

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)				PAGE OF 1	PAGES 8
1. RFQ NO. DCTO-2007-R-0065	2. DATE ISSUED May 17, 2007	3. REQUISITION NO. RQ322141	4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside - SBE <input type="checkbox"/> Open with Subcontracting Set Aside		
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, DC 20001			6. DELIVER BY (Date) NO LATER THAN TEN (10) CALENDAR DAYS FROM DATE OF PURCHASE ORDER.		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Maribel Torres, Contract Specialist, phone (202) 727-8264, fax (202) 727-1679 Maribel.torres@dc.gov			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER SBE COMPANIES			9. DESTINATION (Consignee and address, including ZIP code) Office of the Chief Technology Officer 441 4 th Street, NW, Suite 930S Washington, DC 20001 Deliver to: Jamey Harvey		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS NO LATER THAN: May 24, 2007, 2:00 PM TO THE BID ROOM		11A. PLEASE STATE YOUR CBE CERTIFICATION 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, 11(B) if applicable, 13(E) and/or 13(F), 14, 15, 16, 17, and 18, submit 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: This is a Request For Quotations (RFQ). Quotations submitted are Offers that the District can accept by issuing a Purchase Order (PO). This RFQ is <u>Set-Aside SBE Market</u>. The District will apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia. The District will award a quote to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified below (Page 6, Section 13). 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. If you are unable to submit a quote, please so indicate on this form and return it. This RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation. By submitting a quote, Quoter is representing that (1) all items being requested in block 13 of this RFQ form are of domestic origin unless otherwise indicated by Quoter; and (2) Quoter can meet the deadline specified in Block 6 of this RFQ. <u>The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, http://ocp.dc.gov, and click on Solicitation Attachments.</u></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 for the Department of Employment Services Worker's Compensation Application Software Development)				
0001	Base Period	1800	hour	\$	\$
1001	Option Period One	1040	hour	\$	\$
2001	Option Period Two	1040	hour	\$	
TOTAL AMOUNT					\$
<p>Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, and 17, submit 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 quote for this RFQ. All quotes must be received no later than 2:00 pm .</p>					
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number			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)

1. SERVICES/SUPPLIES REQUIRED

Work shall be performed in accordance with the SOW attached hereto and such SOW/Proposal shall be made a part of any resultant Order Agreement/Contract.

2. RESERVED

3. PERIOD OF PERFORMANCE

The period of performance is from date of award through September 30, 2007 (1800 hours) with the option to renew for two (2) additional 1040 hour periods.

4. OPTION TO EXTEND THE TERM OF THE CONTRACT

4.1 The District may extend the term of this contract for a period of two (2) one thousand forty (1040) hours option periods, 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.

4.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

4.3 The price for the option period shall be as specified in the contract.

4.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed 3,880 hours.

5. CONTRACTING OFFICER (CO)

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

William E. Sharp
Contracting Officer
Office of Contracting and Procurement/OCTO
441 4th Street NW, Suite 930 South
Washington, DC 20001
Telephone: 202-727-5274
Fax: 202-727-1679
E-mail: William.Sharp@dc.gov

5.2 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.

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.

6 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- 6.1** 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 CO will appoint the COTR upon contract award.
- 6.2** The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- 6.3** 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.

7. 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.

8. HIRING OF EMPLOYEES

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.

9. ATTACHMENTS

Statement of Work (6 Pages)

Tax Certification Affidavit (1 Page)

10. ADDITIONAL INFORMATION

- 10.1** 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.
- 10.2** 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.

11. 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.

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

Invoice Submittal

The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the task order. 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
Fax: 202-727-1216
E-mail: octo.accountspayable@dc.gov

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

- Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the contractor is also recommended;
- Description, price, quantity, dates and the percent (%) of work actually performed;
- The original and two (2) copies of invoices for cost reimbursable expenses;
- Other supporting documentation or information, as required by the Contracting Officer;
- Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

- Name, title, phone number of person preparing the invoice;
- Name, title, phone number and mailing address of person; and Authorized signature.
- Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.
- District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only. The District timesheets will be provided electronically to the COTR.

12. EVALUATION FACTORS

12.1 EVALUATION FOR AWARD

The District intends, but is not obligated, to award a contract(s) resulting from this solicitation to the responsible offeror(s) 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.

12.2 TECHNICAL RATING

The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

13. EVALUATION CRITERIA

Proposals will be evaluated based on the following technical evaluation factors:

13.1 TECHNICAL CRITERIA (70 Points)

13.1.1 Prior experience in budgeting/forecasting (25 points)

13.1.2 Prior experience with District of Columbia accounting procedures (25 points)

13.1.3 Prior experience in accounts payable or accounts receivable function (20)

13.2 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:

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

13.3 PREFERENCE POINTS (12 Points Maximum)

Preferences in the SBE Set-Aside Market (for evaluation purposes only)

For evaluation purposes only, a certified small business enterprise (SBE) that is also certified by the LBOC as a local business enterprise (LBE) will receive a four percent (4%) reduction in the bid price for a bid submitted in response to an Invitation for Bids (IFB) or the addition of four points on a 100-point scale added to the overall score for proposals submitted in response to a Request for Proposals (RFP).

