

**ATTACHMENT J.1.1  
REPORTING UNUSUAL INCIDENTS**

Department of Human Services Youth Services Administration	Policy Number: YSA 1.14	Page: 1 of 4
Chapter: Administration, Organization and Management	Supersedes: YSA I.1-002	Effective Date: July 15, 2002
Subject: <b>REPORTING UNUSUAL INCIDENTS</b>		

## I. PURPOSE

To provide procedural instructions which guide YSA personnel and affiliates in reporting unusual incidents to the Youth Services Administration through the appropriate chain of command.

## II. POLICY

It is the policy of the Youth Services Administration (YSA) that all unusual incidents be reported in a timely manner. The effective and efficient operation of the agency depends on accurate communication of information regarding serious incidents involving both youth and staff.

## III. SCOPE

This policy applies to all YSA employees and YSA contractors who perform official duties or provide services on behalf of the Administration.

## IV. DEFINITIONS

Incident – an event or happening outside the ordinary routine that results in disruption or threatens security, safety, order of the facility and/or harm or threat of harm to youth, staff, visitors or the physical plant.

## V. PROCEDURE

The **Incident Notification Form** shall constitute an official record of the incident and shall serve to ensure that the Administration is informed of any unusual event that might require immediate attention. (Attachment A)

The **Incident Notification Form** is an important document for subsequent review and investigation of any unusual occurrence and may cause an official request for an investigation when attached to the Department of Human Services (DHS) Form 1243 (Attachment C). This investigation shall be conducted in accordance with DHS policy by the Office of Investigations and Compliance (OIC). OIC will monitor and coordinate all criminal investigations involving the agency and other law enforcement agencies. The Incident Notification Form shall be completely filled out in a manner that is clear, concise, and factual.

Subject	Policy Number	
---------	---------------	--

<b>Reporting Unusual Incidents</b>	YSA 1.14	
------------------------------------	----------	--

A. In order to ensure uniformity in reporting procedures and format, YSA staff, contractors and their agents shall complete the Incident Notification Form whenever one of the reportable types occur or any incident occurs which may impact the integrity and public confidence in YSA operations. Instructions for completion are included on the back of the form (Appendix B)

B. Reportable Incident Types are:

1. Class I Incidents – incidents that are severe in nature, presents a risk to public safety and/or may attract media attention shall be considered Class I and need to be reported through the YSA chain of command **immediately**. These incidents include but are not limited to the following:

- a. Death
- b. Fire
- c. Hostage Taking
- d. Riot
- e. Reported Crimes
- f. AWOL from Furlough
- g. Escape/Attempted Escape
- h. Suicide Attempted (with injury)
- i. Alleged Child Abuse
- j. Serious Injury or Illness (Youth)
- k. Serious Work Related Injury (Staff)

2. Class II Incidents – incidents which are serious in nature but do not present a significant risk to the facility, public safety or attract media attention shall be considered Class II incidents and shall be reported no later than within two (2) hours of the incident.

- a. Youth on Staff Assault
- b. Youth on Youth Assault
- c. Staff on Youth Assault
- d. Felony Arrest (Staff)
- e. Felony Arrest (Youth)
- f. Attempted AWOL/Abscondence
- g. AWOL/Escape Apprehension or Return
- h. Other

Subject	Policy Number	Page:
<b>Reporting Unusual Incidents</b>	YSA 1.14	3 of 4

3. Class III Incidents – are of a nature that requires notification by completion of the Incident Notification Form and submitting it to YSA Administration within 24 or the next workday.
  - a. Fight (2 or more Youth)
  - b. Accidental Injury
  - c. Staff Discipline
  - d. Damage to property (in excess of \$1000)
  - e. Theft (in excess of \$500)
  - f. Inappropriate sexual behavior
  - g. Illegal drugs/alcohol seized
  - h. Possession of Contraband
  - i. Other incidents similar in nature
  
- C. During normal business hours (8:15 am to 4:45 pm), all incidents shall be reported immediately to the facility Superintendent, Program Administrator, Office Head, or Contractor shall notify the respective YSA Deputy Administrator or designee.
  
- D. It is the responsibility of the Superintendent/Program Administrator, Office Heads or Contractor to ensure compliance and adherence with these procedures and to transmit the Incident Notification Form to YSA in accordance with the timeframes established by these procedures.
  
- E. The Incident Notification Form shall provide complete details to include a summary of actions taken by appropriate managerial officials regarding the unusual incident, and corrective measures to prevent recurrences (immediate and long range). The YSA Administrator, or his/her designee, shall review this report, and may cite recommendations for actions by higher authorities as required. At this point DHS Form 1243 will be required. See attached form.
 

