

<b>REQUEST FOR QUOTATION</b> <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY.		PAGE OF PAGES (incl. Cover) 1   4, plus attachment(s)	
1. REQUEST NO. DCKA-2012-Q-0094	2. DATE ISSUED 08/10/2012	3. REQUISITION/PURCH. REQUEST NO. RQ770227	4. COMMODITY GROUP AND CLASS →	CODE	
5A. ISSUED BY  Office Of Contracting and Procurement 2000 14 <sup>th</sup> Street, NW, 3 <sup>rd</sup> Floor Washington, DC 20009			6. DELIVER BY (Date)		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Lisa Smith or Khalif Hired 202-671-2282 202-741-8530			<input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE  ALL PROSPECTIVE OFFERORS			9. DESTINATION (Consignee and address, including ZIP code)  District Department of Transportation 55 M Street, SE Washington, DC 20003		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE COB (Date)  8/30/2012 by 2:00 PM	11. BUSINESS CLASSIFICATION (Check appropriate boxes)  <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED <input type="checkbox"/> ENTERPRISE ZONE				
<b>IMPORTANT:</b> This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Temporary Services In accordance with Attachment A –Position description/Statement of Work (Attachment A)  - GIS Support Developer/Analyst  Offeror shall refer to Pages 2-3 for proposal instructions.	1	Ea		
<b>13. DISCOUNT FOR PROMPT PAYMENT</b>		10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
▶		%	%	%	%
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

## PREPARE QUOTATION IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW

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### 1. Quotation Submission Requirements

Three (3) original signed copies of the quotation, including price shall be submitted in a sealed envelope conspicuously marked: **“Request for Quotation in response to Solicitation Number DCKA-2012-Q-0094, GIS Developer/Analyst”**. The quotation must be submitted on 8.5” by 11” paper and typewritten in accordance with the Statement of Work (**Attachment A**).

### 2. Price Quotation

Pricing shall be firm fixed price and shall include all costs. Unless otherwise directed in writing, the price quotation shall, at a minimum include:

- a. Completed and Signed Page 1 of the solicitation;
- b. Skill categories, and hourly rate;
- c. Identification of the total number of hours for each skill category;

### 3. Technical Quotation

This section shall be submitted under separate cover titled **“Technical Quotation”**. The technical portion shall, at a minimum include:

- a. Resume of Proposed GIS Developer/Analyst that demonstrates the manager’s qualifications and experience to provide the required service;
- b. At minimum three references from clients for which the offeror has provided similar services. Offeror shall have each reference complete a Past Performance Evaluation Form;

### 4. Evaluation for Award

The quotations shall be evaluated using the following ranking factors listed in descending order of importance:

- 4.1 Professional qualifications necessary for satisfactory performance of the required services (staff qualifications) (20 points)
- 4.2 Specialized experience and technical competence; (40 points)
- 4.3 Past performance on contracts with the District, other governmental entities, and private industry in terms of cost control, quality of work and compliance with performance schedules; (firm capability and experience) (20 points) and
- 4.4 Project understanding and approach (20 points)

4. **Quotation Delivery (Hand, Facsimile, and/or Express Mail)**

**Office of Contracting and Procurement**  
Bid Counter Room, 3<sup>rd</sup> Floor  
2000 14<sup>th</sup> Street, NW  
Washington, D.C. 20009  
Facsimile: (202) 671-1566  
**Attention: Lisa Minor-Smith C/O Bernetha Armwood**

Quotes may be submitted electronically to [lisa.smith@dc.gov](mailto:lisa.smith@dc.gov) with hard copy to follow in mail to the address above.

5. **Quotation Submission Date**

The closing date for receipt of quotation is, **Thursday, August 30, 2012, by 2:00 p.m., EST.** Any questions regarding this solicitation should be submitted to Lisa Minor-Smith at [lisa.smith@dc.gov](mailto:lisa.smith@dc.gov) no later than **Wednesday, August 22, 2012** at 10:00 a.m.

6. **Period of Performance**

The period of performance shall be from date of award through one (1) year.

6.1 The District may extend the period of performance for a period of one (1) one-year option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

6.2 If the District exercises this option, the extended period of performance shall be considered to include this option provision at the prices set forth on the cover sheet.

6.3 The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

7. **Inspection of Services**

The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the contract requirements or District standards, the District may require the Contractor to correct these services at no increase in the contract amount. When defects in services or deliverables cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements. 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, or (2) terminate the contract for default.