A certified small business that is also certified by the LBOC as a disadvantaged business enterprise (DBE) will receive a three percent (3%) reduction in the bid price for a bid submitted in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted in response to a RFP.

A certified small business that is also certified by the LBOC as a resident business ownership (RBO), as defined in Section 2(a)(8A) of the Amendment, will receive a three percent (3%) reduction in the bid price for a bid submitted in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted in response to a RFP.

A certified small business that is also certified by the LBOC as an enterprise zone, as defined in Section 2(5) of the Act and in 27 DCMR 899, 39 DCR 9087-9088 (December 4, 1992), will receive a two percent (2%) reduction in the bid price for a bid submitted in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by such business enterprise in response to an RFP.

The maximum total preference under the SBE Set-Aside Program is twelve percent (12%) reduction in bid price for bids submitted in response to an IFB or the addition of 12 points on a 100-point scale added to the overall score for proposals submitted in response to an RFP. The District shall award the preference points based only on whether the SBE prime contractor is also a LBE, DBE, RBO or business located in an enterprise zone. There shall be no points awarded for subcontracting by the SBE prime contractor to a LBE, DBE, RBO or business located in an enterprise zone.

If the prime contractor is a certified SBE joint venture that is also certified as a LBE, DBE or RBO joint venture, or if the prime contractor is a certified SBE joint venture that includes a business located in an enterprise zone and such business owns and controls at least fifty-one (51%) of the joint venture, the prime contractor will receive the preference as if it were a LBE, DBE, RBO or business located in an enterprise zone. There shall be no points awarded for any other joint venture participation by LBEs, DBEs, RBOs or businesses located in an enterprise zone.

13.3 TOTAL (112 Points Maximum)

13.4 EVALUATION OF OPTION YEARS

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



DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER

ASMP & Services Modernization Program

Statement of Work for Program Financial Manager RFQ Number: DCTO-2007-R-0065

1 Background:

The Office of the Chief Technology Officer (OCTO) of the Government of the District of Columbia has embarked on a series of programs to upgrade and integrate the information systems that support citizen services and government operations throughout the District. OCTO has devised a series of strategies for accomplishing these goals through a mixture of infrastructure upgrades and services modernization programs.

The ASMP & Services Modernization Program Group is responsible for supporting the various projects, providing oversight of program performance to schedule and budget, and assisting programs with various administrative aspects of their programs.

2 Scope:

OCTO requires the skills of an experienced financial manager to provide support to various programs as needed. The financial manager will prepare budgets and schedules for programs as assigned, monitor funding availability, maintain accurate records of expenditures, and perform and/or assist in financial analyses such as funding profiles, future project projections, cost-benefit analyses, and variance analysis.

3 Job Requirements:

- The Contractor shall participate in the control of costs and schedules for assigned projects and tasks.
- The Contractor shall perform analyses and prepare reports in order to ensure that contracts are within negotiated and agreed-upon parameters and cost control guidelines.
- The Contractor shall participate in the preparation of budgets and schedules for all contract work and perform and assist in financial analyses such as funding profiles, future project projections, cost-benefit analyses, and variance analysis.
- The Contractor shall ensure adequate funding availability by maintaining accurate records of expenditures, directing preparation of expenditure projections, and developing funding documents for various budget cycles.
- The Contractor shall compile and report on programs and budgets, preparing presentations and other materials to support budgeting processes, and preparing program/project and budget information for submission to the OCTO Program Management Office (PMO).
- The Contractor shall prepare tasking requests, charts, spreadsheets, memos, and other documents within prescribed timelines for review and analysis.
- The Contractor shall interpret requests for data and facts; acquire, analyze, and prepare presentations of program/project and budget data for use in program/project decision-making.
- The Contractor shall analyze funding requirements combined with execution history to develop concise descriptions of impacts and alternatives.
- The Contractor shall assist management with strategic business planning based upon departmental guidance, internal senior level direction, trends, forecasts and best practices from



industry, academia and other governmental agencies, and requirements/needs generated from within.

- The Contractor shall complete the majority of the ongoing and month-end financial analysis reporting.
- The Contractor shall perform cost analysis/financial modeling on program processes/products/tasks.
- The Contractor shall develop and maintain current and historical program statistics and matrices.
- The Contractor shall update and maintain multi-period/year program budgets/forecast using the PMO budgeting tools and software.
- The Contractor shall perform budget to actual variance analysis as well as detail account analysis.
- The Contractor shall extract information from the District's FTS (Financial Tracking System), accounting and procurement systems.
- The Contractor shall build and maintain reporting formats to meet various reporting needs.
- The Contractor shall submit weekly status updates to project plans and hours.

