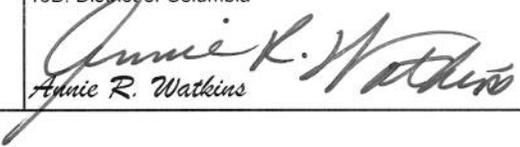


AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number	Page of Pages 1 1	
2. Amendment/Modification Number A001		3. Effective Date see block 16C		4. Requisition/Purchase Request No.	
5. Solicitation Caption: DCGov Content Management System			6. Issued By: Office of Contracting and Procurement Office of the Chief Technology Officer 441 4th Street NW Washington, DC 20001		
7. Administered By (If other than line 6)			Code		
8. Name and Address of Contractor (No. Street, city, county, state and ZIP Code)			9A. Amendment of Solicitation No. DCTO-2008-R-0232		
			9B. Dated (See Item 11) 3-Jul-08		
			10A. Modification of Contract/Order No.		
			X 10B. Dated (See Item 13)		
Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS					
Xx The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning <u>2</u> copy of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.					
12. Accounting and Appropriation Data (If Required)					
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14					
A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.					
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2					
C. This supplemental agreement is entered into pursuant to authority of:					
D. Other (Specify type of modification and authority) Modification by mutual agreement between parties entered into pursuant to of 27 DCMR, Chapter 20, Section 2008.4					
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <u>2</u> copies to the issuing office.					
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)					
1. Proposal due date changed from: August 4, 2008 at 2:00PM to: August 11, 2008 at 2:00PM. 2. Remove Section B Supplies or Services and Price and replace with attached revised Section B 3. Page 45 H.2 delete DOL Wage Determination No. 2005-2103, Rev 5 dated July 10, 2007, insert WD 05-2103, (Rev 6) dated, 5-29-2008. 4. Page 53 I.12 delete, TOTAL AGREEMENT in its entirety. 5. Page 54 J.1.1 delete DOL Wage Determination No. 2005-2103, Rev 5 dated July 10, 2007, insert WD 05-2103, (Rev 6) dated, 5-29-2008. 6. Page 62 L.4 EXPLANATION TO PROSPECTIVE OFFERORS, DELETE, the references to ten(10) days and insert July 25, 2008. On line 5 DELETE, less than ten (10) days before the date of submission of proposals and insert, after July 25, 2008. 7. page 67 insert L.20 PRE-PROPOSAL CONFERENCE, see attached. 8. Page 70 M.3.2.1.1 insert, 5 points and M.3.2.1.2 insert, 5 points. 9. Correct duplicate M.3.2.1.2 to M.3.2.1.3. ATTACHED: Section B L.20 Pre-Proposal Conference WD 05-2103, (Rev) dated 5-29-20086					
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect					
15A. Name and Title of Signer (Type or print)			16A. Name of Contracting Officer Annie R. Watkins		
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia	
(Signature of person authorized to sign)				16C. Date Signed 7/14/08	

SECTION B

SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Office of the Chief Technology Officer (District) is seeking a contractor to implement and maintain a District-wide Web Content Management System (CMS).

B.2 The District contemplates award of fixed price contract.

B.3 CLINs support requirements in Section C.

B.3.1 Cost will be evaluated based on the total cost of ownership over a 5 year period. The contract itself will be awarded as a base contract, with 4 one-year options. The District will accept proposals that offer a least one of three (3) potential pricing strategies. Due to the total cost that the District will incur, solutions are listed in the order of preference. For each pricing strategy, include pricing for the District to own all customizations and include if there is a commercially available product version:

- 1) **SAAS** (**S**oftware **A**s **A** **S**ervice): The vendor owns, manages and maintains the entire system and the District pays a fee for “service” that meets its specification and volume, while providing the proper interfaces that would allow the District to integrate the data with other systems. The District owns all customizations and has the potential to ‘buy back’
- 2) **Hosted / Outsourced**: The District purchases the software, and possibly hardware as well, but the vendor (or subcontractor managed and paid by the vendor) proposes to host and manage the system and maintains the hardware and software upgrades and charges the District a fee for this service.
- 3) **District-Owned**: The District would purchase and own all hardware and software and maintain it after the “go-live” date.

Separate sections for proposing any of the three (3) types of solutions are provided in Section B.3.3, B.3.4, and B.3.5 respectively. Please determine the pricing strategy you wish to propose and complete the appropriate section. Blank responses will constitute a declaration that the CLIN is not needed for the proposed pricing model. If more than one approach is being proposed as alternatives, please submit separate cost proposals for each.

B.3.2 In order to properly price the system for the entire five (5) years, the following information must be used:

- Base year: unlimited total administrative users and 30 concurrent administrative users
- 1st and 2nd Option years: unlimited total administrative users and 60 concurrent administrative users
- 3rd & 4th Option years: unlimited total administrative users and 80 concurrent administrative users
- Bandwidth / Disk Space (includes current CMS and legacy HTML sites):

- Current Bandwidth for portal (add 30-50% for each out year)
 - 5,205,755,754 Kbytes total transferred (complete year)
 - 433,812,980 Kbytes monthly average
 - Current Web Disk Space (add 30-50% for each out year)
 - 1109 GB
 - Current SQL Disk Space (add 30-50% for each out year)
 - 307.5 GB
 - Web usage rates used for sizing will be:
 - Base year: 18 million hits per year, 50,000 hits/day (90,000 peak hits/day)
 - 1st 2ndnd Option years: 25 million hits per year, 70,000 hits/day (120,000 peak hits/ day)
 - 3rd & 4th Option years: 35 million hits per day, 100,000 hits/day (140,000 peak hits/day)
- “Web usage” and ‘hits’ refers to how often unique and returning visitors view the website.
- Additionally, the Offeror must provide a verifiable reference client of similar size and web usage rates as that proposed to validate the projected hardware configuration.
 - Other sizing information can be used if a full explanation is provided. Should other sizing information be provided, the District reserves the right to have all respondents re-propose their cost based on the additional sizing information provided by any single vendor.

B.3.2.1 Total Cost of Ownership (TCO) Analysis. The contractor’s project manager, working with the OCTO Project Manager, shall deliver an estimated TCO that identifies future development, refresh, and operational costs over a five-year period. This document is due no later than 60 days after the start of the project.

B.3.3 The following CLINs shall be used if the vendor wishes to propose a **SAAS** (see B.3.1 for definition) solution.

B.3.3.1 This set of CLINs constitute Base year Therefore sizing information for Base year information from B.3.2 shall be used.

B PRICE SCHEDULES – REQUIREMENTS

BASE YEAR

CLIN	Description SAAS		Unit		Total Estimated Price
0001	Content Management System (CMS) system / software		lot		
0002	Configuration / Customization to the core / base system.		lot		
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov websites, and to establish the base / core framework system.		lot		
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration		lot		
0005	Initial Onsite Training: 1) Group Training for Developers; 2) Group Training for Administrative Users/Web Editors		lot		
0006	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0007	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc		lot		
0008	Annual maintenance / support fee		lot		
0009	Annual License / Subscription Cost		lot		
0010	Other / Supporting Software Required (specify separately)		lot		
0011	Other Required Components (specify separately)		lot		
0012	System Upgrades & Enhancements		lot		
0013	Other (specify separately)		lot		
	Total:				

B.3.3.2 This set of CLINs constitute Option Year1. Therefore sizing information for 1st & 2nd year information from B.3.2 shall be used.

OPTION YEAR ONE (1)

CLIN	Description		Unit		Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
0006	System Upgrades and Enhancements		lot		
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		
	Total:				

B.3.3.3 This set of CLINs constitute Option Year 2. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR TWO (2)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
0006	System Upgrades and Enhancements		lot		
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		

CLIN	Description		Unit		Total Estimated Price
Total:					

B.3.3.4 This set of CLINs constitute Option Year 3. Therefore sizing information for 3rd & 4th year information from B.3.2 shall be used.