As may be necessary, Superintendent, Program Administrator, Office Head, or Contractor shall ensure that follow-up reports are submitted to relay subsequent facts, information and actions.
  
- F. When Class I incidents occur between the hours of 4:45 p.m. and 8:15 a.m. on weekdays, and at any time on weekends or holidays, the appropriate facility Superintendent/Program Administrator, Office Head, or Contractor, shall contact the YSA Duty Officer. The YSA Duty Officer will ensure that

Subject	Policy Number	Page:
<b>Reporting Unusual Incidents</b>	YSA 1.14	4 of 4

the incident is reported by telephone to the Mayor's Command Center (202 727-6161). The person contacting the Mayor's Command Center shall give his/her name, title, location, telephone number and type of unusual incident.

**G. Procedures for Notifying On Call Administrators (Duty Officers)**

1. At secure facilities the Officer of the Day shall notify the Facility On-Call Administrator who in turn shall call the Deputy Administrator for Secure Programs or his/her designee if a Class I incident has occurred.
2. At non-secure facilities, residential treatment facilities, community based residential or non-residential programs, staff on duty shall notify the Bureau of Court and Community Services (BCCS) Duty Officer who in turn shall notify the Deputy Administrator for Court and Community Programs or his/her designee.
3. Attempts shall be made to contact the On-Call Administrator or Duty Officer by phone. If unavailable the appropriate Deputy Administrator shall be notified by cellular phone or pager.

**VI. AUTHORITY**

In accordance with the Mayor's Reorganization Plan No. 3 of 1968 and DHS Organization Order 154 dated July 8, 1987, the responsibility and authority of this policy is vested in the Youth Services Administration.

**VII. RESPONSIBILITY**

The Deputy Administrator for Secure Programs and the Deputy Administrator for Court and Community Programs are responsible for implementing this policy.

**VIII. INTERPRETATION**

The Youth Services Administrator is responsible for interpreting and making any exceptions to this policy.

**IX. REFERENCES**

American Correctional Association Standards  
3-JTS-3A-18

Approved By: Youth Services Administrator	Gayle L. Turner
Signature:	



DEPARTMENT OF HUMAN SERVICES  
YOUTH SERVICES ADMINISTRATION – YSA Policy 1.14 (Appendix B)

**Incident Notification Form Instructions**

1. *Type or legibly print the name of the facility* (institution, group or shelter home, program) responsible for the care, custody and treatment of the youth(s) involved in the incident.
2. *Incident date* is the date the actual reportable incident occurred.
3. *Incident time* is the time the actual reportable incident occurred or was alleged to have occurred.
4. *Location* is the actual or alleged location, i.e., name of place and/or address where the incident occurred.
5. *Activity* is the actual or alleged activity occurring at the time of the incident, i.e., home pass, school, free time, etc.
6. *Reported by* is the name of the person completing the incident notification form.
7. *Title* is the title or position of the person making the report.
8. *Reported to* is the name of the person to whom the person making the report talked to regarding the alleged incident.
9. *Title* is the title or position of the person to whom the report was/is being made.
10. *Report date* is the date that the incident notification form is completed.
11. *Report time* is the time that the incident notification form is completed.
12. *Reportable incident types* – check the appropriate box (es), which best describes the incident.
13. *Data* –self explanatory except, Court means name of Judge who ordered placement and Date of Placement means date youth was placed or entered at your facility.
14. *Incident Description* – means complete written details of an incident that addresses “who, what when, where and how.”

**CLASS I**

**Death** – means the death of a youth, placed and in the custody of a YSA operated or contracted facility.

**Fire** – means a serious fire that causes the premises to be evacuated, uninhabitable, and significant damage to the facility, dwelling, etc.

**Hostage taking** – means the youth(s) have taken youth or staff hostage and outside law enforcement have to be called to negotiate, remedy the situation.

**Riot** – means more than one youth’s behavior is creating a major disturbance and outside law enforcement have to be called to remedy or quell the situation.

**Reported Crimes** – means new crimes w which the assigned youth is alleged to have been involved with during placement or participation in the program, facility, etc. Or new crimes for which the assigned youth is now being charged with while in placement/program.

**AWOL from furlough** – means a youth from a **secure or non-secure** facility/placement has absconded during a home visit or while away from the facility without direct supervision of program/facility staff.

**Escape/Attempted Escape** – means a youth(s) has runaway from a **secure** facility/institution or means a youth has attempted to runaway from a secure facility/institution.

**Suicide Attempt** – means any attempt by a youth do self-harm that requires medical attention.

**Alleged Child Abuse** – means all reports verbal or otherwise of harm to a youth, to include verbal threats, mental stress and physical abuse.

