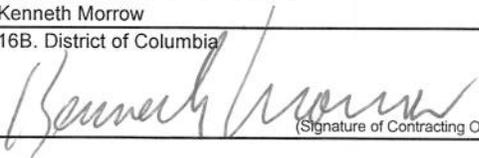


<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>			1. Contract Number DCTO-2009-R-0101	Page of Pages 1   20
2. Amendment/Modification Number A0001	3. Effective Date 9-Mar-09	4. Requisition/Purchase Request No.	5. Solicitation Caption IRP/PRISM System & Support Services	
6. Issued By: Office of Contracting and Procurement Information Technology Group 441 4th Street, NW, Suite 930S Washington, DC 20001		Code	7. Administered By (If other than line 6) Department of Motor Vehicles 95 M Street, SW M Street Warehouse Washington, DC 20024	
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)			X	9A. Amendment of Solicitation No. DCTO-2009-R-0101
				9B. Dated (See Item 11) 2/17/2009
				10A. Modification of Contract/Order No.
				10B. Dated (See Item 13)
Code	Facility			
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS				
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended. <input checked="" 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>1</u> copies 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)				
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return _____ copies to the issuing office.				
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)				
Questions and Answers received from offerors are attached.  Delete Section B.3 in its entirety and replace with the new Section B.3 attached.  Delete Section L in its entirety and replace with the new Section L attached.  Sign-in sheets from the Pre-proposal conference on February 23, 2009 are attached.				
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 Kenneth Morrow	
15B. Name of Contractor		15C. Date Signed	16B. District of Columbia	16C. Date Signed
(Signature of person authorized to sign)				3/6/09
			(Signature of Contracting Officer)	

1. Would the DMV allow the vendor to host the IRP/PRISM solution at an off- site location?

***The system can be located at an off-site location. Personnel however, must be located on site. For further information see RFP line item 3.2.2. -- Provide a minimum of one (1) IRP/PRISM processing personnel to be located at the Department of Motor Vehicles (DMV) Facility at 95 M St. SW with Helpdesk back-up support. (The employees shall perform all counter, mail processing and customer service functions associated with the registration, safety and enforcement of commercial vehicles used in interstate and intrastate commerce. In addition, these persons shall calculate fees, process and forward payments, recaps and transmittals. (DMV personnel shall not assist in the performance of these tasks.))***

2. Does the DMV plan to provide IRP processing only from the facility at 95<sup>th</sup> St SW? Or are there plans to provide services from other DMV facilities/field offices?

***No there are no plans. Services will be restricted to the IRP Program Office at the 95 M St. South West facility.***

3. B.3

Please clarify the Years mentioned in the table. The One-Year Base Period has Year One and Year Two, both including Support. Option Years Three and Four both specify Year Five.

***See new section B.3***

4. C.2 Objectives

The District asks for an IRP compliant system no later than April 1, 2009. Is this date correct?

***The date is incorrect. Program and system compliance is 120 days after award of the contract.***

5. C.3 Requirements 3.2.7.4

Does the district use a payment gateway for debit/credit transactions that can be leveraged by the vendor for payment processing?

***Yes, the District uses a payment gateway. However, the District requires the vendor to establish a separate payment gateway. Credit card fees incurred by the vendor will be paid by the District.***

6. C.3 Requirements 3.3.14

What level of integration will be required with the DMV's correspondence module?

***At this time no level of integration is required with the DMV correspondence module.***

7. C.3 Requirements 3.4.1

Will the real-time access and inquiry from the DESTINY system be done using Web Services? If so, do these Web Services currently exist?

***Yes, real-time access and inquiry must be done via Web Services. Yes, Web Services currently exist.***

8. F.3 Deliverables

Given that the normal minimum deployment timeline for IRP/PRISM systems is 9 months to one year, we feel there are significant risks for a non-incumbent vendor and the jurisdiction associated with a 75 day deployment, even with a COTS solution. What is the reason for this short timeline and is there any flexibility? For instance, can some non-critical requirements be deferred to post go-live?