OPTION YEAR THREE (3)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
0006	System Upgrades and Enhancements		lot		
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		
Total:					

B.3.3.5 This set of CLINs constitute Option Year 4. Therefore sizing information for 3rdth & 4th year information from B.3.2 shall be used.

OPTION YEAR FOUR (4)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
	System Upgrades and		lot		

CLIN	Description		Unit		Total Estimated Price
0006	Enhancements				
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		
0009	Total:				

B.3.3.6 Total Cost of Ownership Option: The District would like to know the cost of bringing the solution in house for any of the additional option years. The District would like the option to exercise the buyback option. All customizations and configurations that occurred in the Base Years and all option years belong to the District of Columbia.

CLIN Number	Description	Price			
		Option Year 1	Option Year 2	Option Year 3	Option Year 4
0001	Content Management System (CMS) system / software				
0002	Configuration / Customization to the core / base system.				
0003	QA Development and Testing of data to District servers				
0004	Annual maintenance / support fee				
0005	Annual License / Subscription Cost				
0006	Other / Supporting Software Required (specify separately)				
0007	Hardware – Processor & Memory (specify)				
0008	Hardware – Storage (specify)				
0009	Hardware – Other (specify separately)				
0010	Other Required Components (specify separately)				
0011	Monthly Onsite Training for administrative users (up to 20 per training session) 12 months				
0012	System Upgrades and Enhancements				
0013	Other (specify separately) 12 months				
	Total:				

B.3.4 The following CLINs shall be used if the vendor wishes to propose a **Hosted / Outsourced** (see B.3.1 for definition) solution.

B.3.4.1 This set of CLINs constitute Base Year . Therefore sizing information for “Base year information from B.3.2 shall be used.
Base year

CLIN	Description Hosted / Outsourced	Unit	Total Estimated Price
0001	Content Management System (CMS) system / software	lot	
0002	Configuration / Customization to the core / base system.	lot	
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov websites, and to establish the base / core framework system.	lot	
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration	lot	
0005	Initial Onsite Training: 1) Group Training for Developers; 2) Group Training for Administrative Users/Web Editors	lot	
0006	Monthly Onsite Training for administrative users (up to 20 per training session)	12 months	
0007	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc	lot	
0008	Annual maintenance / support fee	lot	
0009	Annual License / Subscription Cost	lot	
0010	Other / Supporting Software Required (specify separately)	lot	
0011	Other Required Components (specify separately)	lot	
0012	System Upgrades and Enhancements	lot	
0013	Hardware – Processor & Memory (specify)	lot	
0014	Hardware – Storage (specify)	lot	

CLIN	Description Hosted / Outsourced		Unit		Total Estimated Price
0015	Hardware – Other (specify separately)		lot		
0016	Other (specify separately)		lot		
	Total:				

B.3.4.2 This set of CLINs constitute Option Year 1. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR ONE (1)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.3 This set of CLINs constitute Option Year 2. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR TWO (2)

CLIN	Description		Unit	Price	Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		

CLIN	Description		Unit	Price	Total Estimated Price
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.4 This set of CLINs constitute Option Year 3. Therefore sizing information for 3rd & 4th year information from B.3.2 shall be used.

OPTION YEAR THREE (3)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		

CLIN	Description		Unit		Total Estimated Price
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.5 This set of CLINs constitute Option Year 4. Therefore sizing information for 3rd & 4th year information from B.3.2 shall be used.

OPTION YEAR FOUR (4)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.6 Total Cost of Ownership Option: The District would like to know the cost of bringing the solution in house for any of the additional option years. The District would like the potential option to exercise the buyback option. All customizations and configurations that occurred in Year 1 and all option years belong to the District of Columbia.

CLIN Number	Description	Cost			
		Option Year 1	Option Year 2	Option Year 3	Option Year 4
0001	Content Management System (CMS) system / software				
0002	Configuration / Customization to the core / base system.				
0003	QA Development and Testing of data to District servers				
0004	Annual maintenance / support fee				
0005	Annual License / Subscription Cost				
0006	Other / Supporting Software Required (specify separately)				
0007	Hardware – Processor & Memory (specify)				
0008	Hardware – Storage (specify)				
0009	Hardware – Other (specify separately)				
0010	Other Required Components (specify separately)				
0011	Monthly Onsite Training for administrative users (up to 20 per training session) 12 months				
0012	System Upgrades and Enhancements				
0013	Other (specify separately)				
	Total:				

B.3.5 The following CLINs shall be used if the vendor wishes to propose a **District-Owned** (see B.3.1 for definition) solution.

B.3.5.1 This set of CLINs constitute Base Year . Therefore sizing information for 1st year information from B.3.2 shall be used.

BASE YEAR

CLIN	Description District-Owned		Unit		Total Estimated Price
0001	Content Management System (CMS) system / software		lot		
0002	Configuration / Customization to the core / base system.		lot		
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov websites, and to establish the base / core framework system.		lot		
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration		lot		
0005	Initial Onsite Training: 1) Group Training for Developers; 2) Group Training for Administrative Users/Web Editors		lot		
0006	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0007	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc		lot		
0008	Annual maintenance / support fee		lot		
0009	Annual License / Subscription Cost		lot		
	Other / Supporting Software Required (specify separately)		lot		

CLIN	Description District-Owned		Unit		Total Estimated Price
0010					
0011	Other Required Components (specify separately)		lot		
0012	System Upgrades and Enhancements		lot		
0013	Hardware – Processor & Memory (specify)		lot		
0014	Hardware – Storage (specify)		lot		
0015	Hardware – Other (specify separately)		lot		
0016	Other (specify separately)		lot		
	Total:				

B.3.5.2 This set of CLINs constitute Option Year 1. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR ONE (1)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		

CLIN	Description		Unit		Total Estimated Price
		Total:			

B.3.5.3 This set of CLINs constitute “Year 2.” Therefore sizing information for “2nd & 3rd year” information from B.3.2 shall be used.

OPTION YEAR TWO (2)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
		Total:			

B.3.5.4 This set of CLINs constitute Option Year 3. Therefore sizing information for “2nd & 3rd year” information from B.3.2 shall be used.

OPTION YEAR THREE (3)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.5.5 This set of CLINs constitute Option Year 4. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR FOUR (4)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.4 Intranet Option – The District may want the option to apply the Content Management Solution (CMS) to the District’s Intranet portal. The solution should meet all requirements in Section C. This section would detail the cost if the District chose the Intranet option. The District does not have to exercise the Intranet option.

CLIN	Description		Unit		Total Estimated Price
0001	Content Management System (CMS) system / software		lot		
0002	Configuration / Customization to the core / base system.		lot		
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov INTRAnet websites, and to establish the base / core framework system.		lot		
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration		lot		
0005	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc		lot		
0006	Annual maintenance / support fee		lot		
0007	Annual License / Subscription Cost		lot		
0008	Other / Supporting Software Required (specify separately)		lot		
0009	Other Required Components (specify separately)		lot		
0010	System Upgrades & Enhancements		lot		
0011	Other (specify separately)		lot		
	Total:				

B.5 *Prices for optional items in Section B.3.3, B.3.4 and B.3.5, must be supported by a detailed description of the features provided and how they support the requirements in Section C. The availability of additional functionality will impact positively the cost evaluation score.*

L.20 PRE-PROPOSAL CONFERENCE:

A pre-proposal conference to discuss the contents of this solicitation and other pertinent matters will be held at 1:00pm local time, on July 22, 2008 at the following location:

*441 4th Street, N.W.
Conference Room No. 1117
Washington, DC 20001*

Prospective offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation. Attending offerors must complete the Pre-Bid Conference Attendance Roster at the conference so that offerors attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-bid conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted in writing following the close of the pre-bid conference but no later than July 25, 2008 in order to generate an official answer. Official answers will be provided in writing to all prospective bidders who are listed on the official bidder's list as having received a copy of the solicitation. Answers will also be posted on the OCP website at www.ocp.dc.gov.

