

SOLICITATION, OFFER, AND AWARD		1. Caption DC One (1) Card Supplies Requirements		Page of Pages 1 50	
2. Contract Number	3. Solicitation Number DCTO-2010-B-0035	4. Type of Solicitation <input checked="" type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency	5. Date Issued 1/8/2010	6. Type of Market <input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside <input type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By: Office of Contracting and Procurement Information Technology Unit 441 4th Street, NW, Suite 700 South Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement 441 4th Street, NW, Suite 703 South, Bid Room Washington, DC 20001		

SOLICITATION

9. Sealed offers in original and 2 copies for furnishing the supplies or services in the Schedule will be received at the place specified in Item 8, or if hand carried to the bid counter located at 441 4th Street, NW, Suite 703S, Bid Room, Washington, DC until 10:00 A.M. local time 25-Jan-10
(Hour) (Date)

CAUTION: Late Submissions, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in this solicitation.

10. For Information Contact	A. Name Frederick A. Dorsey	B. Telephone (Area Code) 202 (Number) 727-0017 (Ext)	C. E-mail Address frederick.dorsey@dc.gov
-----------------------------	--------------------------------	---	---

11. Table of Contents

(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	Solicitation/Contract Form	1	X	I	Contract Clauses	34-38
X	B	Supplies or Services and Price/Cost	2-17	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	18-23	X	J	List of Attachments	39
x	D	Packaging and Marking	24	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	25	X	K	Representations, certifications and other statements of offerors	40-43
X	F	Deliveries or Performance	26				
X	G	Contract Administration Data	27-30	X	L	Instructions, conditions & notices to offerors	44-48
X	H	Special Contract Requirements	31-33	X	M	Evaluation factors for award	49-50

OFFER

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 30 calendar days from the date for receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment 10 Calendar days % 20 Calendar days % 30 Calendar days % Calendar days %

Amendment Number	Date	Amendment Number	Date

14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):

15A. Name and Address of Offeror

16. Name and Title of Person Authorized to Sign Offer/Contract

15B. Telephone (Area Code) (Number) (Ext)	15 C. Check if remittance address is different from above - Refer to Section G <input type="checkbox"/>	17. Signature	18. Offer Date
--	---	---------------	----------------

AWARD (TO BE COMPLETED BY GOVERNMENT)

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation

22. Name of Contracting Officer (Type or Print)	23. Signature of Contracting Officer (District of Columbia)	24. Award Date

B SUPPLIES, SERVICES AND PRICE

OVERVIEW

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Office of the Chief Technology Officer (the District) is seeking Multiple Contractors to provide Miscellaneous Supplies to support the DC One Card Program for the District.

B.1 INDEFINITE DELIVERY INDEFINITE QUANTITY (IDIQ) CONTRACT

The District contemplates award of Multiple contracts pursuant to this IFB, containing:

- 1) An IDIQ contract component consisting the pricing of All categories of Section C and.
- 2) An ability to add new technology to the list of requirements and allow the awardees to provide a current price for a requirement. This price and requirement shall be incorporated into the current price list. Each awardee shall provide a current quote for each requirement within (2) two business day of request.

This is an IDIQ contract for the services specified and effective for the period stated in sections F.1 and F.3.

The Multiple Contractors shall make delivery or performance only as authorized by purchase orders issued by the District in accordance with the Ordering Clause, Section G.7. The Multiple Contractor shall furnish to the District, when and if ordered, the supplies specified in section B up to and including \$125,000.00 for each contract period. The District will order at least the minimum of \$100.00 in each contract period, from each awardee.

There is no limit on the number of purchase orders that the District may issue. The District may issue purchase orders requiring delivery to multiple destinations or performance at multiple locations.

Any purchase order issued during the effective period of this contract and not completed within that period shall be completed by the Contractors within the time specified in the purchase order. This contract shall govern both Contractors and the District's rights and obligations with respect to that purchase order to the same extent as if the purchase order were completed during the contract's effective period; provided, that the Contractor shall not be required to make any deliveries or provide any services under this contract after the contract expiration date.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

B.2 Base Year

The District may choose to exercise any combination of DC (1) Card Supply categories.

Base Year Pricing: Provide not to exceed pricing for the following items.

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Custom Lanyards	<ul style="list-style-type: none"> ▪ 3/8 inch lanyard with breakaway clip ▪ Swivel hook ▪ Dye sublimation full color customization including: <ul style="list-style-type: none"> ○ custom color per order ○ custom lettering per order ○ custom image and/or logo per order 		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	
Vinyl Card Holder	<ul style="list-style-type: none"> ▪ Heavy duty HBH-V clear vinyl ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook 		1000	
Hard Plastic Card Holder	<ul style="list-style-type: none"> ▪ Clear hard plastic ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook ▪ Slide out type (left side) 		1000	
Badge Clip	<ul style="list-style-type: none"> ▪ Vinyl badge clip ▪ 2 3/4" strap - 2 hole 		1000	
Badge Slot Punch	<ul style="list-style-type: none"> ▪ Table top style slot punch 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS ▪ Includes handler for double sided printing 		1	
ID Badge Printer Lamination Module	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS lamination module ▪ Suitable for HD 5000 DS printer 		1	
ID Badge Printer Mag Stripe Encoding Module	<ul style="list-style-type: none"> ▪ Magnetic Stripe Encoding Module ▪ Suitable for HD 5000 DS Printer 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
ID Badge Printer Smart Card Encoding Module	<ul style="list-style-type: none"> ▪ Smart Card Chip encoding module ▪ Suitable for printing and encoding PKI and other certificates, biometric data, and other applications / data ▪ Certified to support HSPD-12 / FIPS-201 PIV credentials ▪ Suitable for HD 5000 DS printer 		1	
Printer Transfer Film	<ul style="list-style-type: none"> ▪ Fargo Transfer Film (1500 images) ▪ For Fargo HD5000 DS printer 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCK SS Ribbon (500 images) ▪ For Fargo HD 5000 DS printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKK DS Ribbon (500 images) ▪ For Fargo HD5000 DS printer 		1	
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Fargo Printer Cleaning Kit 		1	
Digital Camera	<ul style="list-style-type: none"> ▪ Canon Powershot A1100 IS digital camera 		1	
SD Memory	<ul style="list-style-type: none"> ▪ 2 GB SD Memory Card suitable for Canon Powershot A1100 IS digital camera 		1	
Alkaline Batteries	<ul style="list-style-type: none"> ▪ 4-Pack AA Alkaline battery pack 		1	
Camera Tripod	<ul style="list-style-type: none"> ▪ Standard Tripod with camera mount 		1	
Backdrop	<ul style="list-style-type: none"> ▪ 4' x 3' light blue photo backdrop 		1	
Backdrop Stand	<ul style="list-style-type: none"> ▪ Backdrop stand 		1	
Web Camera	<ul style="list-style-type: none"> ▪ High Resolution Web Cam ▪ 1280 x 960 Image Capture ▪ Tripod Mountable ▪ USB PC connection 		1	
Handheld Barcode Scanner	<ul style="list-style-type: none"> ▪ Handheld barcode scanner ▪ USB PC connection 		1	
Barcode Slot Scanner	<ul style="list-style-type: none"> ▪ Desktop slot barcode scanner ▪ USB PC connection 		1	
Magnetic Strip Encoder	<ul style="list-style-type: none"> ▪ 3-Track magnetic strip encoder / reader ▪ Must be capable of reading / encoding Hi-Co magnetic strips ▪ USB PC connection 		1	
Laptop Keypad	<ul style="list-style-type: none"> ▪ External keypad for laptop ▪ USB PC connection 		1	
Large Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for offsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ○ Fargo HDP 5000 DS printer ○ Fargo Ribbon ○ Tripod, Photo Backdrop, and Backdrop Stand 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Medium Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for onsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ▪ Tripod, Photo Backdrop, and Backdrop Stand 		1	
ID Badge Laminate	<ul style="list-style-type: none"> ▪ Fargo 1.0 Mil Clear PolyGuard Overlamine (250 count) ▪ For Fargo HD5000 DS printer 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Zebra P430i Printer - Duplex ▪ Includes double sided printing capabilities ▪ Part No. P430i-000A-IDO 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Zebra YMCKOK Ribbon (170 images) ▪ For Zebra P430i Printer ▪ Part No. 800015-448 		1	
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Zebra Premier Cleaning Kit ▪ For Zebra P430i Printer ▪ Includes 25 standard and 25 long print engine cleaning cards 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo DTC550 Printer - Duplex ▪ Includes double sided printing capabilities 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKO SS Ribbon ▪ For Fargo DTC550 printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKOK Ribbon ▪ For Fargo DTC550 printer 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

B.3 Option Year 1 Pricing: Provide not to exceed pricing for the following items.

