

SOLICITATION, OFFER, AND AWARD			1. Caption			Page of Pages					
			Box Lunches for 2009 Inauguration			1	27				
2. Contract Number		3. Solicitation Number		4. Type of Solicitation		5. Date Issued		6. Type of Market			
		DCPO-2009-Q-0003		<input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Request for Qualifications <input type="checkbox"/> Sole Source <input type="checkbox"/> Emergency		10/1/2008		<input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open Market with Set-Aside SBE Designated Category:			
7. Issued By: Office of Contracting and Procurement 441 4th Street, NW, Suite 700 South Washington, DC 20001				8. Address Offer to: Office of Contracting and Procurement 441 4th Street, NW, Suite 703 South, Bid Room Washington, DC 20001							
NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"											
SOLICITATION											
9. Sealed offers in original and <u>5</u> copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at <u>441 4th Street, NW, Suite 703S, Bid Room, Washington, DC</u> until <u>2:00 p.m.</u> local time <u>31-Oct-08</u>											
(Hour) (Date)											
CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.											
10. For Information Contact	A. Name			B. Telephone			C. E-mail Address				
	Angela Turner			(Area Code)	(Number)	(Ext)	Angela.turner@dc.gov				
				202	724	4052					
11. Table of Contents											
(X)	Section	Description	Page No.	(X)	Section	Description	Page No.				
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES							
X	A	Solicitation/Contract Form	1		I	Contract Clauses	N/A				
	B	Supplies or Services and Price/Cost	N/A	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS							
X	C	Specifications/Work Statement	3		J	List of Attachments	nN				
X	D	Packaging and Marking	6	PART IV - REPRESENTATIONS AND INSTRUCTIONS							
X	E	Inspection and Acceptance	7		K	Representations, certifications and other statements of offerors	N/A				
X	F	Deliveries or Performance	8		L	Instructions, conditions & notices to offerors	4				
	G	Contract Administration Data	N/A	X	M	Evaluation factors for award	N/A				
	H	Special Contract Requirements	N/A								
OFFER											
12. In compliance with the above, the undersigned agrees, if this offer is accepted within <u>120</u> calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.											
13. Discount for Prompt Payment		10 Calendar days %		20 Calendar days %		30 Calendar days %		___ Calendar days %			
14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):				Amendment Number		Date		Amendment Number		Date	
15A. Name and Address of Offeror				16. Name and Title of Person Authorized to Sign Offer/Contract							
15B. Telephone				15 C. Check if remittance address is different from above - Refer to Section G				17. Signature		18. Offer Date	
(Area Code)	(Number)	(Ext)									
AWARD (TO BE COMPLETED BY GOVERNMENT)											
19. Accepted as to Items Numbered				20. Amount			21. Accounting and Appropriation				

B.1 PRICE SCHEDULE-LEFT BLANK INTENTIONALLY

C.1. SERVICES AND QUALIFICATIONS

C.1.1 The District of Columbia (District), through its' Office of Contracting and Procurement (OCP), on behalf of the Metropolitan Police Department (MPD), and various agencies throughout the District, seeks the qualifications of a Contractor to provide box lunches, water and snacks for the 2009 Presidential Inauguration.

C.1.2 Qualifications

This process is being conducted in accordance with the 27DCMR 1550-1554.1 regarding Two-Step Sealed Bidding in evaluating qualifications and negotiating with respondents and Title 23 Municipal Regulations (DCMR), regarding food preparation and distribution services. An Evaluation Board (Board) shall evaluate the responses in accordance with the minimum requirements. The Board will then evaluate the qualifications of the selected contractors and provide the Contracting Officer a selection report, which will contain a list, in order of preference, of the selected contractors to be considered to be most highly qualified to perform the services for the event. The Contracting Officer will then negotiate a contract for the event with the most highly qualified firm or individual.

C.2.3 Minimum Requirements

At a minimum, respondents must meet the following requirements to be considered for evaluation and inclusion in the qualified Contractors list:

- a. Possess current National Certificate for Food Handler Certification.
- b. Possess current copy of most recent health inspection within the last three months.
- c. Possess current business license in accordance with DCMR Title 25.
- d. MPD personnel and other identified personnel will be welcome to conduct a contractor on-site inspection prior to award of the contract.
- e. The Contractor shall provide a sample of the complete Box Lunch for designated taste test prior to award of the contract.
- f. The Contractor shall also provide a detailed delivery plan to meet the specifications and requirements in accordance with the statement of work.

