

<b>REQUEST FOR TASK ORDER PROPOSAL (RFTOP)</b> (THIS IS NOT AN ORDER) <b>OFFEROR TO COMPLETE BLOCKS 8A &amp; 18</b>		1. THIS ACQUISITION IS <input type="checkbox"/> SET ASIDE SBE ( _____ SBE Category) <input checked="" type="checkbox"/> SET ASIDE DCSS ( _____ Schedule) <input type="checkbox"/> GSA SCHEDULE ( _____ Schedule)			PAGE OF PAGES (incl. Cover)  1	
2. SOLICITATION NO. <b>DCKA-2011-Q-0024</b>		3. DATE ISSUED <b>February 14, 2011</b>	4. REQUISITION NO.	5. CONTRACT NUMBER		6. OFFER DUE DATE  February 21, 2011
7A. ISSUED BY  <b>Office Of Contracting and Procurement 441 4<sup>th</sup> Street, NW., 700 South Washington, DC 20001</b>				7B. SOLICITATION INFORMATION  NAME: Ebony Elder PHONE: 202-671-2278 FAX: 202-671-0664 E-MAIL: EBONY.ELDER@DC.GOV		
8A ADMINISTERED BY <b>Mr. Martin Parker Deputy Associate Director District Department of Transportation Policy, Planning and Sustainability Administration (PPSA)</b>				8B DELIVER TO:		
9. DELIVER BY (Date)				10. PAYMENT WILL BE MADE BY		
9(a). <input type="checkbox"/> FOB DESTINATION 9(b). <input type="checkbox"/> OTHER (See Schedule)				11(c) Certification (Check Appropriate Boxes)  <input type="checkbox"/> Small <input type="checkbox"/> Local <input type="checkbox"/> Resident-Owned <input type="checkbox"/> Long Time <input type="checkbox"/> Enterprise Zone  Certification No. _____		
11. OFFEROR  11(a) DUNS NO. _____ 11(b) FEDERAL TAX ID NO. _____				11(c) Certification (Check Appropriate Boxes)  <input type="checkbox"/> Small <input type="checkbox"/> Local <input type="checkbox"/> Resident-Owned <input type="checkbox"/> Long Time <input type="checkbox"/> Enterprise Zone  Certification No. _____		
<b>IMPORTANT:</b> If you are unable to provide a response, 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 offeror. Any representations and/or certifications attached to this Request for Task order Proposal must be completed by the offeror.						
<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)	
0001	Conduct a document taxonomy study to include all the administrations and offices of the DDOT. See ATTACHMENT A SPECIFICATIONS/WORK STATEMENT, section C.3	1	LOT			
<b>13. DISCOUNT FOR PROMPT PAYMENT</b>		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF OFFEROR (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER		16. DATE OF OFFER	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

**REQUEST FOR TASK ORDER PROPOSAL (RFTOP)**

***“Document Taxonomy Study”***

Date: February 14, 2011

**TO:**

**FROM: Ebony Elder  
Contract Specialist**

The Office of Contracting and Procurement (OCP) on behalf of the District Department of Transportation, hereby submits this request for task order proposal for a contractor to provide all services or supplies in accordance with the attached Statement of Work. Pursuant to the attached Statement of Work, please submit your proposal for providing the services and price quotation to the attention of Kathy Hatcher, Office of Contracting and Procurement, District Department of Transportation, 2000 14<sup>th</sup> Street, NW, 6<sup>th</sup> Floor, Washington, DC 20009 by **4:00 p.m. on February 21, 2011**. Proposals may also be transmitted by facsimile to 202 671-0664 or electronic mail to [kathy.hatcher@dc.gov](mailto:kathy.hatcher@dc.gov).

**1. SERVICES/SUPPLIES REQUIRED**

Work shall be performed in accordance with the SOW attached hereto and such SOW shall be made a part of any resultant purchase order (PO) awarded to the successful bidder.

**2. PURCHASE ORDER/REQUISITION No.: To Be Determined**

**3. PERIOD OF PERFORMANCE:**

The period of performance shall be for a period not to exceed 30 days from the date of award.

