

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)			PAGE OF 1	PAGES 85	
1. RFQ NO. DCTO-2007-F-0139	2. DATE ISSUED 21/09/2007	3. REQUISITION NO. RQ367311	4. TYPE OF MARKET _ Open X GSA		
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., Suite 971 North Washington, D.C. 20001		6. DELIVERY Immediately upon notification of contract award.			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Bradley Hill, Contracts Specialist, Phone (202)-727-0121 William Sharp, Contracting Officer, Phone (202) 727-0167 William.sharp@dc.gov		7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER GSA SCHEDULE HOLDER OFFERORS		9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Office of the Chief Technology Officer 441 4 th Street, NW, Suite 920S Washington, DC 20001 Attn: Jonathan McLaughlin			
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: SEPTEMBER 25, 2007, 2:00 PM	11A. PLEASE STATE YOUR GSA SCHEDULE NUMBER BELOW.				
	11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW.				
12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS					
<p>Instructions to Quoters: Please complete Blocks 8B, 11A & 11B if applicable, 13(&attached Enterprise Pricing schedule/matrix), 14, 15, 16, 17, 18, as well as submission of technical information and price quotes as outlined in this solicitation, submit one (1) original and four (4) copies of signed quotations to Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the only authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.</p> <p>Terms and Conditions: SEE ATTACHED.</p>					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	See attached Statement of Work, Section C.				
	See the attached Enterprise Pricing Matrix for Commercial-Off-The-Shelf (COTS) license items (B.13).				
	See the attached Section B.16, Price Schedule For additional CLINs				
TOTAL AMOUNT					\$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)		15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES NOT ACCEPTABLE)		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

SECTION B – SERVICE AND PRICE

B1. GENERAL TERMS AND CONDITIONS

This is a Request For Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. It is anticipated that award will be a task order/delivery order against the offeror's General Services Administration (GSA) Federal Supply Schedule contract. Offerors should include a copy of GSA Federal Supply Schedule Pricing Information in their response. Respondents are anticipated to be ranked as Gartner's 4th Quadrant companies. Offerors should include a copy of evidence of Gartner's 4th Quadrant rating in their response.

B2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a fixed price contract with a labor hour component. The period of performance (see section F) for the base period will be through twelve months from date of award, or through 30 September 2008, whichever comes first, with the option to renew for four (4) additional option periods of 12 months each, 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. The quoter/offeror shall submit a price for the base period and each option period. If the District exercises this option, the extended contract shall be considered to include this option provision. The price for the option period shall be as specified in the contract. The total duration of this contract, including the exercise of any options under this clause, shall not exceed sixty (60) months.

B3. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by contracting officers. The name, address and telephone number of the Contracting Officer is:

William Sharp
Contracting Officer
Government of the District of Columbia
Office of Contracting and Procurement
Information Technology Group
441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252 (main)
Phone: (202) 727-8983 (direct)
Fax: (202) 727-1679
E-mail: william.sharp@dc.gov
Website: ocp.dc.gov

B4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

B5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to

the District, to take all corrective action necessitated by reason of the unauthorized changes.

B6. ADVISORY AND ASSISTANCE SERVICES

The contract is a “nonpersonal services contract”. It is therefore, understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

B7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

B7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.

B7.2 In addition, the Contractor shall:

B7.2.1 Ensure that all work is performed either on- or off- District premises, as approved in writing by the COTR;

B7.2.2 Provide to personnel performing work under this contract high-end laptops with Window XP Professional and necessary communication equipment. For certain individuals in key positions, contractor may be required to provide cell phones and/or PDA devices for individual employees. For specifications and compatibility, please contact the OCTO Agency Telephone Coordinator, 202-727-3843.

Contractor shall also provide space, equipment, storage, personnel, and systems in the Contractor’s offices as necessary to support the work hereunder. Unless otherwise specified, Contractor staff shall work during normal business hours.

B7.2.3 The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person’s name, days worked, and time worked. Each person is billable only to a maximum of eight (8)

hours per day, 40 hours per week unless written prior approval has been issued by the COTR. Contractor must provide timely, necessary information to allow the District to calculate “earned value”.

- B7.2.4 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.
- B7.2.5 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.
- B7.2.6 Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- B7.2.7 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- B7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor’s work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.
- B7.2.9 Continuously monitor the status of Contractor’s work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- B7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor’s work, setting out current and upcoming activities, decisions required and issues of concern.
- B7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.

B8. HIRING OF EMPLOYEES

By accepting this order or contract, the Contractor agrees that the District, at its discretion, after completion of order or contract period, may hire the individual performing services as a result of this order or contract, without restriction, penalties or fees.

B9. INVOICE PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract. (See Section G.) The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in

duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the CFO is:

Name: OCTO Agency CFO
Accounts Payable Division
Address: 441 4th Street, NW
Suite 930S
Washington, D.C. 20001
Telephone: (202) 727-2277 or 6508
Fax: 202-727-1216
E-mail: octo.accountspayable@dc.gov

To constitute a proper invoice, the Contractor shall submit the following information:

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is also recommended;
- (c) Description, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

B10. TECHNICAL EVALUATION FACTORS: (60 points)

Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, **EVALUATION FACTORS FOR AWARD**, and attachment J10. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror response. The Offeror shall submit information in a clear, concise, factual, and logical manner providing a comprehensive description of program services and service delivery. The information requested for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in the statement of work.

(See Attachment J.10 Technical Features)

B10.1 PAST PERFORMANCE OF OFFEROR (10 points)

Please provide name, title and current phone number or e-mail address of at least three (3) references that can address the Offeror's past performance in providing quality candidates for similar services, as well as an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the Offeror's performance. Offerors who have no relevant past performance will receive a neutral score (*i.e.* 5 out of 10).

B10.2 PRICE CRITERIA (30 Points)

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:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

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

B11. TAX CERTIFICATION FORM ATTACHMENT

Tax Certification Affidavit (Attached)

B12. INSTRUCTIONS

- B12.1 Please submit one (1) original and four (4) copies of signed technical and price quotations (in separately sealed envelopes). Submit one (1) copy of both technical and price quotations on Diskette or CD. Submit all documents to the Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. **THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ.** All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical proposals should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation.
- B12.2 Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.
- B12.3 By submitting a quote, Quoter is representing that the candidates proposed are available to commence work promptly upon the Quoter's receipt of a PO provided that a PO is received within twenty one (21) days of submission in response to this RFQ. By submitting a Quote, Quoter further represents that it understands that award decisions will be made based, in part, on the quality of the candidate proposed, and that if the candidate should not be available to commence work, for whatever reason, at the beginning of the period of performance, the District reserved the right to cancel the award and proceed with awarding to another Quoter whose candidate is available.
- B12.4 The standard contract provisions of the GSA and the provisions of individual Schedules apply to this action.
- B12.5 The District reserves the right to interview and otherwise verify qualifications of proposed contractor staff and reject any proposed candidates who do not meet District's requirements. Candidate Consultant expertise and relevant background and skills is the primary consideration.
- B12.6 Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.
- B12.7 By accepting this order or contract the vendor agrees that the District, at its discretion, after completion of order or contract period, may hire an individual who is performing services as a result of this order or contract, without restriction, penalties or fees.
- B12.8 All resumes submitted must have the candidate's name removed

and no reference to your company. Please forward resumes as “Candidate 1”, “Candidate 2”, or “Candidate 3”, etc. Please provide a Reference Sheet identifying the candidates to the corresponding resume.

B13.

**Enterprise-wide Pricing Matrix/Schedule
for Fixed Price License Items**

“An Enterprise-Wide license fee for a COTS Product to provide an Enterprise Portfolio Management System that will be suitable for use by multiple District agencies that utilize and maintain IT Projects. Annual License / Maintenance / Training and Professional Services fees – Base period.”

The quoter shall provide an enterprise pricing schedule based on the quantity of District users and the type of license required. For the purpose of the proposal response, the quoter shall provide the volume pricing for standard licenses, project manager licenses and administrator licenses as follows:

Total Licenses	Standard License	Project Mgt.	Administrator	Total Price	Standard Price	Project Price	Admin Price
500	449	50	1	\$	\$	\$	\$
1,000	798	200	2	\$	\$	\$	\$
5,000	4595	400	5	\$	\$	\$	\$
10,000	9495	500	5	\$	\$	\$	\$

The quoter may offer an alternative pricing matrix/ schedule based on their COTS product offering.

NOTE: For comparison purposes, please use the figures from “10,000 Total Licenses” in your completed matrix above to fill in CLIN 0001. For “Price Per Unit” in CLIN 0001, use the average (mean) price from your Standard, Project and Admin prices above, or use the equivalent standard terminology from your pricing matrix / schedule.

B.14 The Government of the District of Columbia Office of Contracting and Procurement on behalf of the Office of the Chief Technology Officer (OCTO) is seeking a contractor to: provide, install, and host an Enterprise Portfolio Management (EPM) system through the use of a commercial/off-the-shelf (COTS) software application package for tracking, controlling and managing the various IT projects of OCTO and the Agencies of the District of Columbia.

B.15 The District contemplates award of a firm fixed-price contract with a fixed labor hour rate component, with a base year and four (4) option years.

B.16 PRICE SCHEDULE

B.16.1 **Base Year** - From the date of award and for four (4) Option Periods. The contractor shall identify labor rate(s) inclusive of general and administrative expenses, overhead and profit for the operational support and refinement of the system. The contractor shall identify any other categories of labor that may be required in performance of the contract.

Contract Line Item No. (CLIN)	Item Description	Price Per Unit	Quantity	Total Price
0001	An Enterprise-Wide license fee for a COTS product to provide an Enterprise Portfolio Management System that will be suitable for use by multiple District agencies that utilize and maintain IT projects. Annual License / Maintenance / Training and Professional Services Fee – Base Year.	\$ _____ (See Matrix / Schedule on previous page)	1 pkg.	\$ _____ (See Matrix / Schedule on previous page)
0002	Systems Integration Services	\$ _____	1 each	\$ _____
0003 Rates for Base Period	Defined Labor categories and rates for additional Systems Integration support, i.e.,			
0003A	Project Manager	\$ _____	Per hr.	\$ _____
0003B	Program Analyst	\$ _____	Per hr.	\$ _____
0003C	Business Analyst	\$ _____	Per hr.	\$ _____
0003D	Inventory Analyst	\$ _____	Per hr.	\$ _____
0003E	Developer	\$ _____	Per hr.	\$ _____
0003F	Quality Assurance Analyst	\$ _____	Per hr.	\$ _____

B.16.2 **Option Period 1** - From the date of award and for four (4) Option Periods. The contractor shall identify labor rate(s) inclusive of general and administrative expenses, overhead and profit for the operational support and refinement of the system. The contractor shall identify any other categories of labor that may be required in performance of the contract.