**Serious Injury or Illness (Youth)** – means all injuries or illness that results in the need for serious medical attention or hospitalization. (Ambulance) etc.

**Serious Work Related Injury (staff)** – means all injuries or illness that results in the need for serious medical attention (Ambulance) etc.

***CLASS II***

**Youth on Staff Assault** – means any attack on staff that results in serious physical injury or hospitalization.

**Youth on Youth Assault** – means any attack on youth that results in serious physical injury or hospitalization.

**Felony Arrest (staff)**– means arrest by any law enforcement agency for committing a felony.

**Attempted AWOL/Abscondence**- means a youth from a **non- secure** facility/placement has attempted to run away.

**AWOL/Abscondence**- means a youth from a **non-secure** facility/placement has run away or failed to return at the designated time.

**Other**- means any incident that will result in embarrassment, (media attention) or potential harm to youth or staff.

***CLASS III***

**Fight (2 or More Youth)** – means a physical altercation between two or more youth that results in injury requiring emergency medical attention.

**Accidental Injury** – means any accident that results in serious injury and emergency medical (Ambulance) is needed.

**Staff Discipline** – means any written, corrective action issued by a supervisor to a subordinate. e

**ATTACHMENT J.1.2**  
**WAGE DETERMINATION 11-7-06**

05-2104 DC,DISTRICT-WIDE

WAGE DETERMINATION NO: 05-2104 REV (03) AREA: DC,DISTRICT-WIDE

HEALTH AND WELFARE LEVEL - TOTAL BENEFIT \*\*OTHER WELFARE LEVEL WD:05-2103

\*\*\*\*\*

REGISTER OF WAGE DETERMINATIONS UNDER  
THE SERVICE CONTRACT ACT  
By direction of the Secretary of Labor

U.S. DEPARTMENT OF LABOR  
EMPLOYMENT STANDARDS ADMINISTRATION  
WAGE AND HOUR DIVISION  
WASHINGTON D.C. 20210

William W.Gross Division of  
Director Wage Determinations

Wage Determination No.: 2005-2104  
Revision No.: 3  
Date Of Revision: 11/07/2006

States: District of Columbia, Maryland, Virginia

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

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

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.79
01012 - Accounting Clerk II	15.49
01013 - Accounting Clerk III	17.32
01020 - Administrative Assistant	21.45
01040 - Court Reporter	17.49
01051 - Data Entry Operator I	12.67
01052 - Data Entry Operator II	13.82
01060 - Dispatcher, Motor Vehicle	16.50
01070 - Document Preparation Clerk	12.75
01090 - Duplicating Machine Operator	12.75
01111 - General Clerk I	13.72
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	20.84
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.45
01262 - Personnel Assistant (Employment) II	17.49
01263 - Personnel Assistant (Employment) III	20.84
01270 - Production Control Clerk	20.78

01280 - Receptionist	12.29
01290 - Rental Clerk	15.45
01300 - Scheduler, Maintenance	15.45
01311 - Secretary I	16.11
01312 - Secretary II	17.61
01313 - Secretary III	20.84
01320 - Service Order Dispatcher	15.82
01410 - Supply Technician	21.45
01420 - Survey Worker	17.49
01531 - Travel Clerk I	11.69
01532 - Travel Clerk II	12.57
01533 - Travel Clerk III	13.50
01611 - Word Processor I	13.76
01612 - Word Processor II	15.45
01613 - Word Processor III	17.49
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	24.49
05010 - Automotive Electrician	19.43
05040 - Automotive Glass Installer	18.31
05070 - Automotive Worker	18.31
05110 - Mobile Equipment Servicer	15.74
05130 - Motor Equipment Metal Mechanic	20.48
05160 - Motor Equipment Metal Worker	18.31
05190 - Motor Vehicle Mechanic	20.48
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	18.31
05310 - Painter, Automotive	19.43
05340 - Radiator Repair Specialist	18.31
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	20.48
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.18
07041 - Cook I	11.88
07042 - Cook II	13.18
07070 - Dishwasher	9.76
07130 - Food Service Worker	10.25
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09080 - Furniture Refinisher	18.05
09090 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	11.81

