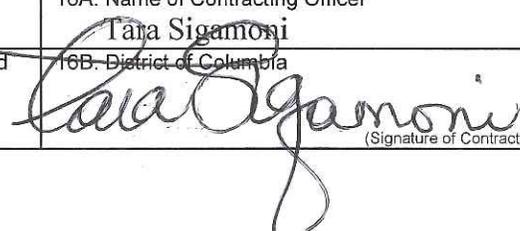


<b>AMENDMENT OF SOLICITATION / MODIFICATION OF CONTRACT</b>				1. Contract Number	Page of Pages
				1	32
2. Amendment/Modification Number		3. Effective Date		4. Requisition/Purchase Request No.	5. Solicitation Caption
A0004		See Block 16C			Pre-College Services
6. Issued by:			Code	7. Administered by (If other than line 6)	
Child and Family Services Agency Contracts and Procurement Administration 200 I Street S.E. Suite 2031 Washington, DC 20003				Child and Family Services Agency Contracts and Procurement Administration 200 I Street S.E. Suite 2031 Washington, DC 20003	
8. Name and Address of Contractor (No. street, city, county, state and zip code)				9A. Amendment of HCA No. DCRL-2014-R-0014	
				9B. Dated (See Item 11) 11/19/13	
				10A. Modification of Contract/Order No.	
				10B. Dated (See Item 13)	
Code	DUNS:	TIN	FEIN:		
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
<input checked="" type="checkbox"/> The above numbered solicitation is amended as set forth in item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended <input type="checkbox"/> is not extended. Offeror's/Bidder's/Provider's must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) BY separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required) <i>To be cited on individual orders issued on behalf of participating agencies</i>					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to (Specify Authority): 27 DCMR, Chapter 36, Section 3603 The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation data etc.) set forth in item 14, pursuant to the authority of					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority) 27 DCMR 2008-Exercise of Option					
<b>E. IMPORTANT:</b> Contractor <input type="checkbox"/> is not <input checked="" type="checkbox"/> is required to sign this document and return 2 copies to the issuing office.					
14. Description of Amendment/Modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible)					
1. CLOSING DATE IS HEREBY EXTENDED FROM JANUARY 20, 2014 TO JANUARY 23, 2014. 2. Delete in its Entirety pages 1,2,3,4,5,6,7,8, and page 14 and Replace with the attached revised pages 1R,2R,3R,4R,5R, 6R,7R, 8R, 8R-A, 8R-B and 14R. 3. Page (51) Section J, Attachments, J.11,  Delete: Cost/Price Data requirements, Available at <a href="http://www.ocp.dc.gov">www.ocp.dc.gov</a> click on "Solicitation Attachments" Insert: Budget Summary and Attachment A, College Preparation/Retention Program.					
Except as provided herein, all terms and conditions of the document is referenced in Item 9A or 10A remain unchanged and in full force and effect.					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer		
			Tara Sigamoni		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
				16C. Date Signed	
(Signature of person authorized to sign)				1/13/14	
		(Signature of Contracting Officer)			

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Caption <b>PRE-COLLEGE SERVICES</b>		Page of Pages 1R   68	
2. Contract Number	3. Solicitation Number <b>DCRL-2014-R-0014</b>		4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Emergency	5. Date Issued 11/15/13	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open Market with Set-Aside CBE Designated Category
7. Issued By: Child and Family Services Agency Office of Contracts and Procurement Administration 200 I Street, S.E. Suite 2031 Washington, D.C. 20003			8. Address Offer to: Child and Family Services Agency Office of Contracts and Procurement Administration 200 I Street, S.E. Suite 2031 Washington, D.C. 20003		

NOTE: In sealed bid solicitations "offer" or "offeror" means "bid" or "bidder"

**SOLICITATION**

9. Sealed offers in original and 3 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 Office of Contracts and Procurement Administration at 200 I Street, S.E. Suite 2031 at 2:00 p.m. local time on 1/23/14.  
(Hour) (Date)  
CAUTION: Late submission, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in solicitation.