10001	Annual License/Maintenance Fee	\$ _____	1 pkg.	\$ _____
Rates for Option Period 1				
10003A	Project Manager	\$ _____	Per hr.	\$ _____
10003B	Program Analyst	\$ _____	Per hr.	\$ _____
10003C	Business Analyst	\$ _____	Per hr.	\$ _____
10003D	Inventory Analyst	\$ _____	Per hr.	\$ _____
10003E	Developer	\$ _____	Per hr.	\$ _____
10003F	Quality Assurance Analyst	\$ _____	Per hr.	\$ _____

B.16.3 **Option Period 2** - From the date of award and for four (4) Option Periods. The contractor shall identify labor rate(s) inclusive of general and administrative expenses, overhead and profit for the operational support and refinement of the system. The contractor shall identify any other categories of labor that may be required in performance of the contract.

20001	Annual License/Maintenance Fee	\$ _____	1 pkg.	\$ _____
Rates for Option Period 2				
20003A	Project Manager	\$ _____	Per hr.	\$ _____
20003B	Program Analyst	\$ _____	Per hr.	\$ _____
20003C	Business Analyst	\$ _____	Per hr.	\$ _____
20003D	Inventory Analyst	\$ _____	Per hr.	\$ _____
20003E	Developer	\$ _____	Per hr.	\$ _____
20003F	Quality Assurance Analyst	\$ _____	Per hr.	\$ _____

B.16.4 **Option Period 3** - From the date of award and for four (4) Option Periods. The contractor shall identify labor rate(s) inclusive of general and administrative expenses, overhead and profit for the operational support and refinement of the system. The contractor shall identify any other categories of labor that may be required in performance of the contract.

30001	Annual License/Maintenance Fee	\$ _____	1 pkg.	\$ _____
Rates for Option Period 3				
30003A	Project Manager	\$ _____	Per hr.	\$ _____
30003B	Program Analyst	\$ _____	Per hr.	\$ _____
30003C	Business Analyst	\$ _____	Per hr.	\$ _____

30003D	Inventory Analyst	\$ _____	Per hr.	\$ _____
30003E	Developer	\$ _____	Per hr.	\$ _____
30003F	Quality Assurance Analyst	\$ _____	Per hr.	\$ _____

B.16.5 **Option Period 4** - From the date of award and for four (4) Option Periods. The contractor shall identify labor rate(s) inclusive of general and administrative expenses, overhead and profit for the operational support and refinement of the system. The contractor shall identify any other categories of labor that may be required in performance of the contract.

40001	Annual License/Maintenance Fee	\$ _____	1 pkg.	\$ _____
Rates for Option Period 4				
40003A	Project Manager	\$ _____	Per hr.	\$ _____
40003B	Program Analyst	\$ _____	Per hr.	\$ _____
40003C	Business Analyst	\$ _____	Per hr.	\$ _____
40003D	Inventory Analyst	\$ _____	Per hr.	\$ _____
40003E	Developer	\$ _____	Per hr.	\$ _____
40003F	Quality Assurance Analyst	\$ _____	Per hr.	\$ _____

B.17.6 The District will order these CLIN on an as needed basis by execution of a bilateral modification to the contract.

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The purpose of this contract is to acquire, for the District's use, a commercial/off-the-shelf (COTS) Enterprise Portfolio Management software application package. This program shall be made available to District agencies, with minimum enhancements, and will allow District agencies to utilize and maintain their own respective project management software where it so desires and incorporate application development and support Life Cycle methodologies to adopt the features and capabilities of the COTS software. The initial implementation of the product shall be for a "to-be-identified" portion of the OCTO enterprise portfolio to verify proof of concept with the remainder implemented after a 60 – 90 day period.

The Contractor shall ensure that the COTS solution shall meet the immediate need of the District, as well as support the target goals of scalability, the District's goal of consolidated project management capabilities and enterprise reporting, provide the capability for User Configurability of screen layouts, reporting, risk calculations, escalation notification, as well as calculating and reporting of ANSI certified Earned Value Measurement (EVM) of each IT project (at task, milestone, or project basis).

C.1.1 Acronyms

(ANSI)	American National Standards Institute
(COTS)	Commercial Office the Shelf Software
(OCTO)	Office of the Chief Technology Officer
(EPM)	Enterprise Portfolio Management
(EVM)	Project Management Institute (PMI) definition of Earned Value Measurement
(PMO)	Project Management Office
(PMI)	Project Management Institute

C.2 BACKGROUND

C.2.1 The Office of the Chief Technology Officer (OCTO) develops and enforces the policies and standards for information technology on behalf of the District of Columbia government. OCTO identifies where and how technology can systematically support the business processes of the District.

C.2.2 There is a critical need to secure the services of a contractor with the ability to provide and implement a COTS solution package for tracking IT programs and projects spanning OCTO and the various Agencies of the District. Once put into service this system shall be made available to the OCTO Leadership, PMO, and other District agency personnel for the management, planning and review of IT Projects within OCTO and the various Agencies of the District.

C.2.3 Currently OCTO IT Projects are managed utilizing several Project Management alternatives and minimal reporting capabilities. Tracking capabilities, reporting of project progression based upon quantifiable criteria is extremely limited, limited Earned Value calculations are provided in most instances, and Enterprise Portfolio reporting capability does not exist.

C.2.4 GOALS AND OBJECTIVES

- C.2.4.1** Provide automated Reporting and Tracking Capabilities
- C.2.4.2** Provide Earned Value calculations on all Projects at key intervals
- C.2.4.3** Manage and Control IT Portfolio
- C.2.4.4** Consolidate projects by Program, Agency, and Enterprise
- C.2.4.5** Improve efficiency in Portfolio Management and the delivery of IT Services within OCTO and District Agencies
- C.2.4.6** Implement a system that supports PMI best practices

C.3 REQUIREMENTS:

C.3.1 The contractor shall implement, provide training, and support on a COTS solution package for tracking IT programs and projects spanning OCTO and the various Agencies of the District that shall support the desired features listed in Attachment J.10 and the following Requirements.

C.3.1.1 Functional System Requirements: The contractor shall complete a desired features assessment matrix that details their ability to support each feature listed in Attachment J.10.

C.3.1.2 Non-Functional Requirements: The contractor shall provide a description of the features, characteristics, and attributes of the system, as well as, any constraints that may limit the boundaries of the proposed solution. These non-functional requirements shall include the following items:

- C.3.1.2.1** Availability
- C.3.1.2.2** Back-up and recovery, data and programs
- C.3.1.2.3** Capacity estimates and planning
- C.3.1.2.4** Disaster recovery
- C.3.1.2.5** Extendibility/flexibility
- C.3.1.2.6** Performance
- C.3.1.2.7** Reliability
- C.3.1.2.8** Scalability
- C.3.1.2.9** Portability
- C.3.1.2.10** Maintainability
- C.3.1.2.11** Security
- C.3.1.2.12** System management
- C.3.1.2.13** Environment

C.3.2 FEATURES ANALYSIS

The analysis and application development of the solution features shall be clearly documented. The contractor shall prepare a comprehensive set of documents that detail information outlining the COTS capabilities, features and functions in accordance with the requirements contained within this document.

C.3.2.1 ANSI Certified Earned Value Measurement (EVM) Calculations: The Contractor shall provide documentation describing all EVM calculations to be performed within the COTS, how the values will be derived, and how the results are reported.

C.3.2.1.1 User Configurability Analysis: The contractor shall produce a document outlining the features, capabilities, and methods of the COTS to support User Defined variables, calculations, screen displays, report layouts, escalation procedures, and methods available to OCTO for configuring and customization of the COTS to OCTO requirements. Contractor shall meet with PMO staff and other designated individuals, as required, to define the overall user requirements.

C.3.2.1.2 Final Analysis: The contractor shall produce a final Analysis document due according to the approved project plan and milestone delivery schedule defined after contract award. This document shall be provided to the COTR in conjunction with the final requirements outlining the methodologies and requirements to support the above items.

C.3.3 PROJECT PLAN:

C.3.3.1 Project Management Plan shall include, at a minimum, the following items:

C.3.3.1.1 Project Management Plan and Schedule: **Within 10 calendar days after contract award, the contractor shall deliver a detailed, resource and cost loaded project plan. The plan shall include project goals, scope, tasks, deliverables, and assigned resources and schedule. The PMO Project Manager, other OCTO representatives, and the contractor's representative(s) shall meet to review the project plan. The PMO Project Manager will provide approval or disapproval of the project plan within 10-calendar days after the review meeting. The contractor's project manager shall make updates to the**

Project Management Plan and Schedule as necessary to reflect results of the review meeting.

- C.3.3.1.2 Total Cost of Ownership (TCO) Analysis.** One of the tasks on this project is for the contractor's project manager, working with the PMO Project Manager, to deliver an estimated TCO that identifies future development, refresh, and operational costs over a five-year period. This document is due no later than 60 days after the start of the project.
- C.3.3.2 Communication Schedule:** The contractor shall interview key OCTO PMO resources, identified by the PMO after award, for the purpose of gathering and developing information that shall be key to the successful implementation of an enterprise program management solution. The contractor shall provide a detailed communication plan due according to the approved project plan and milestone delivery schedule defined after contract award.
- C.3.3.3 Training Plan:** The contractor shall conduct all product and implementation training. The training plan shall include schedules, deliverables, and contractor's trainers. The contractor shall provide a detailed training plan due according to the approved project plan and milestone delivery schedule defined after contract award.
- C.3.3.4** The contractor shall provide operational support of the system for a period of six months to migrate all OCTO IT projects into the system followed by the migration of all district agencies IT projects into the program management system. In addition, the contractor shall provide the option to support the system for a second six month period during the base year as part of the proposal.