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Custom Lanyards	<ul style="list-style-type: none"> ▪ 3/8 inch lanyard with breakaway clip ▪ Swivel hook ▪ Dye sublimation full color customization including: <ul style="list-style-type: none"> ○ custom color per order ○ custom lettering per order ○ custom image and/or logo per order 		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	
Vinyl Card Holder	<ul style="list-style-type: none"> ▪ Heavy duty HBH-V clear vinyl ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook 		1000	
Hard Plastic Card Holder	<ul style="list-style-type: none"> ▪ Clear hard plastic ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook ▪ Slide out type (left side) 		1000	
Badge Clip	<ul style="list-style-type: none"> ▪ Vinyl badge clip ▪ 2 3/4" strap - 2 hole 		1000	
Badge Slot Punch	<ul style="list-style-type: none"> ▪ Table top style slot punch 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS ▪ Includes handler for double sided printing 		1	
ID Badge Printer Lamination Module	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS lamination module ▪ Suitable for HD 5000 DS printer 		1	
ID Badge Printer Mag Stripe Encoding Module	<ul style="list-style-type: none"> ▪ Magnetic Stripe Encoding Module ▪ Suitable for HD 5000 DS Printer 		1	
ID Badge Printer Smart Card Encoding Module	<ul style="list-style-type: none"> ▪ Smart Card Chip encoding module ▪ Suitable for printing and encoding PKI and other certificates, biometric data, and other applications / data ▪ Certified to support HSPD-12 / FIPS-201 PIV credentials ▪ Suitable for HD 5000 DS printer 		1	
Printer Transfer Film	<ul style="list-style-type: none"> ▪ Fargo Transfer Film (1500 images) ▪ For Fargo HD5000 DS printer 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCK SS Ribbon (500 images) ▪ For Fargo HD 5000 DS printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKK DS Ribbon (500 images) ▪ For Fargo HD5000 DS printer 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Fargo Printer Cleaning Kit 		1	
Digital Camera	<ul style="list-style-type: none"> ▪ Canon Powershot A1100 IS digital camera 		1	
SD Memory	<ul style="list-style-type: none"> ▪ 2 GB SD Memory Card suitable for Canon Powershot A1100 IS digital camera 		1	
Alkaline Batteries	<ul style="list-style-type: none"> ▪ 4-Pack AA Alkaline battery pack 		1	
Camera Tripod	<ul style="list-style-type: none"> ▪ Standard Tripod with camera mount 		1	
Backdrop	<ul style="list-style-type: none"> ▪ 4' x 3' light blue photo backdrop 		1	
Backdrop Stand	<ul style="list-style-type: none"> ▪ Backdrop stand 		1	
Web Camera	<ul style="list-style-type: none"> ▪ High Resolution Web Cam ▪ 1280 x 960 Image Capture ▪ Tripod Mountable ▪ USB PC connection 		1	
Handheld Barcode Scanner	<ul style="list-style-type: none"> ▪ Handheld barcode scanner ▪ USB PC connection 		1	
Barcode Slot Scanner	<ul style="list-style-type: none"> ▪ Desktop slot barcode scanner ▪ USB PC connection 		1	
Magnetic Strip Encoder	<ul style="list-style-type: none"> ▪ 3-Track magnetic strip encoder / reader ▪ Must be capable of reading / encoding Hi-Co magnetic strips ▪ USB PC connection 		1	
Laptop Keypad	<ul style="list-style-type: none"> ▪ External keypad for laptop ▪ USB PC connection 		1	
Large Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for offsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ○ Fargo HDP 5000 DS printer ○ Fargo Ribbon ○ Tripod, Photo Backdrop, and Backdrop Stand 		1	
Medium Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for onsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ▪ Tripod, Photo Backdrop, and Backdrop Stand 		1	
ID Badge Laminate	<ul style="list-style-type: none"> ▪ Fargo 1.0 Mil Clear PolyGuard Overlaminates (250 count) ▪ For Fargo HD5000 DS printer 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Zebra P430i Printer - Duplex ▪ Includes double sided printing capabilities ▪ Part No. P430i-000A-ID0 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Zebra YMCKOK Ribbon (170 images) ▪ For Zebra P430i Printer ▪ Part No. 800015-448 		1	
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Zebra Premier Cleaning Kit ▪ For Zebra P430i Printer ▪ Includes 25 standard and 25 long print engine cleaning cards 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo DTC550 Printer - Duplex ▪ Includes double sided printing capabilities 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKO SS Ribbon ▪ For Fargo DTC550 printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKOK Ribbon ▪ For Fargo DTC550 printer 		1	
		Section	Total	Total Cost \$ _____.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

B.4 Option Year 2 Pricing: Provide not to exceed pricing for the following items.

