of Services:</u>

(a) Definition. "Services" as used in this clause includes services performed, workmanship, and material furnished or utilized in the performance of services.

(b) The Contractor shall provide and maintain an inspection system acceptable to the District covering the services under this contract. Complete records of all inspection work performed by the Contractor shall be maintained and made available to the District during contract performance and for as long afterwards as the contract requires.

(c) The District has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The District will perform inspections and tests in a manner that will not unduly delay the work.

(d) If the District performs inspections or tests on the premises of the Contractor or subcontractor, the Contractor shall furnish, without additional charge, all reasonable facilities and assistance for the safety and convenient performance of these duties.

(e) If any of the services do not conform to the contract requirements, the District may require the Contractor to perform these services again in conformity with contract requirements, at no increase in contract amount. When the defects in services cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements and reduce the contract price to reflect value of services performed.

(f) If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred by the District that is directly related to the performance of such services, or (2) terminate the contract for default.

7. <u>Waiver:</u>

The waiver of any breach of the contract will not constitute a waiver of any subsequent breach thereof, or a waiver of the contract.

8. <u>Default:</u>

(a) The District may, subject to the provisions of paragraph (c) below, by written notice of default to the Contractor, terminate the whole or any part of this contract in any one of the following circumstances:

(1) If the Contractor fails to make delivery of the supplies or to perform the services within the time specified herein or any extension thereof; or

(2) If the Contractor fails to perform any of the other provisions of this contract, or so fails to make progress as to endanger performance of this contract in accordance with its terms, and in either of these two circumstances does not cure such failure within a period of ten (10) days (or such longer period as the Contracting Officer may authorize in writing) after receipt of notice from the Contracting Officer specifying such failure.

(b) In the event the District terminates this contract in whole or in part as provided in paragraph (a) of this clause, the District may procure, upon such terms and in such manner as the Contracting Officer may deem appropriate, supplies or service similar to those so terminated, and the Contractor shall be liable to the District for any excess costs for similar supplies or services; provided, that the Contractor shall continue the performance of this contract to the extent not terminated under the provisions of this clause.

(c) Except with respect to defaults of subcontractors, the Contractor shall not be liable for any excess costs if the failure to perform the contract arises out of causes beyond the control and without the fault or negligence of the Contractor. Such causes may include, but are not restricted to, acts of God or of the public enemy, acts of the District or Federal Government in either their sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the failure to perform must be beyond the control and without fault or negligence of the Contractor. If the failure to perform is caused by the default of the subcontractor, and if such default arises out of causes beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either of them, the Contractor shall not be liable for any excess cost for failure to perform, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the Contractor to meet the required delivery schedule.

(d) If this contract is terminated as provided in paragraph (a) of this clause, the District, in addition to any other rights provided in this clause, may require the Contractor to transfer title and deliver to the District, in the manner and to the extent directed by the Contracting Officer, (i) completed supplies, and (ii) such partially completed supplies and materials, parts, tools, dies, jigs, fixtures plans, drawing information, and contract rights (hereinafter called "manufacturing materials") as the Contractor has specifically produced or specifically acquired for the performance of such part of this contract as has been terminated; and the Contractor shall, upon direction of the Contracting Officer, protect and preserve property in possession of the Contractor in which the District has an interest. Payment for completed supplies delivered to and accepted by the District will be at the contract price. Payment for manufacturing materials delivered to and accepted by the District will be at the contract price. Payment for manufacturing materials delivered to and accepted by the District and for the protection and preservation of property shall be in an amount agreed upon by the Contractor and Contracting Officer; failure to agree to such amount shall be a dispute concerning a question of fact within the meaning of the clause of this contract entitled "Disputes". The District may withhold from amounts otherwise due the Contractor for such completed supplies or manufacturing materials such sum as the Contracting Officer determines to be necessary to protect the District against loss because of outstanding liens or claims of former lien holders.

(e) If, after notice of termination of this contract under the provisions of this clause, it is determined for any reason that the Contractor was not in default under the provisions of this clause, or that the default was excusable under the provisions of this clause, the rights and obligations of the parties shall, if the contract contains a clause providing for termination of convenience of the District, be the same as if the notice of termination had been issued pursuant to such clause. See Clause 20 for Termination for Convenience of the District.

(f) The rights and remedies of the District provided in this clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under this contract.

(g) As used in paragraph (c) of this clause, the terms "subcontractor(s) means subcontractor(s) at any tier.

9. Indemnification:

The Contractor agrees to defend, indemnify and hold harmless the District, its officers, agencies, departments, agents, and employees (collectively the "District") from and against any and all claims, losses, liabilities, penalties, fines, forfeitures, demands, causes of action, suits, costs and expenses incidental thereto (including cost of defense and attorneys' fees), resulting from, arising out of, or in any way connected to activities or work performed by the Contractor, Contractor's officers, employees, agents, servants, subcontractors, or any other person acting for or by permission of the Contractor in performance of this Contract. The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed in performance of this Contract. The Contractor shall also repair or replace any District property that is damaged by the Contractor, Contractor's officers, employees, agents, servants, subcontractors, or any other person acting for or by permission of the Contractor while performing work hereunder.

The indemnification obligation under this section shall not be limited by the existence of any insurance policy or by any limitation on the amount or type of damages, compensation or benefits payable by or for Contractor or any subcontractor, and shall survive the termination of this Contract. The District agrees to give Contractor written notice of any claim of indemnity under this section. Additionally, Contractor shall have the right and sole authority to control the defense or settlement of such claim, provided that no contribution or action by the District is required in connection with the settlement. Monies due or to become due the Contractor under the contract may be retained by the District as necessary to satisfy any outstanding claim which the District may have against the Contractor.