10. For Information Contact	A. Name		B. Telephone			C. E-mail Address
	Ronald W. Davis Jr.	(Area Code) 202	(Number) 724-7509	(Ext) N/A	Ronaldw.davis@dc.gov	

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	1R	X	I	Contract Clauses	44-50
X	B	Supplies or Services and Price/Cost	2R-5R	PART III – LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	6R-8R-2	X	J	List of Attachments	51
X	D	Packaging and Marking	9	PART IV – REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	10			Representations, certification and other statements of offerors	52-54
X	F	Period of Performance/Deliverables	11-12	X	K	Instructions, conditions & notices to offerors	55-61
X	G	Contract Administration Data	13-17	X	L	Evaluation factors for award	62-67
X	H	Special Contract Requirements	18-43	X	M		

**OFFER**

12. In conjunction with the above, the undersigned agrees, if this offer is accepted within 180 calendar days from the 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 (Area Code) (Number) (Ext)	<input type="checkbox"/> 15 C. Check if remittance address is different from above – Refer to section G	17. Signature
		18. Award Date

**AWARD (TO BE COMPLETED BY GOVERNMENT)**

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation
2. Name of Contracting Officer (Type or Print) Tara Sigamoni		
23. Signature of Contracting Officer (district of Columbia)		24. Award Date

Government of the District of Columbia  
Child and Family Services



## **SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST**

- B.1** The District of Columbia on behalf of Child and Family Services Agency (the "District") is seeking a contractor to improve college enrollment, retention and completion rates for youth in foster care through a comprehensive college preparation program built to meet the specific needs of this special population and maximize their chances of completion of study at a post-secondary institution.
- B.2** The District contemplates award of a Firm Fixed-price with a cost reimbursement component.
- B.3 REIMBURSEABLE COST**
- B.3.1** The Contractor will be reimbursed on a cost reimbursable basis for actual cost incurred as identified in the Cost Reimbursement "Budget Package" instructions. The contractor specific cost shall be supported and substantiated by the contractor with a ceiling amount set forth in CLIN 0004,1004,2004,3004 and 4004. The items that are cost reimbursable are listed in Attachment A. Contractor cannot mark-up the cost reimbursement allowable expenses on this procurement with indirect cost of overhead and general and administrative cost. Profit may not be charged against cost reimbursement expenses under this procurement. Cost reimbursements can be transportation expenses for youth to travel locally or for college tours that are separate and exclusive to programming. Tangible items charged under this cost reimbursement CLIN (such as vehicles, computers, or equipment) will become the property of the District of Columbia.
- B.4 COST CEILING**
- B.4.1** CLIN 0004, 1004, 2004, 3004 and 4004 of the contract sets forth for the ceiling amount for the cost element of the contract ("ceiling").
- B.4.2** The amount for performing this cost element of the contract shall not exceed the ceilings specified in CLIN 0004, 1004, 2004, 3004 and 4004.
- B.4.3** The contractor shall notify the Contracting Officer's Contract Administrator (CA), in writing, whenever it has reason to believe that the total amount for the performance of this contract will be either greater or substantially less than the ceilings.
- B.4.4** As part of the notification, the contractor shall provide the CA a revised estimate for the ceilings for performing the contract.
- B.4.5** The District is not obligated to pay the contractor for amounts incurred in excess of the ceilings specified in the contract and the contractor is not obligated to continue performance under this contract (including actions under the Termination clauses of this contract) or otherwise incur amounts in excess of the ceilings specified in the contract, until the contracting officer notifies

the contractor, in writing, that the ceilings have been increased and provides revised ceilings for performing this contract.

- B.4.6** No notice, communication, or representation in any form from any person other than the contracting officer shall change the ceilings. In the absence of the specified notice, the District is not obligated to pay the contractor for any amounts in excess of the ceilings, whether such amounts were incurred during the course of the contract performance or as a result of termination.
- B.4.7** If the contracting officer increases the ceilings, any amount the contractor incurs before the increase that is in excess of the previous ceilings shall be allowable to the same extent as if incurred afterward, unless the contracting officer issues a termination or other notice directing that the increase is solely to cover termination or other specified expenses.
- B.4.8** A change order shall not be considered an authorization to exceed the applicable ceilings, unless the change order specifically increases the ceilings.
- B.4.9** At any time or times before final payment and three (3) years thereafter, the contracting officer may have the contractor's invoices or vouchers and statements audited. Any payment may be reduced by amounts found by the contracting officer (1) not to constitute allowable payment as adjusted for prior overpayments or underpayments, or (2) not to constitute allowable, allocable, or reasonable costs. This section is subject to the Disputes provision of the contract.