11240	- Maid or Houseman	10.41
11260	- Pruner	10.89
11270	- Tractor Operator	14.19
11330	- Trail Maintenance Worker	11.81
11360	- Window Cleaner	11.31
12000	- Health Occupations	
12010	- Ambulance Driver	16.06
12011	- Breath Alcohol Technician	16.06
12012	- Certified Occupational Therapist Assistant	19.99
12015	- Certified Physical Therapist Assistant	19.99
12020	- Dental Assistant	16.90
12025	- Dental Hygienist	40.68
12030	- EKG Technician	24.34
12035	- Electroneurodiagnostic Technologist	24.34
12040	- Emergency Medical Technician	16.06
12071	- Licensed Practical Nurse I	17.15
12072	- Licensed Practical Nurse II	19.18
12073	- Licensed Practical Nurse III	21.38
12100	- Medical Assistant	14.23
12130	- Medical Laboratory Technician	16.96
12160	- Medical Record Clerk	14.96
12190	- Medical Record Technician	16.47
12195	- Medical Transcriptionist	14.96
12210	- Nuclear Medicine Technologist	28.69
12221	- Nursing Assistant I	9.37
12222	- Nursing Assistant II	10.53
12223	- Nursing Assistant III	12.18
12224	- Nursing Assistant IV	13.68
12235	- Optical Dispenser	15.15
12236	- Optical Technician	13.10
12250	- Pharmacy Technician	14.32
12280	- Phlebotomist	13.68
12305	- Radiologic Technologist	27.61
12311	- Registered Nurse I	24.92
12312	- Registered Nurse II	31.22
12313	- Registered Nurse II, Specialist	31.22
12314	- Registered Nurse III	37.77
12315	- Registered Nurse III, Anesthetist	37.77
12316	- Registered Nurse IV	45.28
12317	- Scheduler (Drug and Alcohol Testing)	17.57
13000	- Information And Arts Occupations	
13011	- Exhibits Specialist I	17.98
13012	- Exhibits Specialist II	23.33
13013	- Exhibits Specialist III	28.07
13041	- Illustrator I	18.73
13042	- Illustrator II	23.42
13043	- Illustrator III	28.82
13047	- Librarian	24.54
13050	- Library Aide/Clerk	11.38
13054	- Library Information Technology Systems Administrator	22.15
13058	- Library Technician	17.88
13061	- Media Specialist I	15.99
13062	- Media Specialist II	17.88

13063 - Media Specialist III	19.94
13071 - Photographer I	14.67
13072 - Photographer II	17.18
13073 - Photographer III	21.52
13074 - Photographer IV	26.05
13075 - Photographer V	29.15
13110 - Video Teleconference Technician	15.99
14000 - Information Technology Occupations	
14041 - Computer Operator I	15.45
14042 - Computer Operator II	17.49
14043 - Computer Operator III	19.50
14044 - Computer Operator IV	21.67
14045 - Computer Operator V	24.00
14071 - Computer Programmer I (1)	21.60
14072 - Computer Programmer II (1)	25.66
14073 - Computer Programmer III (1)	27.62
14074 - Computer Programmer IV (1)	27.62
14101 - Computer Systems Analyst I (1)	27.62
14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	15.45
14160 - Personal Computer Support Technician	21.67
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.39
15020 - Aircrew Training Devices Instructor (Rated)	40.64
15030 - Air Crew Training Devices Instructor (Pilot)	46.05
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	27.99
15070 - Flight Instructor (Pilot)	46.05
15080 - Graphic Artist	23.02
15090 - Technical Instructor	21.70
15095 - Technical Instructor/Course Developer	26.54
15110 - Test Proctor	17.31
15120 - Tutor	17.31
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.71
16030 - Counter Attendant	8.71
16040 - Dry Cleaner	11.10
16070 - Finisher, Flatwork, Machine	8.71
16090 - Presser, Hand	8.71
16110 - Presser, Machine, Drycleaning	8.71
16130 - Presser, Machine, Shirts	8.71
16160 - Presser, Machine, Wearing Apparel, Laundry	8.71
16190 - Sewing Machine Operator	11.90
16220 - Tailor	12.63
16250 - Washer, Machine	9.44
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.95
19040 - Tool And Die Maker	23.05
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.25
21030 - Material Coordinator	20.54
21040 - Material Expediter	20.54