8. **Non-Personal services**

This contract is a “non-personal services contract”. It is therefore, understood and agreed that the Contractor and the Contractor’s employees: (1) shall perform the services specified herein as independent contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

9. **Place of Performance**

All work will be performed in the District of Columbia at the Department of Transportation Office of Information Technology and Innovation offices located at 55 M Street SE, Washington DC, 20003.

10. **Contractor Responsibility**

10.1 TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED. During the performance of the Contract, the Contractor and any of its subcontractors shall comply with Title VI of the Civil Rights Act of 1964, as amended. This Act provides that no person shall, on the grounds of race, color or national origin, be excluded from participation in, or be denied the benefits of or be subject to discrimination in federally funded program and activities. See 42 U.S.C. §2000d *et seq.*

11. **District Responsibility**

The District will provide workstation and equipment, as deemed necessary, to the Contractor’s personnel in order for the required tasks to be completed.

12. **Authorized Changes by the Contracting Officer**

12.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.

12.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.

12.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

13. **Contract Administration**

- 13.1 The Contract Administrator (CA) is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
- 13.2 Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
- 13.3 Coordinating site entry for Contractor personnel, if applicable;
- 13.4 Reviewing invoices for completed work and recommending approval by the CO if the Contractor's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;
- 13.5 Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
- 13.6 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.
- 13.7 The address and telephone number of the CA is:

***Khalif Hired***  
***55 M Street, SE, 5<sup>th</sup> Floor, Washington, DC 20003***  
***(202) 741-8530 - desk***  
***(202) 497-7216-mobile***  
***Khalif.hired@dc.gov***

- 13.8 The CA shall NOT have the authority to:
  1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
  2. Grant deviations from or waive any of the terms and conditions of the contract;
  3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
  4. Authorize the expenditure of funds by the Contractor;
  5. Change the period of performance; or
  6. Authorize the use of District property, except as specified under the contract.
- 13.9 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the CO; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

## **ATTACHMENT A**

### **SENIOR GEOGRAPHIC INFORMATION SYSTEM DEVELOPER (Spatial Data Systems / GIS)**

#### **INTRODUCTION**

This position is located in the District Department of Transportation (DDOT), the Office of Information Technology and Innovation (OITI), Application & Geo-spatial Data Systems Division. The Senior Level GIS Software Developer position has an IT development role. The incumbent provides an extensive understanding of software development, project management, and project life cycle practices. The incumbent must have a firm grasp of database and system's architecture for development and interfacing with other GIS and IT systems and databases.

#### **DUTIES**

The incumbent's responsibilities include: installation and configuration of ArcGIS Server; development of mapping applications and web services on a .NET environment using ArcGIS Server .NET ADF, and ArcGIS Server for Flex and/or Silverlight API. To build and publish map services, maintain ArcSDE databases, and geo-processing tools as services in ArcGIS Server to streamline existing geospatial procedures. To develop mobile GIS field survey applications, assume responsibility of full project lifecycle on all projects; act proactively to avoid agency customer issues and meet their business needs.

The incumbent provides policy assistance and advice to the IT Software and GIS Manager about GIS and Geo-spatial Data programs. Develops, analyzes, evaluates and recommends implementation of the GIS elements in relationship to the Washington, DC GIS program, which are relative to the work of the Department, including the development of spatially referenced data, data integration, applications development and consultative tasks. Develops and recommends policies, procedures and standards relative to the implementation of the GIS. Evaluates and assesses the adequacy, efficiency and effectiveness of the system, and makes revisions as necessary.

The incumbent represents the Department in citywide projects, focus groups, and steering committees to promote the use of the Washington, DC GIS endorsed standards for geo-spatial data transfer, content collection, and quality control among administrations of the Department.

Leads and supports the implementation of computerized geographic interactive map systems, spatial data, and the analysis of infrastructure and socio-economic location data and services. The incumbent coordinates activities relevant to the Street Inventory System (SIS), and other attributing data from within the Department with other District Government agencies, to ensure awareness of critical issues and the implementation of GIS program directives.

Coordinates with IT and GIS Project Managers in other District and Federal agencies, private sector organizations, (e.g., public utilities and real estate associations), and the Washington Metropolitan Council of Governments, in the design, implementation, and operation of the Washington GIS.