**B.4 PRICE SCHEDULE**

**B.4.1 BASE YEAR**

<b>CLIN No.</b>	<b>Service</b>	<b>Estimated Maximum Units of Services</b>	<b>Unit Per Diem</b>	<b>Maximum number of month</b>	<b>Total</b>
<b>0001</b>	College Preparation per Section C.	<b>80</b>	<b>\$</b>	<b>12 mo.</b>	<b>\$</b>
<b>0002</b>	College Enrollment per Section C.	<b>100</b>	<b>\$</b>	<b>12 mo.</b>	<b>\$</b>
<b>0003</b>	College Retention per Section C.	<b>50</b>	<b>\$</b>	<b>12 mo.</b>	<b>\$</b>
<b>0004</b>	Cost Reimbursement Per Section C.	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>\$</b>
	<b>Total Cost for Items 0001 thru 0004</b>				<b>\$</b>

**B.4.2 OPTION YEAR 1**

CLIN No.	Service	Estimated Maximum Units of Services	Unit Per Diem	Maximum number of month	Total
1001	College Preparation per Section C.	80	\$	12 mo.	\$
1002	College Enrollment per Section C.	100	\$	12 mo.	\$
1003	College Retention per Section C.	50	\$	12 mo.	\$
1004	Cost Reimbursement Per Section C.	N/A	N/A	N/A	\$
	<b>Total Cost for Items 1001 thru 1004</b>				\$

**B.4.3 OPTION YEAR 2**

CLIN No.	Service	Maximum Units of Services	Unit Per Diem	Maximum number of month	Total
2001	College Preparation per Section C.	80	\$	12 mo.	\$
2002	College Enrollment per Section C.	100	\$	12 mo.	\$
2003	College Retention per Section C.	50	\$	12 mo.	\$
2004	Cost Reimbursement Per Section C.	N/A	N/A	N/A	\$
	<b>Total Cost for Items 2001 thru 2004</b>				\$

**B.4.4 OPTION YEAR 3**

CLIN No.	Service	Maximum Units of Service	Unit Per Diem	Maximum number of month	Total
3001	College Preparation per Section C.	80	\$	12 mo.	\$
3002	College Enrollment per Section C.	100	\$	12mo.	\$
3003	College Retention per Section C.	50	\$	12 mo.	\$
3004	Cost Reimbursement Per Section C.	N/A	N/A	12 mo.	\$
	<b>Total Cost for Items 3001 thru 3004</b>				\$

**B.4.5 OPTION YEAR 4**

<b>CLIN No.</b>	<b>Service</b>	<b>Maximum Units of Services</b>	<b>Unit Per Diem</b>	<b>Maximum number of month</b>	<b>Total</b>
<b>4001</b>	College Preparation per Section C.	<b>80</b>	\$	<b>12 mo.</b>	\$
<b>4002</b>	College Enrollment per Section C.	<b>100</b>	\$	<b>12 mo.</b>	\$
<b>4003</b>	College Retention per Section C.	<b>50</b>	\$	<b>12 mo.</b>	\$
<b>4004</b>	Cost Reimbursement Per Section C.	<b>N/A</b>	<b>N/A</b>	<b>12 mo.</b>	\$
	<b>Total Cost for Items 4001 thru 4004</b>				\$

**B.5** An offer or responding to this solicitation must submit with its proposal, a notarized statement detailing any subcontracting plan required by law. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the offer or fails to submit a subcontracting plan that is required by law. For contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted in accordance with section H.9.1.

## SECTION C: SPECIFICATIONS/WORK STATEMENT

**C.1 SCOPE:** Contractor shall develop a college preparation program for foster care youth who are planning to enroll in college. The Contractor shall deliver a program specifically designed to help prepare youth to be able to maximize and achieve test scores that will meet acceptance eligibility, explore colleges of interests, and complete college admissions applications, and complete financial aid and scholarship applications for admission to the colleges and universities of their choice.

### C.2 APPLICABLE DOCUMENTS

N/A

### C.3 DEFINITIONS

**These terms when used in this RFP have the following meanings:**

**C.3.1 Child and Family Services Agency (CFSA)** is the public child welfare agency in the District of Columbia responsible for protecting child victims and those at risk of abuse and neglect and assisting their families.

**C.3.2 Chafee Program:** Provides payments to states and tribes to help youth to help youth successfully move into adulthood, including services for youth up to age 21 who have already aged out of the system. States can use Chafee program funds for education, training, employment, and financial support services.

**C.3.3 Foster Care:** A federally mandated program guided by P.L. 105-89, Adoption and Safe Families Act and the more recent P.L. 110-351, Fostering Connections. The temporary provision of housing and supportive services for children who are removed by the court from the home of their biological parents due to issues of abuse and/or neglect P.L. 10589 and P.L. 110-351 also require states to ensure that permanence for children is achieved in a timely manner. Services required by families to remediate the crisis, stabilize the family and ensure safety of the children to the home are provided until such time as the court deems appropriate. Termination of parental rights and the identification of adoptive homes are of primary concern. Fostering connections expands access of federal funds for services for youth to 21 years of age.