3.1 Minimum Qualification Requirements: The contractor must provide a resource that meets the following requirements in order to be considered for the position:

- Bachelors Degree in Accounting/Finance/Economics
- At least 4 years of experience as a Financial Analyst
- Ability to work in a fast-paced environment and juggle multiple task assignments
- Ability to read and understand program financial information
- Ability to query and organize information from various database sources
- Experience with Access, [Excel](#), SOAR or other accounting systems.
- Experience in presenting program/project information to senior level decision-makers.
- Solid business skills and an entrepreneurial attitude
- Strong analytical skills and background/understanding of accounting

3.2 Resume Expertise Requirements: A candidate who meets the minimum qualification requirements (above) plus has a resume identifying expertise in the requirements below will be asked for an interview.

- Microsoft Office (extensive [MSAccess](#) and MSProject skills)
- Financial reporting methodologies, systems and tools
- Cost Reporting methodologies, systems and tools
- Read, understand and disseminate financial information
- Work in a fast-paced environment with multiple priorities.
- Strong analytical skills and a background/understanding of accounting are highly preferred.



4 Deliverable Requirements:

4.1 Documents: Printed plus Electronic copies Mandatory

- 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.
- 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).
- 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.

4.2 Record retention:

- 4.2.1** 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.
- 4.2.2** Contractor shall periodically review these resource materials with the Contracting Officer Technical Representative (COTR) and establish file and retention plans.
- 4.2.3** No later than fourteen (14) days before the close-out of the contract, the contractor shall review with the COTR all project-related materials and agree on a disposition plan for the contract close-out.

4.3 Supervision: In fulfilling the requirements of this contract, the contractor shall:

- 4.3.1** Assure that the contractor's staff receives ongoing supervision of the work on this contract by contractor's senior management supervisor. The senior supervisor shall participate in periodic conferences with COTR and Program Manager 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 senior supervisor shall report findings impacting achievement of project goals to District representative with proposed actions.
- 4.3.2** 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.
- 4.3.3** 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)
- 4.3.4** Assure that staff working under this contract provides 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.]

- 4.3.5 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.

5 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 price proposal.

ROLE	Quantity of Resources	Period	Hours total	Rate
Program Financial Manager	1	Date of award - 09/30/07	1800 each resource	TBD
Program Financial Manager - OPTION 1	1	Date of award - 3/31/2008	1040 each resource	TBD
Program Financial Manager - OPTION 2	1	Date of award - 9/30/08	1040 each resource	TBD

6 Term of Contract:

The term of this contract will be from date of award up to 1800 hours of service or through September 30, 2007, whichever is greater, with the option to renew for two (2) successive 1040 hour periods.

7 Proposal:

- 7.1 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 in accordance with the District’s policy.
- 7.2 Proposal should include the 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.

8 Contractor Staff:



- 8.1 Cost Proposal: Travel is not reimbursable. It must be included in the hourly rate.
- 8.2 Change in Personnel: Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. As noted under Qualifications (above), the District reserves the right to review, interview and/or approve any proposed replacement candidates.
- 8.3 Contractor Team and Project Management: Unless otherwise provided by the District through the ASMP 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.

9 Candidate Selection:

- 9.1 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.
- 9.2 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.
- 9.3 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.

10 Additional Terms and Conditions:

- 10.1 The contractor shall follow the procedures and rules of the Government of the District of Columbia, OCTO's purchase order and additional procedures that the District representative may direct from time-to-time.



- 10.2 During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- 10.3 Contractor shall be specifically responsible for assuring that personnel have laptop with XP or Win2000 and necessary communication equipment. 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 onsite at the designated District site during normal business hours.
- 10.4 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 prior approval has been granted by the COTR.
- 10.5 Contractor may not incur additional subcontractor costs without consent of District.
- 10.6 The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.
- 10.7 All invoices shall be submitted for certification to the COTR.
- 10.8 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 cure notices), or terminate the contract. All such matters are under the authority of the Contracting Officer.
- 10.9 Overtime, over 8 hours a day and or over 40 hours a week is only authorized if approved in writing before it is worked. Official hours are from 8:30am – 5:30pm Monday through Friday.
- 10.10 Weekly status updates to project plans and hours are mandatory.
- 10.11 All rates include travel and living expenses.
- 10.12 MS Project (Microsoft Project Software) will be used as the only project management tool.
- 10.13 District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only.
- 10.14 Contractor shall follow all District/Program Management Office (PMO) standards.
- 10.15 The District must approve all subcontractors prior to the subcontractor commencing work under the contract.

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:

	Current	Not Current	Not Applicable
District: Sales and Use	()	()	()
Employment 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: _____