10. Transfer:

No contract or any interest therein shall be transferred by the parties to whom the award is made; such transfer will be null and void and will be cause to annul the contract.

11. Taxes:

(a) The Government of the District of Columbia is exempt from and will not pay Federal Excise Tax, Transportation Tax, and the District of Columbia Sales and Use Taxes.

(b) Tax exemption certificates are no longer issued by the District for Federal Excise Tax. The following statement may be used by the supplier when claiming tax deductions for Federal Excise Tax exempt items sold to the District.

"The District of Columbia Government is Exempt from Federal Excise Tax – Registration No. 52-73-0206-K, Internal Revenue Service, Baltimore, Maryland."

Exempt From Maryland Sales Tax, Registered With The Comptroller Of The Treasury As Follows:

a) Deliveries to Glenn Dale Hospital – Exemption No. 4647

b) Deliveries to Children's Center – Exemption No. 4648

c) Deliveries to other District Departments or Agencies – Exemption No. 09339

"The District of Columbia Government is Exempt from Sales and Use Tax – Registration No. 53-600, The District of Columbia Office of Tax and Revenue."

12. Appointment of Attorney:

(a) The bidder/offeror or contractor (whichever the case may be) does hereby irrevocably designate and appoint the Clerk of the District of Columbia Superior Court and his successor in office as the true and lawful attorney of the Contractor for the purpose of receiving service of all notices and processes issued by any court in the District of Columbia, as well as service of all pleadings and other papers, in relation to any action or legal proceeding arising out of or pertaining to this contract or the work required or performed hereunder.

(b) The bidder/offeror or contractor (whichever the case may be) expressly agrees that the validity of any service upon the said Clerk as herein authorized shall not be affected either by the fact that the contractor was personally within the District of Columbia and otherwise subject to personal service at the time of such service upon the said Clerk or by the fact that the contractor failed to receive a copy of such process, notice or other paper so served upon the said Clerk provided the said Clerk shall have deposited in the United States mail, registered and postage prepaid, a copy of such process, notice, pleading or other paper addressed to the bidder/offeror or contractor at the address stated in this contract.

13. District Employees Not To Benefit:

Unless a determination is made as provided herein, no officer or employee of the District will be admitted to any share or part of this contract or to any benefit that may arise therefrom, and any contract made by the Contracting Officer or any District employee authorized to execute contracts in which they or an employee of the District will be personally interested shall be void, and no payment shall be made thereon by the District or any officer thereof, but this provision shall not be construed to extend to this contract if made with a corporation for its general benefit. A District employee shall not be a party to a contract with the District and will not knowingly cause or allow a business concern or other organization owned or substantially owned or controlled by the employee to be a party to such a contract, unless a written determination has been made by the head of the procuring agency that there is a compelling reason for contracting with the employee, such as when the District's needs cannot reasonably otherwise be met. (DC Procurement Practices Act of 1985, D.C. Law 6-85, D.C. Official Code, section 2-310.01, and Chapter 18 of the DC Personnel Regulations)

The Contractor represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

14. Disputes:

A. All disputes arising under or relating to this contract shall be resolved as provided herein.

B. Claims by a Contractor against the District.

Claim, as used in Section B of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that

contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

(a) All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the Contracting Officer for a decision. The contractor's claim shall contain at least the following:

(1) A description of the claim and the amount in dispute;

(2) Any data or other information in support of the claim;

(3) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and

(4) The Contractor's request for relief or other action by the Contracting Officer.

(b) The Contracting Officer may meet with the Contractor in a further attempt to resolve the claim by agreement.

(c) For any claim of $50,000 or less, the Contracting Officer shall issue a decision within sixty (60) days from receipt of a written request from a Contractor that a decision be rendered within that period.

(d) For any claim over $50,000, the Contracting Officer shall issue a decision within ninety (90) days of receipt of the claim. Whenever possible, the Contracting Officer shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.

(e) The Contracting Officer's written decision shall do the following:

(1) Provide a description of the claim or dispute;

(2) Refer to the pertinent contract terms;

(3) State the factual areas of agreement and disagreement;

(4) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;

(5) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;

(6) Indicate that the written document is the contracting officer's final decision; and

(7) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.

(f) Any failure by the Contracting Officer to issue a decision on a contract claim within the required time period will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as authorized by D.C. Official Code § 2-309.04.

(g) (1) If a Contractor is unable to support any part of his or her claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim.

(2) Liability under paragraph (g)(1) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.

(h) The decision of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the Contractor as authorized by D. C. Official Code § 2-309.04.

(i) Pending final decision of an appeal, action, or final settlement, a Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.

C. Claims by the District against a Contractor

(a) Claim as used in Section C of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to this contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.

(b) (1) All claims by the District against a Contractor arising under or relating to a contract shall be decided by the Contracting Officer.

(2) The Contracting Officer shall send written notice of the claim to the Contractor. The Contracting Officer's written decision shall do the following:

(a) Provide a description of the claim or dispute;

(b) Refer to the pertinent contract terms;

(c) State the factual areas of agreement and disagreement;

(d) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;

(e) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;

(f) Indicate that the written document is the Contracting Officer's final decision; and

(g) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.

(3) The decision shall be supported by reasons and shall inform the Contractor of its rights as provided herein.

(4) The authority contained in this clause shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle, or determine.

(5) This clause shall not authorize the Contracting Officer to settle, compromise, pay, or otherwise adjust any claim involving fraud.

(c) The decision of the Contracting Officer shall be final and not subject to review unless an administrative appeal or action for judicial review is timely commenced by the Contractor as authorized by D.C. Official Code §2-309.04.

(d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the Contracting Officer.

