

**PAST PERFORMANCE EVALUATION FORM**

(Check appropriate box)

Performance Elements	<b>RATING</b> (See Rating Guidelines on Page 2)					
	<b>5 –</b> Excellent	<b>4 –</b> Good	<b>3 –</b> Acceptable	<b>2 –</b> Minimally Acceptable	<b>1 –</b> Poor	<b>0 –</b> Unacceptable
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: \_\_\_\_\_
2. Name & Title of Evaluator: \_\_\_\_\_
3. Signature of Evaluator: \_\_\_\_\_
4. Name of Evaluator's Organization: \_\_\_\_\_
5. Telephone Number of Evaluator: \_\_\_\_\_
6. Type of service received: \_\_\_\_\_
7. Contract Number, Amount and period of Performance \_\_\_\_\_
8. Remarks on Excellent Performance: Provide data supporting this observation. Continue on separate sheet if needed)
   
\_\_\_\_\_
   
\_\_\_\_\_
9. Remarks on unacceptable performance: Provide data supporting this observation. (Continue on separate sheet if needed)
   
\_\_\_\_\_
   
\_\_\_\_\_

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4(Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	<b>Quality Product/Service</b>	<b>Cost Control</b>	<b>Timeless of Performance</b>	<b>Business Relations</b>
	<ul style="list-style-type: none"> <li>-Compliance with contract requirements</li> <li>-Accuracy of reports</li> <li>-Appropriateness of personnel</li> <li>-Technical excellence</li> </ul>	<ul style="list-style-type: none"> <li>-Within budget (over/ under target costs)</li> <li>-Current, accurate, and complete billings</li> <li>-Relationship of negated costs to actual</li> <li>-Cost efficiencies</li> <li>-Change order issue</li> </ul>	<ul style="list-style-type: none"> <li>-Meet Interim milestones</li> <li>-Reliable</li> <li>-Responsive to technical directions</li> <li>-Completed on time, including wrap-up and contract administration</li> <li>-No liquidated damages assessed</li> </ul>	<ul style="list-style-type: none"> <li>-Effective management</li> <li>-Businesslike correspondence</li> <li>-Responsive to contract requirements</li> <li>-Prompt notification of contract problems</li> <li>-Reasonable/cooperative</li> <li>-Flexible</li> <li>-Pro-active</li> <li>-effective contractor recommended solutions</li> <li>-Effective snail/small disadvantaged business Subcontracting program</li> </ul>
<b>0. Unacceptable</b>	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
<b>1. Poor</b>	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
<b>2. Minimally Acceptable</b>	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
<b>3. Acceptable</b>	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
<b>4. Good</b>	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
<b>5. Excellent</b>	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			

*STATEMENT OF WORK FOR DC ONE CARD  
CUSTOM LANYARD TERM CONTRACT*

OFFICE OF CONTRACTING AND PROCUREMENT  
TERM CONTRACT FOR DC ONE CARD CUSTOM LANYARDS

**C.1 BACKGROUND**

As part of a Mayoral mandate, the District has initiated the DC One Card program to put a single card into the hands of District government workers and customers for all their DC government needs. Several District agencies are direct DC One Card program stakeholders and have expressed various requirements for the interoperable DC One Cards. Current stakeholder agencies include, but are not limited to:

- I. Executive Office of the Mayor (EOM)
- II. Office of the City Administrator (OCA)
- III. Office of the Chief Technology Officer (OCTO)
- IV. District of Columbia Public Libraries (DPL)
- V. Department of Parks & Recreation (DPR)
- VI. District of Columbia Public Schools (DCPS)
- VII. Office of Public Education Facilities Modernization (OPEFM)

**For additional information visit: [dconecard.dc.gov](http://dconecard.dc.gov)**

**C.2 SCOPE**

The Office of Contracting and Procurement, on behalf of the Office of the Chief Technology Officer (OCTO), seeks a contractor to provide custom ID Badge Lanyards to support The District of Columbia's DC One Card Program. The goal of this procurement is to obtain and contractually bind a source to supply lanyards as needed. In responding to this IFB respondents will demonstrate their experience and approach to manufacturing / supplying and delivering high-quality lanyards according to exacting specifications.

