

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

**BLANKET PURCHASE AGREEMENT
TRAVEL MANAGEMENT SERVICES
DCRL-2013-A-0086**

1. EXTENT OF OBLIGATION:

- 1.1 The Government of the District of Columbia is obligated only to the extent that authorized purchases are actually made under the Blanket Purchase Agreement (BPA), and is not obligated to place future orders. (Title 27 of the District of Columbia Municipal Regulations (DCMR), Chapter 18, Section 1810.2 (a) (c).
- 1.2 Delivery or performance shall be made only as authorized by orders. All authorized orders may be in the form of a Purchase Order. The Contractor shall furnish to the District, when and if ordered, the supplies or services specified in the Schedule up to and including the maximum quantity specified in the price schedule. The District will order at least the minimum quantity specified in the price schedule.
- 1.3 There is no limit on the number of orders that may be issued. The District may issue orders requiring delivery to multiple destinations or performance at multiple locations.
- 1.4 Any order issued during the effective period of this contract and not completed within that period shall be completed by the Contractor within the time specified in the order. The Contract shall govern the Contractor's and District's rights and obligations with respect to that order to the same extent as if the order were completed during the contract's effective period; providing that the contractor shall not be required to make any deliveries under this contract after the expiration date of the contract.
- 1.5 The Contractor shall not provide any services under this agreement until a purchase order with sufficient funding to cover the cost of the requested services has been issued.

2. PURCHASE LIMITATION:

Orders placed against this BPA shall not exceed \$100,000.00 in a one year period from date of award.

3. Notice Of Individual(s) Authorized To Place Orders Under The BPA:

3.1 CONTRACT ADMINISTRATOR (CA)

3.1.2 The 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:

3.1.3 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;
Coordinating site entry for Contractor personnel, if applicable;

3.1.4 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;

3.1.5 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

3.1.6 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

3.1.7 The address and telephone number of the CA is:

Dr. Keisha M. Hawkins
Supervisory Management Services Liaison
Office of the Deputy Director for Administration
DC Child and Family Services Agency
200 I Street, SE
Washington, DC 20003
202-442-6012, phone
Keisha.hawkins2@dc.gov

3.1.8 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.

4. **SCOPE OF WORK**

4.1 The Child and Family Services Agency (CFSA), seeks the services of a contractor to provide consolidated travel management services. These services include commercial flights, lodging, rental cars, and local ground transportation for eligible employees, clients and stakeholders of CFSA.

4.2 **Definitions:**

Covered Entities: Any District government agency, department, or program that furnishes information or renders services, programs, or activities directly to the public or contracts with other entities, either directly or indirectly, to conduct programs, services, or activities.

Single Award, Blanket Purchase Agreement (BPA): A streamlined contracting vehicle that CFSA makes available to all covered entities/offices. It consists of a roster of Contractors that are approved by the originating Contracting Officer on the basis of proposals submitted in response to a solicitation.

Office: The District of Columbia Child and Family Services Agency (CFSA) is the only entity authorized to issue orders.

Task Order: A covered entity's/office's order for services placed against an established BPA.

Consolidated travel management services: Bookings handled through one travel agency. CFSA employees work secure travel from the designated travel agency to book travel for CFSA employees and constituents.

4.3 **REQUIREMENTS/SPECIFICATIONS**

4.3.1 **The Contractor Shall:**

A. Program Implementation:

1. Serve as a resource and knowledge base for end users
2. Alert program officials of potential waste, fraud, or abuse.
3. Demonstration, training, program development and implementation.
4. Conduct and coordinate end user system demonstrations and trainings-Approximately two (2) demonstrations.
5. Work in conjunction with program officials on the program development and implementation processes.
6. Provide on-going training as needed; train the trainer session(s) on system upgrades etc.