**C.3.4 Foster Child:** A foster child is any child in the legal custody of the state, regardless of the state department that has custody. A child on whose behalf state or local government payments are made or a child in the legal custody of the Child and Family Services is considered a foster child.

**C.3.5 Life Skills:** A set of human skills required via teaching or direct experience and are used to handle routine problems and questions commonly encountered in daily life.

**C.3.6 College Preparation:** A comprehensive set of supports and services provided to assist youth prepare for college enrollment.

**C.3.7 OYE: Office of Youth Empowerment**

**C.3.8 Accuplacer:** A test that quickly, accurately, and efficiently assess reading, writing, math, and computer skills given in the 11<sup>th</sup> or 12<sup>th</sup> grade.

**C.4 BACKGROUND**

- C.4.1** The Office of Youth Empowerment (OYE) administers services and supports under Section 477 of the Social Security Act (42 U.S.C. 677) entitled the John H. Chafee Foster Care Independence Program. The purpose of the program is: To identify children who are likely to remain in foster care until 18 years of age and to help these children make the transition to self-sufficiency by providing services such as assistance in obtaining a high school diploma, career exploration, vocational training, job placement and retention, training in daily living skills, training in budgeting and financial management, substance abuse prevention and preventive health activities (including smoking avoidance, nutrition and pregnancy prevention.
- C.4.2** To help children who are likely to remain in foster care until 21 years of age receive the education, training and support necessary to obtain employment.
- C.4.3** To help children who are likely to remain in foster care until 21 years of age to prepare to enter postsecondary education institutions.
- C.4.4** To provide personal and emotional support to children aging out of foster care through the promotion of interaction with dedicated adults; and
- C.4.5** To provide financial, housing, counseling, employment, education, and other appropriate support and services to former foster care recipients between 18 and 21 years of age to complement their own efforts to achieve self-sufficiency and to assure that program participants recognize and accept their personal responsibility for preparing for and then making the transition from adolescence to adulthood.
- C.4.6** OYE provides leadership in the area of youth development and empowerment for the District of Columbia Child and Family Services Agency. OYE provides a host of programs and growth experiences for District teens and young adults in foster care. In partnership with the youth, social workers, foster caregivers, and the community, OYE's goals are to teach, train and assist each one to recognize and develop his/her unique potential.
- C.4.7** OYE created its transition planning process to engage youth in their vision for their life goals and to begin their preparation for emancipation from foster care. The transition plan focuses on the youth's preparation and ability to live independently and become self-sufficient. The Youth Transition Plan is both a written document and a process. The process is an opportunity for the youth to practice decision-making and other life skills.
- C.4.8** Each youth ages 15 and older, which are in CFSA out-of-home care, will have an up-to-date transition plan that outlines goals and steps toward preparing the youth with skills and services toward independence.

**C.5 REQUIREMENTS/COLLEGE PREPARATION**

- C.5.1.** The OYE is seeking a contractor to partner with OYE to deliver College preparation for youth who are planning to enroll in college. The contractor shall deliver a program specifically designed to help prepare youth to be able to maximize and achieve test scores that will meet acceptance eligibility, explore colleges of interests, and complete college admissions applications, and complete financial aid and scholarship applications for admission to the colleges and universities of their choice. All youth in the 11-12 grade; and youth under 21 in college with a grade point average (GPA) of 2.0 or lower shall be referred. Youth under the age of 21 with a GPA higher than 2.0 may also be referred.
- C.5.2** The contractor shall develop a college preparation program. The college preparation program shall include but not be limited to the following components.
- C.5.2.1** The contractor shall develop a comprehensive college preparation program designed to engage and assist the youth in discussions on the different types of post-secondary (college) educational options available. The contractor shall facilitate (individual/group) discussions with the youth regarding their educational goals and aspirations in their junior/senior year of high school. The contractor shall offer information, guidance and support on post-secondary (college) educational programs, academic requirements, preparatory testing, ACT/SAT testing, and enrollment requirements. This includes Summer Bridge programs and college tours.
- C.5.2.2** The contractor shall have discussion with the youth on the different types of higher education options that are available prior to enrolling in a college.
- C.5.2.3** The contractor shall provide all factors to be considered in choosing a college or university.
- C.5.2.4** The contractor shall have discussion with the youth on their educational goals and aspirations.
- C.5.2.5** The contractor shall provide information concerning educational programs and supports for foster youth.
- C.5.2.6** The contractor shall present the College Preparation Curriculum to engage, support, and prepare the youth for Post-Secondary Education.
- C.5.2.7** The contractor shall provide youth with knowledge and hands on experience of the Post-Secondary Educational Process pertaining to foster youth.
- C.5.2.8** The contractor shall provide in detail a review of the college entrance requirements for youth entering college.
- C.5.2.9** The contractor shall provide in detail a review of the college admission process for youth entering college.
- C.5.2.10** The contractor shall help the youth in the college search process and college related life skills training, including budgeting and living with a roommate.

