

CONTRACT QUALIFICATION PACKAGE GUIDELINES

- All Qualification packages are due June 25, 2015, by 2:00pm EST.

1. QUALIFICATION REVIEW

The Contracting Officer shall certify the financial and professional responsibility of each potential provider based on the following:

- (a) The type of business or organization and its history;
- (b) The resumes and professional qualifications of the business or organization's staff, including relevant professional and/or business licenses, affiliations, and specialties;
- (c) Information attesting to financial capability, including financial statements;
- (d) Specialized experience and technical competence in the type of work required;
- (e) Capacity to accomplish the work in the required time;
- (f) A summary of similar contracts awarded to the service provider, and the service provider's performance of those contracts;
- (g) A certification of compliance with all applicable tax and filing requirements;
- (h) A statement attesting to compliance with wage, hour, workplace safety and other standards of labor law;
- (i) A statement attesting to compliance with federal and district equal employment opportunity law;
- (j) Information about pending lawsuits or investigation, and judgment, indictments, or convictions against the service provider or its proprietors, partners, directors, officers, or managers; and
- (k) Acceptability under other appropriate characteristics of a prospective service provider.

2. Specialized Qualifications for Congregate Care Human Care Agreement (HCA).

(l) Submit current license; to include a copy of the licensing application with contact information for the licensing entity in the respective jurisdiction. Licensed entities can submit a response, regardless of their jurisdiction. Preferences may be given to entities located in the District of Columbia, then to entities in Maryland and Virginia. The District of Columbia is interested in encouraging established entities located outside the District to move to the District. Therefore, established entities located outside the District of Columbia but interested in moving to the District, must show evidence being capable of being licensed no later than 120 days after HCA award (not qualification). These entities must be established and licensed in their current jurisdiction. The entity must submit a complete work plan to show how it intends to meet the 120 day requirement to be deemed qualified.

(m) Submit evidence of its three (3) most recent, consecutive annual monitoring evaluations for performance that demonstrate favorable and effective performance for children, youth, and families.

(n) Submit organizational structure that has a Quality Assurance System that includes a Quality Assurance Coordinator function to manage programmatic outcomes, PPW (Placement Provider Web) data and other performance indicators.

(o) Demonstrated organizational or CEO experience (3 years minimum) in providing similar human care services.

(p) Provide a narrative of the program scope to include gender, age and program offered. The entity shall provide a detailed summary of the program scope. The summary shall not exceed 3 pages.

3. The District is seeking CQRs for the following types of congregate care services:

Independent Living Programs – Residential Units

4. Upon the completion of the CQR process, the District will issue solicitations to the “qualified” entities.
The District reserves the right to not issue HCAs for all the services identified in 34 above. The issuance of a HCA is not a commitment by the District to purchase any services.