7. Provide system reference manuals and/or quick reference guide in a PDF version.
8. Assist with the smooth implementation of the travel management service including meeting with relevant departmental travel managers to ensure all requirements have covered.
9. Avail system implementation personnel to District OCTO and CISA staff for system readiness and compliance as applicable.
10. Maintain communication with the travel management officials to ensure efficient account management (One main and a back-up). The Contractor may need to meet with Contract Administrator.
11. Maintain an open line of communication.
12. Provide regular and ad hoc reports within 24-hours of request.
13. Provide assistance with agency run reports as required to monitoring trends.
14. Perform and analysis of management information to identify potential new area(s) for benefit.
15. Monitor spending – for example, if the agency utilizes one airline or hotel chain over a similar Vendor, identify the spending trend and assist the agency with realizing a cost benefit.

B. Provide an On-line reservation system and management tool:

1. The on-line reservation system and management tool shall
 - a) Offer a secure login system
 - b) Be easily accessible, user friendly, and web-based with full visibility of available schedules and prices to allow travel planner to make an informed choice.
 - c) Provide transportation options (bus/train/air).
 - d) Car rental – the vendor shall source and secure the best rates.
 - e) Hotel – the vendor shall source and secure best and hotel specific deals.
 - f) Group Travel – the vendor shall source, book, and manage in conjunction with agency travel planner to control costs for all group travel.
 - g) The reservation system shall allow for on-line approval of required CFSA approvals.
 - h) Generate management specific reports on:
 - i) Spending by fund
 - ii) Spending by program area
 - iii) Spending by client ID no.
 - iv) Open reconciliations
 - v) Pending reconciliations
 - vi) Overall travel utilization
 - a. Track trends
 - b. And other adhoc reports
 - i) Daily reporting if necessary

2. Provide agency travel planner access to on-line reports that track:
 - a) expenses
 - b) policy compliance
 - c) out-of policy purchases
 - d) easily identify spending
 - e) expenditures to date by program area
 - f) expenditures by fund allotment
 - g) track unused tickets and expiration dates

3. Provide 24-hour – consistent reliable service:
 - a) Knowledgeable and professional staff
 - b) Supplement in-house travel management by offering 24-hour policy compliant assistance end to end
 - c) End-to-end – the process of obtaining transportation and hotel quotes, requesting authorization for travel, preparing the necessary forms, providing instruction on signature requirements; provide guidance on how to submit the necessary paperwork for transportation authorization, and/or advance requests, provide guidance on the reconciliation reimbursement processes
 - d) Allow users to access services (request travel and make changes) when a computer is not accessible
 - e) Allow end-user to access service via toll-free telephone in the event internet access is not available
 - f) Guarantee quality assurance, security and confidentiality of data
 - g) Expert counseling and technical direction
 - h) Access to seat inventory
 - i) Emergency transportation options
 - j) On-line travel vouchers
 - k) Per diem and mileage information

4. Cost Management Solutions
 - a) Provide employee traveler with a number of in-policy travel options at the point of reservation
 - b) Provide alternative in-policy options when out of policy options are made available
 - c) Make out-of-policy options easily identifiable
 - In-policy options – Options that in-line with or compliant with the CFSA travel policy
 - Out-of-policy options – Travel options that are not in line or are out of compliance with the CFSA travel policy
 - d) Require employees provide justification and authorization for travel expenditures
 - e) Provide notifications via email to the agency travel planner and employees manager within a reasonable time of request (1 or 2 hours) of request
 - f) Provide notification via email to the travel manager and employee manager when requests exceed estimate
 - g) Provide notification via email to the travel manager and employee manager when requests are made for out-of-policy requests

- h) Require pre-trip (justification) approval for all travel requests
- i) Track unused tickets
- j) Remind employees at the point of request whenever they have an unused ticket that can be applied to a new itinerary

5. Discounted/government rates

- a) Allow access to discounted rates realized by the combined purchases of other clients

5. Deliverables:

- 5.1 In the Task Order the agency shall specify the requirements and location of services. The Contractor shall have the ability to deliver requested services. The Contractor shall adhere to the specified delivery requirements.