WD 05-2103 (Rev.-6) was first posted on www.wdol.gov on 06/03/2008

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

Shirley F. Ebbesen | Division of | Revision No.: 6
Director | Wage Determinations | Date Of Revision: 05/29/2008

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	14.05
01012 - Accounting Clerk II	15.78
01013 - Accounting Clerk III	20.27
01020 - Administrative Assistant	25.95
01040 - Court Reporter	19.46
01051 - Data Entry Operator I	13.07
01052 - Data Entry Operator II	14.26
01060 - Dispatcher, Motor Vehicle	16.79
01070 - Document Preparation Clerk	13.64
01090 - Duplicating Machine Operator	13.64
01111 - General Clerk I	13.92
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	23.83
01141 - Messenger Courier	11.25
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	16.90
01262 - Personnel Assistant (Employment) II	18.90
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	21.29

01280 - Receptionist	13.18
01290 - Rental Clerk	16.16
01300 - Scheduler, Maintenance	16.16
01311 - Secretary I	17.26
01312 - Secretary II	19.41
01313 - Secretary III	23.83
01320 - Service Order Dispatcher	16.10
01410 - Supply Technician	25.95
01420 - Survey Worker	19.46
01531 - Travel Clerk I	12.59
01532 - Travel Clerk II	13.54
01533 - Travel Clerk III	14.54
01611 - Word Processor I	13.76
01612 - Word Processor II	16.16
01613 - Word Processor III	19.46
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	21.37
05040 - Automotive Glass Installer	20.14
05070 - Automotive Worker	20.14
05110 - Mobile Equipment Servicer	17.31
05130 - Motor Equipment Metal Mechanic	22.53
05160 - Motor Equipment Metal Worker	20.14
05190 - Motor Vehicle Mechanic	22.53
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	19.66
05280 - Motor Vehicle Wrecker	20.14
05310 - Painter, Automotive	21.37
05340 - Radiator Repair Specialist	20.14
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	22.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.18
07041 - Cook I	11.97
07042 - Cook II	13.28
07070 - Dishwasher	9.82
07130 - Food Service Worker	10.66
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.82
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.78
09080 - Furniture Refinisher	18.39
09090 - Furniture Refinisher Helper	14.11
09110 - Furniture Repairer, Minor	16.31
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.85
11060 - Elevator Operator	9.85
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	12.07

11240 - Maid or Houseman	10.84	
11260 - Pruner	11.37	
11270 - Tractor Operator	14.19	
11330 - Trail Maintenance Worker	12.07	
11360 - Window Cleaner	11.31	
12000 - Health Occupations		
12010 - Ambulance Driver	17.69	
12011 - Breath Alcohol Technician	18.55	
12012 - Certified Occupational Therapist Assistant	21.01	
12015 - Certified Physical Therapist Assistant	21.01	
12020 - Dental Assistant	16.90	
12025 - Dental Hygienist	40.68	
12030 - EKG Technician	24.77	
12035 - Electroneurodiagnostic Technologist	24.77	
12040 - Emergency Medical Technician	18.55	
12071 - Licensed Practical Nurse I	18.60	
12072 - Licensed Practical Nurse II	20.82	
12073 - Licensed Practical Nurse III	22.85	
12100 - Medical Assistant	14.23	
12130 - Medical Laboratory Technician	18.04	
12160 - Medical Record Clerk	16.06	
12190 - Medical Record Technician	17.96	
12195 - Medical Transcriptionist	17.93	
12210 - Nuclear Medicine Technologist	31.82	
12221 - Nursing Assistant I	9.75	
12222 - Nursing Assistant II	10.96	
12223 - Nursing Assistant III	13.02	
12224 - Nursing Assistant IV	14.62	
12235 - Optical Dispenser	18.34	
12236 - Optical Technician	14.41	
12250 - Pharmacy Technician	16.31	
12280 - Phlebotomist	14.62	
12305 - Radiologic Technologist	28.28	
12311 - Registered Nurse I	26.73	
12312 - Registered Nurse II	31.24	
12313 - Registered Nurse II, Specialist	31.24	
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)	18.85	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	18.55	
13012 - Exhibits Specialist II	23.33	
13013 - Exhibits Specialist III	28.11	
13041 - Illustrator I	20.40	
13042 - Illustrator II	25.28	
13043 - Illustrator III	30.91	
13047 - Librarian	28.00	
13050 - Library Aide/Clerk	13.77	
13054 - Library Information Technology Systems Administrator	25.29	
13058 - Library Technician	19.05	
13061 - Media Specialist I	17.03	
13062 - Media Specialist II	19.05	

13063 - Media Specialist III	21.24
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	17.59
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.78
14042 - Computer Operator II	19.88
14043 - Computer Operator III	22.17
14044 - Computer Operator IV	24.64
14045 - Computer Operator V	27.28
14071 - Computer Programmer I (1)	23.12
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	17.78
14160 - Personal Computer Support Technician	24.64
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.77
15020 - Aircrew Training Devices Instructor (Rated)	42.72
15030 - Air Crew Training Devices Instructor (Pilot)	50.81
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	30.88
15070 - Flight Instructor (Pilot)	50.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	23.87
15095 - Technical Instructor/Course Developer	29.19
15110 - Test Proctor	19.22
15120 - Tutor	19.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.29
16030 - Counter Attendant	9.29
16040 - Dry Cleaner	12.21
16070 - Finisher, Flatwork, Machine	9.29
16090 - Presser, Hand	9.29
16110 - Presser, Machine, Drycleaning	9.29
16130 - Presser, Machine, Shirts	9.29
16160 - Presser, Machine, Wearing Apparel, Laundry	9.29
16190 - Sewing Machine Operator	12.79
16220 - Tailor	13.57
16250 - Washer, Machine	10.16
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	17.90
21030 - Material Coordinator	21.29
21040 - Material Expediter	21.29

21050 - Material Handling Laborer	12.65	
21071 - Order Filler	13.87	
21080 - Production Line Worker (Food Processing)		17.90
21110 - Shipping Packer	14.46	
21130 - Shipping/Receiving Clerk	14.46	
21140 - Store Worker I	10.91	
21150 - Stock Clerk	15.70	
21210 - Tools And Parts Attendant	17.90	
21410 - Warehouse Specialist	17.90	
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder	25.68	
23021 - Aircraft Mechanic I	24.46	
23022 - Aircraft Mechanic II	25.68	
23023 - Aircraft Mechanic III	26.97	
23040 - Aircraft Mechanic Helper	16.61	
23050 - Aircraft, Painter	23.42	
23060 - Aircraft Servicer	18.71	
23080 - Aircraft Worker	19.90	
23110 - Appliance Mechanic	20.60	
23120 - Bicycle Repairer	14.43	
23125 - Cable Splicer	24.98	
23130 - Carpenter, Maintenance	20.88	
23140 - Carpet Layer	19.33	
23160 - Electrician, Maintenance	26.56	
23181 - Electronics Technician Maintenance I	22.73	
23182 - Electronics Technician Maintenance II	24.13	
23183 - Electronics Technician Maintenance III	25.42	
23260 - Fabric Worker	18.04	
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	21.17	
23380 - Ground Support Equipment Mechanic	24.46	
23381 - Ground Support Equipment Servicer	18.71	
23382 - Ground Support Equipment Worker	19.90	
23391 - Gunsmith I	16.63	
23392 - Gunsmith II	19.33	
23393 - Gunsmith III	21.62	
23410 - Heating, Ventilation And Air-Conditioning Mechanic		22.21
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)		24.37
23430 - Heavy Equipment Mechanic	21.46	
23440 - Heavy Equipment Operator	21.46	
23460 - Instrument Mechanic	21.62	
23465 - Laboratory/Shelter Mechanic	20.52	
23470 - Laborer	14.27	
23510 - Locksmith	19.76	
23530 - Machinery Maintenance Mechanic		21.77
23550 - Machinist, Maintenance	21.62	
23580 - Maintenance Trades Helper	15.10	
23591 - Metrology Technician I	21.62	
23592 - Metrology Technician II	22.78	