Respondents are expected to provide pricing for the lanyards listed in this IFB and provide references and other support describing their ability to successfully deliver goods and services to the District according to expectations.

**C.2.1 Applicable Documents**

- a. The following provisions of the D.C. Code: §§ 4-209.04; 4-754.11; 4-1302.03; 4-1303.06; 4-1405; 7-131(b); 7-1202; 7-1203; 7-1231.14; 7-1305.12; 16-2331(b); 16-2332(b); 16-2333(b); 39-108.

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b. OCTO Policy:

<http://octo.dc.gov/octo/cwp/view,a,1302,q,579820,octoNav,%7C32782%7C.a sp>

**C.2.2 Definitions**

**FIPS 201 (or FIPS 201-1):** The Federal Information Processing Standard, which defines policies, methods and guidelines for processing, protecting and managing information.

**HSPD-12:** HSPD Directive 12, issued by President Bush in August 2004, presents certain guidelines and a definitive timeline for improving secure identification processes for federal employees and contractors. Some of the main control objectives of the Presidential Directive are that agencies should create credentialing processes such that official identification is:

- (a) Issued based on sound criteria for verifying an individual employee’s identity;
- (b) Strongly resistant to identity fraud, tampering, counterfeiting, and terrorist exploitation;
- (c) Able to be rapidly authenticated electronically; and
- (d) Issued only by providers whose reliability has been established by an official accreditation process.

**Magnetic Strip:** High-quality electromagnetic strip typically found on credit cards or ATM cards from major banking institutions—three-track high-coercivity (HiCo) black magnetic strip. The magnetic strip must be blank and uninitialized but capable of being initialized and used at a later time with an application to be determined outside the scope of this solicitation.

**OCTO:** Office of the Chief Technology Officer (District of Columbia)

**PKI:** Public Key Infrastructure) is based on certificates verified by certificate authorities such as VeriSign. Certificates are a method of encrypting sensitive information with a private “key” that can only be de-encrypted by an entity that has been given a public “key.” This technique has become the accepted standard for strong security.

**C.3 REQUIREMENTS:**

**C.3.1 Credentialing Supplies:** Respondents must provide a quote to supply the credentialing supplies listed in the table below:

Order Quantity	Item Category	Description / Requirements	Sample Picture
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<b>Order Quantity</b>	<b>Item Category</b>	<b>Description / Requirements</b>	<b>Sample Picture</b>
250 to 2,500	Custom Lanyards	<ul style="list-style-type: none"> <li>▪ Ordered in quantities of 250, 500, 1,000 and 2,500</li> <li>▪ 3/8 inch lanyard with breakaway clip</li> <li>▪ Swivel hook</li> <li>▪ Dye sublimation full color customization including:               <ul style="list-style-type: none"> <li>○ custom color per order</li> <li>○ custom lettering per order</li> <li>○ custom image and/or logo per order</li> </ul> </li> </ul>	

C.3.1.1 Substitutions: Substitute items meeting the general requirements may be acceptable on a case by case basis. The District reserves the right to request similar and/or related items to support its credentialing efforts that are not specifically listed in the table above.

C.3.1.2 Quantity Discounts: Vendor should specify if discounts are available at specific quantity / lot levels.

C.3.1.3 Order Quantities: Actual order quantities / lots will vary on a case by case basis and will be specified in Requests for Quotes under this contract.

**C.4 DELIVERY:** All supply shipments will be appropriately insured and shipped via recognized and trusted commercial carrier.

**C.4.1 Base Year Pricing: Provide Total Final FOB pricing for the following items delivered to Zip Code 20001.**

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<b>Item Category</b>	<b>Description / Requirements</b>	<b>Unit Cost</b>	<b>Units / Qty</b>	<b>Total Cost</b>
Custom Lanyards	<ul style="list-style-type: none"> <li>▪ 3/8 inch lanyard with breakaway clip</li> <li>▪ Swivel hook</li> <li>▪ Dye sublimation full color customization including:                             <ul style="list-style-type: none"> <li>○ custom color per order</li> <li>○ custom lettering per order</li> <li>○ custom image and/or logo per order</li> </ul> </li> </ul>		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	