6. Period of Performance:

- 6.1 The period of performance shall be for a period of one (1) year from the Date of Award. Purchase orders issued by the District will expire at the end of each fiscal year. The expiration date of a purchase order has no effect on the delivery period of the actual BPA unless the purchase limitation amount has been met.

7. Option to Extend the Term of the Blanket Purchase Order:

- 7.1 The District may extend the term of this contract for a period of four (4), one-year option periods, or successive fractions thereof by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a 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.

- 7.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

- 7.3 The price for the option period shall be as specified in the contract.

- 7.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

8. Order For Services And Invoices:

- 8.2 Orders will be placed against this BPA via Electronic Data Interchange (EDI), FAX or paper communications.

- 8.3 The contractor shall invoice to CFSA's Fiscal Operations Administration (Office of the Chief Financial Officer) at cfsa.accountspayable@dc.gov or via regular mail delivery to:

Government of the District of Columbia
Child and Family Services Agency
Fiscal Operations Administration
200 I Street, SE, Suite 2030
Washington, DC 20003

- 8.4 The requirements of a proper invoice are as specified in the Federal Supply Schedule contract. Invoices will be submitted to the address specified in the purchase order(s) issued against this BPA. The District reserves the right to reject any improper or inaccurate invoice.
- 8.5 **Payment** In accordance with the Quick Payment Act, D.C. Official Code § 2-221.02, payment shall be made within thirty (30) days from the date of receipt of a properly submitted invoice after all approvals are completed as required by the PASS system. CFSA will only pay the Contractor for performing the services under this BPA at the prices stated under BPA number: **DCRL-2013-A-0086**.
- 8.6 The terms and conditions included in this BPA apply to all purchases made pursuant to this BPA and the District's Standard Contract Provisions for Use of the District of Columbia Government Supply and Services Contracts dated March 2007. In the event of an inconsistency between the provisions of this BPA and the contractor's invoice, the provisions of this BPA will take precedence.

9. Certification, Submission and Payment of Invoices:

- 9.1 **Certification of Invoices:** Upon receipt of a properly submitted invoice, it will be forwarded to the CFSA Contract Administrator (CA), who will certify the invoice and return it to the Fiscal Operations Administration for processing under the Procurement Automated Support System (PASS).
- 9.2 **Submission of Invoices:** The Contractor shall submit to the Agency Chief Financial Officer an itemized invoice upon acceptance of delivery, every thirty (30) days, or upon expiration of the BPA, whichever occurs first, for all supplies for which payment has not been received.

10. PRICE/COST SCHEDULE/AGGREGATE GROUP AWARD

- 10.1 The Contractor shall provide all direct and indirect resources to provide the services in accordance to the specifications contained in this BPA and at the prices stated. This is a Fixed-Price BPA for the supplies/services to be performed at the unit prices specified in Section 11.1 – 11.5; the Price Schedules.

11. PRICE SCHEDULE:**11.1 PRICE SCHEDULE – BASE YEAR**

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
0001	Program Implementation	1 Time Cost	Each		
0002	Per Travel Record (air, hotel, car rental, rail-all Inclusive)		Each		
0002A	Air - Only		Each		
0002B	Hotel - Only		Each		
0002C	Car Rental - Only		Each		
0002D	Rail - Only		Each		
0003	Group Rate per Travel Record (10 or more – all inclusive, air, hotel, car rental and rail)		Per Travel Record		
Total					

* Cost of travel such as air, hotel, car rental, and rail shall be paid via the District's P-Card.

11.2 PRICE SCHEDULE – OPTION YEAR ONE

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
1002	Per Travel Record (air, hotel, car rental, rail-all Inclusive)		Each		
1002A	Air - Only		Each		
1002B	Hotel - Only		Each		
1002C	Car Rental - Only		Each		
1002D	Rail - Only		Each		
1003	Group Rate per Travel Record (10 or more – all inclusive, air, hotel, car rental and rail)		Per Travel Record		
Total					