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Custom Lanyards	<ul style="list-style-type: none"> ▪ 3/8 inch lanyard with breakaway clip ▪ Swivel hook ▪ Dye sublimation full color customization including: <ul style="list-style-type: none"> ○ custom color per order ○ custom lettering per order ○ custom image and/or logo per order 		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	
Vinyl Card Holder	<ul style="list-style-type: none"> ▪ Heavy duty HBH-V clear vinyl ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook 		1000	
Hard Plastic Card Holder	<ul style="list-style-type: none"> ▪ Clear hard plastic ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook ▪ Slide out type (left side) 		1000	
Badge Clip	<ul style="list-style-type: none"> ▪ Vinyl badge clip ▪ 2 3/4" strap - 2 hole 		1000	
Badge Slot Punch	<ul style="list-style-type: none"> ▪ Table top style slot punch 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS ▪ Includes handler for double sided printing 		1	
ID Badge Printer Lamination Module	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS lamination module ▪ Suitable for HD 5000 DS printer 		1	
ID Badge Printer Mag Stripe Encoding Module	<ul style="list-style-type: none"> ▪ Magnetic Stripe Encoding Module ▪ Suitable for HD 5000 DS Printer 		1	
ID Badge Printer Smart Card Encoding Module	<ul style="list-style-type: none"> ▪ Smart Card Chip encoding module ▪ Suitable for printing and encoding PKI and other certificates, biometric data, and other applications / data ▪ Certified to support HSPD-12 / FIPS-201 PIV credentials ▪ Suitable for HD 5000 DS printer 		1	
Printer Transfer Film	<ul style="list-style-type: none"> ▪ Fargo Transfer Film (1500 images) ▪ For Fargo HD5000 DS printer 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCK SS Ribbon (500 images) ▪ For Fargo HD 5000 DS printer 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKK DS Ribbon (500 images) ▪ For Fargo HD5000 DS printer 		1	
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Fargo Printer Cleaning Kit 		1	
Digital Camera	<ul style="list-style-type: none"> ▪ Canon Powershot A1100 IS digital camera 		1	
SD Memory	<ul style="list-style-type: none"> ▪ 2 GB SD Memory Card suitable for Canon Powershot A1100 IS digital camera 		1	
Alkaline Batteries	<ul style="list-style-type: none"> ▪ 4-Pack AA Alkaline battery pack 		1	
Camera Tripod	<ul style="list-style-type: none"> ▪ Standard Tripod with camera mount 		1	
Backdrop	<ul style="list-style-type: none"> ▪ 4' x 3' light blue photo backdrop 		1	
Backdrop Stand	<ul style="list-style-type: none"> ▪ Backdrop stand 		1	
Web Camera	<ul style="list-style-type: none"> ▪ High Resolution Web Cam ▪ 1280 x 960 Image Capture ▪ Tripod Mountable ▪ USB PC connection 		1	
Handheld Barcode Scanner	<ul style="list-style-type: none"> ▪ Handheld barcode scanner ▪ USB PC connection 		1	
Barcode Slot Scanner	<ul style="list-style-type: none"> ▪ Desktop slot barcode scanner ▪ USB PC connection 		1	
Magnetic Strip Encoder	<ul style="list-style-type: none"> ▪ 3-Track magnetic strip encoder / reader ▪ Must be capable of reading / encoding Hi-Co magnetic strips ▪ USB PC connection 		1	
Laptop Keypad	<ul style="list-style-type: none"> ▪ External keypad for laptop ▪ USB PC connection 		1	
Large Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for offsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ○ Fargo HDP 5000 DS printer ○ Fargo Ribbon ○ Tripod, Photo Backdrop, and Backdrop Stand 		1	
Medium Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for onsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ▪ Tripod, Photo Backdrop, and Backdrop Stand 		1	
ID Badge Laminate	<ul style="list-style-type: none"> ▪ Fargo 1.0 Mil Clear PolyGuard Overlaminates (250 count) ▪ For Fargo HD5000 DS printer 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
ID Badge Printer	<ul style="list-style-type: none"> ▪ Zebra P430i Printer - Duplex ▪ Includes double sided printing capabilities ▪ Part No. P430i-000A-ID0 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Zebra YMCKOK Ribbon (170 images) ▪ For Zebra P430i Printer ▪ Part No. 800015-448 		1	
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Zebra Premier Cleaning Kit ▪ For Zebra P430i Printer ▪ Includes 25 standard and 25 long print engine cleaning cards 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo DTC550 Printer - Duplex ▪ Includes double sided printing capabilities 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKO SS Ribbon ▪ For Fargo DTC550 printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKOK Ribbon ▪ For Fargo DTC550 printer 		1	
		Section	Total	Total Cost \$ _____.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

B.5 Option Year 3 Pricing: Provide not to exceed pricing for the following items.

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Custom Lanyards	<ul style="list-style-type: none"> ▪ 3/8 inch lanyard with breakaway clip ▪ Swivel hook ▪ Dye sublimation full color customization including: <ul style="list-style-type: none"> ○ custom color per order ○ custom lettering per order ○ custom image and/or logo per order 		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	
Vinyl Card Holder	<ul style="list-style-type: none"> ▪ Heavy duty HBH-V clear vinyl ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook 		1000	
Hard Plastic Card Holder	<ul style="list-style-type: none"> ▪ Clear hard plastic ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook ▪ Slide out type (left side) 		1000	
Badge Clip	<ul style="list-style-type: none"> ▪ Vinyl badge clip ▪ 2 3/4" strap - 2 hole 		1000	
Badge Slot Punch	<ul style="list-style-type: none"> ▪ Table top style slot punch 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS ▪ Includes handler for double sided printing 		1	
ID Badge Printer Lamination Module	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS lamination module ▪ Suitable for HD 5000 DS printer 		1	
ID Badge Printer Mag Stripe Encoding Module	<ul style="list-style-type: none"> ▪ Magnetic Stripe Encoding Module ▪ Suitable for HD 5000 DS Printer 		1	
ID Badge Printer Smart Card Encoding Module	<ul style="list-style-type: none"> ▪ Smart Card Chip encoding module ▪ Suitable for printing and encoding PKI and other certificates, biometric data, and other applications / data ▪ Certified to support HSPD-12 / FIPS-201 PIV credentials ▪ Suitable for HD 5000 DS printer 		1	
Printer Transfer Film	<ul style="list-style-type: none"> ▪ Fargo Transfer Film (1500 images) ▪ For Fargo HD5000 DS printer 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCK SS Ribbon (500 images) ▪ For Fargo HD 5000 DS printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKK DS Ribbon (500 images) ▪ For Fargo HD5000 DS printer 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Fargo Printer Cleaning Kit 		1	
Digital Camera	<ul style="list-style-type: none"> ▪ Canon Powershot A1100 IS digital camera 		1	
SD Memory	<ul style="list-style-type: none"> ▪ 2 GB SD Memory Card suitable for Canon Powershot A1100 IS digital camera 		1	
Alkaline Batteries	<ul style="list-style-type: none"> ▪ 4-Pack AA Alkaline battery pack 		1	
Camera Tripod	<ul style="list-style-type: none"> ▪ Standard Tripod with camera mount 		1	
Backdrop	<ul style="list-style-type: none"> ▪ 4' x 3' light blue photo backdrop 		1	
Backdrop Stand	<ul style="list-style-type: none"> ▪ Backdrop stand 		1	
Web Camera	<ul style="list-style-type: none"> ▪ High Resolution Web Cam ▪ 1280 x 960 Image Capture ▪ Tripod Mountable ▪ USB PC connection 		1	
Handheld Barcode Scanner	<ul style="list-style-type: none"> ▪ Handheld barcode scanner ▪ USB PC connection 		1	
Barcode Slot Scanner	<ul style="list-style-type: none"> ▪ Desktop slot barcode scanner ▪ USB PC connection 		1	
Magnetic Strip Encoder	<ul style="list-style-type: none"> ▪ 3-Track magnetic strip encoder / reader ▪ Must be capable of reading / encoding Hi-Co magnetic strips ▪ USB PC connection 		1	
Laptop Keypad	<ul style="list-style-type: none"> ▪ External keypad for laptop ▪ USB PC connection 		1	
Large Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for offsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ○ Fargo HDP 5000 DS printer ○ Fargo Ribbon ○ Tripod, Photo Backdrop, and Backdrop Stand 		1	
Medium Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for onsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ▪ Tripod, Photo Backdrop, and Backdrop Stand 		1	
ID Badge Laminate	<ul style="list-style-type: none"> ▪ Fargo 1.0 Mil Clear PolyGuard Overlaminates (250 count) ▪ For Fargo HD5000 DS printer 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Zebra P430i Printer - Duplex ▪ Includes double sided printing capabilities ▪ Part No. P430i-000A-ID0 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Zebra YMCKOK Ribbon (170 images) ▪ For Zebra P430i Printer ▪ Part No. 800015-448 		1	
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Zebra Premier Cleaning Kit ▪ For Zebra P430i Printer ▪ Includes 25 standard and 25 long print engine cleaning cards 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo DTC550 Printer - Duplex ▪ Includes double sided printing capabilities 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKO SS Ribbon ▪ For Fargo DTC550 printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKOK Ribbon ▪ For Fargo DTC550 printer 		1	
		Section	Total	Total Cost \$ _____.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

B.6 Option Year 4 Pricing: Provide not to exceed pricing for the following items.

