

DCTO-2007-Q-0042
RQ323547

**REQUEST FOR QUOTATION (RFQ)
SET ASIDE -LSDBE ONLY**

TO: PROSPECTIVE OFFERORS

FROM: Contracting Officer
Office of Contracting and Procurement
Washington, DC 20001

SOLICITATION NO.: DCTO-2007-Q-0042

CAPTION: HSMP Technical Project Manager for SPIS

Issue Date: March 6, 2007

Submission Date: March 13, 2007

Time: 2:00 pm

HARD COPY QUOTES ARE REQUIRED:
Please submit one original and three (3) copies

ADDRESS AND DELIVER QUOTES TO:

Office of Contracting and Procurement
Bid Room, Attn: William Sharp/Melford Brown
441 4th Street NW, Suite 703 South
Washington, DC 20001

Marked Solicitation No.: DCTO-2007-Q-0042

Due Date: March 13, 2007

Time: 2:00pm

The Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) hereby submits this RFQ for contractor(s) to provide all services or supplies in accordance with the attached Statement of Work (SOW).

The Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) hereby submits this RFQ for contractor(s) to provide all services or supplies in accordance with the attached Statement of Work (SOW).

1. SERVICES/SUPPLIES REQUIRED

Work shall be performed in accordance with the Statement of Work (SOW) attached hereto and such SOW shall be made a part of any resultant Order Agreement.

2. DCSS or FSS CONTRACT NUMBER

Please identify if your offer is submitted under a District of Columbia Supply Schedule (DCSS) or a General Services Administration Federal Supply Schedule (FSS) contract.

3. PERIOD OF PERFORMANCE

The Period of performance shall be from the date of award through September 1, 2007, or 1,000 labor hours, whichever occurs first.

4. CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District Government **only** by Contracting Officers. The name, address and telephone number of the Contracting Officer for this requirement is:

William Sharp
Contracting Officer
Office of Contracting and Procurement
Office of the Chief Technology Officer
441 4th Street NW, Suite 930 South
Washington, DC 20001

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- 5.1** The COTR is responsible for the technical administration of the contract and advising the contracting officer (CO) 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 the contract and such other responsibilities and authorities as may be specified in writing by the CO.

5.2 It is understood and agreed that the COTR **shall not have** the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

5.3 The Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the CO, and 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.

6. 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 District 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 District government employee with respect to the manner or method of performance of the services specified; but
- (4) shall, pursuant to the District government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the
- (5) duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objective.

7. COMPENSATION AND PAYMENT

7.1 For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the final negotiated or accepted price.

7.2 The District shall make payments in accordance with the terms of the contract upon the submission of proper invoices or vouchers less any discounts, allowances or adjustments provided for in the contract.

7.3 The District shall pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

8. INVOICE SUBMITTAL

- 8.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the contract. Invoices shall be prepared in triplicate and submitted to the Agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in No. 5.1. The address of the CFO is:

Chief Financial Office
Office of the Chief Technology Officer
Attn: Accounts Payable
441 4th Street NW, Suite 930 South
Washington, DC 20001
Telephone: 202-727-2277

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

- 8.2.1** Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- 8.2.2** Contract number and Encumbrance Code. Assignment of an invoice number by the contractor is also recommended;
- 8.2.3** Description, price, quantity, dates and the percent (%) of work actually performed;
- 8.2.4** Other supporting documentation or information, as required by the Contracting Officer;
- 8.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 8.2.6** Name, title, phone number of person preparing the invoice;
- 8.2.7** Name, title, phone number and mailing address of person; and
- 8.2.8** Authorized signature.

9. ATTACHMENTS

1 - Schedule B-Supplies or Services and Price

2 - Section C-Statement of Work

3 - Tax Affidavit

4 - Wage Determination

Attachment 1

Schedule B: SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia, Office of Contracting and Procurement, is seeking a contractor to oversee the day to day management of the Safe Passages Information system.

B.2 The District contemplates award of Labor Hour contract in accordance with 27 DCMR, Chapter 24.