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C.4.7 The Contractor shall have licenses and permits that are required by USDA and Federal and Local laws and regulations, or applicable jurisdiction.

C.4.8 The Contractor shall provide food handler certificates from its applicable jurisdiction for all staff that handles the food during the preparation of the food.

C.4.9 The Contractor shall maintain a copy of its current health and facility number(s) for its cooking kitchen and storage/warehouse facility such as the following;

1. Location/Name(s);
2. License Number (s);
3. Date of Last Rating; and
4. Last Rating Score

SECTION D: PACKING AND MARKING

The packing and marking requirements for the resultant contract will be governed by the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, Dated November 2007, Attachment J.2.

D.1 PACKAGING

The following instruction shall be used for packing:

- D.1.1** Cold meal bulk containers shall be made of non-toxic materials (plastic or paper board wedge, sealed with polystyrene film) and the overlay shall be airtight to ensure proper sanitation and have the capacity of maintaining meals in accordance with 25 DCMR. Cold bulk containers must have sanitary appearance and be free from dirt, cracks, and broken fasteners.
- D.1.2** Fresh fruit, bread products, pastries and any other food components that are not delivered in bulk, shall be individually packaged in plastic or paperboard wedge and sealed with polystyrene film.
- D.1.3** All condiments and eating utensils shall be packaged individually or combined in plastic or paperboard wedge and sealed with polystyrene film.
- D.1.3** All food shall be delivered to the designated areas in insulated carriers or an ice chest for cold foods. The insulated carriers and ice chests shall be free of debris and meet all standard sanitary guidelines.
- D.1.4** Each food package shall be identified by a nametag and contain an expiration date, if applicable.

D.2 FOOD LABELING

- D.2.1** The Contractor shall also include the following labeling on each carton or other bulk containers used in the performance of the contract:
 - 1. Item Identity, Meal Type;
 - 2. Date of Production
 - 3. Quantity of Individual Units Per Carton

SECTION E:
INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for the resultant Contract shall be governed by the Inspection of Services Clause in Section 6 of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007, Attachment J.1.

E.1 SUPERVISION AND INSPECTION

- E.1.1** The District and USDA reserve the right to inspect the Contractor's facilities without notice at any time during the contract period, including the right to be present during preparation and delivery of meals.
- E.1.2** The District reserves the right to inspect and to determine the quality of food delivered and may reject and refuse payment of any meals that do not comply with the requirements and specifications of the contract.
- E.1.3** The District reserves the right to inspect Federal or District reports on the quality of the specific meals to be delivered under this contract.
- E.1.4** The District will monitor the Contractor's performance in accordance to adherence to reporting requirements and request for information as described in C.3 of this solicitation including method of delivery and due date for contract deliverable as described in F.3.1 of this solicitation.

E.2 FAILURE TO DELIVER

- E.2.1** If the Contractor fails to make a scheduled delivery or fails to deliver within the time specified, or delivers items that do not conform to the specifications, or if the Contractor fails to notify the COTR of non-delivery, liquidated damages may be assessed as set forth below in paragraph E.2.2 of this contract.
- E.2.2** The Contractor shall pay liquidated damaged, subject to provision of Article 5 Termination Delays of the General Provisions. In the case of late or non-deliveries and delivers that do not conform to the specification of the contract or if the contractor fails to complete a delivery, the Contractor shall be assessed the unit price per meal times the total number of meals affected plus an administrative fee of \$50.00 per site location.

SECTION F-DELIVERIES OR PERFORMANCE

F.1 TYPE OF CONTRACT

The District will award a requirement contract with payments based on fixed unit prices.

F.2 TERM OF CONTRACT

F.2.1 The term of the contract shall be from the award date specified on page 1 of the contract through January 20, 2009.

F.3 DELIVERABLES

The Contractor shall submit the deliverable to the designated locations for the various departments.