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Custom Lanyards	<ul style="list-style-type: none"> ▪ 3/8 inch lanyard with breakaway clip ▪ Swivel hook ▪ Dye sublimation full color customization including: <ul style="list-style-type: none"> ○ custom color per order ○ custom lettering per order ○ custom image and/or logo per order 		250	
Custom Lanyards			500	
Custom Lanyards			1000	
Custom Lanyards			2500	
Vinyl Card Holder	<ul style="list-style-type: none"> ▪ Heavy duty HBH-V clear vinyl ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook 		1000	
Hard Plastic Card Holder	<ul style="list-style-type: none"> ▪ Clear hard plastic ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook ▪ Slide out type (left side) 		1000	
Badge Clip	<ul style="list-style-type: none"> ▪ Vinyl badge clip ▪ 2 3/4" strap - 2 hole 		1000	
Badge Slot Punch	<ul style="list-style-type: none"> ▪ Table top style slot punch 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS ▪ Includes handler for double sided printing 		1	
ID Badge Printer Lamination Module	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS lamination module ▪ Suitable for HD 5000 DS printer 		1	
ID Badge Printer Mag Stripe Encoding Module	<ul style="list-style-type: none"> ▪ Magnetic Stripe Encoding Module ▪ Suitable for HD 5000 DS Printer 		1	
ID Badge Printer Smart Card Encoding Module	<ul style="list-style-type: none"> ▪ Smart Card Chip encoding module ▪ Suitable for printing and encoding PKI and other certificates, biometric data, and other applications / data ▪ Certified to support HSPD-12 / FIPS-201 PIV credentials ▪ Suitable for HD 5000 DS printer 		1	
Printer Transfer Film	<ul style="list-style-type: none"> ▪ Fargo Transfer Film (1500 images) ▪ For Fargo HD5000 DS printer 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCK SS Ribbon (500 images) ▪ For Fargo HD 5000 DS printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKK DS Ribbon (500 images) ▪ For Fargo HD5000 DS printer 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Fargo Printer Cleaning Kit 		1	
Digital Camera	<ul style="list-style-type: none"> ▪ Canon Powershot A1100 IS digital camera 		1	
SD Memory	<ul style="list-style-type: none"> ▪ 2 GB SD Memory Card suitable for Canon Powershot A1100 IS digital camera 		1	
Alkaline Batteries	<ul style="list-style-type: none"> ▪ 4-Pack AA Alkaline battery pack 		1	
Camera Tripod	<ul style="list-style-type: none"> ▪ Standard Tripod with camera mount 		1	
Backdrop	<ul style="list-style-type: none"> ▪ 4' x 3' light blue photo backdrop 		1	
Backdrop Stand	<ul style="list-style-type: none"> ▪ Backdrop stand 		1	
Web Camera	<ul style="list-style-type: none"> ▪ High Resolution Web Cam ▪ 1280 x 960 Image Capture ▪ Tripod Mountable ▪ USB PC connection 		1	
Handheld Barcode Scanner	<ul style="list-style-type: none"> ▪ Handheld barcode scanner ▪ USB PC connection 		1	
Barcode Slot Scanner	<ul style="list-style-type: none"> ▪ Desktop slot barcode scanner ▪ USB PC connection 		1	
Magnetic Strip Encoder	<ul style="list-style-type: none"> ▪ 3-Track magnetic strip encoder / reader ▪ Must be capable of reading / encoding Hi-Co magnetic strips ▪ USB PC connection 		1	
Laptop Keypad	<ul style="list-style-type: none"> ▪ External keypad for laptop ▪ USB PC connection 		1	
Large Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for offsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ○ Fargo HDP 5000 DS printer ○ Fargo Ribbon ○ Tripod, Photo Backdrop, and Backdrop Stand 		1	
Medium Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for onsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ▪ Tripod, Photo Backdrop, and Backdrop Stand 		1	
ID Badge Laminate	<ul style="list-style-type: none"> ▪ Fargo 1.0 Mil Clear PolyGuard Overlaminates (250 count) ▪ For Fargo HD5000 DS printer 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Zebra P430i Printer - Duplex ▪ Includes double sided printing capabilities ▪ Part No. P430i-000A-ID0 		1	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Item Category	Description / Requirements	Unit Cost	Units / Qty	Total Cost
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Zebra YMCKOK Ribbon (170 images) ▪ For Zebra P430i Printer ▪ Part No. 800015-448 		1	
Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Zebra Premier Cleaning Kit ▪ For Zebra P430i Printer ▪ Includes 25 standard and 25 long print engine cleaning cards 		1	
ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo DTC550 Printer - Duplex ▪ Includes double sided printing capabilities 		1	
Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKO SS Ribbon ▪ For Fargo DTC550 printer 		1	
Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKOK Ribbon ▪ For Fargo DTC550 printer 		1	
		Section	Total	Total Cost \$ _____.

C STATEMENT OF WORK

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

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 various ID Badge / Credential supplies, cameras, printers and consumables, and other Credentialing Customer Service Center supplies to support The District of Columbia's DC One Card Program. The goal of this procurement is to obtain and contractually bind a source / sources to supply necessary supplies and consumables as needed. In responding to this IDIQ respondents will demonstrate their experience and approach to manufacturing / supplying and delivering high-quality credentialing products according to exacting specifications.

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

The District will select at least (1) respondent as an approved supplier to this IDIQ. When a purchase is contemplated, the District will issue a Request for Quote (RFQ) to approved suppliers who will then have a specified amount of time to respond with pricing for the supply orders contemplated. Pricing for any item in the RFQ cannot exceed the pricing established as part of the response to this IDIQ.

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.
- b. OCTO Policy: <http://octo.dc.gov/octo/cwp/view,a,1302,q,579820,octoNav,%7C32782%7C.asp>

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

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

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.2.3 Period of Performance

C.2.3.1 Base Period

The period of performance for the base year shall be for 1 year following the award.

C.2.3.2 Option Periods

The District may extend the contract for four (4) consecutive one-year options periods.

C.3 REQUIREMENTS:

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

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Order Quantity	Item Category	Description / Requirements	Sample Picture
250 to 2,500	Custom Lanyards	<ul style="list-style-type: none"> ▪ Ordered in quantities of 250, 500, 1,000 and 2,500 ▪ 3/8 inch lanyard with breakaway clip ▪ Swivel hook ▪ Dye sublimation full color customization including: <ul style="list-style-type: none"> ○ custom color per order ○ custom lettering per order ○ custom image and/or logo per order 	
1000	Vinyl Card Holder	<ul style="list-style-type: none"> ▪ Heavy duty HBH-V clear vinyl ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook 	
1000	Hard Plastic Card Holder	<ul style="list-style-type: none"> ▪ Clear hard plastic ID badge holder ▪ Vertical layout with punch for attaching lanyard swivel hook ▪ Slide out type (left side) 	
1000	Badge Clip	<ul style="list-style-type: none"> ▪ Vinyl badge clip ▪ 2 3/4" strap - 2 hole 	
1	Badge Slot Punch	<ul style="list-style-type: none"> ▪ Table top style slot punch 	
1	ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS ▪ Includes handler for double sided printing 	
1	ID Badge Printer Lamination Module	<ul style="list-style-type: none"> ▪ Fargo HD 5000 DS lamination module ▪ Suitable for HD 5000 DS printer 	
1	ID Badge Printer Mag Stripe Encoding Module	<ul style="list-style-type: none"> ▪ Magnetic Stripe Encoding Module ▪ Suitable for HD 5000 DS Printer 	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Order Quantity	Item Category	Description / Requirements	Sample Picture
1	ID Badge Printer Smart Card Encoding Module	<ul style="list-style-type: none"> ▪ Smart Card Chip encoding module ▪ Suitable for printing and encoding PKI and other certificates, biometric data, and other applications / data ▪ Certified to support HSPD-12 / FIPS-201 PIV credentials ▪ Suitable for HD 5000 DS printer 	
1	Printer Transfer Film	<ul style="list-style-type: none"> ▪ Fargo Transfer Film (1500 images) ▪ For Fargo HD5000 DS printer 	
1	Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCK SS Ribbon (500 images) ▪ For Fargo HD 5000 DS printer 	
1	Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKK DS Ribbon (500 images) ▪ For Fargo HD5000 DS printer 	
1	Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Fargo Printer Cleaning Kit 	
1	Digital Camera	<ul style="list-style-type: none"> ▪ Canon Powershot A1100 IS digital camera 	
1	SD Memory	<ul style="list-style-type: none"> ▪ 2 GB SD Memory Card suitable for Canon Powershot A1100 IS digital camera 	
1	Alkaline Batteries	<ul style="list-style-type: none"> ▪ 4-Pack AA Alkaline battery pack 	
1	Camera Tripod	<ul style="list-style-type: none"> ▪ Standard Tripod with camera mount 	
1	Backdrop	<ul style="list-style-type: none"> ▪ 4' x 3' light blue photo backdrop 	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Order Quantity	Item Category	Description / Requirements	Sample Picture
1	Backdrop Stand	<ul style="list-style-type: none"> ▪ Backdrop stand 	
1	Web Camera	<ul style="list-style-type: none"> ▪ High Resolution Web Cam ▪ 1280 x 960 Image Capture ▪ Tripod Mountable ▪ USB PC connection 	
1	Handheld Barcode Scanner	<ul style="list-style-type: none"> ▪ Handheld barcode scanner ▪ USB PC connection 	
1	Barcode Slot Scanner	<ul style="list-style-type: none"> ▪ Desktop slot barcode scanner ▪ USB PC connection 	
1	Magnetic Strip Encoder	<ul style="list-style-type: none"> ▪ 3-Track magnetic strip encoder / reader ▪ Must be capable of reading / encoding Hi-Co magnetic strips ▪ USB PC connection 	
1	Laptop Keypad	<ul style="list-style-type: none"> ▪ External keypad for laptop ▪ USB PC connection 	
1	Large Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for offsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ○ Fargo HDP 5000 DS printer ○ Fargo Ribbon ○ Tripod, Photo Backdrop, and Backdrop Stand 	
1	Medium Print Kit Storage Case	<ul style="list-style-type: none"> ▪ Hard storage case with foam protection for onsite print kit which includes: <ul style="list-style-type: none"> ○ Laptop and peripherals ○ Canon Powershot Camera ▪ Tripod, Photo Backdrop, and Backdrop Stand 	
1	ID Badge Laminate	<ul style="list-style-type: none"> ▪ Fargo 1.0 Mil Clear PolyGuard Overlaminates (250 count) ▪ For Fargo HD5000 DS printer 	