15. Changes:

The Contracting Officer may, at any time, by written order, and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of this contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment under this paragraph must be asserted within ten (10) days from the date the change is offered; provided, however, that the Contracting Officer, if he or she determines that the facts justify such action, may receive, consider and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in the Disputes clause at Section 18. Nothing in this clause shall excuse the Contractor from proceeding with the contract as changed.

16. Termination For Convenience Of The District:

(a) The District may terminate performance of work under this contract in whole or, from time to time, in part if the Contracting Officer determines that a termination is in the District's interest. The Contracting Officer shall terminate by delivering to the Contractor a Notice of Termination specifying the extent of termination and effective date.

(b) After receipt of a Notice of Termination, and except as directed by the Contracting Officer, the Contractor shall immediately proceed with the following obligations, regardless of any delay in determining or adjusting any amounts due under this clause:

(1) Stop work as specified in the notice.

(2) Place no further subcontracts or orders (referred to as subcontracts in this clause) for materials, services, or facilities, except as necessary to complete the continued portion of the contract.

(3) Terminate all contracts to the extent they relate to the work terminated.

(4) Assign to the District, as directed by the Contracting Officer, all rights, title and interest of the Contractor under the subcontracts terminated, in which case the District will have the right to settle or pay any termination settlement proposal arising out of those terminations.

(5) With approval or ratification to the extent required by the Contracting Officer, settle all outstanding liabilities and termination settlement proposals arising from the termination of subcontracts. The approval or ratification will be final for purposes of this clause.

(6) As directed by the Contracting Officer, transfer title and deliver to the District (i) the fabricated or unfabricated parts, work in process, completed work, supplies, and other materials produced or acquired for the work terminated, and (ii) the completed or partially completed plans, drawings, information, and other property that, if the contract has been completed, would be required to be furnished to the District.

(7) Complete performance of the work not terminated.

(8) Take any action that may be necessary, or that the Contracting Officer may direct, for the protection and preservation of the property related to this contract that is in the possession of the Contractor and in which the District has or may acquire an interest.

(9) Use its best efforts to sell, as directed or authorized by the Contracting Officer, any property of the types referred to in subparagraph (6) above; provided, however, that the Contractor (i) is not required to extend credit to any purchaser and (ii) may acquire the property under the conditions prescribed by, and at prices approved by, the Contracting Officer. The proceeds of any transfer or disposition will be applied to reduce any payments to be made by the District under this contract, credited to the price or cost of the work, or paid in any other manner directed by the Contracting Officer.

(c) After the expiration of ninety (90) days (or such longer period as may be agreed to) after receipt by the Contracting Officer of acceptable inventory schedules, the Contractor may submit to the Contracting Officer a list, certified as to quantity and quality of termination inventory not previously disposed of excluding items authorized for disposition by the Contracting Officer. The Contractor may request the District to remove those items or enter into an agreement for their storage. Within fifteen (15) days, the District will accept title to those items and remove them or enter into a storage agreement. The Contracting Officer may verify the list upon removal of the items, or if stored, within forty five (45) days from submission of the list, and shall correct the list, as necessary, before final settlement.

(d) After termination, the Contractor shall submit a final termination settlement proposal to the Contracting Officer in the form and with the certification prescribed by the Contracting Officer. The Contractor shall submit the proposal promptly, but no later than one year from the effective date of termination, unless extended in writing by the Contracting Officer upon written request of the Contractor within this one year period. However, if the Contracting Officer determines that the facts justify it, a termination settlement proposal may be

received and acted on after one year or any extension. If the Contractor fails to submit the proposal within the time allowed, the Contracting Officer may determine, on the basis of information available, the amount, if any, due to the Contractor because of the termination and shall pay the amount determined.

(e) Subject to paragraph (d) above, the Contractor and the Contracting Officer may agree upon the whole or any part of the amount to be paid because of the termination. The amount may include a reasonable allowance for profit on work done. However, the agreed amount, whether under this paragraph (e) or paragraph (f) below, exclusive of costs shown in subparagraph (f)(3) below, may not exceed the total contract price as reduced by (1) the amount of payment previously made and (2) the contract price of work not terminated. The contract shall be amended, and the Contractor paid the agreed amount. Paragraph (f) below shall not limit, restrict, or affect the amount that may be agreed upon to be paid under this paragraph.

(f) If the Contractor and the Contracting Officer fail to agree on the whole amount to be paid because of the termination work, the Contracting Officer shall pay the Contractor the amounts determined by the Contracting Officer as follows, but without duplication of any amounts agreed on under paragraph (e) above:

(1) The contract price for completed supplies or services accepted by the District (or sold or acquired under subparagraph (b)(9) above) not previously paid for, adjusted for any saving of freight and other charges.

(2) The total of :

(i) The costs incurred in the performance of the work terminated, including initial costs and preparatory expense allocable thereto, but excluding any costs attributable to supplies or services paid or to be paid under subparagraph (f)(1) above;

(ii) The cost of settling and paying termination settlement proposals under terminated subcontracts that are properly chargeable to the terminated portion of the contract if not included in subparagraph (f)(1) above; and

(iii) A sum, as profit on subparagraph f(1) above, determined by the Contracting Officer to be fair and reasonable; however, if it appears that the Contractor would have sustained a loss on the entire contract had it been completed, the Contracting Officer shall allow no profit under this subparagraph (iii) and shall reduce the settlement to reflect the indicated rate of loss.

(3) The reasonable cost of settlement of the work terminated, including-

(i) Accounting, legal, clerical, and other expenses reasonably necessary for the preparation of termination settlement proposals and supporting data;

(ii) The termination and settlement of subcontractors (excluding the amounts of such settlements); and

(iii) Storage, transportation, and other costs incurred, reasonably necessary for the preservation, protection, or disposition of the termination inventory.