Agency	Description of Deliverable	Locations	Quantities	Time	Due Date
Metropolitan Police Department					
	Box Lunches	TBD	6500 each		1/20/09
	Water	TBD	625 cases		1/20/09
	Granola Bars	TBD	1875 boxes		1/20/09
Fire & Emergency Medical Services					
	Box Lunches	TBD	1000 each		1/20/09
	Water	TBD	1000 cases		1/20/09
Homeland Security Emergency Management					
	Box Lunches	TBD	300 each		1/20/09
	Water	TBD	TBD		1/20/09
Office of Unified Communication					
	Box Lunches	TBD	265 each		1/20/09
Department of Health					

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	Box Lunches	TBD	TBD		1/20/09
Department of Public Works					
	Box Lunches	TBD	TBD		1/20/09
Department of Transportation					
	Box Lunches	TBD	TBD		1/20/09
DC National Guard					
	Box Lunches	TBD	TBD		1/20/09

SECTION G-I LEFT BLANK INTENTIONALLY

SECTION J
LIST OF ATTACHMENTS

J.1 ATTACHMENT

J.1.1 Wage Determination No.:2005-2103 Revision 5, 5/8/2008

J.1.2 Government of the District of Columbia Standard Contract Provisions for Use with the Supply and Service Contracts, dated March 2007

J.1.3 Past Performance Evaluation

J.1.4 Living Wage Notice

J.1.5 Living Wage Fact Sheet

J.2 INCORPORATED ATTACHMENTS

(The following forms shall be completed and incorporated with the offer.)

J.2.1 E.E.O. Information and Mayor's Order 85-85
(located at www.ocp.dc.gov ; click on Solicitation Attachments)

J.2.2 Tax Certification Affidavit
(located at www.ocp.dc.gov ; click on Solicitation Attachments)

J.2.3 First Source Employment Agreement
(located at www.ocp.dc.gov ; click on Solicitation Attachments)

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SECTION L
NOTICES, CONDITIONS, AND INSTRUCTIONS TO OFFERORS

L.1 MATERIALS TO BE EVALUATED

The respondent's response to the Request for Proposal shall include at a minimum the following:

- a. A brief narrative or resume demonstrating the respondent's qualifications with respect to each of the minimum requirements listed in Section C.2.3;
- b. A brief narrative indicating the identity of staff and their training and expertise regarding food preparation and distribution services; and
- c. An illustrative list of events during the past three (3) years for which the respondent provided food preparation and distribution services. For each event identified, indicate the name, address, and telephone number of the clients who requested such services. The District may, at its election, randomly select three (3) clients from the information provided to obtain a past performance evaluation. The respondent shall verify and notify companies and individuals contained in the list above to facilitate the successful completion of the past performance evaluation forms.

L.2 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.2.1 Proposals shall be submitted no later than the time and date specified on the cover page of this RFQ. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- a. The proposal or modification was sent by registered or certified mail no later than the fifth (5th) calendar day before the date specified for receipt of offers;
- b. The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District after receipt; or
- c. The proposal is the only proposal received.

L.2.2 The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or withdrawal

shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Offeror can furnish evidence from the postal authorities of timely mailing.

- L.2.3** A late proposal, late request for modification, or late request for withdrawal shall not be considered, except as provided in this section.
- L.2.4** A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.
- L.2.5** A late proposal, late modification, or late withdrawal of an offer that is not considered, shall be held unopened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.
- L.2.6** Hand Delivery or Mailing of Proposals

Proposals shall be hand delivered or mailed to:
Government of the District of Columbia
Office of Contracting and Procurement -Bid Counter
441-4th Street, NW
Room 703 South
Washington, D.C. 20001
Attention: Angela Turner

L.3 EXPLANATION TO PROSPECTIVE OFFERORS

Any prospective Offeror desiring an explanation or interpretation of this solicitation shall request it in writing and in time to reach the Office of Contracting and Procurement no later than three (3) calendar days prior to the closing date and time indicated for this solicitation. Requests should be directed to the Contact Person at the address listed in Section L.2.6. Any substantive information given to a prospective Offeror concerning a solicitation will be furnished promptly to all other prospective Offerors as an amendment to the solicitation, if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the awarded of the contract will not be binding.

L.4 FAILURE TO SUBMIT OFFER

- L.4.1** Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Office of

Contracting and Procurement, 441-4th Street NW, Room 700 South, Washington, DC 20002, Telephone No. (202) 727-0252, by letter or postcard whether they want to receive future solicitations for similar requirements.