- C.5.2.11** The contractor shall provide the youth and opportunity to visit at least one (1) college, either through a group college tour or through an individual college visit.
- C.5.2.12** The contractor shall provide training in college prep services to youth who plan to attend college in a location identified by CFSA.
- C.5.2.13** The contractor's program shall provide opportunities for youth to attend summer bridge programs between their senior year in high school and freshmen year in college to maximize retention rates through regular, structured and intrusive counseling to youth as well as connect them to any supports (academic monitoring, assistance in navigating college, guidance and supports, intervention, and campus visitations) needed while in college.
- C.6 COLLEGE ENROLLMENT-** The contractor shall assist and guide the youth through orientation, the application approval of financial aid and/or the acquisition of housing. This also includes, assisting the youth with course selection, acquisition of books, educational materials/supplies, and guidance with proper utilization of financial aid.
- C.6.1** The contractor shall provide individual consultations to address the following areas.
- a. Freshman year course selection
  - b. Understanding the college's credit system;
  - c. Understanding financial aid; and
  - d. College correspondence
- C.6.2** The contractor shall provide a college preparation program which will provide the youth the following supports as they transition from high school through college as listed below.
- a. The program shall provide a summer academic enrichment program that includes:
    1. A 4-6 week residential college stay with highly proficient, experienced staff
    2. A comprehensive introductory college immersion program
    3. Encouragement, motivational training, and Life Skills instructions
    4. Access to selected campus services
    5. Instructions for reading and math skills in preparation for college entrance exams.
- C.6.3** The contractor shall provide information on all states that offer College Tuition Waiver and Scholarship Programs.
- C.6.4** The contractor shall submit a written report by the 5<sup>th</sup> day of the subsequent month for previous service month. The monthly report will include status of referrals to the program with individual status of youth participation and services delivery.

**C.7 COLLEGE RETENTION**

- C.7.1** The contractor shall provide a plan and schedule for delivering a comprehensive college retention program that includes ongoing activities, programs and services necessary to support the youth as they transition from high school through college graduation. The contractor shall identify on campus resources for the youth to utilize to include but not limited to support in the areas of tutoring, mentoring, therapeutic and other on campus supports while they are in college in order to garner retention and completion. The plan shall also include a schedule for implementation within thirty days (30) after contract award.
- C.7.2** The contractor's plan shall identify resources on campus for the youth to utilize. The contractor shall link youth to resources on-campus to support retention and shall increase the number of students who will start at a college and go on to the future years at the same college.
- C.7.3** The contractor's program shall provide opportunities for youth to attend summer bridge programs between their senior year in high school and freshmen year in college to maximize retention rates through regular, structured and intrusive counseling to youth as well as connect them to any supports (academic monitoring, assistance in navigating college, guidance and supports, intervention, and campus visitations) needed while in college.

**C.8 OUTCOMES**

- C.8.1** CFSA will measure the success of the program by the increase in the number of youth who enroll in college, remain in college and complete college. CFSA will also measure the increase in accuplacer test scores for youth enrolling into college. Accuplacer tests shall be administered as the youth is referred to the program and at the conclusion of the program to measure progress.

**G.2.2.8** Authorized signature.

### **G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

**G.3.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

**G.3.2** No final payment shall be made to the Contractor until the agency CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

### **G.4 PAYMENT**

#### **G.4.1 PARTIAL PAYMENTS**

Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

- a. The amount due on the deliveries warrants it; or
- b. The Contractor requests it and the amount due on the deliveries is in accordance with the following:

“Payment will be made on completion and acceptance of each percentage or stage of work in accordance with the prices stated in the Schedule in Section B”, and

- c. Presentation of a properly executed invoice.
- d. Cost reimbursement will be paid on a monthly basis for the actual cost for client related services in accordance with the costs detailed in the Budget Package and approved in this agreement. Reimbursement is subject to adherence to the budget line items and amounts allowed, and proof of payment.

