

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)			PAGE OF 1	PAGES 16	
1. RFQ NO. DCTO-2008-Q-0003	2. DATE ISSUED October 15, 2007	3. REQUISITION NO. RQ364530	4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <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 <sup>th</sup> Street N.W., Suite 971 North Washington, DC. 20001		6. DELIVERY Immediately upon notification of contract award.			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Bradley Hill, Contract Specialist, Phone (202) 727-0121, fax (202) 727-1679 <a href="mailto:bradley.hill@dc.gov">bradley.hill@dc.gov</a>		7. DELIVERY METHOD  <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER  <b>ALL CERTIFIED LSDBE OFFERORS</b>		9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED  Office of the Chief Technology Officer 441 4 <sup>th</sup> Street, NW, Suite 1030 South Washington, DC 20001			
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:  October 24, 2007, 2:00 PM (BID ROOM ONLY) 441 4 <sup>th</sup> Street. N.W. Suite 703		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy)  11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
<b>12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS</b>					
<b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price quotations as outlined in this solicitation, submit one (1) original and three (3) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 <sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> 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.					
<b>Terms and Conditions:</b> SEE ATTACHED.					
<b>13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)</b>					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<b>See attached Statement of Work</b>				
0001	Base Period – PeopleSoft HCM Subject Matter Expert Services	520	Hours	\$	\$
1001	Option Period One (1) – PeopleSoft HCM SME Services	1040	Hours	\$	\$
2001	Option Period Two (2) – PeopleSoft HCM SME Services	1040	Hours	\$	\$
TOTAL AMOUNT					\$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)		15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <b>NOT</b> ACCEPTABLE)		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

## **B.1. GENERAL TERMS AND CONDITIONS**

- B.1.1 This is a Request for Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Set Aside Market for certified LSDBE Offerors. The District will apply preferences in evaluating submissions from District-certified LSDBEs. If you are unable to submit a quote, please so indicate on this form and return it.
- B.1.2 The District intends to award multiple contracts resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors specified elsewhere in this solicitation.
- B.1.3 The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.
- B.1.4 The presentation of a candidate is considered the vendor's certification, representation, and warranty that the candidate possesses all of the education, skills, and job experience presented in the resume. The contractor bears full responsibility for the candidate's presented qualifications.

## **B.2. PERIOD OF PERFORMANCE AND CONTRACT TYPE**

B.2.1 The contract awarded from this solicitation will be a labor hour contract. The period of performance for the base period will be 520 hours from date of award or one year from the date of award, whichever occurs earliest, with the option to renew for two (2) additional option periods of 1040 hours each, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of an option period is subject to the availability of funds at the time of the exercise. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract. The quoter/Offeror shall submit a price for the base period and each option period. If the District exercises an 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 2600 hours or three (3) years.

### **B.3. CONTRACTING OFFICER (CO)**

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

William Sharp  
Contracting Officer  
Government of the District of Columbia  
Office of Contracting and Procurement  
Information Technology Group  
441 Fourth St., NW, Suite 971 North  
Washington, DC 20001  
Phone: (202) 727-0252 (main)  
Phone: (202) 727-5274 (direct)  
Fax: (202) 727-1679  
E-mail: [william.sharp@dc.gov](mailto:william.sharp@dc.gov)  
Website: [ocp.dc.gov](http://ocp.dc.gov)

### **B.4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

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

### **B.5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

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

## **B.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 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.

## **B.7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR**

B.7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.

B.7.2 In addition, the Contractor shall:

B.7.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;

B.7.2.2 Be specifically responsible for assuring that personnel have high-end laptops with Window XP Professional and necessary communication equipment. At the COTR’s discretion, Contractor may be required to provide their personnel cell phones and/or PDA’s, at no cost to the District. Specifications will be provided at the time of the requirement. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.

B.7.2.3 Provide weekly timesheets, in the format supplied by the District, reporting all time worked by person’s name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the COTR. Contractor must provide timely, necessary information to allow the District to calculate “earned value”.

B.7.2.4 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.

B.7.2.5 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.

- B.7.2.6 Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- B.7.2.7 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- B.7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.
- B.7.2.9 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- B.7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- B.7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.