Schedule B – Supplies or Service and Price

CLIN #	DESCRIPTION	Unit	Price per unit	Quantity	Total Price
Base Period :					
001	Safe Passages Information systems Technical Project Manager	Labor Hour		1,000	
Option Period 1:					
001	Safe Passages Information systems Technical Project Manager	Labor Hour		1,000	
Option Period 2:					
001	Safe Passages Information systems Technical Project Manager	Labor Hour		1,000	

Attachment 2

DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER

**Human Services Modernization Program –
Safe Passages Information System (SPIS) Technical Project Manager**

SECTION C – STATEMENT OF WORK

C.1 Background

- C.1.1 The Office of the Chief Technology Officer (OCTO) of the Government of the District of Columbia, in collaboration with the health, social services, education, courts and related agencies of the District government, has embarked on an ambitious program to upgrade and integrate the information systems that support client services for city residents, particularly those requiring support services. OCTO has devised a strategy for accomplishing this successive upgrading of the client services through implementation of secure, flexible technological architecture enabled by Enterprise Application Integration (EAI) middleware and anchored by data marts built on secure databases.
- C.1.2 (See *Supporting the Vision: Mayor's Plan to Integrate the District of Columbia's Social Services Information Systems with the Family Court of the DC Superior Court*. The report is available at <http://octo.dc.gov/information/inter.shtm>)
- C.1.3 The Human Services Modernization Program (HSMP) is the OCTO initiative that manages this citywide enterprise solution effort. This initiative will encompass, but not be limited to, business process engineering, system replacements, system enhancements, new systems selection, custom enhancements of existing applications, system integration, and IT oversight, affecting the health and human services and related District agencies. The major agencies/departments impacted include the Child and Family Services Agency (CFSA), Department of Mental Health (DMH), Department of Health (DOH), Department of Human Services (DHS) and agencies whose functions closely interrelate to these organizations including DC Public Schools (DCPS), Metropolitan Police Department (MPD), Office of the Corporation Counsel (OCC), and DC Superior Court, among others.
- C.1.4 This effort will be accomplished through a series of inter-related information technology (IT) projects that will be managed, and/or coordinated within OCTO. OCTO will collaborate with the Office of the Deputy Mayor for Children, Youth, Families and Elders (ODMCYFE), the Deputy Mayor for Public Safety and other sectors of District government and the Superior Court of the District of Columbia to assure that the technological solutions are responsive to the operational plans and priorities of the cluster of health and human service agencies and their partners within the District government and with community service providers.

C.2 General Requirements

- C.2.1 OCTO requires the skills of an experienced Technical Project Manager to oversee the day-to-day management of the Safe Passages Information System Project. The Project

Manager must have PMP certification (or equivalent involving extensive high level project management experience in a custom development or system integration environment). The Project Manager is responsible for monitoring progress on the SPIS project, including cost and staffing projections, and for managing all aspects of the project' task fulfillment including monitoring performance against milestones and cost projections, completion of milestones and management of completion of documents and output in fulfillment of project tasks. The Technical Project Manager works

closely with Senior Enterprise Technical Architect and the Senior Enterprise Information Architect in planning and managing overall project performance.

- C.2.2 The person serving under this contract will be expected to be highly skilled professionals capable of working collaboratively within an integrated team with limited supervision to achieve the stated tasks and goals of the program or specific sub-projects. Qualified person must have experience in working in a disciplined software development environment, preferably with Rational Unified Process experience.
- C.2.3 The preferred candidate will be experienced with a broad range of information system technologies and methodologies. The candidate should have experience with Rational Unified Process, Enterprise Application Integration (EAI) technologies, WebSphere 5.x/6.x and Oracle 10g. **Candidate must have experience in managing technology development projects involving custom development and implementation of standard industry applications within a complex, overlapping business processes.** Experience in government sector technology strategies involving enterprise-wide integration planning architectures is mandatory. Experience in the health, social services, education, Courts, and justice systems services and information system environment is highly preferred.
- C.2.4 Contractor agrees to assure availability of staff to support the project timelines. Contractor will provide advance notice of any planned change in personnel on the contract. Replacement personnel must be interviewed and approved by the District.

C.3 General Terms

- C.3.1 Work must be performed on District premises unless specifically authorized.

- C.3.2 Laptop with minimum Pentium 4 processor or equivalent; 1 GIG of memory;

- WinXP Professional, current version of MS Office, Visio Professional, MS Project; CD

- read/write capability.

- C.3.3 Limited minor expenses may be billed with prior approval of the Deputy Chief Technology Officer (CTO).

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C.3.4 Person is billable a maximum of 8 hours a day and 40 hours a week unless an authorized exception has been approved by the Deputy CTO. (The “normal business hours” of OCTO are determined to be 8:30 AM to 5:30 PM with a one-hour lunch.).

C.3.5 Weekly status updates to project plans and hours are mandatory.

C.3.6 Rates include local travel. Specific prior authorization may be approved for out-of-town travel associated with approved project activities.

C.3.7 Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill.