**C.4.2 Option Year 1 Pricing:**

<b>Item Category</b>	<b>Description / Requirements</b>	<b>Unit Cost</b>	<b>Units / Qty</b>	<b>Total Cost</b>
Custom Lanyards	<ul style="list-style-type: none"> <li>▪ 3/8 inch lanyard with breakaway clip</li> <li>▪ Swivel hook</li> <li>▪ Dye sublimation full color customization including:                             <ul style="list-style-type: none"> <li>○ custom color per order</li> <li>○ custom lettering per order</li> <li>○ custom image and/or logo per order</li> </ul> </li> </ul>		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	

**C.4.3 Option Year 2 Pricing:**

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<b>Item Category</b>	<b>Description / Requirements</b>	<b>Unit Cost</b>	<b>Units / Qty</b>	<b>Total Cost</b>
Custom Lanyards	<ul style="list-style-type: none"> <li>▪ 3/8 inch lanyard with breakaway clip</li> <li>▪ Swivel hook</li> <li>▪ Dye sublimation full color customization including:                             <ul style="list-style-type: none"> <li>○ custom color per order</li> <li>○ custom lettering per order</li> <li>○ custom image and/or logo per order</li> </ul> </li> </ul>		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	

**C.4.4 Option Year 3 Pricing:**

<b>Item Category</b>	<b>Description / Requirements</b>	<b>Unit Cost</b>	<b>Units / Qty</b>	<b>Total Cost</b>
Custom Lanyards	<ul style="list-style-type: none"> <li>▪ 3/8 inch lanyard with breakaway clip</li> <li>▪ Swivel hook</li> <li>▪ Dye sublimation full color customization including:                             <ul style="list-style-type: none"> <li>○ custom color per order</li> <li>○ custom lettering per order</li> <li>○ custom image and/or logo per order</li> </ul> </li> </ul>		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	

**C.4.5 Option Year 4 Pricing:**

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<b>Item Category</b>	<b>Description / Requirements</b>	<b>Unit Cost</b>	<b>Units / Qty</b>	<b>Total Cost</b>
Custom Lanyards	<ul style="list-style-type: none"> <li>▪ 3/8 inch lanyard with breakaway clip</li> <li>▪ Swivel hook</li> <li>▪ Dye sublimation full color customization including:               <ul style="list-style-type: none"> <li>○ custom color per order</li> <li>○ custom lettering per order</li> <li>○ custom image and/or logo per order</li> </ul> </li> </ul>		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE BID RESPONSE**

**The District, utilizing the Past Performance Evaluation form Attachment J.1 will solicit Past Performance Evaluation from a minimum of three (3) references provided by the respondent to the solicitation. The form must be fully completed in accordance with the Rating Guidelines supplied and returned with the response to be considered for award.**

**The District utilizing the incorporated attachments in Section J will solicit a current Tax Certification Affidavit the form must be fully completed and returned with the response to be considered for award.**

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***Color:***



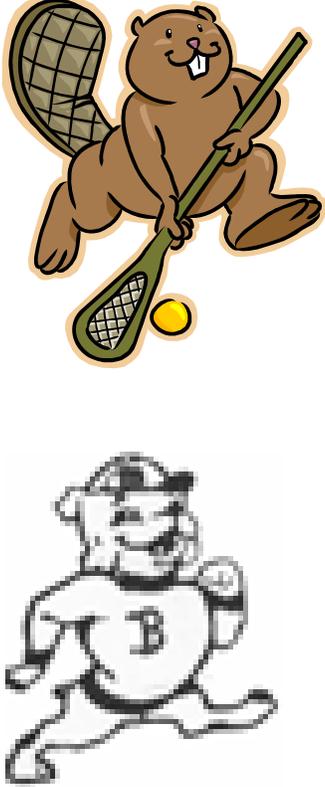
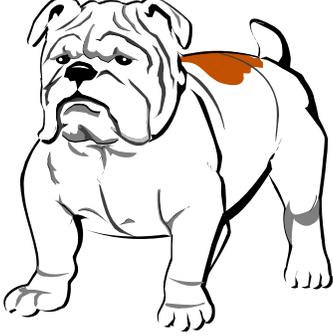
**Base year order**