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

Order Quantity	Item Category	Description / Requirements	Sample Picture
1	ID Badge Printer	<ul style="list-style-type: none"> ▪ Zebra P430i Printer - Duplex ▪ Includes double sided printing capabilities ▪ Part No. P430i-000A-ID0 	
1	Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Zebra YMCKOK Ribbon (170 images) ▪ For Zebra P430i Printer ▪ Part No. 800015-448 	
1	Printer Cleaning Kit	<ul style="list-style-type: none"> ▪ Zebra Premier Cleaning Kit ▪ For Zebra P430i Printer ▪ Includes 25 standard and 25 long print engine cleaning cards 	
1	ID Badge Printer	<ul style="list-style-type: none"> ▪ Fargo DTC550 Printer - Duplex ▪ Includes double sided printing capabilities 	
1	Printer Ribbon – Single Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKO SS Ribbon ▪ For Fargo DTC550 printer 	
1	Printer Ribbon – Double Sided	<ul style="list-style-type: none"> ▪ Fargo YMCKOK Ribbon ▪ For Fargo DTC550 printer 	

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.4.0 Delivery: All supply shipments will be appropriately insured and shipped via recognized and trusted commercial carrier.

D PACKAGING AND MARKING

The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

E ACCEPTANCE AND INSPECTION

The inspection and acceptance requirements for the resultant contract shall be governed by clause number 5, Inspection of Supplies, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

SECTION F: DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of One (1) year from date of award specified on page one (1) of this solicitation.

F.2 SHIP TO LOCATION:

**OCTO
414 4TH Street NW.
Washington, DC 20001**

F.3 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.3.1 The District may extend the term of this contract for a period of two (2) one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

F.3.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.3.3 The price for the option period shall be as specified in the contract.

F.3.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

DELIVERABLES

F.3.5 FIRST SOURCE AGREEMENT REPORT

The Prime Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 of this contract that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Prime Contractor does not submit the report as part of the deliverables, final payment to the Prime Contractor may not be paid.

SECTION G: CONTRACT ADMINISTRATION DATA

G.1 INVOICE PAYMENT

- G.1.1** The District will make payments to Each Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for goods and services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

- G.2.1** The Each Contractor shall submit proper invoices on a monthly basis as specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the payment office for each subgroup at the location (See bill to section on order) specified on individual orders, with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.10 below.
- G.2.2** To constitute a proper invoice, the Contractor shall submit the following information on the invoice:
 - G.2.2.1** Contractor's name, Federal tax ID and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
 - G.2.2.2** Contract number and invoice number;
 - G.2.2.3** Description, price, quantity and the date(s) that the services were performed;
 - G.2.2.4** Other supporting documentation or information, as required by the Contracting Officer;
 - G.2.2.5** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
 - G.2.2.6** Name, title, phone number of person preparing the invoice;
 - G.2.2.7** Name, title, phone number and mailing address of person (if different from the person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and
 - G.2.2.8** Authorized signature.

G.3 PAYMENT

- G.4.1** Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:
 - a) The amount due on the deliveries warrants it; or
 - b) The Contractor requests it and the amount due on the deliveries are in accordance with the following:

"Payment will be made on completion and acceptance of each item for which the price is stated separately in the contract".

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

- G.5.1** In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this contract to a bank, trust company, or other financing institution.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

- G.5.2** Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.
- G.5.3** Notwithstanding an assignment of contract payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____,
make payment of this invoice to _____
(name and address of assignee).

G.6 THE QUICK PAYMENT CLAUSE

G.6.1 Interest Penalties to Contractors

- G.6.1.1** The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:
- a) the 3rd day after the required payment date for meat or a meat product;
 - b) the 5th day after the required payment date for an agricultural commodity; or
 - c) the 15th day after the required payment date for any other item.

- G.6.1.2** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

- G.6.2.1** The Each Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:
- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
 - b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.
- G.6.2.2** The Each Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:
- a) the 3rd day after the required payment date for meat or a meat product;
 - b) the 5th day after the required payment date for an agricultural commodity; or
 - c) the 15th day after the required payment date for any other item.
- G.6.2.3** Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.
- G.6.2.4** A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.7 ORDERING CLAUSE

G.7.1 Any services to be furnished under this contract must be ordered by issuance of orders by the Contracting Officer. Such orders may be issued during the term of this contract.

G.7.2 All orders are subject to the terms and conditions of this contract. In the event of a conflict between an order and this contract, the contract shall control.

G.7.3 If mailed, an order is considered "issued" when the District deposits the order in the mail. If an order is issued by facsimile or by electronic commerce methods, the order shall be considered issued as of the date that the Contracting Officer transmits the order to the Contractor.

G.8 CONTRACTING OFFICER (CO)

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

Kenneth Morrow
Contracting Officer
Information Technology Group
Office of Contracting and Procurement
441 4th Street, N.W., Suite 711 North
Washington, D.C. 20001
Telephone: (202) 727-5274

G.9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

G.9.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

G.9.2 The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer.

G.9.3 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.10 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.10.1 The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

Kenneth Boley
Office of the Chief Technology Officer
441 4th Street NW. Suite 930S
Washington, D.C. 20001
Telephone: (202) 478-5879

G.10.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

G.10.3 The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 PUBLICITY

The Contractor shall at all times obtain the prior written approval from the Contracting Officer before it, any of its officers, agents, employees or subcontractors, either during or after expiration or termination of the contract, make any statement, or issue any material, for publication through any medium of communication, bearing on the work performed or data collected under this contract.