C.3.8 Contractor will follow all District / PMO standards.

C.3.9 Contractor must provide timely, necessary information to allow the District to calculate “earned value”.

C.4 Specific Requirements:

C.4.1 OCTO requires the services of a consultant under this procurement. Specific expertise and general role description follows:

C.4.2 Project Manager(s)

C.4.2.1 Assures completion of Project “vision” including business domain definition.

C.4.2.2 Supports clarification of project goals definition

C.4.2.3 Identifies and assures communication with key stakeholders.

C.4.2.3 Leads team to assure business outcomes and business goals are defined.

C.4.2.4 Creates and maintains detailed project plan for assigned project(s) or phase(s); integrates sub-projects into master plan as required.

C.4.2.5 Develops and maintains work breakdown structure.

C.4.2.6 Directs the project team’s efforts to create and track PMO required documentation and activities, including, but not limited to: Project Initiation Forms (PIFs), CTO Monthly Status Reporting, annual program work break down schedule, future year program budgeting and forecasting, and operational budget planning.

C.4.2.6 Creates deliverable list and manages review and modifications as required; Assure all deliverables receive proper sign-offs and approvals.

C.4.2.7 Working with functional managers directs the day to day technical aspects of the project.

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- C.4.2.8 Manages the requirements gathering for their assigned project(s) or phase(s).
 - C.4.2.9 Personally participates in the requirements gathering and analysis as needed.
 - C.4.2.10 Responsible for building (or assuring building of) requirements documents
 - C.4.2.11 Prepares and/or assures development of cost/benefits analysis and benefits realization plan.
 - C.4.2.12 Manages completion of buy-vs-build options analysis (as required).
 - C.4.2.13 Assures completion of Risk Plan for project.
 - C.4.2.14 Assures completion of Quality Assurance Plan for project.
 - C.4.2.15 Assures completion of Testing Plan for project.
 - C.4.2.16 Assures on-time / on budget delivery of assigned project(s) or phase(s).
 - C.4.2.17 Tracks hours weekly by task.
 - C.4.2.18 Reports status weekly
 - C.4.2.19 Monitors progress; identifies and reports risks, analyzes impacts and proposes mitigation strategies.
 - C.4.2.20 Supports related project and task groups as time allows or priorities and deadlines require to assure maintenance of progress on project.
 - C.4.2.21 Writes reports, documents
 - C.4.2.22 Prepares statements of work where needed and other official documents as requested.
 - C.4.2.23 Assures good working relationships and high levels of communication among District staff, requirements teams, development team(s), Agency SMEs, PMO, and other vendors working on the project. Creates detailed budgets, hours and cost estimates; verifies actuals with projected levels.
- C.5 Required Competency:**
- C.5.1 Experience in project management; Project Management Institute (PMI) certification preferred.
 - C.5.2 Skilled user of MsProject software

- C.5.3 Knowledge of software development lifecycle and key methods. Rational Unified Process preferred methodology; Experience with Rational Requisite Pro and ClearQuest desired.
- C.5.4 Technical experience with application development, business development, multi-tiered systems, database driven, web-based applications, and COTS integration.
- C.5.5 Knowledge of component-based technology, .Net, J2EE, business development, enterprise architecture, and databases, including Oracle, SQL Server.
- C.5.6 Ability to lead an implementation effort of various sizes.
- C.5.7 Experience establishing key processes and procedures using the accepted software development methodology.
- C.5.8 Experience in developing, promoting, and building key relationships.
- C.5.9 Experience in acting as a lead requirements analyst a plus.
- C.5.10 Experience with technology in client-server and internet and intranet environments.
- C.5.11 Project experience with health, social services or related business domain and government project experience (Preferred).

C.6 Documents: Printed plus Electronic copies Mandatory

- C.6.1 Where documents are required from contractor, three (3) 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.
- C.6.2 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).
- C.6.3 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.

C.7 Record retention:

- C.7.1 Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.
- C.7.2 Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.
- C.7.3 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.