<b>QTY</b>	<b>Lanyard Color</b>	<b>Letter color</b>	<b>Custom text logo</b>	<b>Custom image</b>
250	RED	WHITE	HENDLEY ELEMENTARY	
250	RED	WHITE	FEREBEE-HOPE COMMUNITY SCHOOL	
250	ORANGE	YELLOW	HAMILTON ACADEMY	
250	GREEN	YELLOW	LECKIE ELEMENTARY SCHOOL – HOME OF THE LIONS	
250	BLUE	YELLOW	MAMIE D. LEE SCHOOL	
250	BLUE	NAVY BLUE	HORACE MANN ES	
250	RED	WHITE	MARTIN LUTHER KING ES	
250	MAROON	YELLOW	NOYES	
500	BLUE	YELLOW	OYSTER – ADAMS BILINGUAL SCHOOL	
250	BLUE	YELLOW	SHARPE HEALTH SCHOOL, HOME OF THE DOLPHINS	

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<b>QTY</b>	<b>Lanyard Color</b>	<b>Letter color</b>	<b>Custom text logo</b>	<b>Custom image</b>
500	PURPLE	YELLOW	TRUSDELL EDUCATIONAL CENTER	
250	BLUE	YELLOW	W. B. PATTERSON ELEMENTARY SCHOOL	
250	NAVY BLUE	YELLOW	WORKING IN THE SPIRIT OF EXCELLENCE	
500	BLUE	WHITE	PROSPECT LEARNING CENTER	

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<b>QTY</b>	<b>Lanyard Color</b>	<b>Letter color</b>	<b>Custom text logo</b>	<b>Custom image</b>
250	NVY BLUE	WHITE	BROOKLAND EDUCATIONAL CAMPUS @ BUNKER HILL	
100	NVY BLUE	WHITE	TRANSTION ACADEMY AT SHADD	

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**Anticipated additional base year orders**

<b>QTY</b>	<b>Lanyard Color</b>	<b>Letter color</b>	<b>Custom text logo</b>	<b>Custom image</b>
250			Browne EC	
250			Burroughs EC	
250			Eliot-Hine MS	
250			Langdon EC	
250			Shaw MS @ Garnet-Patterson	
500			Whittier EC	
			Anacostia SHS	
250			Ballou SHS	
500			Columbia Heights Education Campus	
500			Deal MS	
250			Francis-Stevens EC	
250			Hardy MS	
250			Johnson MS	
250			Kramer MS	
250			LaSalle-Backus EC	
250			Walker-Jones-R.H. Terrell EC	

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<b>QTY</b>	<b>Lanyard Color</b>	<b>Letter color</b>	<b>Custom text logo</b>	<b>Custom image</b>
500			Winston EC	
250			Jackie Robinson Center	
250			Shaed EC	
250			Simon ES	
250			Terrell, M.C./McGogney ES	
250			Webb/Wheatley EC	
			Woodson Academy	
			Woodson Business & Finance	
			Youth Engagement Academy	
			Woodson, H.D. SHS	
			Ellington School of the Arts	
			Wilson, W. SHS	
			Luke C. Moore Academy SHS	
			MacFarland MS (Lincoln Hill Cluster)	
			Marshall EC	
			McKinley Technology SHS	

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<b>QTY</b>	<b>Lanyard Color</b>	<b>Letter color</b>	<b>Custom text logo</b>	<b>Custom image</b>
			Phelps Architecture, Construction, and Engineering HS	
			Ronald Brown MS	
			Roosevelt SHS	
			Roosevelt STAY	
			School Without Walls SHS @ Logan	
			Sousa MS	
			Spingarn SHS	
			Spingarn STAY	
			Dunbar Pre-Engineering	
			Dunbar SHS	
			Eastern SHS	
			Benjamin Banneker SHS	
			Cardozo SHS	
			Coolidge SHS	
			Ballou STAY	
			Stuart-Hobson MS (Capitol Hill Cluster)	
			Takoma EC	

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<b>QTY</b>	<b>Lanyard Color</b>	<b>Letter color</b>	<b>Custom text logo</b>	<b>Custom image</b>
			Raymond ES	
			Emery EC	
			Hart MS	
			Jefferson MS	
			Kelly Miller MS	
			Brightwood EC	