(g) Except for normal spoilage, and except to the extent that the District expressly assumed the risk of loss, the Contracting Officer shall exclude from the amounts payable to the Contractor under paragraph (f) above, the fair value as determined by the Contracting Officer, of property that is destroyed, lost, stolen, or damaged so as to become undeliverable to the District or to a buyer.

(h) The Contractor shall have the right of appeal, under the Disputes clause, from any determination made by the Contracting Officer under paragraphs (d), (f) or (j), except that if the Contractor failed to submit the termination settlement proposal within the time provided in paragraph (d) or (j), and failed to request a time extension, there is no right of appeal. If the Contracting Officer has made a determination of the amount due under paragraph (d), (f) or (j), the District will pay the Contractor (1) the amount determined by the Contracting Officer if there is no right of appeal or if no timely appeal has been taken, or (2) the amount finally determined on an appeal.

(i) In arriving at the amount due the Contractor under this clause, there shall be deducted:

(1) All unliquidated advances or other payments to the Contractor under the termination portion of the contract;

(2) Any claim which the District has against the Contractor under this contract; and

(3) The agreed price for, or the proceeds of sale of, materials, supplies, or other things acquired by the Contractor or sold under the provisions of this clause and not recovered by or credited to the District.

(j) If the termination is partial, the Contractor may file a proposal with the Contracting Officer for an equitable adjustment of the price(s) of the continued portion of the contract. The Contracting Officer shall make any equitable adjustment agreed upon. Any proposal by the Contractor for an equitable adjustment under this clause shall be requested within ninety (90) days from the effective date of termination unless extended in writing by the Contracting Officer.

(k) (1) The District may, under the terms and conditions it prescribes, make partial payments and payments against costs incurred by the Contractor for the terminated portion of the contract, if the Contracting Officer believes the total of these payments will not exceed the amount to which the Contractor shall be entitled.

(2) If the total payments exceed the amount finally determined to be due, the Contractor shall repay the excess to the District upon demand together with interest computed at the rate of 10 percent (10%) per year. Interest shall be computed for the period from the date the excess payment is received by the Contractor to the date the excess payment is repaid. Interest shall not be charged on any excess payment due to a reduction in the Contractor's termination settlement proposal because of retention or

other disposition of termination inventory until 10 days after the date of the retention or disposition, or a later date determined by the Contracting Officer because of the circumstances.

(l) Unless otherwise provided in this contract or by statute, the Contractor shall maintain all records and documents relating to the terminated portion of this contract for 3 years after final settlement. This includes all books and other evidence bearing on the Contractor's costs and expenses under this contract. The Contractor shall make these records and documents available to the District, at the Contractor's office, at all reasonable times, without any direct charge. If approved by the Contracting Officer, photographs, micrographs, or other authentic reproductions may be maintained instead of original records and documents.

17. Recovery Of Debts Owed The District:

The Contractor hereby agrees that the District may use all or any portion of any consideration or refund due the Contractor under the present contract to satisfy, in whole or part, any debt due the District.

18. Retention and Examination Of Records:

The Contractor shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices which sufficiently and properly reflect all revenues and expenditures of funds provided by the District under the contract that results from this solicitation.

The Contractor shall retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the contract for a period of three (3) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of three (3) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.

The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Contracting Officer.

The Contracting Officer, the Inspector General and the District of Columbia Auditor, or any of their duly authorized representatives shall, until three years after final payment, have the right to examine any directly pertinent books, documents, papers and records of the Contractor involving transactions related to the contract.

19. Non-Discrimination Clause:

(a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, approved December 13, 1977, as amended (D. C. Law 2-38; D. C. Official Code §2-1402.11) (2001 Ed.)("Act" as used in this Section). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, Contractor agrees and any subcontractor shall agree to post in conspicuous places, available to employees and applicants for employment, notice setting forth the provisions of this non-discrimination clause as provided in Section 251 of the Act.

(b) Pursuant to rules of the Office of Human Rights, published on August 15, 1986 in the D. C. Register, Mayor's Order 2002-175 (10/23/02), 49 DCR 9883 and Mayor's Order 2006-151 (11/17/06), 52 DCR 9351, the following clauses apply to this contract:

(1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, genetic information, source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.

(2) The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, disability, matriculation, political affiliation, genetic information, source of income, or place of residence or business.

The affirmative action shall include, but not be limited to the following:

(a) employment, upgrading or transfer;

(b) recruitment, or recruitment advertising;

(c) demotion, layoff, or termination;

(d) rates of pay, or other forms of compensation; and

(e) selection for training and apprenticeship.

(3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Agency, setting forth the provisions in subsections (b)(1) and (b)(2) concerning non-discrimination and affirmative action.

(4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in subsection (b)(2).

(5) The Contractor agrees to send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

(6) The Contractor agrees to permit access to his books, records and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of Human Rights or designee, for purposes of investigation to ascertain compliance with this chapter, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.

(7) The Contractor agrees to comply with the provisions of this chapter and with all guidelines for equal employment opportunity applicable in the District of Columbia adopted by the Director of the Office of Human Rights, or any authorized official.

(8) The Contractor shall include in every subcontract the equal opportunity clauses, subsections (b)(1) through (b)(9) of this section, so that such provisions shall be binding upon each subcontractor or vendor.

(9) The Contractor shall take such action with respect to any subcontract as the Contracting Officer may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

20. <u>Definitions:</u>

The terms Mayor, Chief Procurement Officer, Contract Appeals Board and District will mean the Mayor of the District of Columbia, the Chief Procurement Officer of the District of Columbia or his/her alternate, the Contract Appeals Board of the District of Columbia, and the Government of the District of Columbia respectively. If the Contractor is an individual, the term Contractor shall mean the Contractor, his heirs, his executor and his administrator. If the Contractor is a corporation, the term Contractor shall mean the Contractor and its successor.