### **G.5 ASSIGNMENT OF CONTRACT PAYMENTS**

**G.5.1** In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.

**G.5.2** Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

**G.5.3** Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

DISTRICT OF COLUMBIA GOVERNMENT  
CHILD AND FAMILY SERVICES AGENCY  
COLLEGE PREPARATION/RETENTION PROGRAM  
PREPARATION PER-DIEM CALCULATION WORKSHEET

PROVIDER: \_\_\_\_\_ 0 \_\_\_\_\_

SERVICE: \_\_\_\_\_ 0 \_\_\_\_\_

ORIGINAL:  REVISION NO:  0

REP/CONTRACT NO: \_\_\_\_\_ 0 \_\_\_\_\_

CONTRACT PERIOD: FROM: \_\_\_\_\_ 1/0/1900 \_\_\_\_\_ TO: \_\_\_\_\_ 1/0/1900 \_\_\_\_\_

PREPARATION PER-DIEM CALCULATION

[A] TOTAL BUDGETED COSTS: \$ \$ \_\_\_\_\_ -

[B] PROPOSED NUMBER OF YOUTHS TO BE SERVED: \_\_\_\_\_ 0 \_\_\_\_\_

[C] TOTAL NUMBER OF SERVICE UNITS TO BE DELIVERED: \_\_\_\_\_ 0 \_\_\_\_\_

[D] PROJECTED PER DIEM: \$ #DIV/0! \_\_\_\_\_

DISTRICT OF COLUMBIA GOVERNMENT  
CHILD AND FAMILY SERVICES AGENCY  
COLLEGE PREPARATION/RETENTION PROGRAM  
ENROLLMENT PER-DIEM CALCULATION WORKSHEET

PROVIDER: \_\_\_\_\_ 0 \_\_\_\_\_

SERVICE: \_\_\_\_\_ 0 \_\_\_\_\_

ORIGINAL:  REVISION NO:  0

RFP/CONTRACT NO: \_\_\_\_\_ 0 \_\_\_\_\_

CONTRACT PERIOD: FROM: \_\_\_\_\_ 1/0/1900 \_\_\_\_\_ TO: \_\_\_\_\_ 1/0/1900 \_\_\_\_\_

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ENROLLMENT PER-DIEM CALCULATION

[A] TOTAL BUDGETED COSTS: \$ \$ \_\_\_\_\_ -

[B] PROPOSED NUMBER OF YOUTHS TO BE SERVED: \_\_\_\_\_ 0 \_\_\_\_\_

[C] TOTAL NUMBER OF SERVICE UNITS TO BE DELIVERED: \_\_\_\_\_ 0 \_\_\_\_\_

[D] PROJECTED PER DIEM: \$ \_\_\_\_\_ #DIV/0! \_\_\_\_\_

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DISTRICT OF COLUMBIA GOVERNMENT  
CHILD AND FAMILY SERVICES AGENCY  
COLLEGE PREPARATION/RETENTION PROGRAM  
RETENTION PER-DIEM CALCULATION WORKSHEET

PROVIDER: \_\_\_\_\_ 0 \_\_\_\_\_

SERVICE: \_\_\_\_\_ 0 \_\_\_\_\_

ORIGINAL:  REVISION NO:  0

RFP/CONTRACT NO: \_\_\_\_\_ 0 \_\_\_\_\_

CONTRACT PERIOD: FROM: \_\_\_\_\_ 1/0/1900 \_\_\_\_\_ TO: \_\_\_\_\_ 1/0/1900 \_\_\_\_\_

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RETENTION PER-DIEM CALCULATION

[A] TOTAL BUDGETED COSTS: \$ \$ \_\_\_\_\_ -

[B] PROPOSED NUMBER OF YOUTHS TO SERVED: \_\_\_\_\_ 0 \_\_\_\_\_

[C] TOTAL NUMBER OF SERVICE UNITS TO BE DELIVERED: \_\_\_\_\_ 0 \_\_\_\_\_

[D] PROJECTED PER DIEM: \$ #DIV/0! \_\_\_\_\_

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CHILD AND FAMILY SERVICES AGENCY  
**COLLEGE PREPARATION/RETENTION PROGRAM**  
**BUDGET SUMMARY**