21050	- Material Handling Laborer	12.65
21071	- Order Filler	13.21
21080	- Production Line Worker (Food Processing)	16.25
21110	- Shipping Packer	14.46
21130	- Shipping/Receiving Clerk	14.46
21140	- Store Worker I	9.96
21150	- Stock Clerk	14.35
21210	- Tools And Parts Attendant	16.99
21410	- Warehouse Specialist	16.25
23000	- Mechanics And Maintenance And Repair Occupations	
23010	- Aerospace Structural Welder	23.35
23021	- Aircraft Mechanic I	22.24
23022	- Aircraft Mechanic II	23.35
23023	- Aircraft Mechanic III	24.52
23040	- Aircraft Mechanic Helper	15.10
23050	- Aircraft, Painter	21.29
23060	- Aircraft Servicer	17.82
23080	- Aircraft Worker	18.09
23110	- Appliance Mechanic	20.60
23120	- Bicycle Repairer	14.43
23125	- Cable Splicer	24.77
23130	- Carpenter, Maintenance	20.36
23140	- Carpet Layer	18.70
23160	- Electrician, Maintenance	24.85
23181	- Electronics Technician Maintenance I	21.36
23182	- Electronics Technician Maintenance II	22.80
23183	- Electronics Technician Maintenance III	24.02
23260	- Fabric Worker	17.90
23290	- Fire Alarm System Mechanic	21.46
23310	- Fire Extinguisher Repairer	16.50
23311	- Fuel Distribution System Mechanic	22.81
23312	- Fuel Distribution System Operator	19.38
23370	- General Maintenance Worker	19.01
23380	- Ground Support Equipment Mechanic	22.24
23381	- Ground Support Equipment Servicer	17.82
23382	- Ground Support Equipment Worker	18.09
23391	- Gunsmith I	16.50
23392	- Gunsmith II	19.18
23393	- Gunsmith III	21.46
23410	- Heating, Ventilation And Air-Conditioning Mechanic	20.99
23411	- Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	
22.12		
23430	- Heavy Equipment Mechanic	21.46
23440	- Heavy Equipment Operator	21.46
23460	- Instrument Mechanic	21.46
23465	- Laboratory/Shelter Mechanic	20.36
23470	- Laborer	14.27
23510	- Locksmith	19.17
23530	- Machinery Maintenance Mechanic	21.46
23550	- Machinist, Maintenance	21.52
23580	- Maintenance Trades Helper	15.10
23591	- Metrology Technician I	21.46
23592	- Metrology Technician II	22.61

23593 - Metrology Technician III	23.72
23640 - Millwright	23.30
23710 - Office Appliance Repairer	20.36
23760 - Painter, Maintenance	20.36
23790 - Pipefitter, Maintenance	22.76
23810 - Plumber, Maintenance	20.99
23820 - Pneudraulic Systems Mechanic	21.46
23850 - Rigger	21.46
23870 - Scale Mechanic	19.18
23890 - Sheet-Metal Worker, Maintenance	21.46
23910 - Small Engine Mechanic	20.05
23931 - Telecommunications Mechanic I	24.43
23932 - Telecommunications Mechanic II	25.75
23950 - Telephone Lineman	22.21
23960 - Welder, Combination, Maintenance	21.46
23965 - Well Driller	21.46
23970 - Woodcraft Worker	21.46
23980 - Woodworker	16.50
24000 - Personal Needs Occupations	
24570 - Child Care Attendant	11.58
24580 - Child Care Center Clerk	16.15
24610 - Chore Aide	9.58
24620 - Family Readiness And Support Services Coordinator	12.95
24630 - Homemaker	16.75
25000 - Plant And System Operations Occupations	
25010 - Boiler Tender	24.06
25040 - Sewage Plant Operator	20.08
25070 - Stationary Engineer	24.06
25190 - Ventilation Equipment Tender	16.76
25210 - Water Treatment Plant Operator	20.08
27000 - Protective Service Occupations	
27004 - Alarm Monitor	17.19
27007 - Baggage Inspector	11.51
27008 - Corrections Officer	18.75
27010 - Court Security Officer	21.42
27030 - Detection Dog Handler	16.67
27040 - Detention Officer	18.75
27070 - Firefighter	21.58
27101 - Guard I	11.51
27102 - Guard II	16.67
27131 - Police Officer I	23.94
27132 - Police Officer II	26.60
28000 - Recreation Occupations	
28041 - Carnival Equipment Operator	12.35
28042 - Carnival Equipment Repairer	13.30
28043 - Carnival Equipment Worker	8.40
28210 - Gate Attendant/Gate Tender	12.68
28310 - Lifeguard	11.29
28350 - Park Attendant (Aide)	14.18
28510 - Recreation Aide/Health Facility Attendant	10.35
28515 - Recreation Specialist	17.57
28630 - Sports Official	11.29
28690 - Swimming Pool Operator	15.32