C.8 Supervision:

In fulfilling the requirements of this contract, the contractor shall

- C.8.1 Assure that the contractor's staff receives ongoing supervision of the work on this contract by contractor's management supervisor. The supervisor shall participate in periodic conferences with COTR and OCTO in order to provide quality control of the contractor's work. Meetings with District shall be at least monthly, unless otherwise specified by the District. At such meetings, the contractor's supervisor shall report findings impacting achievement of project goals to District representative with proposed actions.
- C.8.2 Continuously monitor the status of work hereunder and update status, providing District management with timely information regarding possible problems and proposed action required to mitigate such problems.
- C.8.3 Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by contractor's staff as required under the project management protocols. (See below)
- C.8.4 Assure that staff working under this contract provide weekly status report throughout the performance of the contractor's work, setting out current and upcoming activities, decisions required and issues of concern. [Note: Timely, complete, and satisfactory provision by the contractor to the District of such reports shall be a condition precedent to payment of the contractor.]
- C.8.5 Assure that every two weeks, staff working under this contract provide progress updates to the COTR that enable an updating of the project plan reflecting progress in completing scheduled work.

C.9 Contractor staff

- C.9.1 Contractor Team and Project Management: Unless otherwise provided by the District through the HSMP program and related project management structure, the contractor shall provide project management, administrative management,

and administrative support necessary for the work hereunder. This support shall be provided at no cost to the District, unless the District specifically pre-approves assignment of personnel dedicated to such tasks.

- C.9.2 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.

D. Period of Performance and Level of Effort

The services under this task order will be paid on a Labor Hour Contract basis, consistent with those rates provided in the Contractor's DC Supply Schedule Contract, GSA Supply Schedule, or proposal rate, whichever is lower.

E. Proposal

Contract Type – Cost of labor detailed by discipline and hours and by activity (i.e., project task). The requirements shall be performed on a labor hour basis. The workday is considered to be 8 hours. The contractor will bill no more than eight (8) hours a day unless pre-approved by the District's Project Manager to work more than 8 hours a day.

Proposal should provide rate for onsite work where District provides space and supporting equipment (telephones, network access, etc.) NOTE: Rate includes provision of laptop computer by contractor for each contractor staff member assigned to the contract.

F. SELECTION

Candidate Selection:

1. 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.
2. The following score sheet will be used by the Project Evaluation Team in its evaluation:

<u>Item</u>	<u>Maximum points</u>	<u>Evaluation Criteria</u>
1	40%	Experience and Past Performance
2	30%	Skills, Technical Background
3	30%	Cost

Total points maximum = 100%

G. Administrative Concerns

- (a) Contractor agrees to General Terms in Part 3 above.
- (b) The contractor will follow the procedures and rules of the Government of the District of Columbia, OCTO's PO and additional procedures that the District representative may direct from time-to-time.
- (c) During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- (d) Unless otherwise approved, work must be performed on District premises
- (e) Contractor shall be specifically responsible for assuring that personnel have laptops (see part 3 above) and necessary communication equipment.
- (f) Unless otherwise specified, contractor staff shall work onsite at the designated District site during normal business hours. Contractor shall also provide space, equipment, storage, personnel, and systems in the contractor's offices as necessary to provide administrative support for the work hereunder.
- (g) The contractor will 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 prior approval has been granted by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value". (see part 3 above)
- (h) Vendor may not incur additional subcontractor costs without consent of District.
- (i) The Contracting Officer's Technical Representative (COTR) is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.
- (j) All invoices shall be submitted for certification to the COTR.
- (k) The COTR shall not supervise contractor employees, render final decisions, modify the terms and conditions of the contract, issue preliminary termination notices (show cause letters or
- (l) cure notices), or terminate the contract. All such matters are under the authority of the Contracting Officer.

H. Option Period(s)

Upon the completion of the initial 1,000 hours, the District of Columbia shall have the option, but not the obligation, to renew the

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purchase order for up to an additional 1,000 hours for two additional option periods.

I. Payment

Payment shall be made to the address identified on each invoice.

J. Contracting Office

Contracting Officer's Technical Representative

Robert LeGrande, Deputy Chief Technology Officer
Human Services Modernization Program (HSMP)
Office of the Chief Technology Officer
441 4th Street, N.W.
Suite 920 S
Washington, D.C. 20001
Telephone Number: 202-727-8925

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ATTACHMENT 3

TAX CERTIFICATION

TAX CERTIFICATION AFFIDAVIT

Date _____, 200__

Name of Organization/Entity:

Address:

Principal Officers:	Name	Soc. Sec. No.	Title

Business Telephone No.:

Finance and Revenue Registration No.:

Federal Identification No.:

DUNS 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
Sales and Use		()	()
Employment Withholding		()	()
Hotel Occupancy		()	()
Corporation Franchise		()	()
Unincorporated Franchise		()	()
Personal Property		()	()
Professional License		()	()
Arena/Public Safety Fee		()	()
Vendor Fee		()	()

3. If not current, as checked in item 2, I am in compliance with a payment agreement with the Department of Finance and Revenue.
___ Yes ___ No

Attach copy of the Agreement.