21. <u>Health And Safety Standards:</u>

Items delivered under this contract shall conform to all requirements of the Occupational Safety and Health Act of 1970, as amended ("OSHA"), and Department of Labor Regulations under OSHA, and all Federal requirements in effect at time of bid opening/proposal submission.

22. <u>Appropriation Of Funds:</u>

The District's liability under this contract is contingent upon the future availability of appropriated monies with which to make payment for the contract purposes. The legal liability on the part of the District for the payment of any money shall not arise unless and until such appropriation shall have been provided.

23. <u>Buy American Act:</u>

(a) The Buy American Act (41 U.S.C. §10a) provides that the District give preference to domestic end products.

"Components," as used in this clause, means those articles, materials, and supplies incorporated directly into the end products.

"Domestic end product," as used in this clause, means, (1) an unmanufactured end product mined or produced in the United States, or (2) an end product manufactured in the United States, if the cost of its components mined, produced, or manufactured in the United States, exceeds 50 percent of the cost of all its components. Components of foreign origin of the same class or kind as the products referred to in paragraphs (b)(2) or (3) of this clause shall be treated as domestic. Scrap generated, collected, and prepared for processing in the United States is considered domestic.

"End products," as used in this clause, means those articles, materials, and supplies to be acquired for public use under this contract.

(b) The Contractor shall deliver only domestic end products, except those-

(1) For use outside the United States;

(2) That the District determines are not mined, produced, or manufactured in the United States in sufficient and reasonably available commercial quantities of a satisfactory quality;

(3) For which the District determines that domestic preference would be inconsistent with the public interest; or

(4) For which the District determines the cost to be unreasonable.

24. <u>Service Contract Act of 1965:</u>

(a) <u>Definitions.</u> "Act," as used in this clause, means the Service Contract Act of 1965, as amended (41 U.S.C. §351, *et seq.).*

(1) "Contractor," as used in this clause, means the prime Contractor or any subcontractor at any tier.

(2) "Service employee," as used in this clause, means any person (other than a person employed in a bona fide executive, administrative, or professional capacity as defined in 29 CFR 541) engaged in performing a District contract not exempted under 41 U.S.C. §356, the principal purpose of which is to furnish services in the United States, as defined in section 22.1001 of the Federal Acquisition Regulation. It includes all such persons regardless of the actual or alleged contractual relationship between them and a contractor.

(b) <u>Applicability.</u> To the extent that the Act applies, this contract is subject to the following provisions and to all other applicable provisions of the Act and regulations of the Secretary of Labor (20 CFR part 4). All interpretations of the Act in Subpart C of 29 CFR 4 are incorporated in this contract by reference. This clause does not apply to contracts or subcontracts administratively exempted by the Secretary of Labor or exempted by 41 U.S.C. §356, as interpreted in Subpart C of 29 CFR 4.

(c) <u>Compensation</u>.

(1) Each service employee employed in the performance of this contract by the Contractor or any subcontractor shall be paid not less than the minimum monetary wages and shall be furnished fringe benefits in accordance with the wages and fringe benefits determined by the Secretary of Labor or the Secretary's authorized representative, as specified in any wage determination attached to this contract.

(2) If a wage determination is attached to this contract, the Contractor shall classify any class of service employees not listed in it, but to be employed under this contract (i.e., the work to be performed is not performed by any classification listed in the wage determination) 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 class of employees shall be paid the monetary wages and furnished the fringe benefits as are determined pursuant to the procedures in this paragraph. This conforming procedure shall be initiated by the Contractor prior to the performance of contract work by the unlisted class of employee.

(a) The Contractor shall submit Standard Form (SF) 1444, Request for Authorization of Additional Classification and Rate, to the Contracting Officer no later than 30 days after the unlisted class of employee performs any contract work. The Contracting Officer shall review the proposed classification and rate and promptly submit the completed SF 1444 (which must include information regarding the agreement or disagreement of the employees' authorized representatives or the employees themselves together with the agency recommendation), and all pertinent information to the Wage and Hour Division, Employment Standards Administration (ESA), Department of Labor. The Wage and Hour Division will approve, modify, or disapprove the action or render a final determination in the event of disagreement within 30 days of receipt or will notify the Contracting Officer within 30 days of receipt that additional time is necessary;

(b) The final determination of the conformance action by the Wage and Hour Division shall be transmitted to the Contracting Officer who shall promptly notify the Contractor of the action taken. Each affected employee shall be furnished by the Contracting Officer with a written copy of such determination or it shall be posted as a part of the wage determination;

(c) The process of establishing wage and fringe benefit rates that bear a reasonable relationship to those listed in a wage determination cannot be reduced to any single formula. The approach used may vary from wage determination to wage determination depending on the circumstances. Standard wage and salary administration practices which rank various job classifications by pay grade pursuant to point schemes or other job factors may, for example, be relied upon. Guidance may also be obtained from the way different jobs are rated under Federal pay systems (Federal Wage Board Pay System and the General

Schedule) or from other wage determinations issued in the same locality. Basic to the establishment of any conformable wage rate(s) is the concept that a pay relationship should be maintained between job classifications based on the skill required and the duties performed;

(d) In the case of a contract modification, an exercise of an option, or extension of an existing contract, or in any other case where a Contractor succeeds to a contract under which the classification in question was previously conformed pursuant to this clause, a new conformed wage rate and fringe benefits may be assigned to the conformed classification by indexing (*i.e*., adjusting) the previous conformed rate and fringe benefits by an amount equal to the average (mean) percentage increase (or decrease, where appropriate) between the wages and fringe benefits specified for all classifications to be used on the contract which are listed in the current wage determination, and those specified for the corresponding classifications in the previously applicable wage determination. Where conforming actions are accomplished in accordance with this paragraph prior to the performance of contract work by the unlisted class of employees, the Contractor shall advise the Contracting Officer of the action taken but the other procedures in this clause need not be followed;

(e) No employee engaged in performing work on this contract shall in any event be paid less than the currently applicable minimum wage specified under section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended;

(f) The wage rate and fringe benefits finally determined under this clause shall be paid to all employees performing in the classification from the first day on which contract work is performed by them in the classification. Failure to pay the unlisted employees the compensation agreed upon by the interested parties or finally determined by the Wage and Hour Division retroactive to the date such class of employees commenced contract work shall be a violation of the Act and this contract;

(g) Upon discovery of failure to comply with this clause, the Wage and Hour Division shall make a final determination of conformed classification, wage rate, and/or fringe benefits which shall be retroactive to the date such class or classes of employees commenced contract work.