29000 - Stevedoring/Longshoremen Occupational Services	
29010 - Blocker And Bracer	20.55
29020 - Hatch Tender	20.55
29030 - Line Handler	20.55
29041 - Stevedore I	19.18
29042 - Stevedore II	21.64
30000 - Technical Occupations	
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.82
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.32
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.68
30021 - Archeological Technician I	16.92
30022 - Archeological Technician II	18.85
30023 - Archeological Technician III	23.53
30030 - Cartographic Technician	24.62
30040 - Civil Engineering Technician	22.19
30061 - Drafter/CAD Operator I	17.77
30062 - Drafter/CAD Operator II	19.87
30063 - Drafter/CAD Operator III	22.15
30064 - Drafter/CAD Operator IV	25.66
30081 - Engineering Technician I	18.80
30082 - Engineering Technician II	21.11
30083 - Engineering Technician III	23.61
30084 - Engineering Technician IV	29.26
30085 - Engineering Technician V	35.26
30086 - Engineering Technician VI	43.30
30090 - Environmental Technician	21.22
30210 - Laboratory Technician	20.42
30240 - Mathematical Technician	24.62
30361 - Paralegal/Legal Assistant I	20.03
30362 - Paralegal/Legal Assistant II	24.82
30363 - Paralegal/Legal Assistant III	30.35
30364 - Paralegal/Legal Assistant IV	36.73
30390 - Photo-Optics Technician	24.62
30461 - Technical Writer I	20.25
30462 - Technical Writer II	24.77
30463 - Technical Writer III	29.97
30491 - Unexploded Ordnance (UXO) Technician I	21.49
30492 - Unexploded Ordnance (UXO) Technician II	26.00
30493 - Unexploded Ordnance (UXO) Technician III	31.17
30494 - Unexploded (UXO) Safety Escort	21.49
30495 - Unexploded (UXO) Sweep Personnel	21.49
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	20.13
30621 - Weather Observer, Senior (3)	21.80
31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.90
31030 - Bus Driver	15.95
31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	8.67
31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	13.89
31362 - Truckdriver, Medium	17.09
31363 - Truckdriver, Heavy	18.40

31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	9.78
99095 - Embalmer	21.77
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	10.85
99310 - Mortician	27.25
99410 - Pest Controller	13.74
99510 - Photofinishing Worker	11.29
99710 - Recycling Laborer	14.50
99711 - Recycling Specialist	17.02
99730 - Refuse Collector	12.86
99810 - Sales Clerk	11.13
99820 - School Crossing Guard	11.37
99830 - Survey Party Chief	19.16
99831 - Surveying Aide	11.91
99832 - Surveying Technician	18.21
99840 - Vending Machine Attendant	11.46
99841 - Vending Machine Repairer	14.88
99842 - Vending Machine Repairer Helper	11.46

---

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: Life, accident, and health insurance plans, sick leave, pension plans, civic and personal leave, severance pay, and savings and thrift plans. Minimum employer contributions costing an average of \$3.01 per hour computed on the basis of all hours worked by service employees employed on the contract.

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

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

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

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

2) APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL: An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.

3) WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

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

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

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

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in

those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

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

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

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

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

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

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

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

**ATTACHMENT J.1.3**  
**LIVING WAGE ACT FACT SHEET**



## LIVING WAGE ACT FACT SHEET

The "Living Wage Act of 2006," Title I of D.C. Law 16-18, (D.C. Official Code §§2-220.01-.11 became effective June 9, 2006. It generally provides that District of Columbia government contractors and recipients of government assistance (grants, loans, tax increment financing) in the amount of \$100,000 or more shall pay affiliated employees wages no less than the amount of \$11.75 per hour.

Subcontractors of D.C. government contractors who receive \$15,000 or more from the contract and subcontractors of the recipients of government assistance who receive \$50,000 or more from the assistance are also required to pay their affiliated employees no less than \$11.75 per hour.

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

**Exemptions** – The following contracts and agreements are exempt from the "*Living Wage Act*":

1. Contracts or other agreements that are subject to higher wage level determinations required by federal law (i.e., if a contract is subject to the Service Contract Act and certain wage rates are lower than the District's current living wage, the contractor must pay the higher of the two rates);
2. Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
3. Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
4. Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
5. Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
6. An employee, under 22 years of age, employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;

7. Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
8. Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
9. Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
10. Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

## Enforcement

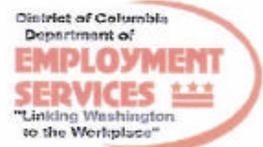
The Department of Employment Services (DOES) and the D.C. Office of Contracting and Procurement (OCP) share monitoring responsibilities.

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

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

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

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



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

Department of Employment Services  
Gregory P. Irish, Director

**ATTACHMENT J.1.4  
LIVING WAGE ACT NOTICE**

## **DRAFT NOTICE**

# **“THE LIVING WAGE ACT OF 2006”**

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

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

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

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

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

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

**“Affiliated employee”** means any individual employed by a recipient who received compensation directly from government assistance or a contract with the District of Columbia government, including any employee of a contractor or subcontractor of a recipient who performs services pursuant to government assistance or contract.