11.3 PRICE SCHEDULE – OPTION YEAR TWO

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
2002	Per Travel Record (air, hotel, car rental, rail-all Inclusive)		Each		
2002A	Air - Only		Each		
2002B	Hotel - Only		Each		
2002C	Car Rental - Only		Each		
2002D	Rail - Only		Each		
2003	Group Rate per Travel Record (10 or more – all inclusive, air, hotel, car rental and rail)		Per Travel Record		
Total					

11.4 PRICE SCHEDULE – OPTION YEAR THREE

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
3002	Per Travel Record (air, hotel, car rental, rail-all Inclusive)		Each		
3002A	Air - Only		Each		
3002B	Hotel - Only		Each		
3002C	Car Rental - Only		Each		
3002D	Rail - Only		Each		
3003	Group Rate per Travel Record (10 or more – all inclusive, air, hotel, car rental and rail)		Per Travel Record		
Total					

11.5 PRICE SCHEDULE – OPTION YEAR FOUR

Item No.	Supplies/Services	Quantity	Unit	Unit Price	Amount
4002	Per Travel Record (air, hotel, car rental, rail-all Inclusive)		Each		
4002A	Air - Only		Each		
4002B	Hotel - Only		Each		
4002C	Car Rental - Only		Each		
4002D	Rail - Only		Each		
4003	Group Rate per Travel Record (10 or more – all inclusive, air, hotel, car rental and rail)		Per Travel Record		
Total					

11.6 Direct all technical inquiries to the Contract Administrator (CA), Keisha Hawkins at (202) 442-6012, phone.

12. Standard of Performance:

12.1 The Contractor shall, at all times act in good faith and in the best interests of the CFSA, use its best efforts and exercise all due care and sound business judgment in performing its duties under this contract. Contractor shall at all times, comply with CFSA operational policies, procedures and directives while performing the duties specified in this BPA.

13. ADVERTISING AND PUBLICITY

13.1 Neither Contractor nor its subcontractors, if any, shall issue or sponsor any advertising or publicity that states or implies, either directly or indirectly, that the District endorses, recommends or prefers Contractor's or the subcontractor's services. Contractor or any subcontractor shall not use CFSA's logo in any fashion without prior written approval of the Contracting Officer. Contractor and/or any subcontractor(s) shall not use or release information, photographs or other depictions of any CFSA project for publication, advertising or otherwise without the Contracting Officer's prior written approval.

14. TERM OF AGREEMENT

14.1 The term of this agreement shall be for a period of one (1) year from the date of award specified on page 1 of the BPA.

15 INSPECTION AND ACCEPTANCE:

15.1 The inspection and acceptance requirements for the resultant agreement shall be governed by clause number six (6), "Inspection of Services" of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

16. METHOD OF AWARD

16.1 The contract shall be awarded to the responsive and responsible offeror whose offer is most advantageous to the District, 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. This may include evaluating offeror's:

1. Ability to successfully fulfill all requirements
2. Agency cost savings opportunities and cost management capabilities
3. Net cost of services
4. Technology and other value-added services

In order for the response to be complete the offeror shall submit the following:

- Written proposal that clearly and convincingly address the technical factors enumerated in Section 17.

16.2 TECHNICAL RATING(S)

16.2.1 Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

16.3 The technical rating is a weighting mechanism that will be applied to the point value for each ranking factor to determine the offeror's score for each factor. The offeror's total technical score will be determined by adding the offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good," then the score for

that evaluation factor is 4/5 of 40 or 32.

- 16.4 If sub-factors are applied, the offeror's total technical score will be determined by adding the offeror's score for each sub-factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two subfactors of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good" for the first sub-factor and "Poor" for the second sub-factor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first sub-factor plus 1/5 of 20 or 4 for the second sub-factor, for a total of 20 for the entire factor.