SCHEDULES	Total Program Cost	Preparation Per Diem	Enrollment Per Diem	Retention Per Diem	Cost Reim	Total Program Cost
1 SALARIES & WAGES	\$ -	-	\$ -	\$ -	\$ -	\$ -
2 FRINGE BENEFITS	\$ -	-	\$ -	\$ -	\$ -	\$ -
3 CONSULTANTS/EXPERTS	\$ -	-	\$ -	\$ -	\$ -	\$ -
4 OCCUPANCY	\$ -	-	\$ -	\$ -	\$ -	\$ -
5 TRAVEL AND TRANSPORTATION	\$ -	-	\$ -	\$ -	\$ -	\$ -
6 SUPPLIES & MINOR EQUIPMENT	\$ -	-	\$ -	\$ -	\$ -	\$ -
7 CAPITAL EQUIPMENT & OUTLAYS	\$ -	-	\$ -	\$ -	\$ -	\$ -
8 CLIENT COSTS	\$ -	-	\$ -	\$ -	\$ -	\$ -
9 COMMUNICATIONS	\$ -	-	\$ -	\$ -	\$ -	\$ -
10 OTHER DIRECT COSTS	\$ -	-	\$ -	\$ -	\$ -	\$ -
11 INDIRECT COST/OVERHEAD	\$ -	-	\$ -	\$ -	\$ -	\$ -
<b>SUBTOTAL</b>	\$ -	-	\$ -	\$ -	\$ -	\$ -
<b>3% FOR-PROFIT ENTITY FEE</b>						
<b>TOTAL BUDGET</b>		\$ -	\$ -	\$ -	\$ -	\$ -

## Attachment A – College Preparation/Retention Program

College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p><b>Schedule 1: Salary/Wage</b></p> <ul style="list-style-type: none"> <li>• Current Direct Service Personnel</li> <li>• Current Direct Service Support Personnel</li> <li>• TBD/TBA-Direct Service/ Direct Service Support Personnel</li> </ul>	<p><b>Schedule 1: Salary/Wage</b></p> <ul style="list-style-type: none"> <li>• Current Direct Service Personnel</li> <li>• Current Direct Service Support Personnel</li> <li>• TBD/TBA-Direct Service/ Direct Service Support Personnel</li> </ul>	<p><b>Schedule 1: Salary/Wage</b></p> <ul style="list-style-type: none"> <li>• Current Direct Service Personnel</li> <li>• Current Direct Service Support Personnel</li> <li>• TBD/TBA-Direct Service/ Direct Service Support Personnel</li> </ul>	<p><b>Schedule 1: Salary/Wage</b></p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>
<p><b>Schedule 2: Fringe Benefit (Note: Capped at a maximum of 30.0% of total Salary &amp; Wage expenditure)</b></p> <ul style="list-style-type: none"> <li>• Social Security (FICA)</li> <li>• Health/Hospitalization Insurance</li> <li>• Worker's Compensation</li> <li>• Unemployment Insurance</li> <li>• Other Benefits (any other employer-paid benefits)</li> </ul>	<p><b>Schedule 2: Fringe Benefit (Note: Capped at a maximum of 30.0% of total Salary &amp; Wage expenditure)</b></p> <ul style="list-style-type: none"> <li>• Social Security (FICA)</li> <li>• Health/Hospitalization Insurance</li> <li>• Worker's Compensation</li> <li>• Unemployment Insurance</li> <li>• Other Benefits (any other employer-paid benefits)</li> </ul>	<p><b>Schedule 2: Fringe Benefit (Note: Capped at a maximum of 30.0% of total Salary &amp; Wage expenditure)</b></p> <ul style="list-style-type: none"> <li>• Social Security (FICA)</li> <li>• Health/Hospitalization Insurance</li> <li>• Worker's Compensation</li> <li>• Unemployment Insurance</li> <li>• Other Benefits (any other employer-paid benefits)</li> </ul>	<p><b>Schedule 2: Fringe Benefit</b></p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>