(3) If the term of this contract is more than 1 year, the minimum wages and fringe benefits required for service employees under this contract shall be subject to adjustment after 1 year and not less often than once every 2 years, under wage determinations issued by ESA.

(4) The Contractor can discharge the obligation to furnish fringe benefits specified in the attachment or determined under paragraph (2) of this clause by furnishing any equivalent combinations of bona fide fringe

benefits, or by making equivalent or differential cash payments, in accordance with Subpart B and C of 29 CFR 4.

(d) Minimum wage: In the absence of a minimum wage attachment for this contract, the Contractor shall not pay any service or other employees performing this contract less than the minimum wage specified by section 6(a)(1) of the Fair Labor Standards Act of 1938, as amended (29 U.S.C. §206). Nothing in this clause shall relieve the Contractor of any other legal or contractual obligation to pay a higher wage to any employee.

(e) Successor contracts: If this contract succeeds a contract subject to the Act under which substantially the same services were furnished and service employees were paid wages and fringe benefits provided for in a collective bargaining agreement, then, in the absence of a minimum wage attachment to this contract, the Contractor may not pay any service employee performing this contract less than the wages and benefits, including those accrued and any prospective increases, provided for under that agreement. No Contractor may be relieved of this obligation unless the limitations of 29 CFR 4.1c(b) apply or unless the Secretary of Labor or the Secretary's authorized representative:

(1) Determines that the agreement under the predecessor was not the result of arms-length negotiations; or

(2) Finds, after a hearing under 29 CFR 4.10, that the wages and benefits provided for by that agreement vary substantially from those prevailing for similar services in the locality or determines, as provided in 29 CFR 4.11, that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations. Where it is found in accordance with the review procedures provided in 29 CFR 4.10 and 4.11 and parts 6 and 8 that some or all of the wages and fringe benefits contained in a predecessor Contractor's collective bargaining agreement are substantially at variance with those which prevail for services of a character similar in the locality, and that the collective bargaining agreement applicable to service employees employed under the predecessor contract was not entered into as a result of arm's length negotiations, the Department will issue a new or revised wage determination setting forth the applicable wage rates and fringe benefits. Such determination shall be made part of the contract or subcontract, in accordance with the decision of the Administrator, the Administrative Law Judge, or the Board of Service Contract Appeals, as the case may be, irrespective of whether such issuance occurs prior to or after the award of a contract or subcontract (53 Comp. Gen. 401 (1973)). In the case of a wage determination issued solely as a result of a finding of substantial variance, such determination shall be effective as of the date of the final administrative decision.

(f) Notification to employees: The Contractor shall notify each service employee commencing work on this contract of a minimum wage and any fringe benefits required to be paid, or shall post a notice of these wages and benefits in a prominent and accessible place at the worksite, using such poster as may be provided by the Department of Labor.

(g) Safe and sanitary working conditions: The Contractor shall not permit services called for by this contract to be performed in buildings or surroundings or under working conditions provided by or under the control or supervision of the Contractor that are unsanitary, hazardous, or dangerous to the health or safety of service employees. The Contractor shall comply with the health standards applied under 29 CFR Part 1925.

(h) Records: The Contractor shall maintain for 3 years from the completion of work, and make available for inspection and transcription by authorized ESA representatives, a record of the following:

(1) For each employee subject to the Act:

(a) Name and address;

(b) Work classification or classifications, rate or rates of wages and fringe benefits provided, rate or rates of payments in lieu of fringe benefits, and total daily and weekly compensation;

(c) Daily and weekly hours worked; and

(d) Any deductions, rebates, or refunds from total daily or weekly compensation.

(2) For those classes of service employees not included in any wage determination attached to this contract, wage rates or fringe benefits determined by the interested parties or by ESA under the terms of paragraph (c)(3) of this clause. A copy of the report required by paragraph (e) of this clause will fulfill this requirement.

(3) Any list of the predecessor Contractor's employees which had been furnished to the Contractor as prescribed by this clause. The Contractor shall also make available a copy of this contract for inspection or transcription by authorized representatives of the Wage and Hour Division. Failure to make and maintain or to make available these records for inspection and transcription shall be a violation of the regulations and this contract, and in the case of failure to produce these records, the Contracting Officer, upon direction of the Department of Labor and notification to the Contractor, shall take action to cause suspension of any further payment or advance of funds until the violation ceases. The Contractor shall permit authorized representatives of the Wage and Hour Division to conduct interviews with employees at the worksite during normal working hours.

(i) Pay periods: The Contractor shall unconditionally pay to each employee subject to the Act all wages due free and clear and without subsequent deduction (except as otherwise provided by law or regulations, 29 CFR part 4), rebate, or kickback on any account. These payments shall be made no later than one pay period following the end of the regular pay period in which the wages were earned or accrued. A pay period under this Act may not be of any duration longer than semi-monthly.