L.4.2 It is also requested that such recipients advise the Office of Contracting and Procurement of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Office of Contracting and Procurement that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.5 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.5.1 Offerors who include in their proposal data that they do not want disclosed to the public or used by the District Government except for use in the procurement process shall:

L.5.1.1. Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District Government and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

"If however, a contract is awarded to this Offeror as a result of or in connection with the submission of this data, the District Government shall have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this data if it is obtained from another source. The data subject to this restriction are contained in sheets (insert numbers or other identification of sheets)."

L.5.1.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.6 PROPOSAL PROTEST

Any actual or prospective bidder, Offeror, or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been

known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent prior to the time set for receipt of initial proposals shall be filed with the Board prior to bid opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer identified in G.8 of the solicitation.

L.7 SIGNING OF OFFERS

The Offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form on page one (1) of this solicitation. The person signing the offer shall initial erasures or other changes. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.8 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

L.9 RETENTION OF PROPOSALS

All proposal documents shall be the property of the District and retained by the District, and therefore, will not be returned to the Offeror.

L.10 PROPOSAL COSTS

The District is not liable for any costs incurred by the Offerors' submitting proposals in response to this solicitation.

L.11 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS

In addition to other proposal submission requirements, the Offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals, subject to applicable FOIA exemption under Section 2-534(a)(1).

L.12 ACKNOWLEDGEMENT OF AMENDMENTS

Offerors shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided in Section A; or (c) by letter or telegram including mailgrams. The District shall receive the acknowledgement by the date and time specified for receipt of offers.

L.13 LEGAL STATUS OF OFFEROR

L.13.1 The Offeror shall include the following information in the proposal as applicable:

- a. Name, Address, Telephone Number, Federal Tax identification number, and DUNs number of Offeror;
- b. Copy of any current license, registration, or certification to transact business in the District of Columbia if required by law to obtain such license, registration, or certification;
- c. If the Offeror is a corporation or limited partnership and does not provide a copy of its license, registration, or certification to transact business in the District of Columbia, the Offeror shall certify its intent to obtain the necessary license, registration, or certification prior to contract award or its exemption from such requirements;
- d. If the Offeror is a corporation, State of incorporation and type of incorporation as profit or nonprofit; and
- e. If the Offeror is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreement.

L.13.2 The District reserves the right to request additional information regarding the Offeror's organizational status.

L.14 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties that may be encountered and the conditions under which the work is to be accomplished. Offerors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.15 ACCEPTANCE PERIOD

The Offeror agrees to furnish services at the price stated in the Price Proposal, delivered or performed at the designated place within the time specified in this solicitation the following occurs if the offer is accepted within one hundred and eighty (180) days from the date specified in the solicitation for the submission of proposals.

L.16 COMPLETE PROPOSALS

Proposals shall represent the Offeror's best efforts and will be evaluated as such. Proposals shall set forth full, accurate, and complete information as required by this solicitation.

L.17 BEST AND FINAL OFFERS

L.17.1 If, subsequent to receiving original proposals, negotiations are conducted, all Offerors within the competitive range will be so notified and will be provided an opportunity to submit written Best and Final Offers at the designated date and time.

L.17.2 Best and Final Offers will be subject to the Last Submissions, Late Modifications, and Late Withdrawals of Proposals provision of the solicitation.

L.17.3 After receipt of Best and Final Offers, no discussions will be held to reopen unless the Contracting Officer determines that it is clearly in the District's best interest to do so.

L.17.4 If discussions are reopened, the Contracting Officer shall issue an additional request for Best and Final Offers to all Offerors still within the competitive range.

L.18 STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements, therefore, the prospective contractor must submit the documentation listed below, within five (5) days of the request by the District.

L.18.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract;

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;

L.18.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them;

L.18.4 Evidence of compliance with the applicable District licensing and tax laws and regulations;

L.18.5 Evidence of a satisfactory performance record, record of integrity and business ethics;

L.18.6 Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them; and

L.18.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.

L.18.8 If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be non-responsible.

L.19 TECHNICAL PROPOSAL

The Offeror's Technical Proposal shall be organized and submitted in the following separately labeled sections:

Technical Approach
Technical Capacity

Past Performance/Previous Experience

Each section shall, at a minimum, contain the attachments and narrative as described below:

L.19.1 Technical Approach

The information contained in this section shall facilitate the evaluation of the Offeror's knowledge and understanding to provide box lunches, water and snacks to the District for a Presidential Inaugural event.