17. TECHNICAL EXPERTISE 75 Points Maximum)

FACTOR(S)	Evaluation Criteria	Points
Factor #1	Demonstrate capability to adhere to the functionalities and duties of travel management services as described in the Proposed Travel Management Services – Requirements/Specifications, Section 4.3.1.	20
Factor #2	Knowledge of the process of obtaining transportation and hotel quotes, requesting authorization for travel, preparing the necessary forms and paperwork.	10
Factor #3	Ability to generate management specific reports on: Spending by fund; Spending by program area; Spending by client ID No.; Open reconciliations; Pending reconciliations and Overall travel utilization.	10
Factor #4	Knowledge of the reservation system to allow for on-line approval of required CFSA approvals.	20
Factor #5	Ability to maintain complete confidentiality in regards to the clients' records. Submit evidence of your educational experience, knowledge and past performance.	15
Total		75

PRICE CRITERION (25 Points Maximum)

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

Lowest price proposal
 ----- x weight = Evaluated price score
 Price of proposal being evaluated

17.1 TOTAL POINTS (100 Points Maximum)

Total points shall be the cumulative total of the offeror's technical criteria points and price.

17.2 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

18. BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted, the top three highest scoring Offerors shall be so notified and will be provided an opportunity to submit written best and final offers or oral presentations at the designated ate and time. Best and final offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers or oral presentations, no discussion will be reopened unless the CO determines that it is clearly in the District's best interest to do so, e.g. it is clear that information available at that time is inadequate to reasonably justify contractor selection and award based on the best and final offers received. If discussions are reopened, the CO shall issue an additional request for the best and final offers.

19. DEPARTMENT OF LABOR WAGE DETERMINATIONS:

- 19.1 The Contractor shall be bound by the Wage Determination No. 2005-2103 Rev. 12, dated June 13, 2012, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. §351 *et seq.*, and incorporated herein as an attachment. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with Section 24 of the SCP. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

20. CONTRACTOR RESPONSIBILITIES

- 20.1 All costs of operations under this contract shall be paid by the Contractor. This includes, but is not limited to, all Federal and State income taxes, surcharges, licenses, insurance, transportation, or any other operational costs. No payments other than those provided for in the Pricing Schedule shall be made to the Contractor unless authorized by modification to this contract.

Contractor shall at all times act in good faith and in the best interest of CFSA, use commercially reasonable efforts and exercise all due care and sound business judgment in performing its duties under this contract. The Contractor shall at all times comply with CFSA policies, procedures, and directives, which are incorporated by reference and made part of this contract.

21. SUBCONTRACTING

- 21.1 The Contractor shall not engage subcontractors to perform any of its responsibilities under this contract without the prior written approval of the Contracting Officer.
- 21.2 Consent by the District to any proposed subcontractor shall not: (1) constitute a determination of the acceptability of any subcontract terms or conditions; (2) constitute a determination of the acceptability of any amount paid under any subcontract; or (3) relieve Contractor of any of its responsibilities under the contract.
- 21.3 The Contractor shall assure that all subcontracts approved by the District shall be consistent with the terms of this contract, including, but not limited to, certifications and licenses of staff, safeguarding of confidential information, and insurance coverage.

22. INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation.

- B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional

Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.

- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- F. **NOTIFICATION.** The Contractor shall immediately provide the CO with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the CO.
- G. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Tara Sigamoni
Agency Chief Contracting Officer
Contracts and Procurement Administrator
Child and Family Services Agency
200 I Street, SE
Washington, DC 20003
(202) 724-5300

- H. **DISCLOSURE OF INFORMATION.** The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.

CFSA is requiring that you submit a signed copy of this Blanket Purchase Agreement (BPA) no later than 2:00 PM, Thursday May 30, 2013. Please return the completed BPA with prices quoted in the **PRICE SCHEDULE** to Pamela Glover via email at pamela.glover@dc.gov or via facsimile at (202) 727-5886. Please direct questions concerning this solicitation to Ms. Pamela Glover, who may be reached at (202) 724-7579.

CONTRACTOR: _____
(Sign Here)

NAME: _____

Date

TITLE: _____

CHILD AND FAMILY SERVICES AGENCY:

Tara Sigamoni
Agency Chief Contracting Officer
(202) 724-5300 (phone)
(202) 727-5886 (Fax)

Date