(j) Withholding of payments and termination of contract: The Contracting Officer shall withhold from the prime Contractor under this or any other District contract

with the prime contractor any sums the Contracting Officer, or an appropriate officer of the Labor Department, decides may be necessary to pay underpaid employees. In the event of failure to pay any employees subject to the Act all or part of the wages or fringe benefits due under the Act, the Contracting Officer may, after authorization or by direction of the Department of Labor and written notification to the Contractor, take action to cause suspension of any further payment or advance of funds until such violations have ceased. Additionally, any failure to comply with the requirements of this clause may be grounds for termination for default. In such event, the District may enter into other contracts or arrangements for completion of the work, charging the Contractor in default with any additional cost.

(k) Subcontracts: The Contractor agrees to insert this clause in all subcontracts.

(l) Contractor's report:

(1) If there is a wage determination attachment to this contract and any classes of service employees not listed on it are to be employed under the contract, the Contractor shall report promptly to the Contracting Officer the wages to be paid and the fringe benefits to be provided each of these classes, when determined under paragraph (c) of this clause.

(2) If wages to be paid or fringe benefits to be furnished any service employees under the contract are covered in a collective bargaining agreement effective at any time when the contract is being performed, the Contractor shall provide to the Contracting Officer a copy of the agreement and full information on the application and accrual of wages and benefits (including any prospective increases) to service employees working on the contract. The Contractor shall report when contract performance begins, in the case of agreements then in effect, and shall report subsequently effective agreements, provisions, or amendments promptly after they are negotiated.

(m) Contractor's Certification: By entering into this contract, the Contractor (and officials thereof) certifies that neither it (nor he or she) nor any person or firm who has a substantial interest in the Contractor's firm is a person or firm ineligible to be awarded District contracts by virtue of the sanctions imposed under section 5 of the Act. No part of this contract shall be subcontracted to any person or firm ineligible for award of a District contract under section 5 of the Act. The penalty for making false statements is prescribed in the U.S. Criminal Code, 18 U.S.C. §1001.

(n) Variations, tolerances, and exemptions involving employment: Notwithstanding any of the provisions in paragraphs (c) through (l) of this clause, the following employees may be employed in accordance with the following variations, tolerances, and exemptions authorized by the Secretary of Labor.

(1)(i) In accordance with regulations issued under Section 14 of the Fair Labor Standards Act of 1938 by the Administrator of the Wage and Hour Division, ESA (29 CFR 520, 521, 524, and 525), apprentices, student learners, and workers whose earning capacity is impaired by age or by physical or mental deficiency or injury, may be employed at wages lower than the minimum wages otherwise required by section 2(a)(1) or 2(b)(1)

of the Service Contract Act, without diminishing any fringe benefits or payments in lieu of these benefits required under section 2(a)(2) of the Act.

(ii) The Administrator will issue certificates under the Act for employing apprentices, student-learners, handicapped persons, or handicapped clients of sheltered workshops not subject to the Fair Labor Standards Act of 1938, or subject to different minimum rates of pay under the two acts, authorizing appropriate rates of minimum wages, but without changing requirements concerning fringe benefits or supplementary cash payments in lieu of these benefits.

(iii) The Administrator may also withdraw, annul, or cancel such certificates under 29 CFR 525 and 528.

(2) An employee engaged in an occupation in which the employee customarily and regularly receives more than $30 a month in tips shall be credited by the employer against the minimum wage required by section 2(a)(1) or section 2(b)(1) of the Act, in accordance with regulations in 29 CFR 531. However, the amount of credit shall not exceed 40 percent of the minimum rate specified in section 6(a)(1) of the Fair Labor Standards Act of 1938 as amended.

25. <u>Cost and Pricing Data:</u>

(a) This paragraph and paragraphs b through e below shall apply to contractors or offerors in regards to: (1) any procurement in excess of $100,000, (2) any contract awarded through competitive sealed proposals, (3) any contract awarded through sole source procurement, or (4) any change order or contract modification. By entering into this contract or submitting this offer, the Contractor or offeror certifies that, to the best of the Contractor's or offeror's knowledge and belief, any cost and pricing data submitted was accurate, complete and current as of the date specified in the contract or offer.

(b) Unless otherwise provided in the solicitation, the offeror or Contractor shall, before entering into any contract awarded through competitive sealed proposals or through sole source procurement or before negotiating any price adjustments pursuant to a change order or modification, submit cost or pricing data and certification that, to the best of the Contractor's knowledge and belief, the cost or pricing data submitted was accurate, complete, and current as of the date of award of this contract or as of the date of negotiation of the change order or modification.

(c) If any price, including profit or fee, negotiated in connection with this contract, or any cost reimbursable under this contract, was increased by any significant amount because (1) the Contractor or a subcontractor furnished cost or pricing data that were not complete, accurate, and current as certified by the Contractor, (2) a subcontractor or prospective subcontractor furnished the Contractor cost or pricing data that were not complete, accurate, and current as certified by the Contractor, or (3) any of these parties furnished data of any description that were not accurate, the price or cost shall be reduced accordingly and the contract shall be modified to reflect the reduction.

(d) Any reduction in the contract price under paragraph c above due to defective data from a prospective subcontractor that was not subsequently awarded, the subcontract shall be limited to the amount, plus applicable overhead and profit markup, by which (1) the actual subcontract or (2) the actual cost to the Contractor, if there was no subcontract, was less than the prospective subcontract cost estimate submitted by the Contractor; provided that the actual subcontract price was not itself affected by defective cost or pricing data.

(e) Cost or pricing data includes all facts as of the time of price agreement that prudent buyers and sellers would reasonably expect to affect price negotiations significantly. Cost or pricing data are factual, not judgmental, and are therefore verifiable. While they do not indicate the accuracy of the prospective Contractor' s judgment about estimated future costs or projections, cost or pricing data do include the data forming the basis for that judgment. Cost or pricing data are more than historical accounting data; they are all the facts that can be reasonably expected to contribute to the soundness of estimates of future costs and to the validity of determinations of costs already incurred.