***The District has extended the deliverable to 120 calendar days from award date.***

9. L.2.1.1 Executive Summary

Should the Executive Summary include costs? Similarly, RFP sections L.2.1.5 -L.2.1.11 include costs. Should these be included in the Technical Proposal?

***See new Section L***

10. L.2.1.5

Can the offeror provide an overall cost of customizations to the standard system to meet the requirements? Providing cost for each requirement customization is often misleading as customizations are generally done on functional groupings, not individual requirements.

***See new Section L.***

11. L.2.1.8

This section talks about data migration strategy to be used for moving data from the existing Hansen 7 call-center management system to the Offeror's proposed system. Is the DMV referring to Offeror's Trouble Ticket system – or is the Offeror expected to provide Call Center Management software?

***See new Section L.***

12. L.2.1.10 Training

Training has to be provided to approximately sixty (60) end-users. What types of users will the training be provided to?

***See new Section L.***

13. C3 Requirements

Could the District of Columbia provide the requirements tables in a Microsoft Word or RTF table format?

**No.**

14. What is the expected award date?

**We are trying to make and award by the end of March 2009.**

15. Page 5, C.2 Objectives, 3<sup>rd</sup> Para, last sentence: It states "DMV intends to replace the existing system with an IRP/PRISM compliant system with hardware replaced and software developed, tested, and operational no later than April 1, 2009." Is this date correct? If not, what is the correct date?

**The District has extended the deliverable to 120 calendar days from award date.**

16. It was stated that the new system would be operational 75 days from the award date. Is the 75 days steadfast? Is this 75 business days?

***The District has extended the deliverable to 120 days calendar from award date.***

17. Based upon the changes to the RFP requirements that were discussed during the Bidder Conference held on February 23, 2009, and the pending addendum to the document, would the District allow for a two week extension on the due date (March 31, 2009) for response to the Solicitation (DCTO-2009-R-0101)?

**No.**

18. On page 5 of the RFP, under the C.2 Objectives, it notes "Currently, the District uses the VISTA/RS system from ACS for IRP apportioned vehicle registration and audits." What was the value and duration for ACS' contract?

***The subject contract was awarded to ACS State and Local Solutions, Inc. effective April 1, 2004 for a base period of one year plus up to four option years.***

20. What is the estimated cost of a contract resulting from this RFP?

***Proposal costs need to be based on the requirements specified in this solicitation.***

21. Does non-attendance (at the pre-proposal conference) exclude us from responding to this RFP?

**No.**

22. Item B.3 – Since the system must be operational in less than 12 months, should there be a designation for Year 1 operational and administrative services?

**See new Section B.3.**

23. Item 3.1.3 – “The System should provide an interactive Web site/application that asks a series of questions related to trucking...”

Question: Can the District please provide some examples of these questions?

**Are you the owner of the vehicle? If no, a Power of Attorney is required along with your application.**

**Is your estimated mileage less than the mileage established by the D.C. Estimated Mileage Chart? If yes, a statement of proposed estimated mileage is required for all original account applications and renewal applications showing estimated mileage. Your statement must include details such as: points of entry, destinations, and routes of travel, number of trips, etc.**

24. Item 3.1.7 – “The system must meet the system/data recovery requirements as defined by the District of Columbia” Question: Can you please clarify the District of Columbia system/data recovery requirements? Where can we find or obtain these system/data recovery requirements?

**The District will require the vendor’s system to incorporate sufficient redundancy to minimize any single point of failure. The system should have automatic failover of key components with the goal of achieving 100% system availability. Data recovery includes adequate onsite and offsite backup of data. Failover and recovery procedures will be verified prior to system delivery.**

25. Item 3.2.2 – “... In addition, these persons shall calculate fees, process and forward payments, process recaps and transmittals and perform mileage audits...”

Question: What is meant by “perform mileage audits”?