## **B.8. HIRING OF EMPLOYEES**

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

## **B.9. 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 30<sup>th</sup> day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later than on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the CFO is:

**Name:** OCTO Agency CFO  
Accounts Payable Division  
**Address:** 441 4<sup>th</sup> Street, NW  
Suite 930S  
Washington, D.C. 20001  
**Telephone:** (202) 727-2277

**Fax:** 202-727-1216

**E-mail:** [octo.accountspayable@dc.gov](mailto:octo.accountspayable@dc.gov)

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

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

**B.10. EVALUATION FACTORS**

B.10.1 The District intends, but is not obligated, to make multiple awards to the responsible Offeror(s) whose quote is/are most advantageous to the District, based upon the evaluation criteria specified in the solicitation. 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. The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
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0	Unacceptable	Fails to meet minimum requirements; <i>e.g.</i> , 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 10 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 8 (4/5 of 10). The sub factor scores will be added together to determine the score for the factor level.

**B.10.2 MANDATORY MINIMUM QUALIFICATION REQUIREMENTS:** The selected Contractor shall provide an employee and resources that meet the following requirements: (Candidates must meet all minimum requirements for Offeror to be eligible for considered for award):

B10.2.1 Functional analysis experience, specifically implementation of PeopleSoft HCM eRecruit, ePerformance, eLearning, eCompensation and HCM Datawarehouse/Workforce Analytics modules.

B10.2.2 Citizen or permanent resident of the United States of America.  
NOTE: This requirement will not count toward the technical evaluation of the candidate, but failure to comply with this requirement will result in an automatic disqualification.

**B.10.3 TECHNICAL CRITERIA (70 Points)**

**B10.3.1 KNOWLEDGE AND SKILLS (25 points)** awarded from evaluation of the resume provided.

- (a) Candidate has applicable knowledge gained from formal higher education in a related field of study. Candidate has full familiarity with PeopleSoft HCM methodology, such as may lead to PeopleSoft certification, or equivalent. PeopleSoft certification preferred.
- (b) Candidate has skills gained from related technical training, such as PeopleSoft certification classes.
- (c) Candidate has knowledge of full life cycle software development and software management skills.

- (d) Candidate has excellent oral and written communication skills, including the ability to communicate technical subjects to non-technical persons. Candidate has skill in working with customers to develop solutions to complex business problems.

**B.10.3.2 EXPERIENCE (20 points)**

- (a) Candidate has verifiable Software Development Life Cycle (SDLC) experience and MIS experience.
- (b) Candidate has experience implementing and managing the resources required for eRecruit, eCompensation, Enterprise Learning Management, ePerformance, Workforce Analytics and Datamarts modules. Experience reflects ability to perform Requirements Analysis, current state/future state analysis, planning, fit-gap analyses, data modeling SOW creation, system design and configuration.
- (c) Candidate has experience in application functional analysis, configuration, and requirements, especially in PeopleSoft HCM.

**B.10.3.3 INTERVIEW (A candidate will be evaluated in an interview by a designated panel for those candidates that make the competitive range. Interview will be used, in part to validate the resume review and to determine communication skills and ability to work with others in a fast paced environment.)**

**B.10.3.4 PAST PERFORMANCE OF CANDIDATE (15 points)**

The Offeror shall provide name, title and current phone number or e-mail address of three (3) references that can address each proposed candidates' past performance providing similar services, including an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the candidate's performance. The District reserves the right to conduct its own research into the proposed candidate's past performance.

**B.10.3.5 PAST PERFORMANCE OF OFFEROR (10 points)**

The Offeror shall provide with quotation a completed Contractor/Provider Past Performance Form (Attachment D) from at least three (3) references that can address the Offeror's past performance in providing quality candidates for services (preferably staff augmentation services in the IT arena), as well as an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the Offeror's performance. Offerors who have no relevant past performance will

receive a neutral score (*i.e.* 5 out of 10). The District will contact the candidate client references to obtain past performance evaluations only if the candidate satisfies the minimum requirements and if the Offeror remains in the competitive range. The District reserves the right to conduct its own research into the Offeror company's past performance.

**B.10.4 PRICE CRITERIA (30 Points)**

The price evaluation will be objective. The Offeror with the lowest price (base period plus options) 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:

$$\begin{array}{l} \text{Lowest price proposal} \\ \text{-----} \end{array} \times 30 = \text{Evaluated price score} \\ \text{Price of proposal being evaluated}$$

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

**B.10.5 PREFERENCE POINTS (12 Points)**

**B.10.6 TOTAL (112 Points)**

**B.11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE**

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, as amended, the District shall 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.