23593 - Metrology Technician III	23.89	
23640 - Millwright	25.63	
23710 - Office Appliance Repairer	21.63	
23760 - Painter, Maintenance	20.52	
23790 - Pipefitter, Maintenance	23.19	
23810 - Plumber, Maintenance	20.99	
23820 - Pneudraulic Systems Mechanic	21.62	
23850 - Rigger	21.62	
23870 - Scale Mechanic	19.33	
23890 - Sheet-Metal Worker, Maintenance	21.62	
23910 - Small Engine Mechanic	20.05	
23931 - Telecommunications Mechanic I	27.74	
23932 - Telecommunications Mechanic II	29.24	
23950 - Telephone Lineman	26.38	
23960 - Welder, Combination, Maintenance	21.62	
23965 - Well Driller	21.62	
23970 - Woodcraft Worker	21.62	
23980 - Woodworker	16.63	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	11.63	
24580 - Child Care Center Clerk	16.15	
24610 - Chore Aide	10.00	
24620 - Family Readiness And Support Services Coordinator		14.25
24630 - Homemaker	16.75	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	26.10	
25040 - Sewage Plant Operator	20.23	
25070 - Stationary Engineer	26.10	
25190 - Ventilation Equipment Tender	18.37	
25210 - Water Treatment Plant Operator	20.23	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	19.43	
27007 - Baggage Inspector	12.66	
27008 - Corrections Officer	21.30	
27010 - Court Security Officer	23.26	
27030 - Detection Dog Handler	19.43	
27040 - Detention Officer	21.30	
27070 - Firefighter	22.39	
27101 - Guard I	12.66	
27102 - Guard II	19.43	
27131 - Police Officer I	24.58	
27132 - Police Officer II	28.24	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	13.59	
28042 - Carnival Equipment Repairer	14.63	
28043 - Carnival Equipment Worker	9.24	
28210 - Gate Attendant/Gate Tender	13.01	
28310 - Lifeguard	11.59	
28350 - Park Attendant (Aide)	14.56	
28510 - Recreation Aide/Health Facility Attendant		10.62
28515 - Recreation Specialist	18.04	
28630 - Sports Official	11.59	
28690 - Swimming Pool Operator	18.21	

29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	22.60	
29020 - Hatch Tender	22.60	
29030 - Line Handler	22.60	
29041 - Stevedore I	20.82	
29042 - Stevedore II	23.68	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (2)	36.27	
30011 - Air Traffic Control Specialist, Station (HFO) (2)	25.01	
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	27.54	
30021 - Archeological Technician I	17.82	
30022 - Archeological Technician II	19.87	
30023 - Archeological Technician III	25.95	
30030 - Cartographic Technician	25.95	
30040 - Civil Engineering Technician	23.78	
30061 - Drafter/CAD Operator I	18.72	
30062 - Drafter/CAD Operator II	20.94	
30063 - Drafter/CAD Operator III	24.60	
30064 - Drafter/CAD Operator IV	30.26	
30081 - Engineering Technician I	20.95	
30082 - Engineering Technician II	23.53	
30083 - Engineering Technician III	26.31	
30084 - Engineering Technician IV	32.61	
30085 - Engineering Technician V	39.88	
30086 - Engineering Technician VI	48.25	
30090 - Environmental Technician	23.50	
30210 - Laboratory Technician	22.36	
30240 - Mathematical Technician	28.94	
30361 - Paralegal/Legal Assistant I	20.71	
30362 - Paralegal/Legal Assistant II	25.69	
30363 - Paralegal/Legal Assistant III	31.38	
30364 - Paralegal/Legal Assistant IV	37.97	
30390 - Photo-Optics Technician	27.33	
30461 - Technical Writer I	21.27	
30462 - Technical Writer II	25.98	
30463 - Technical Writer III	31.44	
30491 - Unexploded Ordnance (UXO) Technician I	23.05	
30492 - Unexploded Ordnance (UXO) Technician II	27.89	
30493 - Unexploded Ordnance (UXO) Technician III	33.43	
30494 - Unexploded (UXO) Safety Escort	23.05	
30495 - Unexploded (UXO) Sweep Personnel	23.05	
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	24.35	
30621 - Weather Observer, Senior (2)	26.38	
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	12.50	
31030 - Bus Driver	18.19	
31043 - Driver Courier	12.71	
31260 - Parking and Lot Attendant	9.53	
31290 - Shuttle Bus Driver	14.69	
31310 - Taxi Driver	13.98	
31361 - Truckdriver, Light	14.69	
31362 - Truckdriver, Medium	17.18	
31363 - Truckdriver, Heavy	18.42	

31364 - Truckdriver, Tractor-Trailer	18.42
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.11
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	11.73
99310 - Mortician	29.98
99410 - Pest Controller	15.13
99510 - Photofinishing Worker	11.59
99710 - Recycling Laborer	16.51
99711 - Recycling Specialist	20.27
99730 - Refuse Collector	14.64
99810 - Sales Clerk	11.87
99820 - School Crossing Guard	12.51
99830 - Survey Party Chief	21.61
99831 - Surveying Aide	13.43
99832 - Surveying Technician	20.54
99840 - Vending Machine Attendant	13.68
99841 - Vending Machine Repairer	17.76
99842 - Vending Machine Repairer Helper	13.68

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 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)

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) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour

would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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 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 links 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 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.

SECTION B

SUPPLIES OR SERVICES AND PRICE

B.1 The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Office of the Chief Technology Officer (District) is seeking a contractor to implement and maintain a District-wide Web Content Management System (CMS).

B.2 The District contemplates award of fixed price contract.

B.3 CLINs support requirements in Section C.

B.3.1 Cost will be evaluated based on the total cost of ownership over a 5 year period. The contract itself will be awarded as a base contract, with 4 one-year options. The District will accept proposals that offer a least one of three (3) potential pricing strategies. Due to the total cost that the District will incur, solutions are listed in the order of preference. For each pricing strategy, include pricing for the District to own all customizations and include if there is a commercially available product version:

- 1) **SAAS** (**S**oftware **A**s **A** **S**ervice): The vendor owns, manages and maintains the entire system and the District pays a fee for “service” that meets its specification and volume, while providing the proper interfaces that would allow the District to integrate the data with other systems. The District owns all customizations and has the potential to ‘buy back’
- 2) **Hosted / Outsourced**: The District purchases the software, and possibly hardware as well, but the vendor (or subcontractor managed and paid by the vendor) proposes to host and manage the system and maintains the hardware and software upgrades and charges the District a fee for this service.
- 3) **District-Owned**: The District would purchase and own all hardware and software and maintain it after the “go-live” date.

Separate sections for proposing any of the three (3) types of solutions are provided in Section B.3.3, B.3.4, and B.3.5 respectively. Please determine the pricing strategy you wish to propose and complete the appropriate section. Blank responses will constitute a declaration that the CLIN is not needed for the proposed pricing model. If more than one approach is being proposed as alternatives, please submit separate cost proposals for each.