H.2 FREEDOM OF INFORMATION ACT

The District of Columbia Freedom of Information Act, at D.C. Official Code § 2-532 (a-3), requires the District to make available for inspection and copying any record produced or collected pursuant to a District contract with a private contractor to perform a public function, to the same extent as if the record were maintained by the agency on whose behalf the contract is made. If the Contractor receives a request for such information, the Contractor shall immediately send the request to the COTR designated in subsection G.9 who will provide the request to the FOIA Officer for the agency with programmatic responsibility in accordance with the D.C. Freedom of Information Act. If the agency with programmatic responsibility receives a request for a record maintained by the Contractor pursuant to the contract, the COTR will forward a copy to the Contractor. In either event, the Contractor is required by law to provide all responsive records to the COTR within the timeframe designated by the COTR. The FOIA Officer for the agency with programmatic responsibility will determine the releasability of the records. The District will reimburse the Contractor for the costs of searching and copying the records in accordance with D.C. Official Code § 2-532 and Chapter 4 of Title 1 of the *D.C. Municipal Regulations*.

H.3 PROTECTION OF PROPERTY:

The Contractor shall be responsible for any damage to the building, interior, or their approaches in delivering equipment covered by this contract.

H.4 AMERICANS WITH DISABILITIES ACT OF 1990 (ADA)

During the performance of the contract, the Contractor and any of its subcontractors shall comply with the ADA. The ADA makes it unlawful to discriminate in employment against a qualified individual with a disability. See 42 U.S.C. § 12101 *et seq.*

H.5 SECTION 504 OF THE REHABILITATION ACT OF 1973, as amended.

During the performance of the contract, the Contractor and any of its subcontractors shall comply with Section 504 of the Rehabilitation Act of 1973, as amended. This Act prohibits discrimination against disabled people in federally funded program and activities. See 29 U.S.C. § 794 (1983) *et seq.*

H.6 Blank

H.7 Blank

H.8 WAY TO WORK AMENDMENT ACT OF 2006

H.8.1 Except as described in H.8. 8 below, the Contractor shall comply with Title I of the Way to Work Amendment Act of 2006, effective June 8, 2006 (D.C. Law 16-118, D.C. Official Code §2-220.01 *et seq.*) ("Living Wage Act of 2006"), for contracts for services in the amount of \$100,000 or more in a 12-month period.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

- H.8.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage published on the OCP website at www.ocp.dc.gov.
- H.8.3** The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.
- H.8.4** The Department of Employment Services may adjust the living wage annually and the OCP will publish the current living wage rate on its website at www.ocp.dc.gov.
- H.8.5** The Contractor shall provide a copy of the Fact Sheet attached as J.1.2 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.1.3 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for \$15,000 or more a provision requiring the subcontractor to post the Notice in a conspicuous place in its place of business.
- H.8.6** The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for \$15,000 or more under the contract.
- H.8.7** The payment of wages required under the Living Wage Act of 2006 shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*
- H.8.8** The requirements of the Living Wage Act of 2006 do not apply to:
- (1) Contracts or other agreements that are subject to higher wage level determinations required by federal law;
 - (2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
 - (3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
 - (4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
 - (5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act of 2006;
 - (6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act of 2006;
 - (7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
 - (8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3));
 - (9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

(10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.8.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act of 2006, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act of 2006.

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 ("SCP"), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading "Information", then click on "Standard Contract Provisions – Supplies and Services Contracts".

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

- I.5.1** "Data," as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.
- I.5.2** The term "Technical Data", as used herein, means recorded information, regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental, developmental or engineering work, or be usable or used to define a design or process or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer printouts. Examples of technical data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identifications, and related information, and computer software documentation. Technical data does not include computer software or financial, administrative, cost and pricing, and management data or other information incidental to contract administration.
- I.5.3** The term "Computer Software", as used herein means computer programs and computer databases. "Computer Programs", as used herein means a series of instructions or statements in a form acceptable to a computer, designed to cause the computer to execute an operation or operations. "Computer Programs" include operating systems, assemblers, compilers, interpreters, data management systems, utility programs, sort merge programs, and automated data processing equipment maintenance diagnostic programs, as well as applications programs such as payroll, inventory control and engineering analysis programs. Computer programs may be either machine-dependent or machine-independent, and may be general purpose in nature or designed to satisfy the requirements of a particular user.
- I.5.4** The term "computer databases", as used herein, means a collection of data in a form capable of being processed and operated on by a computer.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

- I.5.5** All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.
- I.5.6** The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

 - I.5.6.1** Use the computer software and all accompanying documentation and manuals or instructional materials with the computer for which or with which it was acquired, including use at any District installation to which the computer may be transferred by the District;
 - I.5.6.2** Use the computer software and all accompanying documentation and manuals or instructional materials with a backup computer if the computer for which or with which it was acquired is inoperative;
 - I.5.6.3** Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.
- I.5.7** The restricted rights set forth in section I.5.6 are of no effect unless

 - (i) the data is marked by the Contractor with the following legend:

RESTRICTED RIGHTS LEGEND

Use, duplication, or disclosure is subject to restrictions stated in Contract No. _____
With _____ (Contractor's Name); and

- (ii) If the data is computer software, the related computer software documentation includes a prominent statement of the restrictions applicable to the computer software. The Contractor may not place any legend on the computer software indicating restrictions on the District's rights in such software unless the restrictions are set forth in a license or agreement made a part of the contract prior to the delivery date of the software. Failure of the Contractor to apply a restricted rights legend to such computer software shall relieve the District of liability with respect to such unmarked software.
- I.5.8** In addition to the rights granted in Section I.5.6 above, the Contractor hereby grants to the District a nonexclusive, paid-up license throughout the world, of the same scope as restricted rights set forth in Section I.5.6 above, under any copyright owned by the Contractor, in any work of authorship prepared for or acquired by the District under this contract. Unless written approval of the Contracting Officer is obtained, the Contractor shall not include in technical data or computer software prepared for or acquired by the District under this contract any works of authorship in which copyright is not owned by the Contractor without acquiring for the District any rights necessary to perfect a copyright license of the

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

scope specified in the first sentence of this paragraph.

- I.5.9** Whenever any data, including computer software, are to be obtained from a subcontractor under this contract, the Contractor shall use this clause, I.5, Rights in Data, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District's or the Contractor's rights in that subcontractor data or computer software which is required for the District.
- I.5.10** For all computer software furnished to the District with the rights specified in Section I.5.5, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope specified in Section I.5.5. For all computer software furnished to the District with the restricted rights specified in Section I.5.6, the District, if the Contractor, either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under this contract or any paid-up maintenance agreement, or if Contractor should be declared bankrupt or insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the then current version of the source code supplied under this contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.
- I.5.11** The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.
- I.5.12** Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.
- I.5.13** Paragraphs I.5.6, I.5.7, I.5.8, I.5.11 and I.5.12 above are not applicable to material furnished to the Contractor by the District and incorporated in the work furnished under contract, provided that such incorporated material is identified by the Contractor at the time of delivery of such work

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

A. GENERAL REQUIREMENTS. The Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a Certificate of Insurance giving evidence of the required coverage prior to commencement of work. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed; have either an A.M. Best Company rating of A-VIII or higher, a Standard & Poor's rating of AA or higher, or a Moody's rating of Aa2 or higher. The Contractor shall require all subcontractors to carry the insurance required herein, or the Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All policies (excluding Workers' Compensation and Professional Liability, if applicable) shall name the District as an additional insured with respect to work or services performed under the Contract. All policies shall provide that the insurance coverage provided hereunder will be primary and noncontributory with any other applicable insurance. All policies shall contain a waiver of subrogation in favor of the District of Columbia. In no event shall work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) has been furnished. All policies shall provide that the Contracting Officer shall be given thirty (30) days prior written notice via certified mail in the event coverage is substantially changed, canceled or not renewed.