C.3.4 MEETING REQUIREMENTS

- C.3.4.1 Implementation Plan Kickoff Meeting** The contractor shall conduct a kick-off meeting with OCTO, and Agency representatives. For this meeting the Contractor shall outline tasks, deliverables, and estimated schedule for the actual system implementation. This meeting shall be conducted according to the approved project plan and milestone delivery schedule defined after contract award.
- C.3.4.2 Documentation Review Meetings** The contractor shall work with OCTO to produce and conduct formal presentations of identified documents for the Project Steering Committee (made up of OCTO PMO team members). These meetings shall be conducted according to the approved project plan and milestone delivery schedule defined after contract award. This review is required prior to acceptance of document deliverables.

C.3.4.3 Reporting Methodology Review Meeting The contractor shall conduct a review meeting to present their ongoing reporting methodology. This meeting shall be conducted according to the approved project plan and milestone delivery schedule defined after contract award.

C.3.5 REPORTING REQUIREMENTS

C.3.5.1 Weekly Progress Reports The contractor shall deliver to the OCTO Project Manager a status report each Friday by 3:00 pm. The status report shall include detailed documentation on milestones achieved, earned value reports, and any adjustments to the projected cost and completion date. Weekly progress reports shall commence on the first Friday following contract award.

C.4 STANDARDS

The contractor shall incorporate PMI industry's best practices for successful implementation of this project. The contractor shall work within the District's feature specifications, and utilize the industry's best practices and publicly available documentation for the PMI to reflect the changes necessary to meet the specifications and infrastructure set forth herein by this contract.

C.4.1 Use standard methodologies to complete the project; however the approach should be limited to the minimum necessary for clarity. Alternatively the Contractor shall propose a single "methodology" document and focus each deliverable (as defined in section F.4) on details specific to the information required for that deliverable.

C.4.2 Coordinate with District's appointed COTR throughout the project:

Jonathan McLaughlin
Office of the Chief Technology Officer
441 – 4th Street, NW – Suite 920
Washington, DC 20001
202-727-9804

C.4.3 Schedule key project staff to attend regularly scheduled status meetings with OCTO and participating agency representatives. The contractor, in person, or via teleconferencing, shall attend these meetings.

C.4.4 Continuously communicate status of the work relative to the approved schedule. The Contractor shall notify the Contracting Officer's Technical Representative (COTR) of any potential problems in meeting scheduled deliverable dates.

SECTION D PACKAGING AND MARKING

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated April 2003, Attachment J.01.

SECTION E INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for the resultant contract shall be governed by clause number seven (7), Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated April 2003, Attachment J.01.

SECTION F PERIOD OF PERFORMANCE

F.1 TERM OF CONTRACT

The term of the contract shall be for a one (1) year base period, plus four (4) option years from date of award specified on page one (1) of the contract.

F.1.1 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

F.3 DELIVERABLES

All deliverables shall be delivered to: Jonathan McLaughlin, COTR (See C.2.4 for address) in accordance with the chart below and requirements outlined in Section L.

Item #	DELIVERABLE	QTY	METHOD OF DELIVERY	DUE DATE
01	Features Analysis (C.3.1.1) - Functional System Requirements	5	Original	According to the approved project management plan and schedule.
		1	Electronic	
02	Features Analysis (C.3.1.2) - Non-Functional Requirements	5	Original	According to the approved project management plan and schedule.
		1	Electronic	
03	Earned Value Measurement Calculations (C.3.2.1)	5	Original	According to the approved project management plan and schedule.
		1	Electronic	
04	User Configurability Analysis (C.3.2.1.1)	5	Original	According to the approved project management plan and schedule.
		1	Electronic	
05	Final Analysis (C.3.2.1.2)	5	Original	According to the approved project management plan and schedule.
		1	Electronic	
06	Project Management Plan and Schedule (C.3.3.1.1)	5	Original	According to the approved project management plan and schedule.
		1	Electronic	
07	Total Cost of Ownership (TCO) Analysis (C.3.3.1.2)	5	Original	Within 60 days after award date
		1	Electronic	
08	Communication Schedule (C.3.2.2)	1	Original	According to the approved project
		1	Electronic	

				management plan and schedule.
09	Training Plan (C.3.3.3)	1	Original	According to the approved project management plan and schedule.
		1	Electronic	
10	Implementation Plan Kick-off Meeting (C.3.4.1)	3	Original	According to the approved project management plan and schedule.
		1	Electronic	
11	Documentation Review Meetings (C.3.4.2)			According to the approved project management plan and schedule.
12	Reporting Methodology Review (C.3.4.3)			According to the approved project management plan and schedule.
13	Weekly Progress Report (C.4.5.1)			Friday by 3:00pm

F.4 The work shall be performed at the OCTO offices, located at 441 – 4th Street, Washington, DC 20001, unless otherwise directed in writing by the COTR.

SECTION G CONTRACT ADMINISTRATION DATA

G.1 PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

- G.1.1** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2. INVOICE SUBMITTAL

(See B.9 "Invoice Payment)

G.3 METHOD OF PAYMENT

The method of payment shall be based upon a firm fixed rate plus a fixed labor rate set forth in the contractor's pricing schedule. Payment for CLIN 0001 will be withheld until 30 days after acceptance of CLIN 001. Payment for the balance of the CLINs is dependent on the District's approval and acceptance of milestones identified in the project schedule due within ten (10) calendar days of the contract award (see Section F.3 for deliverables).

G.4 ASSIGNMENTS

- G.4.1** In accordance with 27 DCMR 3250, unless otherwise prohibited by this contract, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.

- G.4.2** Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.

- G.4.3** Notwithstanding an assignment of money claims pursuant to authority contained in the contract, 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:

Pursuant to the instrument of assignment dated _____,
make payment of this invoice to _____ (name
and address of assignee).

G.5 CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government only by contracting officers. The address and telephone number of the Contracting Officer is:

Mr. William Sharp, Contracting Officer
Office of Contracting and Procurement
441 – 4th Street, NW, Suite 930 South
Washington, DC 20001
(Office No.) 202-727-5274
(Fax No.) 202-727-5660
william.sharp@dc.gov

G.6 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.6.1** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- G.6.2** The Contractor shall not comply with any order, directive, or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.
- G.6.3** In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change shall be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.7 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- G.7.1** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Jonathan McLaughlin, COTR
Office of the Chief Technology Officer
441 – 4th Street, NW – Suite 920
Washington, DC 20001

- G.7.2** It is understood and agreed that the COTR shall not have authority to make any changes in the specifications/scope of work or terms and conditions of the contract.
- G.8** Contractor shall be held fully responsible for any changes not authorized in advance in writing by the Contracting Officer may be denied compensation or other relief for any

additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H SPECIAL CONTRACT REQUIREMENTS:

H.1 DIVERSION, REASSIGNMENT, AND REPLACEMENT OF KEY PERSONNEL

The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty calendar days in advance and shall submit justification (including proposed substitutions) in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall not reassign these key personnel or appoint replacements without written permission from the Contracting Officer.

H.2 KEY PERSONNEL

H.2.1 The District considers the following positions to be key personnel for this contract:

- 1) Project Manager - The Project Manager is considered to be essential to the work being performed hereunder. The Contractor shall notify the COTR, as identified in Section G.7, and the Contracting Officer and the as identified in Section G.5 at least fifteen (15) calendar days prior to removing the Project Manager unless the Contractor deems that removal of the Project Manager is necessary in order to maintain and ensure the integrity and best interest of the project.
- 2) Project Analysts (or equivalent) - The Project Analysts is considered to be essential to the work being performed hereunder. The Contractor shall notify the COTR, as identified in Section G.7, and the Contracting Officer and the as identified in Section G.5 at least fifteen (15) calendar days prior to removing the Project Analysts unless the Contractor deems that removal of the Project Analysts is necessary in order to maintain and ensure the integrity and best interest of the project.

H.2.2 The Contractor shall provide written notification of the removal of the Project Manager in advance of the scheduled removals and within 24 hours for unscheduled removals. The written justification shall provide explanations and justification of the removal of the Project Manager as well as the Contractor's plan to temporarily and permanently fill the position.

H.2.3 The Contractor shall not replace the Project Manager without written permission from the Contracting Officer.

H.2.4 The contractor shall set forth in its proposal the names and reporting relationships of the key personnel the contractor shall use to perform the work under the proposed contract. Their resumes shall be included. The hours that each shall devote to the contract shall be provided in total and broken down by task.

H.3 DEPARTMENT OF LABOR WAGE DETERMINATIONS (IF APPLICABLE)

The Contractor shall be bound by the Wage Determination No.1994-2103 District-Wide, Revision No. 32, dated: 05/27/04, issued by the U.S. Department of Labor in accordance with the Service Contract Act and incorporated herein as Attachment J.02 of this solicitation. The Contractor shall be bound by the wage rates for the term of the Contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer for the option obtains a revised wage determination, that determination is applicable for the option periods; the Contractor may be entitled to an equitable adjustment.

H.4 AUDITS, RECORDS, AND RECORD RETENTION

- H.4.1** 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 of cost audited. For cost reimbursement contracts, any payment may be reduced by amounts found by the Contracting Officer not to constitute allowable costs as adjusted for prior overpayment or underpayment. In the event that all payments have been made to the Contractor by the District Government and an overpayment is found, the Contractor shall reimburse the District for said overpayment within thirty (30) days after written notification.
- H.4.2** The Contractor shall establish and maintain books, records, and documents (including electronic storage media) in accordance with generally accepted accounting principles and practices that sufficiently and properly reflect all revenues and expenditures of funds provided by the District under the contract that results from this solicitation.
- H.4.3** The Contractor shall retain all records, financial records, supporting documents, statistical records, and any other documents (including electronic storage media) pertinent to the contract for a period of five (5) years after termination of the contract, or if an audit has been initiated and audit findings have not been resolved at the end of five (5) years, the records shall be retained until resolution of the audit findings or any litigation which may be based on the terms of the contract.
- H.4.4** The Contractor shall assure that these records shall be subject at all reasonable times to inspection, review, or audit by Federal, District, or other personnel duly authorized by the Contracting Officer.
- H.4.5** Persons duly authorized by the Contracting Officer shall have full access to and the right to examine any of the Contractor's contract and related records and documents, regardless of the form in which kept, at all reasonable times for as long as records are retained.
- H.4.6** The Contractor shall include these aforementioned audit and record keeping requirements in all approved subcontracts and assignments.