(f) The following specific information should be included as cost or pricing data, as applicable:

(1) Vendor quotations;

(2) Nonrecurring costs;

(3) Information on changes in production methods or purchasing volume;

(4) Data supporting projections of business prospects and objectives and related operations costs;

(5) Unit – cost trends such as those associated with labor efficiency;

(6) Make or buy decisions;

(7) Estimated resources to attain business goals;

(8) Information on management decisions that could have a significant bearing on costs.

(g) If the offeror or contractor is required by law to submit cost or pricing data in connection with pricing this contract or any change order or modification of this contract, the Contracting Officer or representatives of the Contracting Officer shall have the right to examine all books, records, documents and other data of the Contractor (including computations and projections) related to negotiating, pricing, or performing the contract, change order or modification, in order to evaluate the accuracy, completeness, and currency of the cost or pricing data. The right of examination shall extend to all documents necessary to permit adequate evaluation of the cost or pricing data submitted, along with the computations and projections used. Contractor shall make available at its office at all reasonable times the materials described above for examination, audit, or reproduction until three years after the later of:

(1) final payment under the contract;

(2) final termination settlement; or

(3) the final disposition of any appeals under the disputes clause or of litigation or the settlement of claims arising under or relating to the contract.

26. <u>Multiyear Contract:</u>

If this contract is a multiyear contract, then the following provision is made part of this contract:

If funds are not appropriated or otherwise made available for the continued performance in a subsequent year of a multiyear contract, the contract for the subsequent year shall be terminated, either automatically or in accordance with the termination clause of the contract. Unless otherwise provided for in the contract, the effect of termination is to discharge both the District and the Contractor from future performance of the contract, but not from the existing obligations. The Contractor shall be reimbursed for the reasonable value of any non-recurring costs incurred but not amortized in the price of the supplies or services delivered under the contract.

27. <u>Termination Of Contracts For Certain Crimes And Violations:</u>

(a) The District may terminate without liability any contract and may deduct from the contract price or otherwise recover the full amount of any fee, commission, percentage, gift, or consideration paid in violation of this title if:

(1) The Contractor has been convicted of a crime arising out of or in connection with the procurement of any work to be done or any payment to be made under the contract; or

(2) There has been any breach or violation of:

(A) Any provision of the Procurement Practices Act of 1985, as amended, or

(B) The contract provision against contingent fees.

(b) If a contract is terminated pursuant to this section, the Contractor:

(1) May be paid only the actual costs of the work performed to the date of termination, plus termination costs, if any; and

(2) Shall refund all profits or fixed fees realized under the Contract.

(c) The rights and remedies contained in this are in addition to any other right or remedy provided by law, and the exercise of any of them is not a waiver of any other right or remedy provided by law.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Department of Health Care Finance

Office of the Director

INVITATION FOR BID

SOLICITATION NO.: DHCF-2012-B-0020

QUESTIONS AND ANSWERS TO SUBMITTED QUESTIONS

1.	**Who is/are the current vendor(s)?**	Our current Vendor is Language Doctors.
2	**Is it possible to bid only on certain components and not all? We would like to bid on the foreign language interpretation piece only.**	No, In accordance with Section L.2.5 vendor is required to bid on all CLNS as noted in Section B.
3	**Can you please elaborate on the survey requirements noted under F.3 Deliverable C.3.7?**	Regarding the survey requirements, this is described in detail in Section C.3.4.1.5 of the solicitation. Basically, the Contractor must develop a customer satisfaction survey so that providers have the opportunity to provide feedback on the services they receive. This survey must be approved by DHCF prior to implementation and responses must be periodically shared with DHCF.
4	**Can we get any historical information on volume for all language requests/ services and types including sign language?**	So far in FY 11 DHCF has had about 130 requests for in-person interpretation—primarily ASL (31%) and Mandarin Chinese (57%) and Spanish (8%). The agency expects to finish the year between 140 and 150 requests. This utilization has doubled from FY10. Agency expectation that demand will increase with increased outreach, but we have no way to predict by how much. Monetarily volume historically has not exceeded $60,000.00 a year.
5	**Can we answer only for the written translation part of this solicitation?**	**No, In accordance with Section L.2.5 vendors must bid on the entire requirement.**
6	**Are sign language interpreters required to be RID Certified or may they be qualified?**	The contractor is required to ensure all interpreters are qualified medical

		interpreters.
7	**Can I participate in the pre-bid conference over the phone?**	Due to newly set-up conference room participation over the phone is not available at this time.
8	**As we are a MN corporation, am I required to submit a subcontracting plan?**	**In accordance with Section L.19.1.2 Special Standards of Responsibility you are required to submit resumes/applications for interpreters that speak each of the languages who would be accompanying beneficiaries to the appointments, if you don't already have local interpreters you will need to submit a subcontracting plan.**
9	**Can we apply for the written translation and phone interpretation portion only?**	**No, in accordance with L.2.5 vendors must submit for the entire solicitation. We are looking for in-person interpretation and written translation services.**
10	**Do we need to provide a DOC license or registration?**	**You are required to be registered in the District. In accordance with the solicitation you are required to submit a Tax Affidavit. Attachment in the solicitation.**
11	**I could not find the section which details what we are supposed to submit in this Solicitation for you to review?**	I have attached a copy of the solicitation and Amendment No. 1 to include all Attachments. Section B.3, requires you to submit your rates as specified in accordance with the Price Schedule provided and Section L provides Instructions, Conditions and Notices to Bidders. Section L.18 addresses General Standards of Responsibility and Section L.19 Special Standards of Responsibility that are to be submitted to demonstrate your ability to meet the requirements of this solicitation.