The Offeror shall provide relevant information to substantiate the Contractor's approach, methodology and demonstrate the Offeror's understanding of the requirements of the solicitation as described in Section C.3.1 through C.4.9.

Proposals **must** include, but shall not be limited to the following:

Narratives:

- a. Title 23 Municipal Regulations and Local Laws
Knowledge, inclusion of requirements regarding local laws applicable to food preparation and distribution services.
- b. Service Description and Methodology
Knowledge and understanding of the services to be provided including meal preparation.

L.19.2 Technical Capacity

The Offeror shall provide relevant information to substantiate the Offeror's technical capacity and ability to provide the required services including, methodology to meet delivery schedules and requirements, the appropriateness of the Offeror's facilities and equipments, the organization, qualifications and credentials of its staff as described in Section C.2.3.

Proposals **Must** include, but need not be limited to, the following:

Attachments:

- a. Name, Address, Telephone Number, Federal I.D. Number and DUNS of Offeror;
- b. Copy of current business license, registration, or certification to transact business in the District of Columbia or governing jurisdiction, if required by law to obtain such

license, registration or certification as well as applicable Federal and local certificates and permits (C.2.3.);

- c. Copy of the Offeror's current health inspection reports and facility number of the offeror's facilities to be utilized in the performance of the requires services including the location/name (s), license number (s); date and result of last inspection/rating including the offeror's rating (C.2.3); and
- d. Staff qualifications including resumes, certifications, and licenses as appropriate for each of the Offeror's staff to provide or support the delivery services under this contract.

Narrative:

- a. Facilities, Equipment and Storage
Describe the Offeror's facilities, equipment to be used in the delivery of box lunches, water, and snacks including delivery vehicles, description of insulated carriers, coolers and description of the Offeror's storage facilities.

L.19.3 Past Performance/Previous Experience

The information requested in this section shall facilitate evaluation of the Offeror's past performance and previous experience including quality of services provided, timeliness of performance, business practices and customer satisfaction in providing box lunches to populations similar to those related under this contract.

Proposals **must** include, but need not be limited to, the following:

Attachments:

- a. Provide a list of contracts awarded to the Offeror, active and expired, during the past three (3) years that are similar in nature to the requirements described in Section C of the solicitation. The following information shall be provided for **each** contract:
 - (1) Name of the contracting organization;
 - (2) Contract Number (for subcontracts, provide the prime contract number and subcontract number);
 - (3) Contract type and total contract value;
 - (4) Description of requirements;
 - (5) Contracting Officer's name and telephone number

The District, utilizing the Past Performance Evaluation found in Attachment J12 will solicit Past Performance Evaluations from a minimum of three (3) contracts provided by the Offeror. The District will select from the contracts and contact information provided by the Offeror to obtain Past Performance evaluations. The information obtained from completed Past Performance Evaluations will facilitate the District's evaluation of the Offeror's quality of services provided, timelines in service delivery, business practices and overall satisfaction with the Offeror's performance relevant to the Offeror's delivery of required and related services as describes in C.3.

L.19.4 TASTE TEST

- L.19.4.1** Each Offeror shall prepare and deliver sample box lunches for a taste test in accordance with C.4.1 on October XX, 2008 at 441 – 4th Street NW Suite 700 South, Washington, DC 20001 at 10:30 a.m. The food provided by the Offeror for the Taste Test shall be prepared and delivered in accordance with the terms of this solicitation and shall include all the food items listed in the menu below:

Box Lunches to be Sampled

#1

1 Muffin (plain, banana nut, chocolate)
1 sandwich (Submarine roll [white or wheat] w/4 ounces of meat)
One (1) sliced chicken breast
1 snack (potato chips or pretzels)
1 pack of cookies or other sweet (e.g. Fig Newton)
Condiments (mayonnaise, mustard, etc.)
Pre-packaged sliced cheese, and
1 piece of fruit (apple or orange)
Eating Utensils
Napkins

#2

1 Muffin (plain, banana nut, chocolate)
1 sandwich (Submarine roll [white or wheat] w/4 ounces of meat)
One (1) sliced turkey breast
1 snack (potato chips or pretzels)
1 pack of cookies or other sweet (e.g. Fig Newton)
Condiments (mayonnaise, mustard, etc.)
Pre-packaged sliced cheese, and
1 piece of fruit (apple or orange)
Eating Utensils
Napkins

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#3

1 Muffin (plain, banana nut, chocolate)

1 sandwich (Submarine roll [white or wheat] w/4 ounces of meat)

One (1) vegetarian

1 snack (potato chips or pretzels)

1 pack of cookies or other sweet (e.g. Fig Newton)

Condiments (mayonnaise, mustard, etc.)