B.3.2 In order to properly price the system for the entire five (5) years, the following information must be used:

- Base year: unlimited total administrative users and 30 concurrent administrative users
- 1st and 2nd Option years: unlimited total administrative users and 60 concurrent administrative users
- 3rd & 4th Option years: unlimited total administrative users and 80 concurrent administrative users
- Bandwidth / Disk Space (includes current CMS and legacy HTML sites):

- Current Bandwidth for portal (add 30-50% for each out year)
 - 5,205,755,754 Kbytes total transferred (complete year)
 - 433,812,980 Kbytes monthly average
 - Current Web Disk Space (add 30-50% for each out year)
 - 1109 GB
 - Current SQL Disk Space (add 30-50% for each out year)
 - 307.5 GB
 - Web usage rates used for sizing will be:
 - Base year: 18 million hits per year, 50,000 hits/day (90,000 peak hits/day)
 - 1st 2ndnd Option years: 25 million hits per year, 70,000 hits/day (120,000 peak hits/ day)
 - 3rd & 4th Option years: 35 million hits per day, 100,000 hits/day (140,000 peak hits/day)
- “Web usage” and ‘hits’ refers to how often unique and returning visitors view the website.
- Additionally, the Offeror must provide a verifiable reference client of similar size and web usage rates as that proposed to validate the projected hardware configuration.
 - Other sizing information can be used if a full explanation is provided. Should other sizing information be provided, the District reserves the right to have all respondents re-propose their cost based on the additional sizing information provided by any single vendor.

B.3.2.1 Total Cost of Ownership (TCO) Analysis. The contractor’s project manager, working with the OCTO Project Manager, shall deliver an estimated TCO that identifies future development, refresh, and operational costs over a five-year period. This document is due no later than 60 days after the start of the project.

B.3.3 The following CLINs shall be used if the vendor wishes to propose a **SAAS** (see B.3.1 for definition) solution.

B.3.3.1 This set of CLINs constitute Base year Therefore sizing information for Base year information from B.3.2 shall be used.

B PRICE SCHEDULES – REQUIREMENTS

BASE YEAR

CLIN	Description SAAS		Unit		Total Estimated Price
0001	Content Management System (CMS) system / software		lot		
0002	Configuration / Customization to the core / base system.		lot		
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov websites, and to establish the base / core framework system.		lot		
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration		lot		
0005	Initial Onsite Training: 1) Group Training for Developers; 2) Group Training for Administrative Users/Web Editors		lot		
0006	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0007	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc		lot		
0008	Annual maintenance / support fee		lot		
0009	Annual License / Subscription Cost		lot		
0010	Other / Supporting Software Required (specify separately)		lot		
0011	Other Required Components (specify separately)		lot		
0012	System Upgrades & Enhancements		lot		
0013	Other (specify separately)		lot		
	Total:				

B.3.3.2 This set of CLINs constitute Option Year1. Therefore sizing information for 1st & 2nd year information from B.3.2 shall be used.

OPTION YEAR ONE (1)

CLIN	Description		Unit		Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
0006	System Upgrades and Enhancements		lot		
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		
	Total:				

B.3.3.3 This set of CLINs constitute Option Year 2. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR TWO (2)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
0006	System Upgrades and Enhancements		lot		
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		

CLIN	Description		Unit		Total Estimated Price
Total:					

B.3.3.4 This set of CLINs constitute Option Year 3. Therefore sizing information for 3rd & 4th year information from B.3.2 shall be used.

OPTION YEAR THREE (3)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
0006	System Upgrades and Enhancements		lot		
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		
Total:					

B.3.3.5 This set of CLINs constitute Option Year 4. Therefore sizing information for 3rdth & 4th year information from B.3.2 shall be used.

OPTION YEAR FOUR (4)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Annual maintenance / support fee		lot		
0003	Annual License / Subscription Cost		lot		
0004	Other / Supporting Software Required (specify separately)		lot		
0005	Other Required Components (specify separately)		lot		
	System Upgrades and		lot		

CLIN	Description		Unit		Total Estimated Price
0006	Enhancements				
0007	Up to 1000 hours of configuration / development / testing services		lot		
0008	Other (specify separately)		lot		
0009	Total:				

B.3.3.6 Total Cost of Ownership Option: The District would like to know the cost of bringing the solution in house for any of the additional option years. The District would like the option to exercise the buyback option. All customizations and configurations that occurred in the Base Years and all option years belong to the District of Columbia.

CLIN Number	Description	Price			
		Option Year 1	Option Year 2	Option Year 3	Option Year 4
0001	Content Management System (CMS) system / software				
0002	Configuration / Customization to the core / base system.				
0003	QA Development and Testing of data to District servers				
0004	Annual maintenance / support fee				
0005	Annual License / Subscription Cost				
0006	Other / Supporting Software Required (specify separately)				
0007	Hardware – Processor & Memory (specify)				
0008	Hardware – Storage (specify)				
0009	Hardware – Other (specify separately)				
0010	Other Required Components (specify separately)				
0011	Monthly Onsite Training for administrative users (up to 20 per training session) 12 months				
0012	System Upgrades and Enhancements				
0013	Other (specify separately) 12 months				
	Total:				

B.3.4 The following CLINs shall be used if the vendor wishes to propose a **Hosted / Outsourced** (see B.3.1 for definition) solution.

B.3.4.1 This set of CLINs constitute Base Year . Therefore sizing information for “Base year information from B.3.2 shall be used.
Base year

CLIN	Description Hosted / Outsourced	Unit	Total Estimated Price
0001	Content Management System (CMS) system / software	lot	
0002	Configuration / Customization to the core / base system.	lot	
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov websites, and to establish the base / core framework system.	lot	
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration	lot	
0005	Initial Onsite Training: 1) Group Training for Developers; 2) Group Training for Administrative Users/Web Editors	lot	
0006	Monthly Onsite Training for administrative users (up to 20 per training session)	12 months	
0007	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc	lot	
0008	Annual maintenance / support fee	lot	
0009	Annual License / Subscription Cost	lot	
0010	Other / Supporting Software Required (specify separately)	lot	
0011	Other Required Components (specify separately)	lot	
0012	System Upgrades and Enhancements	lot	
0013	Hardware – Processor & Memory (specify)	lot	
0014	Hardware – Storage (specify)	lot	

CLIN	Description Hosted / Outsourced		Unit		Total Estimated Price
0015	Hardware – Other (specify separately)		lot		
0016	Other (specify separately)		lot		
	Total:				

B.3.4.2 This set of CLINs constitute Option Year 1. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR ONE (1)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.3 This set of CLINs constitute Option Year 2. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR TWO (2)

CLIN	Description		Unit	Price	Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		

CLIN	Description		Unit	Price	Total Estimated Price
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.4 This set of CLINs constitute Option Year 3. Therefore sizing information for 3rd & 4th year information from B.3.2 shall be used.

OPTION YEAR THREE (3)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		

CLIN	Description		Unit		Total Estimated Price
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.5 This set of CLINs constitute Option Year 4. Therefore sizing information for 3rd & 4th year information from B.3.2 shall be used.

OPTION YEAR FOUR (4)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.4.6 Total Cost of Ownership Option: The District would like to know the cost of bringing the solution in house for any of the additional option years. The District would like the potential option to exercise the buyback option. All customizations and configurations that occurred in Year 1 and all option years belong to the District of Columbia.

