

**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
Office of Contracting and Procurement**



Commodity Group III

**PRE-SOLICITATION CONFERENCE REQUEST FOR INFORMATION**

**TO: POTENTIAL PARTICIPANTS/RESPONDENTS**

**Pre-Solicitation Conference No.: DCRK-2008-I-0002**

**Caption: Third Party Administration Services for the Disability  
Compensation Program**

**Issuance Date: December 5, 2007**

**Due Date: December 14, 2007**

**The Government of the District of Columbia (“District”)**, Office of Contracting and Procurement (OCP) on behalf of the Office of the Office of Risk Management (ORM) hereby invites potential Contractors to attend a Pre-Solicitation Conference for Request for Information to provide dialogue and exchange ideas relating to the Scope of Work (SOW) as described in Attachment A of this document.

The District of Columbia Government, Office of Contracting and Procurement (OCP), on behalf of the Office of Risk Management (DCORM), (the District) engages the services of a qualified contractor to operate the District’s Self-Insured Worker’s Compensation Program (currently known as Disability Compensation Program (DCP)).

**Treatment of Pre-Solicitation Responses and Respondents**

This is not a Request for Offers. Rather, following review of statements made and questions proposed during the pre-solicitation conference, the District may prepare one or more Solicitation of Offers for the Third Party Administration Services for Disability Compensation Program. The District expects to issue a Request for Proposal (RFP) during FY 2008.

The District encourages parties interested in submitting a proposal for the Third Party Administration Services (TPA) for Disability Compensation contract to attend the pre-solicitation conference. All vendors attending the pre-solicitation

conference will be invited to submit a proposal in response to the subsequent Solicitation of Offers for the Third Party Administration Services for Disability Compensation contract. However, the District reserves the right to invite other parties to respond to such solicitation. Further, parties responding to the pre-solicitation conference are unrestricted in modifying the composition of team members and program approaches should they decided to respond to a subsequent solicitation.

Each vendor attending the pre-solicitation conference that has questions regarding the SOW must submit the questions in writing to OCP no later than five (5) days (December 21, 2007) after the pre-solicitation conference. Although the questions will be answered during the pre-solicitation conference, the response will not be official and may not be included in the solicitation if not received by OCP in writing from the vendor. OCP will compile all questions and responses into an amendment and issue them to all pre-solicitation conference attendees and along with the solicitation when it is issued.

The District recognizes that some respondents may consider that disclosing their interest and ideas could compromise competitive advantage should they ultimately decide to respond to a subsequent Solicitation for Offers. The District considers responses to this pre-solicitation conference as part of its outreach and research effort; and as such, more in the nature of a survey.

The District will generalize public disclosure of information in responses into categories, grouped and otherwise described in a way that does not link particular characteristics and ideas to a particular respondent.

The District will make an effort to generalize descriptions of program ideas and impacts in a way that does not disclose specific and detailed descriptions. Respondents' written requests to remain unidentified will be honored. Individual responses will not be shared with the public or other respondents.

The District intends to use the information from the pre-solicitation conference to establish parameters and requirements included in the Solicitation for Offers. Potential respondents must determine for themselves, the relative advantages and disadvantages participating in the pre-solicitation conference.

The District assumes no responsibility or liability for any potential claim of harm and damage. By submitting a question or response, the respondent expressly acknowledges that the District assumes no such responsibility or liability.

**The Pre-Solicitation Conference will be held on December 14, 2007 at 10:00 a.m. at:**

**441 4<sup>th</sup> Street, NW, Suite 700 South  
Washington, DC 20001**

Request for Information

2

Third Party Administration Services for Disability Compensation Program

DCRK-2008-I-0002

For additional information regarding the pre-proposal conference, please contact  
Ms. Yvette Henry by email at [yvette.henry@dc.gov](mailto:yvette.henry@dc.gov).

### **Attachments**