H.5 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractor either during or after expiration or termination of the contract make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.6 CONFLICT OF INTEREST

H.6.1 No official or employee of the District of Columbia or the Federal Government who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall, prior to the completion of the project, voluntarily acquire any personal interest, direct or indirect, in the contract or proposed contract. (DC Procurement Practices Act of 1985, D.C. Law 6-85, D.C. Official Code section 2-310.01, and Chapter 18 of the DC Personnel Regulations).

H.6.2 The Contractor's represents and covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Contractor further covenants not to employ any person having such known interests in the performance of the contract.

H.7 GOVERNMENT RESPONSIBILITY

The District will provide sufficient working space, within the primary facility for the Contractor's Program Manager's operation. This space shall include a computer workstation for the implementation and support of the EPM system.

SECTION I ADDITIONAL CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supply and Services Contracts dated April 2003 (Attachment J.01) are incorporated as part of the contract resulting from this solicitation.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond September 30th of each year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District shall be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

- I.4.1** The District will have up to ten (10) calendar days for the review period of all draft and final documents submitted for review and acceptance.

I.5 RESTRICTION ON DISCLOSURE AND USE OF DATA

Contractors who include in their proposal data that they do not want disclosed to the public or used by the District Government except for use in the procurement process shall:

- I.5.1** Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District Government and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

- I.5.2** If however, a contract is awarded to this Contractor as a result of, or in connection with the submission of this data, the District Government shall have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this data if it is obtained from another source. The data subject to this restriction are contained in sheets "(insert numbers or other identification of sheets)."

- I.5.3** Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

I.6 RIGHTS IN DATA

- I.6.1** "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

- I.6.2** The term "Technical Data", as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may include, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.
- I.6.3** The term "Computer Software", as used herein means computer programs and computer databases. "Computer Programs", as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.6.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.
- I.6.5** All 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, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all 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 the District until such time as the District may have released such data to the public.
- I.6.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract,

which the parties have agreed will be furnished with restricted rights, provided however, not withstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

- I.6.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
- I.6.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
- I.6.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and Modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

I.6.7 The restricted rights set forth in section I.6.6 are of no effect unless:

- (i) the data is marked by the Contractor with the following legend:

Restricted Rights Legend

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____
With _____ (Contractor's Name), and;

- (ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.

I.6.8 In addition to the rights granted in Section I.6.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.6.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this

contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the scope specified in the first sentence of this paragraph.

- I.6.9** Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use Section I.6 in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.
- I.6.10** For all computer software furnished to the District with the rights specified in Section I.6.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.6.5. For all computer software furnished to the District with the restricted rights specified in Section I.6.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by the court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
- I.6.11** The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.
- I.6.12** Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.
- I.6.13** Paragraphs I.6.6, I.6.7, I.6.8, I.6.11 and I.6.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that the Contractor identifies such incorporated material at the time of delivery of such work.

I.7 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor, or by any District employee.

I.8 FIRST SOURCE EMPLOYMENT AGREEMENT

The Contractor shall maintain compliance with the terms and conditions of the First Source Employment Agreement (Attachment J.06) executed between the District and the Contractor throughout the entire duration of the contract, including option periods if any.

I.9 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District shall have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.10 CONTINUITY OF SERVICES:

I.10.1 The Contractor recognizes that the services provided under this contract are vital to the District of Columbia and must be continued without interruption and that, upon contract expiration or termination, a successor, either the District or another contractor, at the District's option, may continue to provide these services. To that end, the Contractor agrees to:

I.10.1.1 Furnish phase-out, phase-in (transition) training, and;

I.10.1.2 Exercise its best efforts and cooperation to effect an orderly and efficient transition to a successor.

I.11 INSURANCE

Contractor shall procure and maintain, at its own cost and expense, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverage prior to commencing work. All insurance shall be procured from insurers authorized to do business in the jurisdiction where operations are to be performed, and shall have a current AM Best rating of "A-" or better and a minimum financial size category of VIII. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at his option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days prior written notice to be given to the District in the event coverage is substantially changed, canceled, or non-renewed. If the insurance provided is not in compliance with all the requirements herein, The District maintains the right to stop work until proper evidence is provided.

Evidence of insurance shall be submitted to:

Mr. William Sharp, Contracting Officer
Office of Contracting and Procurement
441 – 4th Street, NW, Suite 930 South

I.11.1 Information Technology

I.11.2 Commercial General Liability Insurance, \$1,000,000 limits per occurrence, District added as an additional insured.

I.11.3 Automobile Liability Insurance, \$1,000,000 per occurrence combined single limit.

I.11.4 Worker's Compensation Insurance according to the statutes of the District of Columbia, including Employer's Liability, \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,000 policy limit disease.

I.11.5 Errors and Omissions Liability Insurance, \$1,000,000 limits per claim.

I.12 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985; the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Attachment J.04. An award cannot be made to any Contractor who has not satisfied the equal employment requirements as set forth by the Department of Human Rights, Office of Local Business Development.

I.13 ORDER OF PRECEDENCE

The Request for Proposal, with respect to all items accepted, and all papers accompanying the same, including the schedule and continuation sheets, if any, the Specifications, the Offer, the Proposal, the Special Conditions, the General Conditions, and other papers and documents referred to in any of the foregoing shall constitute the formal contract between the Contractor and the District.

SECTION J LIST OF ATTACHMENTS

The following should be included in the attachments to this document. In addition to the below attachments, item J.10 is included with this document to outline requirements of this RFP for the selected software.

J.01 Tax Certification Affidavit

J.02 - J.09 (Reserved)

J.10 Past Performance Evaluation Form

Exhibits: Project Initiation Form example

SECTION K REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF CONTRACTORS

K.1 AUTHORIZED NEGOTIATORS

The Contractor represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The Contractor, by checking the applicable box, represents that

(a) It operates as:

a corporation incorporated under the laws of the State of _____

an individual,

a partnership,

a nonprofit organization, or

a joint venture; or

(b) If the Contractor is a foreign entity, it operates as:

an individual,

a joint venture, or

a corporation registered for business in _____
(Country)

K.3 EMPLOYMENT AGREEMENT

For all offers over \$100,000, except for those in which the Contractor is located outside the Washington Metropolitan Area and shall perform no work in the Washington Metropolitan Area, the following certification is required (see Clause 28 of the Standard Contract Provisions). The Contractor recognizes that one of the primary goals of the District government is the creation of job opportunities for bona fide District residents. Accordingly, the Contractor agrees to pursue the District's following goals for utilization of bona fide residents of the District of Columbia with respect to this contract and in compliance with Mayor's Order 83-265 and implementing instructions: (1) at least 51% of all jobs created as a result of this contract are to be performed by employees who are residents of the District of Columbia; and (2) at least 51% of apprentices and trainees shall be residents of the District of Columbia registered in programs approved by the D.C. Apprenticeship Council. The Contractor also agrees to notify all prospective subcontractors, prior to execution of any contractual agreements, that the subcontractors are expected to implement Mayor's Order 83-265 in their own employment practices.

The Contractor understands and shall comply with the requirements of The Volunteer Apprenticeship Act of 1978, D.C. Official Code sec. 32-1401 et seq., and the First Source Employment Agreement Act of 1984, D.C. Official Code sec. 2-219.01 et seq.

The Contractor certifies that it intends to enter into a First Source Employment Agreement with the District of Columbia Department of Employment Services (DOES). Under this First Source Employment Agreement, the Contractor shall use DOES as the first source for recruitment and referral of any new employees. The Contractor shall negotiate the First Source Employment Agreement directly with DOES. Nothing in this certification or the First Source Employment Agreement shall be construed as requiring the Contractor to hire or train persons it does not consider qualified based on standards the Contractor applies to all job applicants.

Name _____ Title: _____
Signature _____ Date: _____

K.4 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the Contractor for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Contractor _____ Date: _____
Name _____ Title: _____
Signature _____

Contractor ____ has ____ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Contractor ____ has ____ has not filed all required compliance reports,

and representations indicating submission of required reports signed by proposed sub-contractors. (The above representations need not be submitted in connection with contracts or subcontracts that are exempt from the Mayor's Order.)

K.5 WALSH-HEALEY ACT

If this contract is for the manufacture or furnishing of materials, supplies, articles, or equipment in an amount that exceeds or may exceed \$10,000, and is subject to the Walsh-Healey Public Contracts Act, as amended (41 U.S.C. 35-45), the following terms and conditions apply:

(a) All stipulations required by the Act and regulations issued by the Secretary of Labor (41 CFR Chapter 50) are incorporated by reference. These stipulations are subject to all applicable rulings and interpretations of the Secretary of Labor that are now, or may hereafter, be in effect.

(b) All employees whose work relates to this contract shall be paid not less than the minimum wage prescribed by regulations issued by the Secretary of Labor (41 CFR 50-202.2). Learners, student learners, apprentices, and handicapped workers may be employed at less than the prescribed minimum wage (see 41 CFR 50-202.3) to the same extent that such employment is permitted under Section 14 of the Fair Labor Standards Act (41 U.S.C. 40).

K.6 BUY AMERICAN CERTIFICATION

The Contractor hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Clause 29 of the Standard Contract Provisions, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.7 OFFICERS NOT TO BENEFIT CERTIFICATION

Each Contractor shall check one of the following:

_____ No person listed in Clause 17 of the Standard Contract Provisions shall benefit from this contract.

_____ The following person(s) listed in Clause 17 may benefit from this contract. For each person listed, attach the affidavit required by Clause 17 of the Standard Contract Provisions.

K.8 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

- (a) Each signature of the Contractor is considered to be a certification by the signatory in accordance with D.C. Official Code 2-303.16 that:
 - 1) The prices in this Contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Contractor or competitor relating to:
 - (i) those prices,
 - (ii) the intention to submit a Contract, or
 - (iii) the methods or factors used to calculate the prices in the Contract;
 - 2) The prices in this Contract have not been and will not be knowingly disclosed by the Contractor, directly or indirectly, to any other Contractor or competitor before the closing date unless otherwise required by law, and;
 - 3) No attempt has been made or shall be made by the Contractor to induce any other concern to submit or not to submit an offer for the purpose of restricting competition.

- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory;
 - 1) Is the person in the Contractor's organization responsible for determining the prices being offered in this Contract, and that the signatory has not participated and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or (2) (i) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and shall not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the Contractor's organization):

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2)(i) above have not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

- (ii) As an agent, has not participated, and shall not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the Contractor deletes or modifies subparagraph (a)(2) above, the Contractor must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.9 TAX CERTIFICATION:

Each Contractor must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.05.

SECTION L - INSTRUCTIONS, CONDITIONS AND NOTICES TO CONTRACTORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a *single* contract resulting from this solicitation to the responsible Contractor whose offer, conforming to the solicitation shall be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 Initial Offers

The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.

L.1.3 Acceptance or Rejection

The District reserves the right to accept/reject any/all offers resulting from this solicitation. The Contracting Officer may reject all proposals, or waive any minor informality or irregularity in proposals received whenever it is determined that such action is in the best interest of the District.

L.2 PROPOSAL FORM, ORGANIZATION, AND CONTENT

(See B12. "Instructions")

L.3 PROPOSAL INSTRUCTIONS, SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.3.1 Technical Proposal Instructions

The District will not be liable for any errors and/or omissions in the Offeror(s) proposals. Offeror shall not be allowed to amend, alter, change, or add to the proposal documents after the closing date. The Offeror must include within their proposal package the following components:

L.3.2 Cover Letter

The cover letter shall be on company stationary, and must accompany each proposal and shall include the following:

L.3.2.1 Identification of the submitting company, i.e., name, address, telephone number, fax number, tax identification and Dunn's numbers; and e-mail address;

L.3.2.2 Identification of any sub-contractors and subcontractor agreements of that subcontractor;

L.3.2.3 The name, phone number, and the title of the person authorized to obligate the company; and

L.3.2.4 The name, title, and phone number of the person(s) authorized to negotiate the contract, on behalf of the contracting company, and acknowledge agreement to be bound by and comply with the terms of this contract.

L.3.3 Executive Summary

The Executive Summary shall at a minimum include:

- 1. Summarize the key aspects of the proposal,**
- 2. Explain the benefits of the Offeror's software solution; and**
- 3. Explain the Offeror ability to meet the District's Enterprise Portfolio Management features as defined in Attachment J.10.**

L.3.4 Technical Approach

L.3.4.1 The Contractor shall provide a narrative to demonstrate their approach to completing the items in Section "C".

L.3.4.2 The Narrative shall at a minimum include:

1. Establish and document project goals, and identify optional strategies and timelines for their implementation.
2. Address project constraints for cost, schedule(s) and quality.
3. Address methodology of support and implementation of software.
4. Provide the District with the hardware specifications for all required hardware components.
5. Identify components by brand name when the named product(s) have specific features or functionalities that are integrated with the Offeror's proposed system.
6. Include as a part of the response to any specific feature of this RFP a listing of any/all additional equipment requirements, upgrades, staffing, etc., specifically necessary for the need of that feature to be met.
7. Shall describe the reporting capabilities that are available as part of the standard product offering over and above those listed in the Attachment J.10 and include a sample standard report(s) as an appendix to their proposal.
8. Shall describe the documentation that is available as part of the standard product offering.
9. Shall provide a responsibility matrix describing the implementation team including how many team members, and roles and responsibilities.

L.4 PAST PERFORMANCE

- L.4.1** This information requested in this section will facilitate evaluation of the Offeror's Past Performance Record, including list key positions, and subcontractor (s) support. The Offeror shall submit the following information as part of their proposal.
- L.4.2** Complete the Past Performance Evaluation Form in Attachment J.08 for all relevant contracts and subcontracts completed during the past three years. Contracts listed should include those with Federal Government and Commercial Customers. Offerors should list in the proposal 3 to 5 specific contracts and a list of contact names, addresses, and telephone numbers for each of the references requested in the solicitation. The Offeror should submit at least two references for each Non-District/Federal Government reference.
- L.4.3** Offerors that are newly formed entities without prior corporate contracts should list contracts and subcontracts, work performed as part of a team arrangement or joint venture for which they were performing the role of key personnel.
- L.4.4** Offeror's may provide information on problems encountered on the contracts and subcontracts identified above and corrective actions taken to resolve those problems.

- L.4.5** Offeror's may describe any quality awards, certifications or testimonials received from customers listed that indicate that Offeror's performance on contract is the highest quality. Offeror shall identify what segment of company (a division of the entire company) received the award, certification or testimonial. If the award, certification or testimonial is more than three years old, Offeror shall provide present evidence that the qualifications still apply.
- L.4.6** Past Performance Evaluation Form (Attachment J.08) shall be used by the evaluation panel to query previous customers regarding offerors past performance on contracts. Offerors shall assure that customers listed in the proposal complete and sign the Past Performance Evaluation Forms and return them with the technical proposal submission. For each reference contracted, the contact person will be requested to confirm the information provided by the Offeror.
- L.4.7** Past Performance information shall be used for both responsibility determination and as an evaluation factor against which Offeror's relative rankings shall be compared to assure best value for the District government. The District will focus on information that demonstrates quality of performance relative to the similarity of scope, magnitude and complexity to that detailed in the RFP. In determining the rating of the past performance, the District may give greater consideration to the contracts, which are relevant to the RFP.
- L.4.8** District will only discuss Past Performance information directly with the perspective prime or sub-contractor. If there is a problem with the proposed subcontractor past performance, the prime shall be notified of a problem, but no details, may be discussed without the subcontractor's permission.
- L.4.9** Each prospective Offeror has the responsibility to provide references that are relevant to the new work and must explain the relevance of its past's performance information submitted, particularly when it may not be easily apparent. For instance, in the case of a newly formed business entity or in teaming arrangements where the company is relying mostly on the past performance and experience of its key personnel, partners on the team, or on a major subcontractor (s), the proposal must clearly explain "whose" past performance, and "how" that past performance is relevant to the procurement in this request for proposal.
- L.4.10** The District reserves the right to contact the owners of the projects known to have been completed within the last three (3) years but not supplied as references, and the information received may be used in the evaluation of the past performance.

L.5 REFERENCES

The Offeror shall provide the names of references from three (3) clients where the Offeror served as primary contractor for a project similar in size and scope relative to this RFP. References from public sector clients are strongly preferred. References should be (companies and/or agencies) using the same version of the software being proposed, and the software (upgrades as a process of the work performed) should be no more than three

years old. The success results and/or accomplishments of your involvement on the contract(s) should be described therein.

L.6 DESIRED FEATURES MATRIX

Additionally, the Offeror shall assure all features in Attachment J.10 (Technical Features Listing) are identified as met, or identified as not being met by providing a feature compliance matrix. For each feature, the Offeror shall complete the following columns:

Offeror Response	<p>This column shall describe whether the Offeror is providing the feature with the product, or whether it will require modification. Only one of the three codes listed below should appear in the Offeror's response</p> <ul style="list-style-type: none"> • If the feature is fully met this column shall be coded "F". • If the feature is met with modification, the column shall be coded "M". • If the feature cannot be met by the software, the column shall be coded "D". <p>For fully met features "F", an explanation shall be provided giving the details of how it will be met.</p>
Modification Code	<p>For those features that are coded "M", the Offeror shall describe the anticipated workload associated with the modification using the following scheme:</p> <ul style="list-style-type: none"> • Small: Less than 80 hours • Medium: 81 – 320 hours • Large: More than 320 hours
Explanation	<p>For those features that are coded "M" the Offeror shall provide a detailed explanation of how the modification will be provided. Where applicable, the Offeror will describe any additional expenses generated due to the modification, as well as any potential increases in timeframe(s) or scheduled due dates. The Offeror shall state how any modifications shall impact the integrity of the core (COTS) software and version releases. Explanation is limited to one-half page of text for each explanation provided.</p>

L.6.1 Implementation Support

The Offeror shall provide a detailed description of how they will implement their software solution. The description shall provide an understanding of the offeror's methodology and approach to software implementation in general. In addition the description shall identify any changes to their methodology to specifically support the District.

L.6.2 Ongoing Maintenance Support

The Offeror shall provide a detailed description of how they will provide ongoing maintenance support for their software solution. The description will provide an understanding of the Offeror's methodology and approach to software maintenance in general. In addition, the Offeror shall address their approach with respect to customer support, and release management. Finally the Offeror's description will identify any required changes to their methodology to specifically support the District.

L.6.3 Service and Price Proposal

L.6.3.1 *The Offeror shall provide a price proposal for each of the items identified in Section B.3.1. The pricing will take into account scalability for future District agencies to be included within the Project Management Office.*

L.6.3.2 *The Offeror shall price maintenance support to include all version releases and upgrades of the software.*

L.7 Proposal Submission

In order to be considered for selection, Offeror (s) must submit a complete proposal covering the necessary features specified herein. All proposals should follow the number scheme as outlined within this document and also in Attachment J.10, Technical Features Listing. Each item must be identified by number within this RFP and answered in sequential order. Please be aware that the Evaluation Team will not search the proposal document for answers and explanations. It will be assumed that the Contractor did not have a response if this format is not strictly adhered to.

L.7.1 Proposals must be submitted no later than **2:00 p.m.** local time on **September 25, 2007.** Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late", and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

L.7.1.1 The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of offers;

L.7.1.2 The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District, or

L.7.1.3 The proposal is the only proposal received.

L.8 Withdrawal or Modification of Proposals

A contractor may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

L.9. Postmarks

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. **If neither postmark shows a legible date, the proposal, modification, or request for withdrawal shall be deemed to have been mailed late.** When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the Contractor can furnish evidence from the postal authorities of timely mailing.

L.10 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.11 Late Proposals

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

L.12 HAND DELIVERY OR MAILING OF PROPOSALS

L.12.1 All packages should be clearly marked on the outside front.

L.12.2 DELIVER OR MAIL TO:

Attn: Mr. William Sharp / Bradley Hill
Office of Contracting and Procurement
441 4th Street, NW, Bid Room, Suite 703 South
Washington, D. C. 20001

L.13 EXPLANATION TO PROSPECTIVE CONTRACTORS

- L.13.1** The prospective Contractor is requested to submit, in writing, questions relating to this solicitation **three (3)** calendar days prior to the closing date and time indicated for this solicitation.
- L.13.3** If a Contractor has any additional questions relative to this solicitation, the contractor shall submit the questions in writing to the Contact Person, identified on page one,
- L.13.4** An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Contractors. Oral explanations or instructions given before the award of the contract will not be binding.