**Delete “perform mileage audits.”**

26. Item 3.2.7.4 – “Accept money orders and personal/certified/company checks, Debit cards, Visa, MasterCard, and Discover as a minimum acceptable form of payment.”

Questions: (1) Does the IRP system need to accept electronic credit card payment processing verification? If so, can you please provide the name of the current API vendor? (2) Is the District currently paying credit card fees or passing them on to the carriers? Who would be responsible for paying credit card fees under the new system?

**Yes, the IRP system must accept credit card payment. The District requires the vendor to establish a separate payment gateway. Credit card fees incurred by the vendor will be paid by the District.**

27. Item 3.2.7.6 (in the RFP as 3.3.7.6) – “Maintain the software which will enable data transmission and specific updating of IRP/PRISM fees into the D.C. Revenue system”  
Questions: (1) Are we correct in assuming that this is a daily, end-of-day process? (2) Is this requirement for more than just a single file providing the lump sum fees? Do these fees need to be broken down into specific revenue codes? If yes, please provide us with the breakdown, format, layout, and codes that will be utilized.

**Delete 3.2.7.6. (Recorded as 3.3.7.6)**

28. Item 3.3.4 – “Prepare all IRP/PRISM source documents for imaging in accordance with DMV guidelines” Question: Can you please provide a copy of the DMV’s imaging guidelines?

**DMV will require onsite contractor personnel to prepare and group all specified IRP registrant documents in some logical order with associated key words to be specified. Prepared documents will be collected daily by DMV for scanning.**

29. Item 3.3.5 – “The new IRP/PRISM system must include a function that validates the vehicle identification number (VIN) using the Vehicle Identification Number Authentication (VINA) standards.”

Questions: ACS currently uses “Black Book,” which utilizes the VINA standards, for this function. Will this be acceptable to the District?

**Yes – Black Book VIN validation is acceptable.**

30. Item 3.3.32 – “The system must be capable of creating, issuing, storing, and printing unladen weight permits to transport a new vehicle from the jurisdiction where he or she purchased his or her new property to the carrier’s base jurisdiction (Hunter’s permits).”

Question: Section 3.3.32: Can you please provide a copy of the Unladen Weight Permit?

**Delete requirement 3.3.32.**

31. Item 3.4.1 – “Must facilitate real-time (web access) inquiry and respond with the DMV DESTINY mainframe for vehicle registration update; title information; proof of financial responsibility; proof of insurance for first-time, renewals, and transfers; service denial (“stops”) and status information while processing IRP transactions”

Question: Can the District please provide the specific data elements for the real time inquiries, and what type of response is expected from the IRP system. Will this be used to determine if the carrier is eligible for processing an IRP transaction?

**The vendor system must transmit new/renewal registrant information to the DMV system. Information will include but is not limited to registrant’s name, address, vehicle expiration date, plate number, insurance company and VIN. The vendor’s system must query the DMV system to check for registrant/vehicle “stops” prior to performing an IRP transaction and vice versa. Specific details to be provided during system design.**

32. Item 3.4.3 – “The system must allow motor carriers to register and conduct business via the web. This includes, but is not limited to applying for and receiving registration credentials, operating authority, paying fees and viewing and/or updating their carrier profile.”

Question: What type of electronic payments will be allowed by the District?

***The District requires the vendor to establish a separate payment gateway. Visa, MasterCard, and Discover are acceptable. Credit card fees incurred by the vendor will be paid by the District.***

**B.3 Base Period, IRP/PRISM Services (One Year)**

Contract Line Item No. (CLIN)	Item Description	Estimated Annual Quantity	Unit	Unit Price	Extended Price
0001 (Year One)	Provide the design, development, installation, implementation, training Operational and Administrative Support Services for the IRP/PRISM System		EA.	\$	\$
0002 (Year One)	Provide Ongoing On-site Operational and Administrative Support Services		EA.	\$	\$
0003 (Year One)	Provide Maintenance and Helpdesk Support		EA.	\$	\$
TOTAL AMOUNT FOR BASE PERIOD					\$