CLIN Number	Description	Cost			
		Option Year 1	Option Year 2	Option Year 3	Option Year 4
0001	Content Management System (CMS) system / software				
0002	Configuration / Customization to the core / base system.				
0003	QA Development and Testing of data to District servers				
0004	Annual maintenance / support fee				
0005	Annual License / Subscription Cost				
0006	Other / Supporting Software Required (specify separately)				
0007	Hardware – Processor & Memory (specify)				
0008	Hardware – Storage (specify)				
0009	Hardware – Other (specify separately)				
0010	Other Required Components (specify separately)				
0011	Monthly Onsite Training for administrative users (up to 20 per training session) 12 months				
0012	System Upgrades and Enhancements				
0013	Other (specify separately)				
	Total:				

B.3.5 The following CLINs shall be used if the vendor wishes to propose a **District-Owned** (see B.3.1 for definition) solution.

B.3.5.1 This set of CLINs constitute Base Year . Therefore sizing information for 1st year information from B.3.2 shall be used.

BASE YEAR

CLIN	Description District-Owned		Unit		Total Estimated Price
0001	Content Management System (CMS) system / software		lot		
0002	Configuration / Customization to the core / base system.		lot		
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov websites, and to establish the base / core framework system.		lot		
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration		lot		
0005	Initial Onsite Training: 1) Group Training for Developers; 2) Group Training for Administrative Users/Web Editors		lot		
0006	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0007	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc		lot		
0008	Annual maintenance / support fee		lot		
0009	Annual License / Subscription Cost		lot		
	Other / Supporting Software Required (specify separately)		lot		

CLIN	Description District-Owned		Unit		Total Estimated Price
0010					
0011	Other Required Components (specify separately)		lot		
0012	System Upgrades and Enhancements		lot		
0013	Hardware – Processor & Memory (specify)		lot		
0014	Hardware – Storage (specify)		lot		
0015	Hardware – Other (specify separately)		lot		
0016	Other (specify separately)		lot		
	Total:				

B.3.5.2 This set of CLINs constitute Option Year 1. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR ONE (1)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		

CLIN	Description		Unit		Total Estimated Price
		Total:			

B.3.5.3 This set of CLINs constitute “Year 2.” Therefore sizing information for “2nd & 3rd year” information from B.3.2 shall be used.

OPTION YEAR TWO (2)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
		Total:			

B.3.5.4 This set of CLINs constitute Option Year 3. Therefore sizing information for “2nd & 3rd year” information from B.3.2 shall be used.
OPTION YEAR THREE (3)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.3.5.5 This set of CLINs constitute Option Year 4. Therefore sizing information for 2nd & 3rd year information from B.3.2 shall be used.

OPTION YEAR FOUR (4)

CLIN	Description		Unit		Total Estimated Price
0001	Monthly Onsite Training for administrative users (up to 20 per training session)		12 months		
0002	Up to 1000 hours of configuration / development / testing services		lot		
0003	Annual maintenance / support fee		lot		
0004	Annual License / Subscription Cost		lot		
0005	Other / Supporting Software Required (specify separately)		lot		
0006	Other Required Components (specify separately)		lot		
0007	System Upgrades and Enhancements		lot		
0008	Hardware – Processor & Memory (specify)		lot		
0009	Hardware – Storage (specify)		lot		
0010	Hardware – Other (specify separately)		lot		
0011	Other (specify separately)		lot		
	Total:				

B.4 Intranet Option – The District may want the option to apply the Content Management Solution (CMS) to the District’s Intranet portal. The solution should meet all requirements in Section C. This section would detail the cost if the District chose the Intranet option. The District does not have to exercise the Intranet option.

CLIN	Description		Unit		Total Estimated Price
0001	Content Management System (CMS) system / software		lot		
0002	Configuration / Customization to the core / base system.		lot		
0003	Installation and setup (includes all template and user group setups/ content migration activities) to implement all CMS functionality, including integration with all current DC.Gov INTRAnet websites, and to establish the base / core framework system.		lot		
0004	QA Development and Testing of all migrated content, CMS functionality and update/approval workflow configuration		lot		
0005	All go-live activities to deploy all CMS functionality, including DNS/domain routing, etc		lot		
0006	Annual maintenance / support fee		lot		
0007	Annual License / Subscription Cost		lot		
0008	Other / Supporting Software Required (specify separately)		lot		
0009	Other Required Components (specify separately)		lot		
0010	System Upgrades & Enhancements		lot		
0011	Other (specify separately)		lot		
	Total:				

B.5 *Prices for optional items in Section B.3.3, B.3.4 and B.3.5, must be supported by a detailed description of the features provided and how they support the requirements in Section C. The availability of additional functionality will impact positively the cost evaluation score.*

L.20 PRE-PROPOSAL CONFERENCE:

A pre-proposal conference to discuss the contents of this solicitation and other pertinent matters will be held at 1:00pm local time, on July 22, 2008 at the following location:

*441 4th Street, N.W.
Conference Room No. 1117
Washington, DC 20001*

Prospective offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation. Attending offerors must complete the Pre-Bid Conference Attendance Roster at the conference so that offerors attendance can be properly recorded.

Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-bid conference are only intended for general discussion and do not represent the Department's final position. All oral questions must be submitted in writing following the close of the pre-bid conference but no later than July 25, 2008 in order to generate an official answer. Official answers will be provided in writing to all prospective bidders who are listed on the official bidder's list as having received a copy of the solicitation. Answers will also be posted on the OCP website at www.ocp.dc.gov.

WD 05-2103 (Rev.-6) was first posted on www.wdol.gov on 06/03/2008

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

Shirley F. Ebbesen | Division of | Revision No.: 6
Director | Wage Determinations | Date Of Revision: 05/29/2008

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	14.05
01012 - Accounting Clerk II	15.78
01013 - Accounting Clerk III	20.27
01020 - Administrative Assistant	25.95
01040 - Court Reporter	19.46
01051 - Data Entry Operator I	13.07
01052 - Data Entry Operator II	14.26
01060 - Dispatcher, Motor Vehicle	16.79
01070 - Document Preparation Clerk	13.64
01090 - Duplicating Machine Operator	13.64
01111 - General Clerk I	13.92
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	23.83
01141 - Messenger Courier	11.25
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	16.90
01262 - Personnel Assistant (Employment) II	18.90
01263 - Personnel Assistant (Employment) III	21.66
01270 - Production Control Clerk	21.29

01280 - Receptionist	13.18
01290 - Rental Clerk	16.16
01300 - Scheduler, Maintenance	16.16
01311 - Secretary I	17.26
01312 - Secretary II	19.41
01313 - Secretary III	23.83
01320 - Service Order Dispatcher	16.10
01410 - Supply Technician	25.95
01420 - Survey Worker	19.46
01531 - Travel Clerk I	12.59
01532 - Travel Clerk II	13.54
01533 - Travel Clerk III	14.54
01611 - Word Processor I	13.76
01612 - Word Processor II	16.16
01613 - Word Processor III	19.46
05000 - Automotive Service Occupations	
05005 - Automobile Body Repairer, Fiberglass	25.26
05010 - Automotive Electrician	21.37
05040 - Automotive Glass Installer	20.14
05070 - Automotive Worker	20.14
05110 - Mobile Equipment Servicer	17.31
05130 - Motor Equipment Metal Mechanic	22.53
05160 - Motor Equipment Metal Worker	20.14
05190 - Motor Vehicle Mechanic	22.53
05220 - Motor Vehicle Mechanic Helper	16.81
05250 - Motor Vehicle Upholstery Worker	19.66
05280 - Motor Vehicle Wrecker	20.14
05310 - Painter, Automotive	21.37
05340 - Radiator Repair Specialist	20.14
05370 - Tire Repairer	14.43
05400 - Transmission Repair Specialist	22.53
07000 - Food Preparation And Service Occupations	
07010 - Baker	13.18
07041 - Cook I	11.97
07042 - Cook II	13.28
07070 - Dishwasher	9.82
07130 - Food Service Worker	10.66
07210 - Meat Cutter	16.07
07260 - Waiter/Waitress	8.82
09000 - Furniture Maintenance And Repair Occupations	
09010 - Electrostatic Spray Painter	18.05
09040 - Furniture Handler	12.78
09080 - Furniture Refinisher	18.39
09090 - Furniture Refinisher Helper	14.11
09110 - Furniture Repairer, Minor	16.31
09130 - Upholsterer	18.05
11000 - General Services And Support Occupations	
11030 - Cleaner, Vehicles	9.85
11060 - Elevator Operator	9.85
11090 - Gardener	15.70
11122 - Housekeeping Aide	10.89
11150 - Janitor	10.89
11210 - Laborer, Grounds Maintenance	12.07