L.14 FAILURE TO SUBMIT OFFERS

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Office of Contracting and Procurement, Agency Chief Contracting Officer, Mr. William Sharp, 202-727-5274, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Agency Chief Contracting Officer of the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Agency Chief Contracting Officer that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

L.15 PROPOSAL PROTESTS

Any actual or prospective Offeror, Contractor, or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 calendar days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation, which are apparent prior to bid opening, or the time set for receipt of initial proposals shall be filed with the Board prior to bid opening or the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C.

2004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

L.16 SIGNING OF OFFERS

The Offeror shall sign the offer and print or type its name on the **Solicitation, Offer, and Award** form of this solicitation. The person signing the offer must initial erasures or other changes. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.17 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are *not* desired and may be construed as an indication of the Offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired

L.18 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the Offerors.

L.19 PROPOSAL COSTS

The District is not liable for any costs incurred by the Contractors in submitting proposals in response to this solicitation.

L.20 ACKNOWLEDGMENT OF AMENDMENTS

The Offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A of the solicitation cover sheet; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offeror's failure to acknowledge an amendment may result in rejection of the offer.

L.21 ACCEPTANCE PERIOD

The Offeror agrees that its offer remains valid for a period of 180 days from the solicitation's closing date.

L.22 BEST AND FINAL OFFERS

Offeror's response to this RFP should contain the Best and Final solution and pricing. Best and Final Offers shall be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provisions of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the Government's best interest to do so, e.g., it is clear that information available at that time is inadequate to

reasonably justify Offeror's selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all Offerors still within the competitive range.

L.23 LEGAL STATUS OF CONTRACTOR

Each proposal must provide the following information:

- L.23.1** Name, Address, Telephone Number, Federal tax identification number, and DUNS Number of Contractor;
- L.23.2** District of Columbia license, registration or certification if required by law to obtain such license, registration or certification. If the Contractor is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the Contractor shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- L.23.3** If the Contractor is a partnership or joint venture, names of general partners or joint ventures, and copies of any joint venture or teaming agreements.
- L.23.4** The District reserves the right to request additional information regarding the Contractor's organizational status.

L.24 STANDARDS OF RESPONSIBILITY

The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements; therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District.

- L.24.1** Furnish evidence of adequate financial resources, credit, or the ability to obtain such resources as required during the performance of the contract.
- L.24.2** Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.24.3** Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.24.4** Furnish evidence of compliance with the applicable District licensing and tax laws and regulations.
- L.24.5** Furnish evidence of a satisfactory performance record, record of integrity and business ethics, including but not limited to Evaluation Form in Attachment J.08. This form will be provided to your references and submitted on or before the closing date of the Contract to:

Mr. William Sharp, Contracts Officer
Office of Contracting and Procurement
441 – 4th Street, NW, Suite 930 South
Washington, DC 20001

- L.24.6** Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.24.7** If the prospective Contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective Contractor to be non-responsible.

SECTION M - EVALUATION FACTORS

M.1 EVALUATION FOR AWARD

The contract will be awarded to the 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.

M.2 TECHNICAL SCORING

The Technical Scoring Scale is as follows:

Numeric Rating	Adjective	Description
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.

M.4 NOTES ON EVALUATION FOR AWARD

M.4.1 The contract will be awarded to the responsible offeror whose offer is most advantageous to the District Government, 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 the best interest of the District.

M.4.2 Each of these criteria shall be rated for each proposal. With the exception of the “Price Proposal Section”, each proposal shall be rated in relation to full satisfaction of each of the identified criteria, not in relationship to each other. A "0" may be used if the proposal does not respond to the question in any way. The points given for each response will then be summed by value shown in the table below to obtain a point score, with 100 being the highest possible score.

M.5 RATING SCALE, TECHNICAL EVALUATION EXPLANATION

The Rating Scale is as follows:

<i>Criteria</i>	<i>Value</i>	<i>Score</i>
Technical (See Attachment J.10)	60	
Company Past Performance	10	
Price	30	
TOTAL	100	

M.5.1 Technical Expertise

The proposal will substantiate that the personnel assigned meet the Statement of Work (SOW) requirements and have experience working with Enterprise Portfolio Management systems and experience implementing commercial/off-the-shelf (COTS) software application packages. The proposal shall warrant that the personnel have experience with projects similar in size and scope to this RFP. The offeror shall have adequate resources to manage the project's workload based on the proposed schedule.

M.5.3 Understanding of Project Requirements and Technical Features

The Offeror's technical approach should reflect clear understanding of the project's requirements (SOW) and Technical Features. Specifically, the offeror shall discuss the methodology and approach for implementing their Enterprise Portfolio Management solution that supports the desired features. The offeror shall also provide logical and clear processes for project implementation. The offeror should provide a sound approach for project management.

It is important that the offeror demonstrate a good understanding of Enterprise Portfolio Management.

M.5.4 Implementation Plan

The Offeror shall supply the District with a timeframe in which all specified deliverables will be completed and operational for system testing, and production deployment within ten (10) calendar days after contract award.

Review of the schedule shall include determining whether the offeror has proposed to allocate sufficient staff to the project to meet the schedule. Schedules are preferable that show resource allocations by team member, and the relationship because they are easier to evaluate and they provide a measurable guide to what the offeror is proposing

M.5.5 Maintenance Support and Service

The Offeror's proposal shall demonstrate their technical and administrative support, minimal down time, and responsiveness to the customer for the operational system. Offeror's ability to respond on-site for problem resolution shall be considered in the proposal evaluation. Offeror's training program, and training, and operational support materials will also be evaluated. Offeror's maintenance support will be evaluated.

Attachments

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer:

Name: _____ Title: _____

Soc. Sec. No.: _____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

District:	Current	Not Current	Not Applicable
Sales and Use	()	()	()
Employer Withholding	()	()	()
Ball Park Fee	()	()	()
Corporation Franchise	()	()	()
Unincorporated Franchise	()	()	()
Personal Property	()	()	()
Real Property	()	()	()
Individual Income	()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

Signature of Authorizing Agent

Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public: _____

My Commission Expires: _____

ATTACHMENTS

Attachments
(Continued)

Attachment J.10

J.10 Technical Features Listing

In order to be considered for selection, Offeror must submit a complete proposal covering the necessary features specified herein and in accordance with **Attachment J.10** signifying support, non-support, or modification required for each of the following areas as outlined in Section L.6. The proposed COTS solution must support the following activities and their associated requirements. Offeror is limited to one-half page of text for each explanation provided within this Section.

J.10.1 Service Initiation

Service Initiation involves the activities and processes related to project approval and commencement. This includes the initiation and creation of the project charter, the submission and approval processes related to PIF (Project Initiation Form) submission and all associated approval processes. The software should support the ability to initiate entry of data into the system for tracking of the Pre-Approved Projects through Project commencement. Offeror must provide explanation as to how the following requirements will be provided within their product. If the product will require modification to support the requirement, Offeror should provide a high level estimate in accordance with the guidelines provided in Section L.6.

Requirements related to this area include but are not limited to:

Item	Functional Requirement	Description	Priority	Offeror Response	Modification Code	Offeror Explanation
01	Project Profile	Project profile including at a minimum: a concise description of the business problem being addressed, the project approach, the benefits to be derived, the client constituency, estimated project costs and resources, estimated timeline, cost benefit analysis (TCO, Business Case, etc), and project approval status.	Important			
02	Project Costing	Detailed projection of project costs including labor resources, hardware and supplies, contractor expenses, and other costs e.g., full time employee costs. The system shall support the capture of cost at summary and detailed levels. Further, the system shall support cost projection at the project level, planning package level & work package level with the ability to roll up costs in a work break down structure.	Important			
03	Project Initiation	Provide the ability to support user defined / configurable project keys. Project keys are	Essential			

defined as follows:

PIF Number: 10 alpha-numeric

Deputy CTO: 2 numeric

System Area: 2 numeric

Project Number: 10 numeric

04	Project Initiation	Provide ability to create User defined templates incorporated into the application to be utilized by Project Teams in support of (most of the following forms currently exist in Microsoft Word format): <ul style="list-style-type: none">▪ PIF (Project Initiation Form) Submission Template▪ Change Control Board (CCB) Review Template▪ Architectural Review Board (ARB) Template▪ Test Review and Acceptance Form Template▪ Project Initiation / Request Form Template▪ Project Status Reports Template▪ Project Completion / Lessons Learned Template	Essential
05	Project Initiation	Work Breakdown Structure dictionary Provide the process flow and data capture ability to generate the OCTO PIF (Project Initiation Form) as a compliance report from the system Note: there may be multiple projects related to a single PIF: <ul style="list-style-type: none">• PIF Number<ul style="list-style-type: none">➤ Agency Number➤ Project Number➤ Agency Business Owner➤ Financial Information (interface to OCTO FTS (Financial	Essential

- Tracking System)
- Total Time Expended
- Total Planned Staffing – at the PIF level
- Project Plan(s)

06	Project Initiation	Provides a single repository that houses all project related information based on Project Number: <ul style="list-style-type: none"> • PIF Number • PIF Approved Budget • PIF Approved Hours • Project Plans • Staffing Models • CCB (Change Control Board) forms • ARB (Architectural Review Board) forms • Approved Project Initiation Form • Test Acceptance Forms (Approved) 	Essential
07	Project Initiation	System provides the ability to budget for strategic initiatives (new application development) and maintenance (keep the lights on) and consolidate into a centralized view.	Essential
08	Workflow	System provides the ability to use workflow and lifecycle management for the strategic budgeting and annual financial planning process.	Essential
09	Project Initiation	System should allow for entry of limited data to support proposed investments in the “idea” or “concept phase”. This should include identification of idea “owners”, description of idea, tie to business priorities,	Important

and initial development estimates.