**4. BASIS FOR AWARD:**

**4.1** The Contracting Officer will award the PO based upon the following criteria listed from the most to least important order of priority:

- 4.1.1 Firm-Fixed Price;
- 4.1.2 Contractor's Qualifications:
  - 4.1.2.1 The offeror's specialized experience and technical expertise;
  - 4.1.2.2 The offeror's understanding of the Statement of Work and its ability to accomplish the work in this Request for Quotation by the delivery date as demonstrated in his technical proposal, proposed personnel and resources.
  - 4.1.2.3 The quality and demonstrated capabilities of key personnel. The experience and education of staff member(s) to be assigned to the project; and
  - 4.1.2.4 The extent to which personnel from the referenced projects are proposed on this project;
- 4.1.3 Contractor's Past Performance:
  - 4.1.3.1 The relevancy of the past performance experience examples provided by the Offeror;
  - 4.1.3.2 The extent to which the Contractor's experience and past performance on the same or similar projects demonstrates a likelihood of successfully performing all of the tasks set forth in section, 2.2; and
- 4.1.4 The quality of references provided by the identified contact personnel.

**5. PROPOSAL PREPARATION**

- 5.1 Offerors must submit information that demonstrates their ability to meet the evaluation criteria.
- 5.2 Offerors should submit a firm-fixed unit price and estimated man-hours by labor category as their price proposal.

**6. CONTRACTING OFFICER (CO):**

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the CO is:

*Kathy Hatcher  
District Department of Transportation  
Office of Contracting and Procurement  
Address: 2000 14<sup>th</sup> Street, NW; 6<sup>th</sup> Floor  
Telephone: (202) 671-2270*

**7. AUTHORIZED CHANGES BY THE CO**

- 7.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 7.2 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.
- 7.3 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.

## **8. CO'S TECHNICAL REPRESENTATIVE (COTR):**

**8.1** The COTR is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Name: Mr. Martin Parker  
 Title: Deputy Associate Director  
 Agency: District Department of Transportation  
 Address: 2000 14<sup>th</sup> Street, NW, 7<sup>th</sup> Floor  
           Policy, Planning and Sustainability Administration (PPSA)  
           Washington, DC 20009  
 Telephone: 202-671-5124

**8.2** The COTR shall not have authority to make any changes in the specifications or SOW or terms and conditions of the contract/PO.

**8.3** The Contractor may be held 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.

## **9. COMPENSATION AND PAYMENT:**

**9.1** For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the price specified in the contractor's Price Proposal.

**9.2** The District will make payments in accordance with the terms of the PO upon the submission of a proper invoice less any discounts, allowances or adjustments provided for in the PO.

**9.3** The District will pay the Contractor within 45 days after receiving a proper invoice from the Contractor.

## **10. INVOICE SUBMITTAL:**

**10.1** The contractor shall submit proper invoices on a monthly basis or as otherwise specified in

this contract. Invoices shall be prepared in triplicate and submitted to the agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in paragraph 6 of this RFQ. The address of the CFO is:

**Name:** *Office of the Associate Chief Financial Officer*  
**Address:** *Accounts Payable*  
*2000 14<sup>th</sup> Street, NW-6<sup>th</sup> Floor*  
*Washington, DC 20009*

**10.1** To constitute a proper invoice, the Contractor shall submit the following information:

**10.1.1** Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

**10.1.2** contract, formal agreement or PO and invoice numbers;

**10.1.3** description, price, quantity (if supplies), service delivery date(s) and the percent of work actually performed;

**10.1.4** other supporting documentation or information, as required by the CO or COTR;

**10.1.5** name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

**10.1.6** name, title, phone number of person preparing the invoice;

**10.1.7** name, title, phone number and mailing address of person; and

**10.1.8** authorized signature.

## **ATTACHMENT(S)**

A. Scope of Work

B. U.S. Department of Labor Wage Determination No. 2005-2103, Revision No. 10, dated 6-15-2010

C. Way to Work Amendment Act of 2006 - Living Wage Fact Sheet

D. Way to Work Amendment Act of 2006 - Living Wage Notice