If outstanding liabilities exists and no agreement has been made, please attach a listing of all such liabilities.

The Department of Finance and Revenue also requires:

- (A) Copies of FR-532 (Notice of Registration) or a copy of an FR-500 (Combined Registration Form)
- (B) Copies of canceled checks for the last tax period(s) filed for each tax liability; i.e., sales and use, employer withholding, etc.

The District of Columbia Government is hereby authorized to verify the above information with appropriate Government authorities. The penalty for making false statements is a fine of not more than \$1,000.00, imprisonment for not more than 180 days, or both, as prescribed by

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D.C. Official Code §22-2405. The penalty for false swearing is a fine of not more than \$2,500.00, imprisonment for not more than three (3) years, or both, as prescribed in D.C. Official Code §22-2404.

Signature of Person Authorized to Sign This Document

Title

PrintName

Notary: DISTRICT OF COLUMBIA, ss:

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

NotaryPublic

My Commission Expires _____

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Attachment 4

WAGE DETERMINATION NO: 05-2103 REV (02) AREA: DC,DISTRICT-WIDE

HEALTH AND WELFARE LEVEL - INSURANCE ONLY **OTHER WELFARE LEVEL
WD:05-2104

**

REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF
LABOR

THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS
ADMINISTRATION

By direction of the Secretary of Labor | WAGE AND HOUR DIVISION

WASHINGTON D.C. 20210

| Wage Determination No.: 2005-2103

William W.Gross Division of | Revision No.: 2

Director Wage Determinations| Date Of Revision: 11/07/2006

States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide

Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St
Mary's

Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King
George, Loudoun, Prince William, Stafford

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE MINIMUM WAGE RATE

01000 - Administrative Support And Clerical Occupations

01011 - Accounting Clerk I 13.79

01012 - Accounting Clerk II 15.49

01013 - Accounting Clerk III 17.32

01020 - Administrative Assistant 21.45

01040 - Court Reporter 17.49

01051 - Data Entry Operator I 12.67

01052 - Data Entry Operator II 13.82

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01060 - Dispatcher, Motor Vehicle	16.50
01070 - Document Preparation Clerk	12.75
01090 - Duplicating Machine Operator	12.75
01111 - General Clerk I	13.72
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	20.84
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.45
01262 - Personnel Assistant (Employment) II	17.49
01263 - Personnel Assistant (Employment) III	20.84
01270 - Production Control Clerk	20.78
01280 - Receptionist	12.29
01290 - Rental Clerk	15.45
01300 - Scheduler, Maintenance	15.45
01311 - Secretary I	16.11
01312 - Secretary II	17.61
01313 - Secretary III	20.84
01320 - Service Order Dispatcher	15.82
01410 - Supply Technician	21.45
01420 - Survey Worker	17.49
01531 - Travel Clerk I	11.69
01532 - Travel Clerk II	12.57
01533 - Travel Clerk III	13.50
01611 - Word Processor I	13.76
01612 - Word Processor II	15.45
01613 - Word Processor III	17.49
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	24.49
05010 - Automotive Electrician	19.43
05040 - Automotive Glass Installer	18.31
05070 - Automotive Worker	18.31
05110 - Mobile Equipment Servicer	15.74
05130 - Motor Equipment Metal Mechanic	20.48
05160 - Motor Equipment Metal Worker	18.31
05190 - Motor Vehicle Mechanic	20.48
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	17.88
05280 - Motor Vehicle Wrecker	18.31
05310 - Painter, Automotive	19.43
05340 - Radiator Repair Specialist	18.31
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	20.48
07000 - Food Preparation And Service Occupations	

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07010 - Baker	13.18
07041 - Cook I	11.88
07042 - Cook II	13.18
07070 - Dishwasher	9.76
07130 - Food Service Worker	10.25
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.59
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.55
09080 - Furniture Refinisher	18.05
09090 - Furniture Refinisher Helper	13.85
09110 - Furniture Repairer, Minor	16.01
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.67
11060 - Elevator Operator	9.79
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	11.81
11240 - Maid or Houseman	10.41
11260 - Pruner	10.89
11270 - Tractor Operator	14.19
11330 - Trail Maintenance Worker	11.81
11360 - Window Cleaner	11.31
12000 - Health Occupations	
12010 - Ambulance Driver	16.06
12011 - Breath Alcohol Technician	16.06
12012 - Certified Occupational Therapist Assistant	19.99
12015 - Certified Physical Therapist Assistant	19.99
12020 - Dental Assistant	16.90
12025 - Dental Hygienist	40.68
12030 - EKG Technician	24.34
12035 - Electroneurodiagnostic Technologist	24.34
12040 - Emergency Medical Technician	16.06
12071 - Licensed Practical Nurse I	17.15
12072 - Licensed Practical Nurse II	19.18
12073 - Licensed Practical Nurse III	21.38
12100 - Medical Assistant	14.23
12130 - Medical Laboratory Technician	16.96
12160 - Medical Record Clerk	14.96
12190 - Medical Record Technician	16.47
12195 - Medical Transcriptionist	14.96
12210 - Nuclear Medicine Technologist	28.69
12221 - Nursing Assistant I	9.37

