

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



IT Related Equipment and Services
Commodity Buying Group No. 2

TO: GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS (RFTOP)

Solicitation No.: DCTO-2007-T-0125
Caption: Consolidated Storage Initiative

Issuance Date: August 20, 2007

Due Date: September 10, 2007

The Office of Contracting and Procurement (OCP) on behalf of the Office of the Chief Technology Officer (OCTO), is seeking one or more contractors to provide support for an Consolidated Storage Initiative with Three (3) years of 24 X 7 X 365 Maintenance for the Complete Turnkey System, Via an RFTOP in accordance with Attachment A - Statement of Work (SOW) and your current GSA Federal Supply Schedule (FSS) contract awarded under Information Technology Services IT Schedule 70-132-51. The successful contractor(s) shall be expected to provide services under task order agreement.

The task order proposal shall be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price, six (6) copies each. Each shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCTO-2007-T-0125, Consolidated Storage Initiative.

All proposals must be submitted on 8.5" x 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled "Technical Proposal". The technical portion shall, at a minimum:

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OCTO Consolidated Storage Initiative RFTOP

- a) Describe the offeror's technical approach and capability to provide candidates that meet or exceed the specifications in the design, implementation and maintenance of the complete Turnkey system (Attachment B).
- b) Provide a detailed Technical Approach that shall not be limited to a Complete Project Schedule that details each resource by category and day by day usage for any personnel on the project. The approach must have a complete Time Line that supports the Project Schedule with all resources accounted hour by hour by category and position. The Approach must have a implementation and maintenance plan that will meet or exceed (Attachment B).
- c) Describe the offeror's experience with providing this type of service to the District of Columbia or similar sized public organization. Provide at least three relevant references, including name, address, title, phone and fax numbers and email address.
- d) Describe which portions of the effort will be subcontracted, if any.
- e) Identify deliverables as specified in the Statement of Work.
- f) The Offeror's must provide current resumes for all Key personnel that will support the Technical Approach of your firms Technical Proposal

3. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". Pricing shall include base period and option years and be a firm fixed price. Unless otherwise directed in writing, the price proposal shall, at a minimum include:

- a) Completed Price Schedule, Attachment C.
- b) Copy of Offeror's GSA Price Schedule.

Offerors shall also complete and return the Tax Certification Affidavit. (Attachment D)

4. Term of Contract

The term of the contract shall be from the date of award through three years thereafter. **Please note:** Services beyond September 30, 2007, are Subject to the Availability of Funds.

5. Option to Extend the Term of the Contract

The District may extend the term of this contract for a period of one (3) three-year option period, 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.

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 Six (6) years.

6. Hand Delivery or Mailing of Proposal

Deliver or Mail to:

Office of Contracting and Procurement
Bid Counter
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001
Attention: Frederick A. Dorsey Jr.
DCTO-2007-T-0125
Consolidated Storage Initiative

7. Proposal Submission Date

The closing date for receipt of proposals is
Monday, September 10, 2007, by 2:00 p.m. EST.

8. Evaluation for Award

The contract(s) will be awarded to the responsible GSA contractor(s) whose offer is most advantageous to the District based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed hourly labor rate basis and technical standpoint.

9. Proposal Evaluation

The technical evaluation criteria set forth below have been developed by the program office and have been tailored to the requirements in this solicitation. The GSA contractor is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the GSA contractor must specifically address in complying with the requirement of this solicitation.

The offeror's technical proposal and price proposal shall be evaluated separately. Offerors are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below. Technical factors are more important than price.

Technical Evaluation Criteria

Award(s) will be based on the following technical evaluation factors (in descending order of importance):

- **Technical Approach and Capability (30 Points)** – The Offeror has proposed an acceptable technical approach that strengthens the offeror's capability to successfully provide candidates that possess the capabilities, credentials and experience needed to complete the requirements. The firms Technical Approach MUST include but not be limited to a complete project schedule that maps the project day by day to completion. Along with a complete list of all personnel resources use on the project with daily hour commitment to the project. This approach will be the cornerstone in the development, installation, maintenance and training of District Personnel of Turnkey Consolidated Storage System (Attachment B).
- **Candidate Qualifications (25 Points)** – The Offeror has provided adequate candidates that possess the necessary capabilities, credentials and experience to perform the required services.
- **Offeror's Experience and Past Performance (20 Points)** – The Offeror has demonstrated that it has successfully provided similar services to similar clients. **Offeror must have the Past Performance Evaluation Form (Attachment E) completed by at least three (3) entities for whom similar services have been provided in the past. This form must be submitted directly from the Offeror's reference to Frederick A. Dorsey, Contract Specialist via fax at 202-727-0169 or via email at frederick.dorsey@dc.gov**

10. Price (25 Points)

Determination of Points for Price

The price evaluation will be objective. Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest average hourly labor rates will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Lowest Average Hourly Rate Offered}}{\text{Average Hourly Rate of Proposal Being Evaluated}} \times 25 = \text{Evaluated Score}$$

11. Attachments

- Attachment A – Introduction To Consolidated Initiative
- Attachment B – Specification & Statement of Work
- Attachment C – Price Schedule
- Attachment D – Tax Certification Affidavit
- Attachment E – Past Performance Evaluation Form
- Attachment F – Background of Existing Systems
- Attachment G – Technical Specifications Matrix Form

Questions may be referred to Frederick A. Dorsey Jr., Contract Specialist, by email at frederick.dorsey@ dc.gov Questions regarding the solicitation must be received no later than **2:00 P.M. EST. on Monday, August 27, 2007, in order to be considered.**

Steve Wishod
Contracting Officer