**B.11.1 GENERAL PREFERENCES**

**For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:**

- B.11.1.1** The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;

- B.11.1.2** The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- B.11.1.3** The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- B.11.1.4** The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- B.11.1.5** The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- B.11.1.6** The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

### **B.11.2 MAXIMUM PREFERENCE AWARDED**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve (12) points on a 100 point scale for submissions in response to this RFQ.

### **B.11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES**

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

### **B.11.4 VENDOR SUBMISSION FOR PREFERENCES**

**B.11.4.1** Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

**B.11.4.1.1** Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

**B.11.4.1.2** Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

**B.11.4.2.** Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development  
ATTN: LSDBE Certification Program  
441 Fourth Street, N.W., Suite 970N

**B.11.4.3** All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

**B.12. ATTACHMENTS**

- Statement of Work (Attachment A)
- Tax Certification Affidavit (Attachment B)
- Sample Resume' (Attachment C)
- Contractor/Provider Past Performance (Attachment D)

**B.13. INSTRUCTIONS**

**B.13.1 Please submit one (1) original and three (3) copies of both the signed technical and price quotations in separately sealed envelopes (one technical and price) to the Office of Contracting and Procurement, 441 4<sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. Quoters must also submit with the quote, a sworn Tax Certification Affidavit (Attachment B). All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical quotations should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation. **ONLY THE ORIGINAL RESUME(S) shall contain the candidate name. All other resumes shall be in accordance with the SAMPLE RESUME (Attachment C). THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ.****

B.13.2 Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.

B.13.3 By submitting a quote, Quoter is representing that the candidate proposed is available to commence work promptly upon the Quoter's receipt of a PO provided that a PO is received within twenty one (21) days of submission in response to this RFQ. By submitting a Quote, Quoter further represents that it understands that award decisions will be made based, in part, on the quality of the candidate proposed, and that if the candidate should not be available to commence work, for whatever reason, at the beginning of the period of performance, the District reserves the right to cancel the award and proceed with awarding to another Quoter whose candidate is available.

B.13.4 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.

B.13.5 No resume shall be longer than three (3) pages in length. Each resume shall be submitted on 8 ½” x 11” bond paper.

**B.13.6 ALL RESUME COPIES (EXCLUDING THE ORIGINAL COPY) MUST HAVE THE CANDIDATE’S NAME REMOVED AND NO REFERENCE TO THE OFFEROR COMPANY OR COMPANY LOGO. RESUMES SHALL BE IDENTIFIED AS CANDIDATE 1, CANDIDATE 2, OR CANDIDATE 3, ETC. A REFERENCE SHEET MATCHING THE CANDIDATE TO THE CORRESPONDING RESUME MUST BE INCLUDED WITH YOUR SUBMISSION. (SEE “SAMPLE RESUME” – ATTACHMENT C) FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN AN AUTOMATIC DISQUALIFICATION.**

END

# **Attachment A**

## **OFFICE OF THE CHIEF TECHNOLOGY OFFICER**

### **PEOPLESOFT HCM SUBJECT MATTER EXPERTS**

#### **STATEMENT OF WORK**

#### **C.1 SCOPE:**

The Government of the District of Columbia, the Office of the Chief Technology Officer (OCTO) is seeking multiple PeopleSoft HCM Subject Matter Experts (SME's) who will be responsible for conducting current state analysis, future state analysis and planning, initiation and requirements gathering activities for ERP solutions associated with PeopleSoft 8.8 HCM suite. The current version being used in the District Government is HCM v8.8, SP1 MP4.

#### **C.1.1 DEFINITIONS**

**C.1.1.1 ERP** – Enterprise Resource Planning software, which is software that spans the entire District of Columbia.

**C.1.1.2 HCM** – Human Capital Management, which is the name of the PeopleSoft Payroll and Human Resource system.

#### **C.2 BACKGROUND**

**C.2.1** OCTO, in collaboration with the Office of the Chief Financial Officer (OCFO) and the District of Columbia Human Resources (DCHR) is embarking on an ambitious program to upgrade and implement PeopleSoft Human Capital Management (HCM) information systems to realize new efficiencies while simultaneously offering a broad range of new administrative services for the District. Currently, three core PeopleSoft HCM modules (HR, Benefit Administration and Time and Attendance) are deployed into operations and the deployment of the Payroll module is underway. In addition, OCTO and DCHR are collaborating to implement additional PeopleSoft HCM modules such as Performance Management, Learning Management, Compensation Management, and Workforce Analytics in fiscal year 2008 and 2009.

