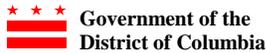




**OFFICE OF CONTRACTING AND PROCUREMENT
OFFICE OF PROCUREMENT ADMINISTRATION**

**Office of Contracting
& Procurement**



SOLICITATION SUBMISSION FORM

Title 27 of the District of Columbia Municipal Regulations, Chapter 13, Section 1301.2, and 1300.3, requires that each solicitation with an *estimated price over one hundred thousand dollars (\$100,000) and up to two hundred fifty thousand dollars (\$250,000)* shall appear on OCP's Internet site, and may publish the solicitation using any other methods reasonably available, such as newspapers or trade publications. Solicitations with an *estimated price over two hundred fifty thousand dollars (\$250,000)* shall be published on the OCP Internet site and in a newspaper of general circulation and in trade publications considered by the Director to be appropriate to give adequate public notice.

- Please make sure to completely fill-in the following areas. Failure to do so will result in delays of processing.
- All contract award information is required to be in Microsoft Word format.
- AGENCY NAME: Child and Family Services Agency
- POC Name: Calvin L. McFadden@dc.gov Telephone #: 202-724-7645 Fax #: 202-727-5886
- POC E-Mail Address: calvinl.mcfadden@dc.gov

Item	Description
<input type="checkbox"/> Solicitation Number	DCRL-2014-A-0073
<input type="checkbox"/> Caption	Administrative Support Technician
<input type="checkbox"/> Sub-Contracting Requirement (%)	N/A
<input type="checkbox"/> Work Site Location	200 I Street S.E. Washington, D.C. 20003
<input type="checkbox"/> Market Type/NIGP Code	Open Market/961-02-00
<input type="checkbox"/> Primary Contact Person	Calvin L. McFadden
<input type="checkbox"/> Primary Contact Phone	202-724-7645
<input type="checkbox"/> Primary Contact E-mail	Calvinl.mcfadden@dc.gov
<input type="checkbox"/> Primary Contact Fax (optional)	202-727-5886
<input type="checkbox"/> Alternate Contact Person	Jerry Carter
<input type="checkbox"/> Alternate Contact Phone	202-727-8089
<input type="checkbox"/> Alternate Contact E-mail	Jerry.carter@dc.gov
<input type="checkbox"/> Alternate Contact Fax	202-727-5886
<input type="checkbox"/> Solicitation Advertising Date	January 31, 2014
<input type="checkbox"/> Solicitation Issuance Date	February 11, 2014
<input type="checkbox"/> Solicitation Pick-Up Location	200 I Street S.E. Suite 2031
<input type="checkbox"/> Solicitation Fee - Board Number	Fee: N/A - Board Number: N/A
<input type="checkbox"/> IFB Opening Date/Time	N/A
<input type="checkbox"/> RFP Closing Date/Time	February 13, 2014 - 2:00 p.m.
<input type="checkbox"/> Pre-Proposal/Bid Conference Date	N/A
<input type="checkbox"/> Pre-Proposal/Bid Conference Time	N/A
<input type="checkbox"/> Pre-Proposal/Bid Conference Location	N/A
<input type="checkbox"/> Synopsis: This is a summary of the solicitation's contents	The District of Columbia, Child and Family Services Agency is seeking an administrative support technician to support its Business Services Administration operation.