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12222 - Nursing Assistant II	10.53	
12223 - Nursing Assistant III	12.18	
12224 - Nursing Assistant IV	13.68	
12235 - Optical Dispenser	15.15	
12236 - Optical Technician	13.10	
12250 - Pharmacy Technician	14.32	
12280 - Phlebotomist	13.68	
12305 - Radiologic Technologist	27.61	
12311 - Registered Nurse I	24.92	
12312 - Registered Nurse II	31.22	
12313 - Registered Nurse II, Specialist	31.22	
12314 - Registered Nurse III	37.77	
12315 - Registered Nurse III, Anesthetist	37.77	
12316 - Registered Nurse IV	45.28	
12317 - Scheduler (Drug and Alcohol Testing)	17.57	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	17.98	
13012 - Exhibits Specialist II	23.33	
13013 - Exhibits Specialist III	28.07	
13041 - Illustrator I	18.73	
13042 - Illustrator II	23.42	
13043 - Illustrator III	28.82	
13047 - Librarian	24.54	
13050 - Library Aide/Clerk	11.38	
13054 - Library Information Technology Systems Administrator	22.15	
13058 - Library Technician	17.88	
13061 - Media Specialist I	15.99	
13062 - Media Specialist II	17.88	
13063 - Media Specialist III	19.94	
13071 - Photographer I	14.67	
13072 - Photographer II	17.18	
13073 - Photographer III	21.52	
13074 - Photographer IV	26.05	
13075 - Photographer V	29.15	
13110 - Video Teleconference Technician	15.99	
14000 - Information Technology Occupations		
14041 - Computer Operator I	15.45	
14042 - Computer Operator II	17.49	
14043 - Computer Operator III	19.50	
14044 - Computer Operator IV	21.67	
14045 - Computer Operator V	24.00	
14071 - Computer Programmer I (1)	21.60	
14072 - Computer Programmer II (1)	25.66	
14073 - Computer Programmer III (1)	27.62	
14074 - Computer Programmer IV (1)	27.62	
14101 - Computer Systems Analyst I (1)	27.62	

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14102 - Computer Systems Analyst II (1)	27.62
14103 - Computer Systems Analyst III (1)	27.62
14150 - Peripheral Equipment Operator	15.45
14160 - Personal Computer Support Technician	21.67
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.39
15020 - Aircrew Training Devices Instructor (Rated)	40.64
15030 - Air Crew Training Devices Instructor (Pilot)	46.05
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	27.99
15070 - Flight Instructor (Pilot)	46.05
15080 - Graphic Artist	23.02
15090 - Technical Instructor	21.70
15095 - Technical Instructor/Course Developer	26.54
15110 - Test Proctor	17.31
15120 - Tutor	17.31
16000 - Laundry, Dry -Cleaning, Pressing And Related Occupations	
16010 - Assembler	8.71
16030 - Counter Attendant	8.71
16040 - Dry Cleaner	11.10
16070 - Finisher, Flatwork, Machine	8.71
16090 - Presser, Hand	8.71
16110 - Presser, Machine, Drycleaning	8.71
16130 - Presser, Machine, Shirts	8.71
16160 - Presser, Machine, Wearing Apparel, Laundry	8.71
16190 - Sewing Machine Operator	11.90
16220 - Tailor	12.63
16250 - Washer, Machine	9.44
19000 - Machine Tool Operation And Repair Occupations	
19010 - Machine-Tool Operator (Tool Room)	18.95
19040 - Tool And Die Maker	23.05
21000 - Materials Handling And Packing Occupations	
21020 - Forklift Operator	16.25
21030 - Material Coordinator	20.54
21040 - Material Expediter	20.54
21050 - Material Handling Laborer	12.65
21071 - Order Filler	13.21
21080 - Production Line Worker (Food Processing)	16.25
21110 - Shipping Packer	14.46
21130 - Shipping/Receiving Clerk	14.46
21140 - Store Worker I	9.96
21150 - Stock Clerk	14.35
21210 - Tools And Parts Attendant	16.99
21410 - Warehouse Specialist	16.25
23000 - Mechanics And Maintenance And Repair Occupations	
23010 - Aerospace Structural Welder	23.35