11240 - Maid or Houseman	10.84	
11260 - Pruner	11.37	
11270 - Tractor Operator	14.19	
11330 - Trail Maintenance Worker	12.07	
11360 - Window Cleaner	11.31	
12000 - Health Occupations		
12010 - Ambulance Driver	17.69	
12011 - Breath Alcohol Technician	18.55	
12012 - Certified Occupational Therapist Assistant	21.01	
12015 - Certified Physical Therapist Assistant	21.01	
12020 - Dental Assistant	16.90	
12025 - Dental Hygienist	40.68	
12030 - EKG Technician	24.77	
12035 - Electroneurodiagnostic Technologist	24.77	
12040 - Emergency Medical Technician	18.55	
12071 - Licensed Practical Nurse I	18.60	
12072 - Licensed Practical Nurse II	20.82	
12073 - Licensed Practical Nurse III	22.85	
12100 - Medical Assistant	14.23	
12130 - Medical Laboratory Technician	18.04	
12160 - Medical Record Clerk	16.06	
12190 - Medical Record Technician	17.96	
12195 - Medical Transcriptionist	17.93	
12210 - Nuclear Medicine Technologist	31.82	
12221 - Nursing Assistant I	9.75	
12222 - Nursing Assistant II	10.96	
12223 - Nursing Assistant III	13.02	
12224 - Nursing Assistant IV	14.62	
12235 - Optical Dispenser	18.34	
12236 - Optical Technician	14.41	
12250 - Pharmacy Technician	16.31	
12280 - Phlebotomist	14.62	
12305 - Radiologic Technologist	28.28	
12311 - Registered Nurse I	26.73	
12312 - Registered Nurse II	31.24	
12313 - Registered Nurse II, Specialist	31.24	
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)	18.85	
13000 - Information And Arts Occupations		
13011 - Exhibits Specialist I	18.55	
13012 - Exhibits Specialist II	23.33	
13013 - Exhibits Specialist III	28.11	
13041 - Illustrator I	20.40	
13042 - Illustrator II	25.28	
13043 - Illustrator III	30.91	
13047 - Librarian	28.00	
13050 - Library Aide/Clerk	13.77	
13054 - Library Information Technology Systems Administrator	25.29	
13058 - Library Technician	19.05	
13061 - Media Specialist I	17.03	
13062 - Media Specialist II	19.05	

13063 - Media Specialist III	21.24
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	17.59
14000 - Information Technology Occupations	
14041 - Computer Operator I	17.78
14042 - Computer Operator II	19.88
14043 - Computer Operator III	22.17
14044 - Computer Operator IV	24.64
14045 - Computer Operator V	27.28
14071 - Computer Programmer I (1)	23.12
14072 - Computer Programmer II (1)	
14073 - Computer Programmer III (1)	
14074 - Computer Programmer IV (1)	
14101 - Computer Systems Analyst I (1)	
14102 - Computer Systems Analyst II (1)	
14103 - Computer Systems Analyst III (1)	
14150 - Peripheral Equipment Operator	17.78
14160 - Personal Computer Support Technician	24.64
15000 - Instructional Occupations	
15010 - Aircrew Training Devices Instructor (Non-Rated)	34.77
15020 - Aircrew Training Devices Instructor (Rated)	42.72
15030 - Air Crew Training Devices Instructor (Pilot)	50.81
15050 - Computer Based Training Specialist / Instructor	31.26
15060 - Educational Technologist	30.88
15070 - Flight Instructor (Pilot)	50.81
15080 - Graphic Artist	26.80
15090 - Technical Instructor	23.87
15095 - Technical Instructor/Course Developer	29.19
15110 - Test Proctor	19.22
15120 - Tutor	19.22
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations	
16010 - Assembler	9.29
16030 - Counter Attendant	9.29
16040 - Dry Cleaner	12.21
16070 - Finisher, Flatwork, Machine	9.29
16090 - Presser, Hand	9.29
16110 - Presser, Machine, Drycleaning	9.29
16130 - Presser, Machine, Shirts	9.29
16160 - Presser, Machine, Wearing Apparel, Laundry	9.29
16190 - Sewing Machine Operator	12.79
16220 - Tailor	13.57
16250 - Washer, Machine	10.16
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	17.90
21030 - Material Coordinator	21.29
21040 - Material Expediter	21.29

21050 - Material Handling Laborer	12.65	
21071 - Order Filler	13.87	
21080 - Production Line Worker (Food Processing)		17.90
21110 - Shipping Packer	14.46	
21130 - Shipping/Receiving Clerk	14.46	
21140 - Store Worker I	10.91	
21150 - Stock Clerk	15.70	
21210 - Tools And Parts Attendant	17.90	
21410 - Warehouse Specialist	17.90	
23000 - Mechanics And Maintenance And Repair Occupations		
23010 - Aerospace Structural Welder	25.68	
23021 - Aircraft Mechanic I	24.46	
23022 - Aircraft Mechanic II	25.68	
23023 - Aircraft Mechanic III	26.97	
23040 - Aircraft Mechanic Helper	16.61	
23050 - Aircraft, Painter	23.42	
23060 - Aircraft Servicer	18.71	
23080 - Aircraft Worker	19.90	
23110 - Appliance Mechanic	20.60	
23120 - Bicycle Repairer	14.43	
23125 - Cable Splicer	24.98	
23130 - Carpenter, Maintenance	20.88	
23140 - Carpet Layer	19.33	
23160 - Electrician, Maintenance	26.56	
23181 - Electronics Technician Maintenance I	22.73	
23182 - Electronics Technician Maintenance II	24.13	
23183 - Electronics Technician Maintenance III	25.42	
23260 - Fabric Worker	18.04	
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	21.17	
23380 - Ground Support Equipment Mechanic	24.46	
23381 - Ground Support Equipment Servicer	18.71	
23382 - Ground Support Equipment Worker	19.90	
23391 - Gunsmith I	16.63	
23392 - Gunsmith II	19.33	
23393 - Gunsmith III	21.62	
23410 - Heating, Ventilation And Air-Conditioning Mechanic		22.21
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility)		
24.37		
23430 - Heavy Equipment Mechanic	21.46	
23440 - Heavy Equipment Operator	21.46	
23460 - Instrument Mechanic	21.62	
23465 - Laboratory/Shelter Mechanic	20.52	
23470 - Laborer	14.27	
23510 - Locksmith	19.76	
23530 - Machinery Maintenance Mechanic		21.77
23550 - Machinist, Maintenance	21.62	
23580 - Maintenance Trades Helper	15.10	
23591 - Metrology Technician I	21.62	
23592 - Metrology Technician II	22.78	