**Option Year One, IRP/PRISM Services**

Contract Line Item No. CLIN)	Item Description	Estimated Annual Quantity	Unit	Unit Price	Extended Price
0004 (Year Two)	Provide On-site Operational and Administrative Support Services		EA.	\$	\$
0005 (Year Two)	Provide Maintenance and Helpdesk Support		EA.	\$	\$

**Option Year Two, IRP/PRISM Services**

Contract Line Item No. CLIN)	Item Description	Estimated Annual Quantity	Unit	Unit Price	Extended Price
0006 (Year Three)	Provide On-site Operational and Administrative Support Services		EA.	\$	\$
0007 (Year Three)	Provide Maintenance and Helpdesk Support		EA.	\$	\$

**Option Year Three, IRP/PRISM Services**

Contract Line Item No. CLIN)	Item Description	Estimated Annual Quantity	Unit	Unit Price	Extended Price
0008 (Year Four)	Provide On-site Operational and Administrative Support Services		EA.	\$	\$
0009 (Year Four)	Provide Maintenance and Helpdesk Support		EA.	\$	\$

Option Year Four, IRP/PRISM Services

Contract Line Item No. CLIN)	Item Description	Estimated Annual Quantity	Unit	Unit Price	Extended Price
0010 (Year Five)	Provide On-site Operational and Administrative Support Services		EA.	\$	\$
0011 (Year Five)	Provide Maintenance and Helpdesk Support		EA.	\$	\$

## **SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

### **L.1 CONTRACT AWARD**

#### **L.1.1 Most Advantageous to the District**

The District intends to award a single contract resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

#### **L.1.2 Initial Offers**

The District may award contracts on the basis of initial offers received, without discussion. Therefore, each initial offer should contain the offeror's best terms from a standpoint of cost or price, technical and other factors.

### **L.2 PROPOSAL FORM, ORGANIZATION, AND CONTENT**

One original and five (5) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper and one (1) electronic CD in Microsoft format. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: "Proposal in Response to Solicitation No. DCTO-2009-R-0101 for IRP/PRISM System and Support Services.

**L.2.1** Proposals shall be prepared simply and economically, providing a straightforward, concise description of Offeror's ability to meet the requirements of this solicitation. The details of the Offeror's proposal are to be provided in the following format:

**L.2.1.1 Executive Summary** – The Executive Summary shall include a description of the approach, risks, and assumptions made by the Offeror and should mention the estimated implementation schedule for deploying its proposed solution.

**L.2.1.2 Experience and Qualifications** – The Offeror shall identify other state or local governments where the Offeror has installed the proposed Citizen Interaction & Relationship Management system. The Offeror shall provide contact information for these previous clients including client name, address, contact person, phone number, email address, period work was performed, and scope of work performed.

- L.2.1.3 Litigation/Early Termination** – The Offeror shall list any litigation pending and/or engagements that have been terminated prior to normal contract expiration in the past five (5) years. The Offeror shall include the client, address, contact person, phone number, and an explanation of the reasons for the litigation or early termination.
- L.2.1.4 Proposed Solution** – The Offeror shall define their methodology and project plan, describing the overall timeline for implementing the IRP/PRISM application including customizations, data migration, training, and transition from any legacy system to the new system.
- L.2.1.4.1** The Offeror shall describe the proposed solution including hardware and software requirements including the programming language(s) and integrated development environment (IDE) used to create the application, the database management system, and operating system requirements.
- L.2.1.4.2** The offeror shall describe their approaches, tools, and/or methodology regarding the integration of information with legacy applications (e.g. Application Programming Interfaces (APIs), web services, XML, etc.).
- L.2.1.4.3** The Offeror shall provide a list of risks associated with the implementation of the proposed IRP/PRISM system.
- L.2.1.5 Detailed Requirements Response** – The Offeror shall provide a response to each requirement point identified in Section C.3 of this document. For each requirement, the Offeror shall indicate if the requirement is fulfilled by the Offeror’s standard system or if customizations will be required. If customization is required, the Offeror shall include the cost of customizing the standard system to meet the requirement for each requirement.
- L.2.1.6 Deployment** – The Offeror shall describe the process of deploying and implementing the IRP/PRISM system for the District of Columbia. Include a timeline, number and type of resources required, and cost by role (if not included in the license fee). The Offeror shall also describe travel and accommodation expenses (if any).
- L.2.1.7 Additional Software Requirements** – The Offeror shall list any additional software applications, utilities, etc. that the District would be required to purchase in order to successfully deploy the Offeror’s solution (e.g. reporting software or middleware).
- L.2.1.8 Data Migration** – The Offeror shall define the migration strategy to be used moving data from the existing IRP system to the Offeror’s proposed system. The Offeror shall include a timeline and cost.