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

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

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

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

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

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

**To file a complaint contact: Department of Employment Services**

**Office of Wage-Hour**

**64 New York Avenue, N.E., Room 3105, Washington, D.C. 20002**

**(202) 671-1880**

**ATTACHMENT J.1.5  
LIST OF CONTRABAND**

## UNAUTHORIZED/CONTRABAND ITEMS INTO DYRS FACILITIES

1. For the safety of all staff and the resident population, the below items will be considered contraband and are not permitted to be bought into the confines of any Department of Youth Services (DYRS) operated or contracted facility/institution:
  - a. Non-prescription drugs
  - b. Tear gas (pens, canisters, guns), mace or pepper spray
  - c. Knives (of any kind)
  - d. Black Jacks, Slap sticks
  - e. Brass knuckles
  - f. Firearms (of any kind)
  - g. Explosive Materials or devices
  - h. Razor blades
  - i. Disposable Razors
  - j. Alcoholic Beverages
  - k. Personal Handcuffs, Leg Irons or keys for same
  - l. No glass objects
  - m. Metal eating utensils (forks, spoons, knives)
  - n. Can openers (metal type)
  - o. Sexually suggestive (video movies, magazines, drawings, sketches)
  - p. Hazardous substance (gasoline, lye poisons, cleaning fluids, acids)
  - q. Aerosol cans (hair spray, paint, deodorant)
  - r. Tobacco products (cigarettes, cigars, chewing tobacco, snuff, etc.)
  - s. Cigarette lighters and matches
  - t. U.S. Currency (resident' s only)
  - u. Pagers and Cell phones unless authorized by the Facility/Institution Head
  - v. Radios (residents only; all types)
  - w. Jewelry (resident' s only; rings, watches, chains, bracelets, etc.)
2. Unauthorized personal items shall not be taken into or from any DYRS facility/institution or program except those items that are necessary in the performance of an employee' s duties.

**ATTACHMENT J.1.6**  
**EXPERIENCE QUESTIONNAIRE**



9. Organization and work that will be available for this project:

a. (1) Minimum number of employees: \_\_\_\_\_ and (2) Maximum number of employees: \_\_\_\_\_

b. Are employees regularly on your payroll: Yes \_\_\_\_\_ No \_\_\_\_\_

c. Specify equipment available for this contract: \_\_\_\_\_

d. Estimate rate of progress below (such as 2.0 acres/man/day): \_\_\_\_\_

(1) Minimum progress rate: \_\_\_\_\_ and (2) Maximum progress rate: \_\_\_\_\_

10. List below the experience of the principal individuals of your business:

INDIVIDUAL'S NAME	PRESENT POSITION	YEARS OF EXPERIENCE	MAGNITUDE AND TYPE OF WORK

11. **REMARKS - SPECIFY BOX NUMBERS** (Attach sheets if extra space is needed to fully answer any of the above questions.)

<p><b>CERTIFICATION</b></p> <p>I certify that all of the statements made by me are complete and correct to the best of my knowledge and that any persons named as references are authorized to furnish the District with any information needed to verify my capability to perform this project.</p>	12a. <b>CERTIFYING OFFICIAL'S NAME AND TITLE</b>	
	12B. <b>SIGNATURE</b> (Sign in ink)	13. <b>DATE</b>

**ATTACHMENT J.1.7**  
**PAST PERFORMANCE EVALUATION FORM**

(Name of Evaluated company) \_\_\_\_\_

(Street Address of Evaluated Company) \_\_\_\_\_

(City State and Zip code of Evaluated Company) \_\_\_\_\_

**PAST PERFORMANCE EVALUATION FORM**

(Check appropriate box)

<b>Performance Elements</b>	<b>Excellent</b>	<b>Good</b>	<b>Acceptable</b>	<b>Poor</b>	<b>Unacceptable</b>
<b>Quality of Services/ Work</b>					
<b>Timeliness of Performance</b>					
<b>Cost Control</b>					
<b>Business Relations</b>					
<b>Customer Satisfaction</b>					

1. **NAME & TITLE OF EVALUATOR:** \_\_\_\_\_

2. **SIGNATURE OF EVALUATOR:** \_\_\_\_\_

3. **NAME OF ORGANIZATION:** \_\_\_\_\_

4. **TELEPHONE NUMBER OF EVALUATOR:** \_\_\_\_\_

5. **State type of service received:** \_\_\_\_\_

6. **State Contract Number, Amount and period of Performance:**

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

**Please return this form to Contract Specialist, D.C. Office of  
Contracts and Procurement Fax # (202) 279-6161.**

---

## RATING GUIDELINES

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

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

# SUBCONTRACTING PLAN

PRIME CONTRACTOR INFORMATION:	
Company: _____ Street Address: _____ City & Zip Code: : _____ Phone Number: _____ Fax: _____ Email Address: _____	Solicitation Number: _____ Contractor's Tax ID Number: _____ Caption of Plan: _____ _____ _____
Project Name: _____ Address: _____ _____ Project Descriptions: _____ _____ _____	Duration of the Plan: From _____ to _____ Total Prime Contract Value: \$ _____. Amount of Contract (excluding the cost of materials, goods, supplies and equipment) \$ _____. Amount of all Subcontracts: \$ _____ LSDBE Total: \$ _____ equals _____% <div style="text-align: center; margin-left: 100px;">                         LSDBE Subcontract Value                      Percentage Set Aside                     </div>