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| 10 | Project Initiation | System must provide request management functionality for initiating any type of new work (project, service, strategy, standard, etc). | Important |
| 11 | Project Initiation | System must provide configurable web pages or offline request templates that are available for users. | Important |
| 12 | Workflow | System must provide request templates that can follow a predefined workflow. | Important |
| 13 | Workflow | System must follow a logical request process that tracks all necessary information; such as when requested, start/finish dates, opportunity category, urgency of request, etc. | Important |

J.10.2 Service Planning, Monitoring and Reporting

Service Planning and Monitoring involves activities related to overseeing existing projects and out-looking (forecasting) the impact of future projects on the existing portfolio. Requirements in this area include but are not limited to the following:

Item	Functional Requirement	Description	Priority	Offeror Response	Modification Code	Offeror Explanation
01	Monitoring	<p>Provide ability to easily extract information and reports related to the current status of projects within a portfolio and presented to users at a pre-defined “role based authorization” which would include but is not limited to Project Manager, Program Manager, Agency Director level, Cluster (which is a collection of agencies), and District level (reports to the Mayor). Project Status should include an indication as to the nature / condition of the project based upon the project information and analysis of the software – Green: project is on track; Yellow: project has issues, but non-critical; Red: project is in severe trouble and needs special attention.</p> <p>Note: “Role Based Authorization Level” defines to what level the individual is permitted to view project data, i.e. users have pre-assigned security permissions based upon their individual need</p>	Essential			

02	Monitoring / Cascading	Provides Resource reporting and/or online viewing of utilization personnel for a single project or cross-project utilization where resources may be shared between multiple projects. Automated flow-through of project and task changes through interrelated and interdependent projects to determine the potential effect of delays and failures. Effects of schedule changes and resource allocations in one project on other projects should be readily traceable to their original causes.	Essential
03	Monitoring	Provides Ease of Use – Screen navigation, movement from one aspect of system to another, etc; non-technical in nature and “user friendly” – Designed for managerial use; quick access to data and reports.	Essential
04	Reporting	Provides Standard “out of the box” detailed and summary, dashboard and project financial reports reflecting current status and issues relating to an individual project or at the portfolio level..	Essential
05	Reporting	Provides ability to create user defined custom reports. Provide the ability to integrate with third party report writing tools e.g., Business Objects.	Essential
06	Reporting	Ability to provide real-time project financial information at the WBS, project, OBS, program, department, agency, cluster and district level which	Essential

includes planned cost to actual, Earned Value Measurement (EVM) calculations, milestones planned to actual based upon project condition. Include variance calculation for amount and percent for current month and inception-to-date.

07 Reporting

Provides Issue Management for reporting and escalation of issues reflecting project impact and associated reporting at all levels.

Essential

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| 08 | Project Planning | Simplification of the planning of projects including the collection, validation, and distribution of project plans and status information, including the capability to track and manage tasks, milestones, timeliness, issues, dependencies, and resources. | Essential |
| 09 | Task and Event Scheduling | The software must provide graphic display of project scheduling and progress status. This display should allow for the use of PERT, GANTT, Critical Path, Critical Chain and/or other best-practice scheduling methodologies. At a minimum, detail should be developed on a task and milestone basis. | Essential |
| 10 | Time Management | Automated time reporting by WBS for workers to report their daily expended hours within the application. The ability to interface with external time management systems e.g., Peoplesoft. Provide an interface to import time from other systems and to export time to other systems. | Essential |
| 11 | Cost Tracking | Detailed tracking of actual costs by resource and cost type (labor, materials, etc.) , and task/milestone, in sufficient detail to track percent of budget expended versus percent of project completed by time period (weekly, monthly, etc.). | Important |

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| 12 | Resource Management | Automated and interactive capability to find, analyze and assign resources consistent with project requirements, flag and alert issues of resource over commitment or underutilization. Easy-to-use tools for automating and specifying resource utilization (by time period, project phase, project or portfolio), and subsequent automated and manual reallocations. Capability to assign and track specific resources to multiple projects and tasks, and flexible assignment of multiple resources to particular tasks. System provides ability to generate skill area capacity versus demand reports by timeframe and by employee/contractor/consultant levels. System provides flexible, role based Ad-hoc reporting capabilities and compare to demand or forecasts. | Essential |
| 13 | Interdependency Management | Identification and management of interdependent items and variables across multiple unique projects. Includes the capability to manage issues, resources, risks, scope changes and project/task status across multiple projects. Scheduling and resource changes in one project which impact another project should automatically be reflected in the affected project, and these | Essential |

subsequent changes should be readily traceable to their causes.

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| 14 | Issue Management | Interactive and collaborative identification, management, and disposition of issues (delays, failures, change in plan, change in specifications, etc.) across multiple projects. Including definitive issue resolution closeout, identification of changing issue ownership throughout the resolution process, and automatic logging and display of issue history. This should be available to all project team members and associated individuals. | Essential |
| 15 | Plan Version Control | Classic version control for each project allowing generational history files reflecting prior state and baseline plan. The ability to store and retrieve multiple project baselines. The vendor shall state how many baselines that the system will manage and the process for restoring baselines. | Important |
| 16 | Portfolio Management | Automated capability to align projects by overall initiative, organizational structure, department, or other grouping that OCTO might define. Includes the ability to consolidate results and metrics (budgets, performance, timeliness, etc. by entity or portfolio). The ability to associate a | Essential |

		project with multiple portfolios.	
17	Modeling	Full “what if” capability for modeling changes in resource availability, actual results, and any other event that might affect the outcome of a particular project. Includes full use of cascading capability, resource planning, and interdependency tools.	Important
18	Metrics	Full array of management, financial and resources allocation/utilization indices and reports.	Important
19	Skills Inventory	Inventory of technical, management, and personal skills for use in planning and resource management.	Important
20	Collaboration	Interactive collaboration capability for all planning, issues management and conflict resolution. Fully integrated with all management capabilities and tools such as modeling, document management, and version control. The vendor shall state how the system supports document management and how the system interfaces with third party document management systems.	Essential
21	Reporting	Automated reporting of project, task, milestone, and deliverable status. Customizable formats and accessibility options. Interactive roll-up and drill-down capability.	Essential
22	Alerting	Automated alerting and	Essential

management of project and task status, issues, interdependencies, resource conflicts, delays, failures, and cost overruns. Provide notification within the tool and option to notify via email based on role.

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| 23 | Task Status/Updating | Notification of project task status to project and task managers including online updating of task status. | Essential |
| 24 | Validation | Provision for online validation/approval of status updates. | Essential |
| 25 | Escalation Procedures | Automated notification of unresolved issues that may affect project completion or that reside in the critical path. The escalation should be dynamic and user definable and include the ability to track approval as well as notification. | Essential |
| 26 | Risk Management | Interactive and collaborative identification, management, and disposition of risks across multiple projects. Including definitive risk mitigation, identification of changing risk ownership throughout the resolution process, and automatic logging and display of risk history. This should be available to all project team members and associated individuals. | Essential |

27	Metrics	System provides the ability to compare ANY two budget snapshots (e.g. annual budget v. current actual/forecast; annual budget vs. end of Q2 budget, etc) by time period, account and cost center.	Important
28	Metrics	System provides the ability to identify time-phased payback periods on project investments.	Important
29	Metrics	System provides the ability to breakdown resources denoted by Division, Group, Department, Cost Center, Function, Role, and/or Skill-set.	Important
30	Metrics	System provides the ability to indicate which resources are being over utilized. System provides the ability to identify resources with free-capacity and find qualified work.	Important
31	Metrics	System provides the ability to view future resource demand by role, skill, location, division, or any other resource attribute in graphical or numerical format for resource forecasting.	Important
32	Reporting	System must be able to create and control budget versions to track against revisions.	Important
33	Resource Management	System must provide ability to manage all resources within a central system.	Important
34	Resource Management	System provides the ability to track all work resources are doing; such as project work, service work, standard	Important

		work (vacation, sick leave, meetings, etc.).	
35	Resource Management	System allows for resource allocation requests, resource reserves / soft-booking, hard-booking.	Important
36	Resource Management	System provides alerts to resource managers concerning resource conflicts, timesheets, and requests.	Important
37	Metrics	System provides ability to generate reports showing schedule and cost performance indexes and variances.	Important
38	Metrics	System provides ability to generate status reports.	Important
39	Metrics	System provides ability to generate schedule reports.	Important
40	Metrics	System provides ability to generate variance reports.	Important
41	Metrics	System provides ability to report on actual, remaining, & at completion costs & hours.	Important
42	Metrics	System provides ability to compare current schedule (costs and hours) to a baseline along with variances.	Important
43	Metrics	System provides ability to report forecasted scheduling.	Important
44	Metrics	System provides flexible, role based Ad-hoc reporting capabilities.	Important

J.10.3 Service Execution

Service Execution involves the day to day activities related to the managing of active projects and the oversight activities related to the functioning PMO organization and Project Manager. Requirements in this area include but are not limited to the following:

Item	Functional	Description	Priority	Offeror	Modification	Offeror Explanation
DCTO-2007-F-0139						

	Requirement		Response	Code
01	Project Management	Configurable based on roles defined by the organization to individual's organizational position and need.	Essential	
02	Project Management	Provides integrated project management suite of software within the tool.	Essential	
03	Project Management	Provides ability to import/export MS Excel, MS Project Plans and Primavera project plans. The system shall provide the option to manage third party schedule and import them into the system, to manage schedules within the system or to share the management of schedules with third party scheduling systems.	Essential	
04	Project Management	Provides Time Management component incorporated within the tool that supports direct entry of actual time by labor resource and WBS. The system shall support the import of time management data from other systems.	Essential	
05	Project Management/ Cascading	Provides for "single entry" of project related information which "rolls up" to all levels.	Essential	
06	Project Management	Provides GAANT chart capability at project or portfolio level.	Essential	

07	Project Planning	Provides resource utilization review; single project or cross-project utilization.	Essential
08	Project Management	Provides user defined escalation parameters for issues, risks, scope, and events impacting the success of the project.	Essential

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| 09 | Project Management | Provides capability to generate status reporting upon demand utilizing graphs, charts, tables depicting real-time information related to the project or portfolio. | Essential |
| 10 | Project Management | Provides Issue Management capability for change/incident management at the task level and rolling throughout the project plan to all associated and related tasks for total impact analysis. | Essential |
| 11 | Project Planning | Simplify and automate, to the greatest extent possible, the planning of projects including the collection, validation, and distribution of project plans and status information, including the capability to track and manage tasks, milestones, timeliness, issues, dependencies, and resources. In addition, the ability to have a schedule template library. | Essential |
| 12 | Cost Tracking | Detailed tracking of actual costs to develop and report ANSI Standard Earned Value Measurement (EVM) calculations. | Essential |
| 13 | Resource Management | Automated and interactive capability to find and assign resources consistent with project requirements, flag, and alert issues of resource over commitment or | Essential |

underutilization. Easy-to-use tools for automating and specifying resource utilization (by time period, project or enterprise), and subsequent automated and manual reallocations. Capability to assign and track unique resources to multiple projects and tasks, and flexible assignment of multiple resources to particular tasks.