This citywide enterprise solution initiative will encompass, but not be limited to, business process engineering, system replacements, system enhancements, new systems selection, and custom enhancements of existing applications, system integration, and information technology oversight. 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 District agencies to assure that the technological solutions are responsive to the operational plans and priorities of client agencies and their partners within the District government, and with applicable community service providers.

#### **C.3 TASKS**

**C.3.1** The Contractor shall perform PeopleSoft SME tasks including, but not limited to, the following:

**C.3.2** Perform functional analysis, planning, requirements definition, SOW creation for the implementation of PeopleSoft HCM eRecruit, ePerformance, eLearning, eCompensation and HCM Datawarehouse / Workforce Analytics modules.

**C.3.3** Work with Business Users to gather and document requirements to apply system solutions to business problems, to include:

**C.3.3.1** Gather key business objectives

**C.3.3.2** Identify current business process challenges

**C.3.3.3** Identify key metrics and measures for success

**C.3.4** Identify and document gaps in business processes

**C.3.5** Identify Business Process Reengineering opportunities for existing and future modules and processes

**C.3.5** Document system enhancement proposals, outline issues, alternatives and provide recommendations detailing performance, costs, scheduling, time and benefits.

**C.3.6** Recommend and advise on appropriateness of PeopleSoft improvements, patches, expansions, application additions, upgrades, changes and updates.

**C.3.7** Apply and adhere to documentation standards, file design and storage.

# Attachment B

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



## TAX CERTIFICATION AFFIDAVIT

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

Date: \_\_\_\_\_

Name of Organization/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Business Telephone No.: \_\_\_\_\_

Principal Officer:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Soc. Sec. No.: \_\_\_\_\_

Federal Identification No.: \_\_\_\_\_

Contract No.: \_\_\_\_\_

Unemployment Insurance Account No.: \_\_\_\_\_

I hereby certify that:

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

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

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

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

\_\_\_\_\_  
Signature of Authorizing Agent

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_ Month and Year

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

# Attachment C Sample Resume'

## Candidate 1

### EDUCATION

**MIDWAY SCHOOL OF BUSINESS** - Chicago, IL  
**Master of Sciences, Computer Science - Finance and Strategic Management** - June 2001

- Dean's Honor List
- Active member of Management Consulting, Corporate Management and Strategy, and High Tech Clubs.

**ANDERSEN COLLEGE** - Boston, MA  
**Bachelor of Sciences in Physics – Computer Science emphasis (Cum Laude)** - June 1996

- Andersen College Scholarship for academic distinction; Dean's List all semesters
- Violinist in Andersen College Symphony
- Physics and Electronic Engineering tutor for Bureau of Study Counsel; active participant in Habitat for Humanity
- Completed dissertation in the field of condensed matter theory

### EXPERIENCE

**SMART BROTHERS** - New York, NY  
**Technology Project Manager - Investment Banking** - June 1997 - July 1999

- Managed project teams to develop profit and loss software systems for Proprietary Trading group
- Promoted to project leadership role in two years, well ahead of department average of four
- Developed an original mathematical algorithm for trading processing module, improving performance by 1200%
- Led team of six analysts in firmwide project to reengineer loan syndicate trading flows in firm's largest technology project of 1999. Recommendations established new firmwide standard for real-time trade processing
- Appointed lead developer of interest accrual team after just three months in department. Initiated and designed project to create customized, improved interest accrual and P&L applications for fixed income controllers
- Selected to work on high-profile project to reengineer corporate bond trading P&L system. Reduced overnight processing time from six hours to 20 minutes and improved desktop application speed by 350%
- Devoted 20-25 hours a month to instructing junior members of the team in interest accrual and trading

**FINANCIAL TECHNOLOGY GROUP** - New York, NY  
**Analyst** - June 1996 - May 1997

- Developed cutting-edge analytic software for use by Wall Street traders
- Worked on a daily basis with clients to create and implement customized strategic software solution for equity traders. Helped create and deliver extensive training program for clients
- Initiated, created, and documented new firmwide standard for software module development

**References (Three):** (Must be provided to be considered.)

**1. Name, Title, Phone, Fax, E-mail**

**2. Name, Title, Phone, Fax, E-mail**

**3. Name, Title, Phone, Fax, E-mail**