**L.2.1.9 Testing** – The Offeror shall provide a detailed test plan that provides roles, responsibilities and scheduled for all testing. All testing shall use current District data. The Offeror shall include a timeline and cost.

**L.2.1.10 Training** – See item C.3.6 Training Requirements for DMV Supervisors, Auditors, Commercial Carriers/Registrants, and Law Enforcement personnel. The Offeror shall include a timeline and cost for each type of user.

**L.2.1.11 End-User and Administrator User Guides** – The Offer shall indicate in their response whether the Offeror plans on delivering “generic” documentation or if the Offeror will tailor the manuals to match the District’s workflow and jargon. . The Offeror shall include a timeline and cost of this documentation.

**L.2.1.12 Support** – The Offeror shall describe their support methodology (on-site, phone, web, FAQs, etc.). The Offeror shall include the cost of all options available.

(Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror’s response. The Offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services delivery thereof. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.)

**L.3 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS**

**L.3.1 Proposal Submission**

Proposals must be submitted no later than 2:00 p.m. on March 16, 2008. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;
- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or

(c) The proposal is the only proposal received.

### **L.3.2 Withdrawal or Modification of Proposals**

An offeror may modify or withdraw its proposal upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of proposals, but not later than the closing date for receipt of proposals.

### **L.3.3 Postmarks**

The only acceptable evidence to establish the date of a late proposal, late modification or late withdrawal sent either by registered or certified mail shall be a U.S. or Canadian Postal Service postmark on the wrapper or on the original receipt from the U.S. or Canadian Postal Service. If neither postmark shows a legible date, the proposal, modification or request for withdrawal shall be deemed to have been mailed late. When the postmark shows the date but not the hour, the time is presumed to be the last minute of the date shown. If no date is shown on the postmark, the proposal shall be considered late unless the offeror can furnish evidence from the postal authorities of timely mailing.

### **L.3.4 Late Modifications**

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

### **L.3.5 Late Proposals**

A late proposal, late modification or late request for withdrawal of an offer that is not considered shall be held unopened, unless opened for identification, until after award and then retained with unsuccessful offers resulting from this solicitation.

## **L.4 EXPLANATION TO PROSPECTIVE OFFERORS**

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one. The prospective offeror shall submit questions no later than 15 days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than 15 days before the date set for submission of proposals. The District will furnish responses promptly to all other prospective offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

**L.5 FAILURE TO SUBMIT OFFERS**

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, Kenneth Morrow, 202/724-3959, by letter or postcard whether they want to receive future solicitations for similar requirements. It is also requested that such recipients advise the Contracting Officer the reason for not submitting a proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Contracting Officer, Office of Contracting and Procurement, that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

**L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA**

**L.6.1** Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

**L.6.2** Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

**L.7 PROPOSALS WITH OPTION YEARS**

The offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include option year pricing.