14 Interdependency Management Essential

Identification and management of interdependent items and variables across multiple unique projects. Includes the capability to manage issues, resources and project/task status across multiple projects. Scheduling and resource changes in one project which impact another project should automatically be reflected in the affected project, and these subsequent changes should be readily traceable to their causes.

15 Issue Management Essential

Interactive and collaborative identification, ranking, management and disposition of issues (delays, failures, change in plan, change in specifications, etc.) across multiple projects. Including definitive issue resolution closeout, identification of changing issue ownership throughout the resolution process, and automatic logging and display of issue history. Should be available

		to all project team members and project customers.	
16	Plan Version Control	Classic version control for each project allowing generational history files reflecting prior state and baseline plan.	Important
17	Accountability Management	Full assignment of tasks and milestones to specific team members with contact information and acknowledgment (explicit handoff and acceptance).	Essential
18	Alerting	Automated alerting and management of project and task status, issues, interdependencies, resource conflicts, delays, failures, and cost overruns.	Essential
19	Access	Secure real-time access to project and task level status reports for authorized Project Managers, project team members, management, and stakeholders.	Essential
20	Task Status/Updating	Notification of project task status to project and task managers including online updating of task status.	Essential
21	Validation	Provision for one-click validation/approval of status updates.	Essential
22	Escalation Procedures	Automated notification of unresolved issues that may affect project completion or that reside in the critical path. The escalation should be dynamic and user	Essential

definable.

23	Workflow	The system shall utilize workflow to manage the identified processes. System provides the ability to use workflow and lifecycle management for the strategic budgeting and annual financial planning process. System must provide request templates that can follow a predefined workflow.	Essential
24	Monitoring	System provides the ability to track earned value, resource usage, risk, cost/benefit information against projects in a portfolio.	Important
25	Monitoring	System provides the ability to generate real-time reports concerning project status and risk.	Important
26	Monitoring	System must have the ability to utilize Work Breakdown Structures that define duration, relationships, and resource skill/role requirements.	Important
27	Monitoring	System provides the ability to manually update percent complete and automatically calculate percent complete from time reported on the same project.	Important
28	Monitoring	System provides the ability to view project milestones and variance for a single project or a portfolio of projects.	Important
29	Monitoring	System provides the ability to quickly identify slipped work, work at risk of slipping, and work not yet staffed.	Important
30	Interface	System provides a bi-directional	Important

interface to Microsoft Project.

31	Monitoring	System provides the ability to track content at any level of the WBS (deliverables, specification, URL, etc.).	Important
32	Monitoring	System has critical path capability using project priority.	Important
33	Monitoring	System provides an interactive Gantt chart.	Important
34	Reporting	System provides the ability to create multiple baselines against project schedules.	Important
35	Time Management	System provides an easy to use, timesheet to track time and expenses for resources.	Important
36	Time Management	System allows users to add work to their timesheet.	Important
37	Time Management	System allows users to create ad-hoc items for their timesheet.	Important
38	Time Management	System allows users to track time against projects, service work, and standard activities; such as vacation, sick leave, meetings, etc.	Important
39	Time Management	System allows individual Project/Functional Managers to review, approve and/or reject timesheets partially or entirely.	Important
40	Time Management	System allows rejected timesheets to be returned to originator for resolution and resubmission and approval.	Important
41	Time Management	System provides mechanism to allow alternate resources to submit timesheets on behalf of originator.	Important
42	Time	System allows users to categorize	Important

	Management	work as overtime.	
43	Time Management	System allows configuration to restrict a certain number of hours per day or week.	Important
44	Interface	System integrates to payroll system.	Important
45	Interface	System must provide an interface to standard incident management systems for support data.	Important
46	Interface	System must provide the ability to directly connect to other database systems.	Important
47	Tracking	System must be able to support activity based costing for services.	Important

J.10.4 Strategic Services

Strategic Services involves the activities associated with Project Planning, Budgeting, and Operational Management reviews at the Enterprise Portfolio level. Key requirements in this area include, but are not limited to the following:

Item	Functional Requirement	Description	Priority	Offeror Response	Modification Code	Offeror Explanation
01	Document Management	Full document storage and management including collaboration and document version control. These should also be accessible to project team members and other selected people through each project's web interface. The ability to interface with third party document management tools.	Essential			
02	Lessons Learned	Consolidated repository of lessons learned for use in training and skills enhancement.	Essential			
03	Portfolio Review	Provides ability to capture project related information at the task, project, portfolio or Agency level (task, milestone, resources, activity dates, etc).	Essential			
04	Portfolio Review	Provides ability to capture project financial information at the task, project, portfolio or Agency level (based upon resources, utilization, planned to actual).	Essential			
05	Portfolio	Provides ability to provide Earned	Essential			

	Review	Value Measurement calculations at the project level and consolidated at the Director / portfolio / CTO levels	
06	Portfolio Planning	Provides ability to perform “What-If” modeling on the portfolio at the team, group or enterprise level (start date, resources modeling, project suspension, etc.).	Important
07	System Interfaces	Provides the ability to integrate with Remedy for incident tracking and configuration change control; integration with Dimensions for code management and other technical governance tools.	Essential
08	Baseline Management	The ability to provide separate baseline management of budget, actuals, and Estimate To Complete calculations.	Essential
09	Work Breakdown Structure	Provide Work Breakdown Structure organization to a minimum of eight levels	Essential
10	Calendar Management	Provide multiple calendars, multiple work schedules (5 day, 7day, with and without holidays, 1to 24 hour workdays), fiscal and calendar years. The ability to report and summarize information based on date range.	Essential
11	Chart of Accounts	Provide for the management of types of cost in a chart of accounts structure. Ability to apply burden structures to cost elements based on a chart of accounts to calculate fully burdened cost.	Essential
12	Resource	Provide summary chart of accounts	Essential

	Management	categories for Labor, Other Direct Cost, Material and Service. Provide labor management by category, by name and by name assigned to category. Provide labor rates by hour with escalation ability in resource table. Provide the ability to apply multiple overhead allocations. Apply overtime based on calendar. Non-Labor: Ability to burden non-labor cost (e.g. OEM cost plus LSDBE burden). Ability to define non-labor separately based on the Chart of Accounts	
13	Workflow Management	Provide Workflow with a GUI interface to develop process flows. Provide workflow diagrams, status notification and reporting. Provide modification and workflow via GUI interface	Essential
14	System Hosting	Provide a service hosting option where the server and application support is managed by the vendor at their facilities. The vendor shall define how the system security. Specifically, address the encryption of data in the ASP environment.	Essential
15	Interfaces	Provide an interface between the District's Procurement system based on Ariba, named PASS, and the PPM system for the management of contract commitments in the form of purchase orders. The system shall associate purchase orders with	Essential

defined projects or initiatives in the system for the propose comparing project contract commitments with project budgets.

16	Management information – Executive Dashboard	Portfolio views of performance that separately identifies Schedule, Cost, Scope, Risk and Quality at all levels of the organization.	Important
17	Interfaces	Provide an interface between PPM the District’ s Human Resources system, Peoplesoft HR, for the import of government employee resource information.	Essential
18	Interfaces	Provide an interface between PPM and the District’ s Accounting system, SOAR, for the import of Budget information.	Essential
19	Interfaces	Provide an interface between PPM and the District’ s incident management system, Remedy, for the integration of incidents with the PPM system.	Essential
20	Planning	System provides the ability to budget by line of business. System provides the ability to budget by organization (IT, Marketing, Sales, Operations, Finance, etc.). System provides the ability to budget for strategic initiatives (new application development) and maintenance (keep the lights on) and consolidate into a centralized view. System provides the ability to compare budgeted costs	Essential

to actual/forecast costs. System provides the ability to create snapshots of budget actual/forecasts by time period (annual budget, end of Q1, end of Q2, etc.). System provides the ability to compare ANY two budget snapshots (e.g. annual budget v. current actual/forecast; annual budget vs. end of Q2 budget, etc) by time period, account and cost center. System must provide both organizational, services, product and project budgeting. System must be able to budget for expenditures (capital vs. expense), benefits and revenue.

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| 21 | Portfolio Management | System must support the ability to prioritize proposed investments, based upon cost-benefit analysis, and alignment to strategies. This should include strategic alignment, business process impact, architecture alignment, direct payback, and risk assessment. | Important |
| 22 | Portfolio Management | System provides the ability to create clear, high-level, secure reports for executive level and upper management decision-making. | Important |
| 23 | Portfolio Management | System provides ability to perform multi-project "What-if" scenarios. | Important |
| 24 | Portfolio Management | System provides ability to produce project, program, and investment opportunity reports in both graphical and tabular format. | Important |

25	Portfolio Management	System provides ability to produce “dashboard” type reports.	Important
26	Portfolio Management	System provides ability to produce budget, cost/benefit, risk reports, Payback period, and ROI and business alignment reports.	Important
27	Support	Provide phone support.	Important
28	Support	Provide on-line support via e-mail, faq’s, downloadable hot fixes/patches.	Important
29	Support	Offer on-line user community through established Regional & International user groups.	Important
30	Support	Provide no cost on-line or web based training.	Important
31	Support	Provide Computer Based Training (CBT) for customers.	Important
32	Support	Provide training documentation.	Important
33	Support	Provide On-site Training classes.	Important

ATTACHMENT 1

Deliverable Requirements

Documents: Printed plus Electronic copies Mandatory

- I. Where documents are required from contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to OCTO using standard Microsoft Office Suite applications (or other OCTO-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or via email) of the document.
- II. If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format).
- III. Copies shall be filed both with the OCTO Program Manager for incorporation into the overall program files and with the Contracts Management Officer as required for delivery verification.

Record retention:

- Electronic and paper documents, forms, survey instruments, background materials and data secured as part of this contract shall be considered the property of the District of Columbia.
- Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.
- No later than fourteen (14) days before the closeout of the contract, the contractor shall review with the COTR all project-related materials and agree on a disposition plan for the contract closeout.

ATTACHMENT 2 - Example Blank PIF Provided as an EXAMPLE for Information Only