23593 - Metrology Technician III	23.89	
23640 - Millwright	25.63	
23710 - Office Appliance Repairer	21.63	
23760 - Painter, Maintenance	20.52	
23790 - Pipefitter, Maintenance	23.19	
23810 - Plumber, Maintenance	20.99	
23820 - Pneudraulic Systems Mechanic	21.62	
23850 - Rigger	21.62	
23870 - Scale Mechanic	19.33	
23890 - Sheet-Metal Worker, Maintenance	21.62	
23910 - Small Engine Mechanic	20.05	
23931 - Telecommunications Mechanic I	27.74	
23932 - Telecommunications Mechanic II	29.24	
23950 - Telephone Lineman	26.38	
23960 - Welder, Combination, Maintenance	21.62	
23965 - Well Driller	21.62	
23970 - Woodcraft Worker	21.62	
23980 - Woodworker	16.63	
24000 - Personal Needs Occupations		
24570 - Child Care Attendant	11.63	
24580 - Child Care Center Clerk	16.15	
24610 - Chore Aide	10.00	
24620 - Family Readiness And Support Services Coordinator		14.25
24630 - Homemaker	16.75	
25000 - Plant And System Operations Occupations		
25010 - Boiler Tender	26.10	
25040 - Sewage Plant Operator	20.23	
25070 - Stationary Engineer	26.10	
25190 - Ventilation Equipment Tender	18.37	
25210 - Water Treatment Plant Operator	20.23	
27000 - Protective Service Occupations		
27004 - Alarm Monitor	19.43	
27007 - Baggage Inspector	12.66	
27008 - Corrections Officer	21.30	
27010 - Court Security Officer	23.26	
27030 - Detection Dog Handler	19.43	
27040 - Detention Officer	21.30	
27070 - Firefighter	22.39	
27101 - Guard I	12.66	
27102 - Guard II	19.43	
27131 - Police Officer I	24.58	
27132 - Police Officer II	28.24	
28000 - Recreation Occupations		
28041 - Carnival Equipment Operator	13.59	
28042 - Carnival Equipment Repairer	14.63	
28043 - Carnival Equipment Worker	9.24	
28210 - Gate Attendant/Gate Tender	13.01	
28310 - Lifeguard	11.59	
28350 - Park Attendant (Aide)	14.56	
28510 - Recreation Aide/Health Facility Attendant		10.62
28515 - Recreation Specialist	18.04	
28630 - Sports Official	11.59	
28690 - Swimming Pool Operator	18.21	

29000 - Stevedoring/Longshoremen Occupational Services		
29010 - Blocker And Bracer	22.60	
29020 - Hatch Tender	22.60	
29030 - Line Handler	22.60	
29041 - Stevedore I	20.82	
29042 - Stevedore II	23.68	
30000 - Technical Occupations		
30010 - Air Traffic Control Specialist, Center (HFO) (2)	36.27	
30011 - Air Traffic Control Specialist, Station (HFO) (2)	25.01	
30012 - Air Traffic Control Specialist, Terminal (HFO) (2)	27.54	
30021 - Archeological Technician I	17.82	
30022 - Archeological Technician II	19.87	
30023 - Archeological Technician III	25.95	
30030 - Cartographic Technician	25.95	
30040 - Civil Engineering Technician	23.78	
30061 - Drafter/CAD Operator I	18.72	
30062 - Drafter/CAD Operator II	20.94	
30063 - Drafter/CAD Operator III	24.60	
30064 - Drafter/CAD Operator IV	30.26	
30081 - Engineering Technician I	20.95	
30082 - Engineering Technician II	23.53	
30083 - Engineering Technician III	26.31	
30084 - Engineering Technician IV	32.61	
30085 - Engineering Technician V	39.88	
30086 - Engineering Technician VI	48.25	
30090 - Environmental Technician	23.50	
30210 - Laboratory Technician	22.36	
30240 - Mathematical Technician	28.94	
30361 - Paralegal/Legal Assistant I	20.71	
30362 - Paralegal/Legal Assistant II	25.69	
30363 - Paralegal/Legal Assistant III	31.38	
30364 - Paralegal/Legal Assistant IV	37.97	
30390 - Photo-Optics Technician	27.33	
30461 - Technical Writer I	21.27	
30462 - Technical Writer II	25.98	
30463 - Technical Writer III	31.44	
30491 - Unexploded Ordnance (UXO) Technician I	23.05	
30492 - Unexploded Ordnance (UXO) Technician II	27.89	
30493 - Unexploded Ordnance (UXO) Technician III	33.43	
30494 - Unexploded (UXO) Safety Escort	23.05	
30495 - Unexploded (UXO) Sweep Personnel	23.05	
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2)	24.35	
30621 - Weather Observer, Senior (2)	26.38	
31000 - Transportation/Mobile Equipment Operation Occupations		
31020 - Bus Aide	12.50	
31030 - Bus Driver	18.19	
31043 - Driver Courier	12.71	
31260 - Parking and Lot Attendant	9.53	
31290 - Shuttle Bus Driver	14.69	
31310 - Taxi Driver	13.98	
31361 - Truckdriver, Light	14.69	
31362 - Truckdriver, Medium	17.18	
31363 - Truckdriver, Heavy	18.42	

31364 - Truckdriver, Tractor-Trailer	18.42
99000 - Miscellaneous Occupations	
99030 - Cashier	10.03
99050 - Desk Clerk	11.11
99095 - Embalmer	23.05
99251 - Laboratory Animal Caretaker I	10.47
99252 - Laboratory Animal Caretaker II	11.73
99310 - Mortician	29.98
99410 - Pest Controller	15.13
99510 - Photofinishing Worker	11.59
99710 - Recycling Laborer	16.51
99711 - Recycling Specialist	20.27
99730 - Refuse Collector	14.64
99810 - Sales Clerk	11.87
99820 - School Crossing Guard	12.51
99830 - Survey Party Chief	21.61
99831 - Surveying Aide	13.43
99832 - Surveying Technician	20.54
99840 - Vending Machine Attendant	13.68
99841 - Vending Machine Repairer	17.76
99842 - Vending Machine Repairer Helper	13.68

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: \$3.24 per hour or \$129.60 per week or \$561.60 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)

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) Under the SCA at section 8(b), this wage determination does not apply to any employee who individually qualifies as a bona fide executive, administrative, or professional employee as defined in 29 C.F.R. Part 541. Because most Computer System Analysts and Computer Programmers who are compensated at a rate not less than \$27.63 (or on a salary or fee basis at a rate not less than \$455 per week) an hour

would likely qualify as exempt computer professionals, (29 C.F.R. 541.400) wage rates may not be listed on this wage determination for all occupations within those job families. In addition, because this wage determination may not list a wage rate for some or all occupations within those job families if the survey data indicates that the prevailing wage rate for the occupation equals or exceeds \$27.63 per hour conformances may be necessary for certain nonexempt employees. For example, if an individual employee is nonexempt but nevertheless performs duties within the scope of one of the Computer Systems Analyst or Computer Programmer occupations for which this wage determination does not specify an SCA wage rate, then the wage rate for that employee must be conformed in accordance with the conformance procedures described in the conformance note included on this wage determination.

Additionally, because job titles vary widely and change quickly in the computer industry, job titles are not determinative of the application of the computer professional exemption. Therefore, the exemption applies only to computer employees who satisfy the compensation requirements and whose primary duty consists of:

(1) The application of systems analysis techniques and procedures, including consulting with users, to determine hardware, software or system functional specifications;

(2) The design, development, documentation, analysis, creation, testing or modification of computer systems or programs, including prototypes, based on and related to user or system design specifications;

(3) The design, documentation, testing, creation or modification of computer programs related to machine operating systems; or

(4) A combination of the aforementioned duties, the performance of which requires the same level of skills. (29 C.F.R. 541.400).

2) AIR TRAFFIC CONTROLLERS AND 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 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 links 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 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.