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23021 - Aircraft Mechanic I	22.24
23022 - Aircraft Mechanic II	23.35
23023 - Aircraft Mechanic III	24.52
23040 - Aircraft Mechanic Helper	15.10
23050 - Aircraft, Painter	21.29
23060 - Aircraft Servicer	17.82
23080 - Aircraft Worker	18.09
23110 - Appliance Mechanic	20.60
23120 - Bicycle Repairer	14.43
23125 - Cable Splicer	24.77
23130 - Carpenter, Maintenance	20.36
23140 - Carpet Layer	18.70
23160 - Electrician, Maintenance	24.85
23181 - Electronics Technician Maintenance I	21.36
23182 - Electronics Technician Maintenance II	22.80
23183 - Electronics Technician Maintenance III	24.02
23260 - Fabric Worker	17.90
23290 - Fire Alarm System Mechanic	21.46
23310 - Fire Extinguisher Repairer	16.50
23311 - Fuel Distribution System Mechanic	22.81
23312 - Fuel Distribution System Operator	19.38
23370 - General Maintenance Worker	19.01
23380 - Ground Support Equipment Mechanic	22.24
23381 - Ground Support Equipment Servicer	17.82
23382 - Ground Support Equipment Worker	18.09
23391 - Gunsmith I	16.50
23392 - Gunsmith II	19.18
23393 - Gunsmith III	21.46
23410 - Heating, Ventilation And Air-Conditioning Mechanic	20.99
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)	22.12
23430 - Heavy Equipment Mechanic	21.46
23440 - Heavy Equipment Operator	21.46
23460 - Instrument Mechanic	21.46
23465 - Laboratory/Shelter Mechanic	20.36
23470 - Laborer	14.27
23510 - Locksmith	19.17
23530 - Machinery Maintenance Mechanic	21.46
23550 - Machinist, Maintenance	21.52
23580 - Maintenance Trades Helper	15.10
23591 - Metrology Technician I	21.46
23592 - Metrology Technician II	22.61
23593 - Metrology Technician III	23.72
23640 - Millwright	23.30
23710 - Office Appliance Repairer	20.36
23760 - Painter, Maintenance	20.36

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23790 - Pipefitter, Maintenance	22.76	
23810 - Plumber, Maintenance	20.99	
23820 - Pneudraulic Systems Mechanic	21.46	
23850 - Rigger	21.46	
23870 - Scale Mechanic	19.18	
23890 - Sheet-Metal Worker, Maintenance	21.46	
23910 - Small Engine Mechanic	20.05	
23931 - Telecommunications Mechanic I	24.43	
23932 - Telecommunications Mechanic II	25.75	
23950 - Telephone Lineman	22.21	
23960 - Welder, Combination, Maintenance	21.46	
23965 - Well Driller	21.46	
23970 - Woodcraft Worker	21.46	
23980 - Woodworker	16.50	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	11.58	
24580 - Child Care Center Clerk	16.15	
24610 - Chore Aide	9.58	
24620 - Family Readiness And Support Services Coordinator		12.95
24630 - Homemaker	16.75	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	24.06	
25040 - Sewage Plant Operator	20.08	
25070 - Stationary Engineer	24.06	
25190 - Ventilation Equipment Tender	16.76	
25210 - Water Treatment Plant Operator	20.08	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	17.19	
27007 - Baggage Inspector	11.51	
27008 - Corrections Officer	18.75	
27010 - Court Security Officer	21.42	
27030 - Detection Dog Handler	16.67	
27040 - Detention Officer	18.75	
27070 - Firefighter	21.58	
27101 - Guard I	11.51	
27102 - Guard II	16.67	
27131 - Police Officer I	23.94	
27132 - Police Officer II	26.60	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	12.35	
28042 - Carnival Equipment Repairer	13.30	
28043 - Carnival Equipment Worker	8.40	
28210 - Gate Attendant/Gate Tender	12.68	
28310 - Lifeguard	11.29	
28350 - Park Attendant (Aide)	14.18	
28510 - Recreation Aide/Health Facility Attendant		10.35