Pre-packaged sliced cheese, and

1 piece of fruit (apple or orange)

Eating Utensils

Napkins

L.19.4.2

Each Offeror that offers a proposal for the required services in this solicitation is required to participate in the Taste Test and should provide enough food for 10 people. Failure to furnish food samples by the time specified herein shall be cause for the Qualification Statement to be rejected.

SECTION M - EVALUATION FACTORS

M.1 EVALUATION FOR AWARD

M.1.1 The contract will be awarded to the responsible Offeror whose offer is most advantageous to the District and represents the best value. Award determination will be based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Contractor's best terms from a technical and cost/price standpoint.

M.2 PROPOSAL EVALUATION

M.2.1 The technical evaluation criteria set forth below have been developed by agency technical personnel and have been tailored to the requirements of this particular solicitation. The Contractor is informed that these criteria will serve as the standard against which all proposals will be evaluated and serve to establish the evaluation criteria including the evaluation factors and significant sub factors which the Contractor should specifically address in complying with the requirements of Sections C and L.

An evaluation team of 5 will conduct the proposal evaluation. The evaluation of proposals is an assessment of the proposal and the Contractor's ability to perform the prospective contract requirements successfully. The evaluation will utilize a numerical scoring process for the evaluation factors as described in Section M.3. The Contractor's strengths, deficiencies, significant weaknesses and risks associated with performing the requirements of the contract will be examined within each evaluation factor.

M.2.2 The Contractor's technical proposal and price proposal shall be evaluated separately. Contractors are advised that the Government, based on the criteria outlined below, will evaluate the technical and price proposals.

M.3 EVALUATION CRITERIA

M.3.1 TECHNICAL RATING SCALE

Numeric Rating	Adjective	Description
1	Unacceptable	Fails to meet minimum requirements; major deficiencies which are not correctable.
2	Poor	Marginally meets minimum requirements; significant deficiencies which may be correctable.
3	Acceptable	Meets requirements; only minor deficiencies which are correctable.
4	Good	Meets requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if an evaluation factor has a point evaluation of 0 to 20 points, utilizing the Technical Rating Scale the District evaluates the Offeror's response as "good," the score for that evaluation factor is 3/5 of 20. The Offeror's total score will be determined by adding the Offeror's score in each evaluation factor.

M.3.2 EVALUATION FACTORS

Each of the following evaluation factors will be used by the District in evaluating the services proposed by the Contractors under this solicitation. The Contractor should respond to each factor and significant sub factors in a way that will allow the District to evaluate the Contractor's response. The scoring for each evaluation factor will be based on the District's determination of the degree to which the Contractor satisfies the requirements within the factor and significant sub factors as well as the proposals deficiencies, weaknesses and risks to the District.

The evaluation factors are as follows:

<u>Technical</u>	
Technical Approach	0 - 40 Points
Technical Capacity	0 - 30 Points
Past Performance/Previous Experience	0 - 10 Points

A description of each evaluation factor and significant sub factors, point value and relative importance follows.

TECHNICAL EVALUATION FACTORS		
Evaluation Factor Significant Sub factors	Point Value	Relative Importance
Technical Approach	0 - 40 Points	Technical Approach is more important than Technical Capacity, Past Performance/Previous Experience and Price
Title 23 Municipal Regulations and Local Laws Service Delivery and Methodology	0- 15	
Taste Test	0- 25	
Technical Capacity	0 - 30 Points	Technical Capacity is more important than Past Performance/Previous Experience and Price but less important than Technical Approach
Facilities, Equipment, and Storage	0-15	
Staff Qualifications	0-15	
Past Performance/Previous Experience	0 - 10 Points	Past Performance/Previous Experience is less important than Technical Approach, Technical Capacity, and Price.
PREFERENCE POINTS		
Preference Points	0 - 12 Points	Preference Points are described in M.4
<i>Local Business (4)</i>		
<i>Disadvantaged Business Enterprise (3)</i>		
<i>Resident Business Ownership (3)</i>		
<i>Business located in an Enterprise Zone (2)</i>		

Request for Qualifications
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