**L.8 PROPOSAL PROTESTS**

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest

based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

**L.9 SIGNING OF OFFERS**

The offeror shall sign the offer and print or type its name on the Solicitation, Offer and Award form of this solicitation. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

**L.10 UNNECESSARILY ELABORATE PROPOSALS**

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive paper and bindings, and expensive visual and other presentation aids are neither necessary nor desired.

**L.11 RETENTION OF PROPOSALS**

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

**L.12 PROPOSAL COSTS**

The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

**L.13 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS**

In addition to other proposal submission requirements, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure in D.C. Official Code § 2-534, in order for the District to comply with Section 2-536(b) that requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable FOIA exemption under Section 2-534(a)(1).

**L.14 CERTIFICATES OF INSURANCE**

The Contractor shall submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 prior to commencing work. Evidence of insurance shall be submitted within ten (10) days of contract award to:

Kenneth Morrow  
Contracting Officer  
Office of Contracting and Procurement  
441 – 4<sup>th</sup> Street, N.W., Suite 971N  
Washington, DC 20001  
202/724-3959  
[kenneth.morrow@dc.gov](mailto:kenneth.morrow@dc.gov)

**L.15 ACKNOWLEDGMENT OF AMENDMENTS**

The offeror shall acknowledge receipt of any amendment to this solicitation (a) by signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section A, Solicitation, Offer and Award form; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

**L.16 BEST AND FINAL OFFERS**

If, subsequent to receiving original proposals, negotiations are conducted, all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at the designated date and time. Best and Final Offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provision of the solicitation. After receipt of best and final offers, no discussions will be reopened unless the Contracting Officer determines that it is clearly in the District's best interest to do so, e.g., it is clear that information available at that time is inadequate to reasonably justify Contractor selection and award based on the best and final offers received. If discussions are reopened, the Contracting Officer shall issue an additional request for best and final offers to all offerors still within the competitive range.

**L.17 LEGAL STATUS OF OFFEROR**

Each proposal must provide the following information:

**L.17.1** Name, address, telephone number and federal tax identification number of offeror;

**L.17.2** A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

**L.17.3** If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

**L.18 FAMILIARIZATION WITH CONDITIONS**

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

**L.19 STANDARDS OF RESPONSIBILITY**

The prospective contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit the documentation listed below, within five (5) days of the request by the District.

**L.19.1** Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

**L.19.2** Evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.

**L.19.3** Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

- L.19.4 Evidence of compliance with the applicable District licensing and tax laws and regulations.
- L.19.5 Evidence of a satisfactory performance record, record of integrity and business ethics.
- L.19.6 Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.19.7 Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations
- L.19.8 If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be nonresponsible.

**L.20 PRE-PROPOSAL CONFERENCE**

- L.20.1 A pre-proposal conference will be held at 2:00 p.m., on February 23, 2009, at 441 – 4<sup>th</sup> Street, N.W, Suite 1107, 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-proposal conference Attendance Roster at the conference so that their attendance can be properly recorded.
- L.20.2 Impromptu questions will be permitted and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-proposal 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-proposal conference but no later than 15 days before proposal are due in order to generate an official answer. Official answers will be provided in writing to all prospective offerors who are listed on the official offerors' list as having received a copy of the solicitation. Answers will be posted on the OCP website at [www.ocp.dcgov.org](http://www.ocp.dcgov.org).

# PRE PROPOSAL CONFERENCE

## IRP/PRISM System and Support Services

Solicitation No# DCTO-2009-R-0101  
2/23/2009 @ 2:00 pm

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2. Tom Stiver	ACS	614-771-4014	Tom.Stiver@ACS-INC.COM
3. CHRIS DE COU	3M	301-829-7198	CPDECou1@mmm.com
4. Saurabh Datta	MV Solutions	702-728-4889	smittal@mvolution.com
5. David Hughes	Blackwell Consulting	312.873.5222	david.hughes@BSINC.COM
6. Tara Bryant	Blackwell Consulting	202.341.4080	tara.bryant@bsinc.com
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NAME

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