Provides and/or obtains clarification and information related to contracts, long-term utility or plans regarding specific GIS applications and identifies strategies for maximizing cooperative participatory

efforts with federal, regional and local governments, the private sector and other non-governmental organizations.

Serves as the Contract Officer's Technical Representative (COTR) for contracts that provide products and services required for the development, expansion, and maintenance of DDOT's GIS programs. Assist in the development of the annual and multi-year budgets for the GIS program. Performs other related duties as assigned.

## **KNOWLEDGE REQUIRED BY THE POSITION**

Mastery knowledge of geographic information systems, processes and techniques in order to develop and recommend policies and procedures relative to the implementation of GIS;

Comprehensive and intensive knowledge of GIS concepts, theory and practices;

Comprehensive knowledge of GIS systems software and applications;

Knowledge and experience with aerial photography, surveying and mapping standards;

A minimum of four years of .NET Web development experience;

Strong GIS background with familiarity of ESRI ArcGIS desktop, ArcGIS Server .NET Web ADF, REST APIs, and ArcSDE;

Experience with Oracle or other RDBMS, SQL, and/or PL/SQL;

Experience with other industry-standard technologies such as XML, Web services, application servers, and Web servers;

Ability to negotiate, build partnerships and provide authoritative advice and information which is relative to the Department's GIS;

Comprehensive knowledge of governing laws, regulations and policies of DDOT and District Government GIS systems and programs;

Provide guidance to OITI in-house GIS analysts on gathering/compiling features and attributes of all GIS relevant data to District Department of Transportation;

Provide guidance to OITI in-house GIS analysts on ArcSDE administration to manage and administer DDOT's Street Spatial Database in ArcSDE for Oracle 9.3.1/10

Maintain and enhance DDOT's in-house GIS centric applications (e.g. Dashboards, Public Data Access Portal);

Provide advice to OITI senior managers on all technical aspects of District GIS standards;

Provide assistance to OITI for Federal Highway Administration (FHWA) reporting requirements (e.g. HPMS);

Ensures the implementation of OITI GIS projects are within scope;

Performs related GIS duties as assigned.

## **SUPERVISORY CONTROLS**

Incumbent works under the general supervision of the Chief, GIS/Geo-spatial Data System, who provides assessments in terms of broad project outlines. As a technical expert, the incumbent independently plans, interprets governing policies, and carries out work assignments to completion - analyzing and resolving complex problems, coordinating work efforts as appropriate, and keeping supervisor informed of the status of work. The work is reviewed for the potential impact on agency policies, and the successful attainment of planned GIS goals and objectives. Recommendations made by the incumbent are normally accepted without significant change.

## **GUIDELINES**

Guidelines used include governing District Government laws and regulations, the Federal Highway Administration's regulations, Washington, DC GIS policies, and project management procedures and ideas; procedures established by the U.S. Office of

Management and Budget through the National Capital Planning Commission; recommendations by the Office of the Chief Technology Officer; all relevant Mayoral Memoranda and Administrative Orders and Departmental Orders and program standards and requirements; and District published legislative, regulatory and administrative policies and procedures.

The Geographic Information System Specialist uses seasoned judgment, initiative and expertise in deviating from established methods to modify, adapt and/or refine broader guidelines to resolve intricate problems and concerns.

## **SCOPE AND EFFECT**

The purpose of the work is to design and test for the implementation, new technologies, which have the capacity of rapidly resolving critical and complex business problems, and providing needed program activities more accurately through automation. The work affects other transportation work and services of the department and major aspects of the agency-wide GIS program.

## **PERSONAL CONTACTS**

Contacts are with co-workers, i.e., GIS and IT experts, management officials and staffs throughout the department; other District Government agencies and offices, i.e., the National Capital Planning Commission, and the Office of the Chief Technology Officer, private sector organizations, i.e., public utilities and real estate associations, and the Washington Metropolitan Council of Governments, vendors, contractors, state and local jurisdictions; and federal officials; and other GIS experts outside the department as appropriate.

## **PURPOSE OF CONTACTS**

The purpose of the contacts is to establish and maintain good working relationships; to plan, coordinate and/or advise on work efforts; and to present, justify, defend, and settle matters involving significant problems and issues. The Incumbent must be skillful in approaching contacts in order to obtain desired results.

## **PHYSICAL DEMANDS**

The work is primarily sedentary in nature, however, may require some carrying of items such as papers, books, or small parts.

## **WORK ENVIRONMENT**

The work is performed in the normal office setting.