1. Certificate of Insurance Requirement. The policy description on the Certificate of Insurance form shall include the contract number, the contract award date (if available), the contract expiration date (if available), the name of the requesting agency, the name of the contracting officer, a brief description of the work to be performed, the job location, the District as an additional insured, and a waiver of subrogation.

2. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the operations performed, that it carries \$1,000,000 limits per occurrence; \$2,000,000 per aggregate; \$1,000,000 for products and completed operations; and \$1,000,000 for personal and advertising injury. The policy coverage shall be primary and non-contributory, shall contain the CGL 2503 per project endorsement, and shall include the District of Columbia as an additional insured.

3. Workers' Compensation Insurance. The Contractor shall provide Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance. The Contractor shall provide employer's liability insurance as follows: \$1,000,000 per accident for injury; \$1,000,000 per employee for disease; and \$1,000,000 for policy disease limit.

4. Crime Insurance. The Contractor shall provide a policy to cover costs associated with the criminal activities of its employees including, but not limited to, robbery, burglary, larceny, forgery, or embezzlement. The policy shall provide a limit of \$1,000,000 per occurrence for each wrongful act and \$1,000,000 per aggregate for each wrongful act.

B. DURATION. The Contractor shall carry all insurance until all contract work is accepted by the District. Each insurance policy shall contain a binding endorsement that: The insurer agrees that the Contracting Officer shall be given thirty (30) days prior written notice via certified mail in the event coverage is substantially changed, canceled or not renewed.

C. CONTRACTOR'S PROPERTY. Contractors and subcontractor are solely responsible for any loss or damage to their personal property, including owned and leased equipment, whether such equipment is located at a project site or "in transit". This includes Contractor tools and equipment,

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

scaffolding and temporary structures, and rented machinery, storage sheds or trailers placed on the project site.

- D. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor's Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.2.4. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

Any inconsistency in this solicitation shall be resolved by giving precedence in the following order: the Supplies or Services and Price/Cost Section (Section B), Specifications/Work Statement (Section C), the Special Contract Requirements (Section H), the Contract Clauses (Section I), and the SCP.

I.11 CONTRACTS IN EXCESS OF ONE MILLION DOLLARS

Any contract in excess of \$1,000,000 shall not be binding or give rise to any claim or demand against the District until approved by the Council of the District of Columbia and signed by the Contracting Officer.

SECTION J: LIST OF ATTACHMENTS

J.1 Past Performance Evaluation From with Rating Guide lines

(TO BE COMPLETED AND RETURNED WITH BID AS A PART OF REQUIREMENT ON PAGE 48 SECTION L.16.9)

J.2 INCORPORATED ATTACHMENTS *(The following forms, located at www.ocp.dc.gov shall be completed and incorporated with the bid.)*

J.2.1 Tax Certification Affidavit

(TO BE COMPLETED AND RETURNED WITH BID AS A PART OF REQUIREMENT ON PAGE 48 SECTION L.16.9.1)

J.2.3 Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts, dated March 2007.

J.2.4 E.E.O. Information and Mayor's Order 85-85

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS

K.1 TYPE OF BUSINESS ORGANIZATION

K.1.1 The bidder, by checking the applicable box, represents that

(a) It operates as:

- a corporation incorporated under the laws of the State of: _____
- an individual,
- a partnership,
- a nonprofit organization, or
- a joint venture.

(b) If the bidder is a foreign entity, it operates as:

- an individual,
- a joint venture, or
- a corporation registered for business in _____
(Country)

K.2 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the bidder for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Bidder _____ Date _____

Name _____ Title _____

Signature _____

Bidder ___ has ___ has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85.

Bidder ___ has ___ has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub-bidders. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

K.3 BUY AMERICAN CERTIFICATION

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

The bidder hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Paragraph 23 of the SCP, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.4 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each Bidder shall check one of the following:

_____ No person listed in Clause 13 of the SCP, "District Employees Not To Benefit" will benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

K.5 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the bidder is considered to be a certification by the signatory that:

1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any bidder or competitor relating to:

- (i) those prices
- (ii) the intention to submit a contract, or
- (iii) the methods or factors used to calculate the prices in the contract.

2) The prices in this Contract have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before Contract opening unless otherwise required by law; and

3) No attempt has been made or will be made by the bidder to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory:

1) Is the person in the bidder's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the bidder's organization);

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and
 - (ii) As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.
- (c) If the bidder deletes or modifies subparagraph (a)(2) above, the bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

K.7 TAX CERTIFICATION

Each bidder must submit with its bid, a sworn Tax Certification Affidavit, incorporated herein as Section J.2.2.

K.8 METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS RIDER CLAUSE

USE OF CONTRACT(S) BY MEMBERS COMPRISING THE METROPOLITAN WASHINGTON COUNCIL OF GOVERNMENTS PURCHASING OFFICERS' COMMITTEE.

If authorized by the bidder(s) resultant contract(s) will be extended to any or all of the listed members as designated by the bidder to purchase at contract prices in accordance with contract terms.

- A. Any member utilizing such contract(s) will place its own order(s) with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- B. A negative reply will not adversely affect consideration of your bid/proposal.
- C. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contractor(s).
- D. Each participating jurisdiction has the option of executing a separate contract with the awardees. Contracts entered into with a participating jurisdiction may contain general terms and conditions unique to that jurisdiction including, by way of illustration and not limitation, clauses covering minority participation, non-discrimination, indemnification, naming the jurisdiction as an additional insured under any required Comprehensive General Liability policies, and venue. If, when preparing such a contract, the general terms and conditions of a jurisdiction are unacceptable to the awardee(s), the awardee(s) may withdraw its extension of the award to that jurisdiction.
- E. The issuing jurisdiction shall not be held liable for any costs or damages incurred by another jurisdiction as a result of any award extended to that jurisdiction by the awardees.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

In pricing section of contract:

BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:

<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>	<u>YES</u>	<u>NO</u>	<u>JURISDICTION</u>
___	___	Alexandria, Virginia	___	___	Met. Wash. Airports Authority
___	___	Alexandria Public School	___	___	Met. Wash. Council of Government
___	___	Arlington County, Virginia	___	___	Montgomery College
___	___	Arlington County Public School	___	___	Montgomery County, Maryland
___	___	Bowie, Maryland	___	___	Mont. County Public Schools
___	___	Charles County Public Schools	___	___	Prince George's County, Maryland
___	___	College Park, Maryland	___	___	Prince George's Public Schools
___	___	Culpeper County, Virginia	___	___	Prince William County, Virginia
___	___	District of Columbia	___	___	Prince William Public Schools
___	___	District of Columbia Courts	___	___	Prince William County Service Authority
___	___	District of Columbia Public Schools	___	___	Rockville, Maryland
___	___	D.C. Water & Sewer Authority.	___	___	Spotsylvania County Schools
___	___	Fairfax, Virginia	___	___	Stafford County, Virginia
___	___	Fairfax County, Virginia	___	___	Takoma Park, Maryland
___	___	Fairfax County Water Authority	___	___	Vienna, Virginia
___	___	Falls Church, Virginia	___	___	Wash. Metro. Area Transit Authority
___	___	Fauquier City. Sch. & Govt., VA	___	___	Wash. Suburban Sanitary Comm. ___
___	___	Frederick County, Maryland	___	___	Winchester Public Schools
___	___	Manassas Public Schools	___	___	
___	___	Gaithersburg, Maryland	___	___	Herndon, Virginia
___	___	Greenbelt, Maryland	___	___	Loudoun County, Virginia
___	___	Manassas, Virginia	___	___	
___	___	MD-Nat. Cap. Park & Plng. Comm.	___	___	

Vendor Name

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO BIDDERS

L.1 METHOD OF AWARD

- L.1.1 The District reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.
- L.1.2 The District intends, but is not obligated, to award a single or multiple contracts resulting from this solicitation to the responsive and responsible bidder(s) who has the lowest bid(s).