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28515 - Recreation Specialist	17.57	
28630 - Sports Official	11.29	
28690 - Swimming Pool Operator	15.32	
29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	20.55	
29020 - Hatch Tender	20.55	
29030 - Line Handler	20.55	
29041 - Stevedore I	19.18	
29042 - Stevedore II	21.64	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (2)	33.82	
30011 - Air Traffic Control Specialist, Station (HFO) (2)	23.32	
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	25.68	
30021 - Archeological Technician I	16.92	
30022 - Archeological Technician II	18.85	
30023 - Archeological Technician III	23.53	
30030 - Cartographic Technician	24.62	
30040 - Civil Engineering Technician	22.19	
30061 - Drafter/CAD Operator I	17.77	
30062 - Drafter/CAD Operator II	19.87	
30063 - Drafter/CAD Operator III	22.15	
30064 - Drafter/CAD Operator IV	25.66	
30081 - Engineering Technician I	18.80	
30082 - Engineering Technician II	21.11	
30083 - Engineering Technician III	23.61	
30084 - Engineering Technician IV	29.26	
30085 - Engineering Technician V	35.26	
30086 - Engineering Technician VI	43.30	
30090 - Environmental Technician	21.22	
30210 - Laboratory Technician	20.42	
30240 - Mathematical Technician	24.62	
30361 - Paralegal/Legal Assistant I	20.03	
30362 - Paralegal/Legal Assistant II	24.82	
30363 - Paralegal/Legal Assistant III	30.35	
30364 - Paralegal/Legal Assistant IV	36.73	
30390 - Photo-Optics Technician	24.62	
30461 - Technical Writer I	20.25	
30462 - Technical Writer II	24.77	
30463 - Technical Writer III	29.97	
30491 - Unexploded Ordnance (UXO) Technician I	21.49	
30492 - Unexploded Ordnance (UXO) Technician II	26.00	
30493 - Unexploded Ordnance (UXO) Technician III	31.17	
30494 - Unexploded (UXO) Safety Escort	21.49	
30495 - Unexploded (UXO) Sweep Personnel	21.49	
30620 - Weather Observer, Combined Upper Air Or Surface Programs (3)	20.13	
30621 - Weather Observer, Senior (3)	21.80	

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31000 - Transportation/Mobile Equipment Operation Occupations	
31020 - Bus Aide	10.90
31030 - Bus Driver	15.95
31043 - Driver Courier	12.71
31260 - Parking and Lot Attendant	8.67
31290 - Shuttle Bus Driver	13.89
31310 - Taxi Driver	13.98
31361 - Truckdriver, Light	13.89
31362 - Truckdriver, Medium	17.09
31363 - Truckdriver, Heavy	18.40
31364 - Truckdriver, Tractor-Trailer	18.40
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	9.78
99095 - Embalmer	21.77
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	10.85
99310 - Mortician	27.25
99410 - Pest Controller	13.74
99510 - Photofinishing Worker	11.29
99710 - Recycling Laborer	14.50
99711 - Recycling Specialist	17.02
99730 - Refuse Collector	12.86
99810 - Sales Clerk	11.13
99820 - School Crossing Guard	11.37
99830 - Survey Party Chief	19.16
99831 - Surveying Aide	11.91
99832 - Surveying Technician	18.21
99840 - Vending Machine Attendant	11.46
99841 - Vending Machine Repairer	14.88
99842 - Vending Machine Repairer Helper	11.46

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.01 per hour or \$120.40 per week or \$521.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

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HOLIDAYS: HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

- 1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)
- 2) **APPLICABLE TO AIR TRAFFIC CONTROLLERS ONLY - NIGHT DIFFERENTIAL:**
An employee is entitled to pay for all work performed between the hours of 6:00 P.M. and 6:00 A.M. at the rate of basic pay plus a night pay differential amounting to 10 percent of the rate of basic pay.
- 3) **WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY:** If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordnance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordnance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordnance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the

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employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordnance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordnance, explosives, and incendiary material differential pay.

**** UNIFORM ALLOWANCE ****

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of \$3.35 per week (or \$.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations," Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A link to the Directory may be found on the WHD home page at <http://www.dol.gov/esa/whd/> or through the Wage Determinations On-Line (WDOL) Web site at <http://wdol.gov/>.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is

not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be conformed.

The process for preparing a conformance request is as follows:

- 1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).
- 2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.
- 3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).
- 4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.
- 5) The contracting officer transmits the Wage and Hour decision to the contractor.
- 6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of

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Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.