(List each subcontractor at any tier that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____%    Tier: : _____ <small style="margin-left: 100px;">1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></small>			Point of Contact: _____ <div style="text-align: right; margin-right: 50px;">Name (Print)</div> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____							
LSDBE Certification Number: _____ Certification Status: <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="padding: 2px 5px;">SBE:</td> <td style="padding: 2px 5px;">LBE:</td> <td style="padding: 2px 5px;">DBE:</td> <td style="padding: 2px 5px;">DZE:</td> <td style="padding: 2px 5px;">ROB:</td> <td style="padding: 2px 5px;">LRB:</td> </tr> </table> (check all that apply)			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:		
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					

## CERTIFICATIONS

The prime contractor shall attach a **notarized** statement including the following:

- a. A **description of the efforts** the prime contractor will make to ensure that LBEs, DBEs, ROBs, SBEs, LRBs, or DZEs will have an equitable opportunity to compete for subcontracts;
- b. In all subcontracts that offer **further subcontracting opportunities**, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- c. **Assurances** that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of **compliance** by the prime contractor with the subcontracting plan;
- d. Listing of the type of **records** the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and include assurances that the prime contractor will make such records available for review upon the District's request; and
- e. A description of the prime contractor's recent **efforts to locate LBEs, DBEs, SBEs, DZEs, LRBs, and ROBs, and to award subcontracts to them.**

PERSON PREPARING THE SUBCONTRACTING PLAN:	
Name: _____ <div style="text-align: right; margin-right: 50px;">(Print)</div> Telephone Number: (    ) _____ - _____ Fax Number: (    ) _____ - _____ Email Address: _____	Signature: _____ Title: _____ Date: _____

## FOR CONTRACTING OFFICER USE ONLY

Date Plan Received by Contracting Officer: _____		
Report: <input type="checkbox"/> Acceptable <input type="checkbox"/> Not Acceptable	Contract Number: _____	
Name & Title of Contracting Officer _____	Signature _____	Date _____

(List each subcontractor that will be awarded a subcontract to meet your total set aside goal.)

SUBCONTRACTOR INFORMATION: (use continuation sheet for additional subcontracts)										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier : _____ <small>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></small> LSDBE Certification Number: _____ Certification Status: <table border="1"> <tr> <td>SBE:</td> <td>LBE:</td> <td>DBE:</td> <td>DZE:</td> <td>ROB:</td> <td>LRB:</td> </tr> </table> (check all that apply)			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ <small>Name (Print)</small> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					
SUBCONTRACTOR INFORMATION:										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier : _____ <small>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></small> LSDBE Certification Number: _____ Certification Status: <table border="1"> <tr> <td>SBE:</td> <td>LBE:</td> <td>DBE:</td> <td>DZE:</td> <td>ROB:</td> <td>LRB:</td> </tr> </table> (check all that apply)			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ <small>Name (Print)</small> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					
SUBCONTRACTOR INFORMATION:										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier : _____ <small>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></small> LSDBE Certification Number: _____ Certification Status: <table border="1"> <tr> <td>SBE:</td> <td>LBE:</td> <td>DBE:</td> <td>DZE:</td> <td>ROB:</td> <td>LRB:</td> </tr> </table> (check all that apply)			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ <small>Name (Print)</small> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					
SUBCONTRACTOR INFORMATION:										
Name	Address & Telephone No.	Type of Work	NIGP Code(s)	Description of Work						
Total Amount Set Aside: \$ _____ Percentage of Total Set Aside Amount : _____ % Tier : _____ <small>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup></small> LSDBE Certification Number: _____ Certification Status: <table border="1"> <tr> <td>SBE:</td> <td>LBE:</td> <td>DBE:</td> <td>DZE:</td> <td>ROB:</td> <td>LRB:</td> </tr> </table> (check all that apply)			SBE:	LBE:	DBE:	DZE:	ROB:	LRB:	Point of Contact: _____ <small>Name (Print)</small> Contact Telephone Number: _____ Fax Number: _____ Email Address: _____	
SBE:	LBE:	DBE:	DZE:	ROB:	LRB:					