## Attachment A – College Preparation/Retention Program

College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 3: Consultants/Experts</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> <li>• Office Space (rental/leased/mortgage/depreciation)</li> </ul>	<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> <li>• Office Space (rental/leased/mortgage/depreciation)</li> </ul>	<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> <li>• Office Space (rental/leased/mortgage/depreciation)</li> </ul>	<p>Schedule 4: Occupancy Costs</p> <ul style="list-style-type: none"> <li>• Utilities (Gas/Electric/Oil/Water/Sewage)</li> <li>• Trash Removal</li> <li>• Building Maintenance</li> <li>• Property Insurance</li> <li>• Pest Control</li> <li>• Building Repairs</li> <li>• Building/Property Security (non-employee)</li> <li>• Other</li> </ul>
<p>Schedule 5: Travel/Transportation Costs <i>(Note: Applies to vehicles owned/leased by the Provider)</i></p> <ul style="list-style-type: none"> <li>• Vehicle Lease/Rental</li> <li>• Vehicle Depreciation</li> <li>• Vehicle Insurance</li> <li>• Vehicle Registration/Licensing</li> </ul>	<p>Schedule 5: Travel/Transportation Costs <i>(Note: Applies to vehicles owned/leased by the Provider)</i></p> <ul style="list-style-type: none"> <li>• Vehicle Lease/Rental</li> <li>• Vehicle Depreciation</li> <li>• Vehicle Insurance</li> <li>• Vehicle Registration/Licensing</li> </ul>	<p>Schedule 5: Travel/Transportation Costs <i>(Note: Applies to vehicles owned/leased by the Provider)</i></p> <ul style="list-style-type: none"> <li>• Vehicle Lease/Rental</li> <li>• Vehicle Depreciation</li> <li>• Vehicle Insurance</li> <li>• Vehicle Registration/Licensing</li> </ul>	<p>Schedule 5: Travel/Transportation Costs</p> <ul style="list-style-type: none"> <li>• Vehicle Maintenance (Gasoline/Oil/Supplies)</li> <li>• Tires/Batteries</li> <li>• Vehicle Maintenance/Repairs</li> <li>• Mileage (staff personally owned vehicles)</li> <li>• Metro Train/Bus Fares (staff)</li> <li>• Travel Other</li> </ul>

## Attachment A – College Preparation/Retention Program

College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 6: Supplies/Minor Equipment Costs</p> <ul style="list-style-type: none"> <li>• Office Supplies</li> <li>• Office Furnishings - Purchase</li> <li>• Minor Equipment - Rental/Lease</li> <li>• Minor Equipment – Purchase</li> </ul>
<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 7: Capital Equipment/Outlays Costs</p> <p>(N/A)</p>	<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 7: Capital Equipment/Outlays Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>
<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 8: Client Expense Costs</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 9: Communications Costs</p> <ul style="list-style-type: none"> <li>• Telephone/Landline (staff)</li> <li>• Cellular Telephone Service (staff)</li> <li>• Internet Service</li> <li>• Postage</li> <li>• Delivery Service</li> </ul>

**Attachment A – College Preparation/Retention Program**

College Preparation Per-diem	College Enrollment Per Diem	College Retention Per Diem	Cost Reimbursement
<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 10: Other Direct Costs</p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> <li>•</li> <li>•</li> </ul>
<p>Schedule 11: Indirect/Overhead Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 11: Indirect/Overhead Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 11: Indirect/Overhead Costs</p> <ul style="list-style-type: none"> <li>• (N/A)</li> </ul>	<p>Schedule 11: Indirect/Overhead Costs (<i>Note: Capped at a maximum of 15.0% of Schedule 1-10 total expenditure</i>)</p> <ul style="list-style-type: none"> <li>• Administrative</li> <li>• Financial</li> <li>• Other Indirect</li> </ul>











CHILD AND FAMILY SERVICES AGENCY  
 COLLEGE PREPARATION PROGRAM

SCHEDULE 5  
 TRAVEL AND TRANSPORTATION COSTS

EXPENSE ITEMS	TOTAL TRAVEL COSTS	Preparation Per Diem	Enrollment Per Diem Year 1	Retention Per Diem Year 2 & Beyond	Cost Reim	Total Contract Cost
<b>CORPORATE VEHICLES:</b>						
VEHICLE LEASE/RENT						\$ -
VEHICLE DEPRECIATION						\$ -
GASOLINE/OIL/SUPPLIES						\$ -
VEHICLE MAINTENANCE/REPAIRS						\$ -
AUTO INSURANCE						\$ -
AUTO REGISTRATION						\$ -
PARKING						\$ -
<b>STAFF:</b>						
MILEAGE REIMBURSEMENT						\$ -
PARKING						\$ -
METRO FARES/CARDS						\$ -
BUS FARES/TOKENS						\$ -
AIR FARES						\$ -
AMTRAK/TRAIN FARES						\$ -
CAR/TAXI/SHUTTLE SERVICE						\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -







CHILD AND FAMILY SERVICES AGENCY  
 COLLEGE PREPARATION PROGRAM  
 SCHEDULE 9  
 COMMUNICATIONS COSTS

EXPENSE ITEMS	TOTAL COMMUNICATIONS	Preparation Per Diem	Enrollment Per Diem Year 1	Retention --Per Diem Year 2 & Beyond	Cost Reim	Total Contract Cost
Telephone-Land Line/Staff						\$ -
Cellular Service/Staff						\$ -
Postage						\$ -
Delivery Service						\$ -
Photo Copying						\$ -
Internet Connection Service						\$ -
						\$ -
						\$ -
<b>TOTALS</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -



