

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



CONTRACTS AND PROCUREMENT ADMINISTRATION

BLANKET PURCHASE AGREEMENT
DCRL-2014-A-0143
Freelance Writer

1. EXTENT OF OBLIGATION:

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).

- a) Delivery or performance shall be made only as authorized by orders. 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.
- b) 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.
- c) Any order issued during the effective period of this BPA 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; provided that the contractor shall not be required to make any deliveries under this contract after the expiration date of the contract.
- d) The Contractor shall not provide any services under this agreement until sufficient funding to cover the cost of the requested services has been issued.

2. PURCHASE LIMITATION /METHOD OF AWARD:

The BPA shall not exceed \$ _____ through 1 year from date of award.

- 3. RESPONSE IS DUE BY: August 5, 2014 by 2:00 p.m.** and may be sent via email to patricia.lewis-miller@dc.gov; Fax (202) 727-5886, or hand-delivered or mailed to:

Child and Family Services Agency
Contracts and Procurement Administration
200 I Street, S.E., Suite 2031
Washington, DC 20003

If hand delivering BPAs, bidders are cautioned to **USE ONLY THE 2nd Street, S.E. Entrance**, also known as the CFSA Clinic entrance. **DO NOT GO TO THE LOADING DOCK OR MAIN LOBBY**. This is a secure access building and CFSA will ensure that staff is present at this location to ensure timely receipt of bids. Bidders are cautioned to allow sufficient time to locate parking. Bidders assume the risk of ensuring the bids are received prior to the date and time set for the receipt of bids. If the Bidder uses an entrance other than 2nd Street, S.E., CFSA does not guarantee that it will be able to reach the location in sufficient time to ensure timely receipt.

If you have any questions, please contact Patricia Lewis-Miller, Contract Specialist, at (202) 727-7584.

4. PERIOD OF PERFORMANCE:

October 1, 2014 through September 30, 2015 with (1) one year option period. Continuation of this BPA beyond the fiscal year is contingent upon future fiscal appropriations

5. PRICE/COST SCHEDULE

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 5.1 – 5.2 the Price Schedules.

5.1 BASE OPTION PERIOD: October 1, 2014 through September 30, 2015

CONTRACT LINE ITEM NO. (CLIN)	SUPPLIES/ SERVICES	UNIT	Minimum UNIT	Maximum Unit	Unit Price	Maximum Total Cost
0001	Free Lance Writer	Hour	1	1040	\$	\$
Total Not to Exceed Amount						\$

5.2 OPTION PERIOD 1: October 1, 2015 through September 30, 2016

CONTRACT LINE ITEM NO. (CLIN)	SUPPLIES/ SERVICES	UNIT	Minimum UNIT	Maximum Unit	Unit Price	Maximum Total Cost
1001	Free Lance Writer	Hour	1	1040	\$	\$
Total Not to Exceed Amount						\$

6. DESCRIPTION/SPECIFICATON/STATEMENT OF WORK:

6.1 BACKGROUND

The Child and Family Services Agency (CFSA) is the public child welfare agency and first responder to child abuse and neglect in the District of Columbia. CFSA's Office of Public Information (OPI) is a full-service, in-house function that manages overall agency internal and external communication, and also meets the communication needs of individual departments and programs.

6.2 SCOPE OF SERVICES

The District of Columbia Child and Family Services Agency is seeking the services of an individual (NOT A COMPANY) to provide services of a freelance writer who will assist OPI by providing communication support for agency departments or programs on a project-by-project basis during. Assignments are likely to include some or all of the following:

- 6.2.1 Reading, interviewing experts in person or by phone, and attending local meetings to gain background information about a program or project.
- 6.2.2 Collaborating with CFSA Program Managers to clarify their communication needs and advising them about feasible and effective communication strategies and tactics.
- 6.2.3 Conceptualizing and developing plans for communicating program information to multiple audiences. These may range from adult and youth clients who read at the fifth-grade level to professionals with advanced degrees.
- 6.2.4 Writing copy for announcements, articles, fact sheets, flyers, press releases, web pages, and other documents that inform, captivate, impress, influence, inspire, and motivate.
- 6.2.5 Editing reports or other documents pertaining to agency programs.
- 6.2.6 Formatting and desktop publishing reports or other documents.

6.3 LOCATION OF SERVICES AND HOURS OF OPERATION:

The Contractor shall perform the work from any location; however, the contractor shall be available to attend meetings on site at the following location:

**200 I Street, S.E.
Washington, D.C. 20003**

6.4 SPECIFIC SERVICES REQUIREMENTS

Performance Monitoring Plan:

- 6.4.1. Performance Requirements: For each communication/writing project, the CFSA Director, Communication and contractor will develop a brief work plan with steps, deadlines, and projected level of effort leading to specific deliverables and outcomes.
- 6.4.2 Performance Standards: The contractor will deliver quality products acceptable to the CFSA Director, Communication on time and within budget.
- 6.4.3 Surveillance Method & Frequency: Throughout the period of performance of the work plan, the CFSA Director, Communication and contractor will maintain contact as needed to ensure mutual understanding and collaboration.

6.5 QUALIFICATIONS

- 6.5.1 At least 8 to 10 years of professional writing experience.
- 6.5.2 Demonstrable experience in communication project management.
- 6.5.3 Exceptional ability to write clear, compelling copy geared to general or specific audiences.
- 6.5.4 Strong editing skills.
- 6.5.5 Basic desktop publishing skills.
- 6.5.6 Ability to attend regular meetings at CFSA or other locations in Washington, DC.
- 6.5.7 Experience working in or serving the public sector preferred.
- 6.5.8 Knowledge of/experience with social marketing, a plus.
- 6.5.9 Knowledge of human services and/or child welfare, a plus.

6.6 STANDARD OF PERFORMANCE

- 6.6.1 The Contractor shall at all times act in good faith and in the best interest of CFSA, use best efforts and exercise due care and sound business judgment in performing the duties under this contract.
- 6.6.2 The Contractor shall at all times comply with CFSA policies, procedures and directives as it pertains to providing services to our children, caregivers and involved family members.

- 6.6.3 The Contractor shall at all times act in accordance with the values, standards, and requirements of the professional code of conduct of freelance writer.
- 6.6.4 The contractor's performance shall be measured through regular reviews by the Contract Administrator .
- 6.6.5 The contractor's performance standards will be reviewed and updated periodically. In the event the contractor is not meeting the mutually agreed upon performance standards, the Contractor Administrator (CA) will notify the Contracting Officer who will issue a notice to cure failure to perform. The contractor shall have ten (10) days upon receipt of the notice to cure to correct the performance or the District may terminate the contract for default.

6.7 DELIVERABLES OR PERFORMANCE

TERM OF AGREEMENT

The District reserves the right to extend this BPA for one year period under the same terms as stated for the initial period of performance. 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.

The BPA specifies the requirements. The Contractor shall have the ability to deliver the requested services. The Contractor shall adhere to the specified requirements.

Deliverable	Quantity	Format/ Delivery Method	Due Date	To Whom
Bi-weekly Time Sheets	1	Excel Document	As agreed upon	CA

7. NOTICE OF INDIVIDUALS AUTHORIZED TO PLACE ORDERS UNDER THE BPA:

OFFICE

Contracts and Procurement Administration:

POINT OF CONTACTS

Tara Sigamoni
 Agency Chief Contracting Officer
 Child and Family Services Agency
 200 I Street, S.E.
 Washington, D.C. 20003
 (202) 744-5300

Office of Public Information

Mindy L. Good
Director, Communications
Child and Family Services Agency
200 I Street, S.E.
Washington, D.C. 20003
(202) 442-6180

8. OPTION TO EXTEND THE TERM OF THE BLANKET PURCHASE ORDER:

- 8.1 The District may extend the term of this contract for a period of one **(1) year** option period, 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.
- 8.2 If the District exercises this option, the extended contract shall be considered to include this option provision.
- 8.3 The price for the option period shall be as specified in the contract.
- 8.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed one (2) years.

9. Order For Services And Invoices:

- 9.1 Orders will be placed against this BPA via Email, Electronic Data Interchange (EDI), FAX or paper communications.
- 9.1.2 The contractor shall invoice in duplicate to CFSA's Fiscal Operations Administration (Office of the Chief Financial Officer) at cfsa.accountspayable@dc.gov or via regular mail delivery to:

Child and Family Services Agency
Fiscal Operations
200 I Street, SE, Suite 2030
Washington, DC 20003

- 9.1.3 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.
- 9.1.4 **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-2014-A-0143.

- 9.1.5 The terms and conditions included in this BPA apply to all purchases made pursuant to it. 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.
- 9.1.6 Award will be made to the lowest responsive bidder meeting the District's minimum requirements enumerated herein. The District reserve the rights to award to the contractor offering the District the best overall value taking into consideration the make/mode offered, delivery schedule, pricing or a combination of these factors.
- 9.1.7 The District will notify the contractor at least thirty (30) days prior to expiration or termination of orders against this BPA.

10. INSPECTION AND ACCEPTANCE:

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.

11 METHOD OF AWARD:

- 11.1 The contract will be awarded to the responsible offeror (an individual – companies will not be considered) 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.

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

- Detailed Resume addressing the qualification requirements enumerated in section 6.5
- A minimum of three writing samples
- Availability Schedule
- Section 5 -5.2, Price Schedule completed - a cover letter and items listed in 11.3.

11.2 TECHNICAL RATING(S)

11.2.1 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.

11.2.2 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.

If subfactors are applied, the offeror's total technical score will be determined by adding the offeror's score for each subfactor. 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 subfactor and "Poor" for the second subfactor, then the total score for that evaluation factor is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

11.3 TECHNICAL EXPERTISE (75 Points Maximum)

FACTOR(S)	Evaluation Criteria	Points
Factor #1	Provide resume and/or marketing material describing freelance services and experience,	30
Factor #2	Three recent writing samples;	30
Factor #3	General availability over the next 6 months.	15
Total		75

12. 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:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{weight} = \text{Evaluated price score}$$

12.1 TOTAL POINTS (100 Points Maximum)

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

13. 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.

14. 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.

15. DEPARTMENT OF LABOR WAGE DETERMINATIONS:

The Contractor shall be bound by the Wage Determination No. 2005-2103 Rev. 13, dated June 19, 2013, 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. 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.

16. CONSEQUENCES OF CONTRACTOR'S FAILURE TO PERFORM REQUIRED SERVICES

- 16.1** The Contractor shall be held to the full performance of the BPA. The CFSA will deduct from the Contractor's invoice or otherwise withhold payment for any non-conforming service as specified below.
- 16.2** A service task may be composed of several sub-items. A service task may be determined to be partially complete if the Contractor satisfactorily completes some, but not all, of the sub-items. In those cases, partial deductions may be taken from the Contractor's invoice/timesheet.
- 16.3** The CFSA shall give the Contractor written notice of deductions by providing copies of reports, which summarize the deficiencies for which the determination was made to assess the deduction in payment for unsatisfactory work.
- 16.4** Therefore in the case of non-performed work, the CFSA:
- 16.5** Will deduct from the Contractor's invoice/timesheet all amounts associated with such non-performed work at the rate set out in Section 6 or provided by other provisions of the BPA.
- 16.6** May, at its option, afford the Contractor an opportunity to perform the non-performed work within a reasonable period subject to the discretion of the Contracting Officer and at no additional cost to the CFSA.

16.7 May, at its option, perform the services by the CFSA personnel or other means.

16.8. In the case of unsatisfactory work, CFSA:

Will deduct from the Contractor's invoice/timesheet all amounts associated with such unsatisfactory work at the rates set out in Section 6 or provided by other provisions of the contract, unless the Contractor is afforded an opportunity to re-perform and satisfactory completes the work;

May, at its option, afford the Contractor an opportunity to perform the unsatisfactory work within a reasonable period subject to the discretion of the Contracting Officer and at no additional cost to the CFSA.

17. FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code §2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District BPA with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the BPA is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the CA who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the BPA, the CA will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the CA within the timeframe designated by the CA. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code §2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

18. SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the BPA, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded programs and activities. See 29 U.S.C. § 794 *et seq.*

19. AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of this BPA, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. §12101 *et seq.*

20. CONTRACTOR RESPONSIBILITIES

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.

Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the contractor will be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) at the contractor's expense.

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. ADVERTISING AND PUBLICITY:

Unless granted prior, express, written authority by the Director, the Contractor shall not issue or sponsor any advertising or publicity that states or implies, either directly or indirectly, that CFSA endorses, recommends or prefers the Contractor's services; shall not use CFSA logo in any fashion; or use or release information, photographs or other depictions obtained as a result of the performance of services under this contract, for publication, advertising or financial benefit.

22. CONFIDENTIALITY:

The Contractor shall maintain the confidentiality and privacy of all identifying information concerning CFSA children and youth in accordance with the confidentiality law, the privacy rule (the requirements and restrictions contained in 45 CFR part 160 and part 164, subparts A and E, as modified by any District of Columbia laws, including the Mental Health Information Act of 1978, that may have preemptive effect by operation of 45 CFR part 160, subpart B) and agrees to comply with administrative, physical, and technical safeguards requirements in 45 C.F.R. §§ 164.308, 164.310, 164.312 and 164.316 as required by § 13401 of the HITECH ACT (February 18, 2010), to maintain the security of the Protected Health Information and to prevent use or disclosure of such Protected Health Information other than as provided for by this Clause.

23. RIGHTS IN DATA:

23.1 Any data first produced in the performance of this contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, produced by the Contractor for CFSA under this contract are works made for hire and are the sole property of CFSA; but, to the extent any such data may not, by operation of law, be works made for hire, the Contractor and the Physician hereby transfers and assigns to CFSA ownership of copyright in such works, whether published or unpublished.

23.2 The Contractor agrees to give assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The contractor agrees not to assert any rights in common law or in equity in such data. The contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of CFSA at such time as to review the intent to release such data to the public.

24. **APPLICABILITY OF STANDARD CONTRACT PROVISIONS:**

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to www.ocp.dc.gov, click on Solicitation Attachments, then click on “Standard Contract Provisions (March 2007) (PDF)”.

25. **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 Contracting Officer 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 Contracting Officer. 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 Contracting Officer 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 Contracting Officer 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 Contracting Officer 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.
2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a **\$1,000,000** per occurrence combined single limit for bodily injury and property damage.

3. Professional Liability Insurance (Errors & Omissions). The Contractor (including but not limited to architects, attorneys, engineers, environmental consultants, and healthcare professionals) shall provide Professional Liability Insurance (Errors and Omissions) to cover liability resulting from any error or omission caused by the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000.00 per occurrence for each wrongful act and \$1,000,000.00 per aggregate for each wrongful act.
- 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 Contracting Officer 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 Contracting Officer.
 - 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
Child and Family Services Agency
200 I Street, S.E., Suite 2031
Washington, D.C. 20003
Phone: (202) 724-5300

Name and address of Contractor:

Signature of Authorized Representative

Date

Acceptance by the District:

Tara Sigamoni
Agency Chief Contracting Officer
Child and Family Services Agency
200 I Street, SE, Suite 2031
Washington, DC 20003

Date