L.2 PREPARATION AND SUBMISSION OF BIDS

- L.2.1 Bidders shall submit a signed original and 2 copies. The District will not accept a facsimile copy of a bid as an original bid. All items accepted by the District, all pages of the Invitation for Bids (IFB), all attachments and all documents containing the bidder's offer shall constitute the formal contract. **Each bid shall be submitted in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No. DCTO-2010-B-0035, DC One (1) Card Supplies Requirements Attn. Frederick A. Dorsey.**
- L.2.2 The original bid shall govern if there is a variance between the original bid and the copy submitted by the bidder. Each bidder shall return the complete solicitation as its bid.
- L.2.3 The District may reject as non-responsive any bid that fails to conform in any material respect to the Invitation for Bids.
- L.2.4 The District may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.

L.3 FAMILIARIZATION WITH CONDITIONS (SERVICES)

Bidders 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. Bidders 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.4 BID SUBMISSION DATE AND TIME

Bids must be submitted no later than 10:00 a.m. local time on January 25, 2010.

L.5 WITHDRAWAL OR MODIFICATION OF BIDS

A bidder may modify or withdraw its bid upon written, telegraphic notice, or facsimile transmission if received at the location designated in the solicitation for submission of bids, but not later than the exact time set for opening of bids.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

L.6 LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.6.1 Bids, modifications to bids, 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 bid or modification was sent by registered or certified mail no later than the fifth (5th) day before the date specified for receipt of bids; or
- b. The bid 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 after receipt.

L.6.2 Postmarks

The only acceptable evidence to establish the date of a late bid, 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 bid, modification or 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 bid shall be considered late unless the bidder can furnish evidence from the postal authorities of timely mailing.

L.6.3 Late Submissions

A late bid, late request for modification or late request for withdrawal shall not be considered, except as provided in this section.

L.6.4 Late Modifications

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

L.6.5 Late Bids

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

L.7 HAND DELIVERY OR MAILING OF BIDS

Bidders must deliver or mail their bids to the address in Section A.8 of the cover page.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

L.8 ERRORS IN BIDS

Bidders are expected to read and understand fully all information and requirements contained in the solicitation; failure to do so will be at the bidder's risk. In event of a discrepancy between the unit price and the total price, the unit price shall govern.

L.9 QUESTIONS ABOUT THE SOLICITATION

If a prospective bidder has any questions relative to this solicitation, the prospective bidder shall submit the questions in writing to the Contracting Officer. The prospective bidder shall submit questions no later than 4 business days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than 4 business days before the date set for submission of bids. The District will furnish responses promptly to all other prospective bidders. An amendment to the solicitation will be issued, if that information is necessary in submitting bids, or if the lack of it would be prejudicial to any other prospective bidders. Oral explanations or instructions given before the award of the contract will not be binding.

L.10 FAILURE TO SUBMIT BIDS

Recipients of this solicitation not responding with a bid should not return this solicitation. Instead, they should advise the Contracting Officer, Office of Contracting and Procurement, 441 4th Street, NW, Suite 971N, Washington, D.C. 20001, 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, Office of Contracting and Procurement, of the reason for not submitting a bid in response to this solicitation. If a recipient does not submit a bid 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.11 BID PROTESTS

Any actual or prospective bidder 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 prior to bid opening or the time set for receipt of initial bids shall be filed with the Board prior to bid opening or the time set for receipt of initial bids. In procurements in which bids are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into this solicitation, must be protested no later than the next closing time for receipt of bids 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.

L.12 SIGNING OF BIDS

L.12.1 The Contractor shall sign the bid and print or type its name on the Solicitation, Offer and Award form of this solicitation. Each bid must show a full business address and telephone number of the bidder and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initialed by the person signing the bid. Bids 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.

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

L.12.2 All correspondence concerning the bid or resulting contract will be mailed to the address shown on the bid in the absence of written instructions from the bidder or contractor to the contrary. Any bid submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any bid submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation. Bidders shall complete and sign all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a bid rejection.

L.13 ACKNOWLEDGMENT OF AMENDMENTS

The bidder 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.14 of the solicitation; or (c) by letter or telegram, including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of bids. Bidder's failure to acknowledge an amendment may result in rejection of the bid.

L.14 BIDS WITH OPTION YEARS

The bidder shall include option year prices in its price bid.

L.15 LEGAL STATUS OF BIDDER

Each bid must provide the following information:

L.15.1 Name, address, telephone number and federal tax identification number of bidder;

L.15.2 A copy of each District of Columbia license, registration or certification that the bidder is required by law to obtain. This mandate also requires the bidder to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the bidder is required by law to make such certification. If the bidder 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 bid shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.15.3 If the bidder 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.16 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.16.1 Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.

L.16.2 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.16.3 Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.

L.16.4 Evidence of compliance with the applicable District licensing and tax laws and regulations.

L.16.5 Evidence of a satisfactory performance record, record of integrity and business ethics.

L.16.6 Furnish evidence of the necessary production, construction and technical equipment and facilities or the

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

ability to obtain them.

- L.16.7** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations.
- L.16.8** 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.

THE FOLLOWING ITEMS MUST BE SUBMITTED WITH THE BID RESPONSE

- L.16.9** 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.
- L.16.9.1** The District utilizing the incorporated attachments in Section J.2.1 will solicit a current Tax Certification Affidavit the form must be fully completed and returned with the response to be considered for award.

SECTION M: EVALUATION FACTORS

**OPEN MARKET CLAUSES WITH NO SUBCONTRACTING SET-ASIDE
(SUPPLIES AND SERVICES)**

- M.1** Preferences for Local Businesses, Disadvantaged Businesses, Resident-owned Businesses, Small Businesses, Longtime Resident Businesses, or Local Businesses with Principal Offices Located in an Enterprise Zone

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005” (the Act), Title II, Subtitle N, of the “Fiscal Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

M.1.1 General Preferences

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

- M.1.1.1** Three percent reduction in the bid price or the addition of three points on a 100-point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- M.1.1.2** Three percent reduction in the bid price or the addition of three points on a 100-point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- M.1.1.3** Ten percent reduction in the bid price or the addition of ten points on a 100-point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- M.1.1.4** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- M.1.1.5** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- M.1.1.6** Two percent reduction in the bid price or the addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

M.1.2 Application of Preferences

The preferences shall be applicable to prime contractors as follows:

- M.1.2.1** Any prime contractor that is an SBE certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the SBE in response to an Invitation for Bids (IFB) or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to a Request for Proposals (RFP).
- M.1.2.2** Any prime contractor that is an ROB certified by the SLBOC or the DSLBD, as applicable, will receive a three percent (3%) reduction in the bid price for a bid submitted by the ROB in response to an IFB or the addition of three points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to an RFP.
- M.1.2.3** Any prime contractor that is an LRB certified by the SLBOC or the DSLBD, as applicable, will receive a ten percent (10%) reduction in the bid price for a bid submitted by the LRB in

DCTO-2010-B-0035 MISC. SUPPLIES TO SUPPORT DC (1) CARD

response to an IFB or the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to an RFP.

M.1.2.4 Any prime contractor that is an LBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the LBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to an RFP.

M.1.2.5 Any prime contractor that is a DZE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DZE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to an RFP.

M.1.2.6 Any prime contractor that is a DBE certified by the SLBOC or the DSLBD, as applicable, will receive a two percent (2%) reduction in the bid price for a bid submitted by the DBE in response to an IFB or the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to an RFP.

M.1.3 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve percent (12%) for bids submitted in response to an IFB or the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to an RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.1.4 Preferences for Certified Joint Ventures

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

M.1.5 Vendor Submission for Preferences

M.1.5.1 Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

M.1.5.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

M.1.5.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

M.1.5.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

M.1.5.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.