

<b>SOLICITATION, OFFER, AND AWARD</b>		1. Caption ONLINE POLL WORKER TRAINING		Page of Pages 1   51	
2. Contract Number	3. Solicitation Number DCTO-2010-R-0032	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency		5. Date Issued 2/5/2010	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 Group 441 4th Street N.W., Suite 700 South Washington, DC 20001			8. Address Offer to: Office of Contracting and Procurement 441 4th Street N.W., Suite 703 South, Bid Room Washington, DC 20001		

NOTE: In sealed bid solicitations "offer" and offeror" means "bid" and "bidder"

**SOLICITATION**

9. Sealed offers in original and 3 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 2:00 p.m. EDT local time 26-Feb-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	B. Telephone			C. E-mail Address
	Ms. Priscilla Mack	(Area Code) 202	(Number) 724-5236	(Ext)	<a href="mailto:priscilla.mack@dc.gov">priscilla.mack@dc.gov</a>

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**OFFER**

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 120 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 %

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

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) John P. Varghese	23. Signature of Contracting Officer (District of Columbia)	24. Award Date



**Government of the District of Columbia**

**Office of Contracting & Procurement**

**SECTION B: SUPPLIES OR SERVICES AND PRICE**

**B.1** The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the District of Columbia Board Elections and Ethics (BOEE) has a need to procure vendor-hosted, web-based software services that will provide online election pollworker training.

**B.2** The District contemplates award of a firm fixed price contract.

**B.3 OPEN MARKET SOLICITATION (SUPPLIES & SERVICES)**

If an offeror intends to subcontract under this solicitation, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section M.4.1. The prime contractor responding to this solicitation shall be required to submit with its proposal, a notarized statement detailing its subcontracting plan. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror intends to subcontract in accordance with the provisions of section M.4.1, but fails to submit a subcontracting plan with its proposal.

**B.4 PRICE SCHEDULE**

**B.4.1 BASE PERIOD – DATE OF AWARD THROUGH DECEMBER 31, 2010**

<b>ITEM NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>CLIN 0001</b>	Vendor hosted web-based software services	1	EA		
<b>CLIN 0002</b>	Implementation (one time) & assurance plan (per year)	1	EA		
<b>CLIN 0003</b>	Maintenance	1	YEAR		
				<b>TOTAL</b>	

**A price for the total product and services must be submitted in your proposal to cover the initial software, all required licenses, training, support, warranty, and first year's maintenance.**

**B.4.2 OPTION PERIOD 1 – THE PERIOD OF PERFORMANCE SHALL BE ONE YEAR**

<b>ITEM NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>CLIN 1001</b>	Maintenance (Software) Extended warranty, maintenance, upgrades and support for software (SW) - The contractor shall replace any software that is not fully and properly performing as required under the contract. The contractor represents and warrants that it is not currently bound by any agreements, restriction or obligations, nor will the contractor assume any such obligations of restrictions, which would negatively affect the performance or service to DCBOEE. The contractor warrants that the DCBOEE is purchasing new software that is free from defects and perform to all required levels.	1	Year		
				<b>TOTAL</b>	

**B.4.3 OPTION PERIOD 2 – THE PERIOD OF PERFORMANCE SHALL BE ONE YEAR**

<b>ITEM NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>CLIN 2001</b>	Maintenance (Software) Extended warranty, maintenance, upgrades and support for software (SW) - The contractor shall replace any software that is not fully and properly performing as required under the contract. The contractor represents and warrants that it is not currently bound by any agreements, restriction or obligations, nor will the contractor assume any such obligations of restrictions, which would negatively affect the performance or service to DCBOEE. The contractor warrants that the DCBOEE is purchasing new software that is free from defects and perform to all required levels.	1	Year		
				<b>TOTAL</b>	

**B.4.4 OPTION PERIOD 3 – THE PERIOD OF PERFORMANCE SHALL BE ONE YEAR**

<b>ITEM NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>CLIN 3001</b>	Maintenance (Software) Extended warranty, maintenance, upgrades and support for software (SW) - The contractor shall replace any software that is not fully and properly performing as required under the contract. The contractor represents and warrants that it is not currently bound by any agreements, restriction or obligations, nor will the contractor assume any such obligations of restrictions, which would negatively affect the performance or service to DCBOEE. The contractor warrants that the DCBOEE is purchasing new software that is free from defects and perform to all required levels.	1	Year		
				<b>TOTAL</b>	

**B.4.5 OPTION PERIOD 4 – THE PERIOD OF PERFORMANCE SHALL BE ONE YEAR**

<b>ITEM NUMBER</b>	<b>ITEM DESCRIPTION</b>	<b>QUANTITY</b>	<b>UNIT</b>	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
<b>CLIN 4001</b>	Maintenance (Software) Extended warranty, maintenance, upgrades and support for software (SW) - The contractor shall replace any software that is not fully and properly performing as required under the contract. The contractor represents and warrants that it is not currently bound by any agreements, restriction or obligations, nor will the contractor assume any such obligations of restrictions, which would negatively affect the performance or service to DCBOEE. The contractor warrants that the DCBOEE is purchasing new software that is free from defects and perform to all required levels.	1	Year		
				<b>TOTAL</b>	

## SECTION C: STATEMENT OF WORK

### C.1. SCOPE:

The District of Columbia Government, Office of Contracting and Procurement (OCP), on behalf of the Board of Elections and Ethics, have a need to procure vendor-hosted, web-based software services that will provide online election pollworker training. The training format must be flexible enough to allow customized content to be added by the DC Board of Elections and Ethics.

The undertaking of this activity is to fulfill the requirements of the Help America Vote Act of 2002 (HAVA), State Plan that the District of Columbia adopted pursuant to HAVA. The purpose of this procurement is to produce base-line training and support materials and other media and provide access to the materials in a web-based training environment. The vendor-hosted, web-based software must be easy to use, convenient and accessible, self paced and flexible, have measurable effectiveness and be able to be customized by authorized personnel.

#### C.1.1 Definitions

The terms below are defined as follows when used in the contract:

**Ballot Box Clerk** – (also called the Touch Screen Clerk) the pollworker with responsibility to secure the ballot boxes and the optical scan and electronic touch screen voting machines. This clerk also issues "I Voted" stickers when a voter has cast his or her ballot.

**Ballot Clerk** – the pollworker with responsibility for giving a ballot or "ballot activation card" to the voter once the Check-In Clerk has confirmed the voter is on the list of registered voters.

**Blended Learning** – the combination of multiple approaches to learning. Blended learning is accomplished through the use of virtual and physical resources, which include a combination of technology-based materials and face-to-face sessions used together to deliver instruction.

**Check-In Clerk** – the pollworker with responsibility for checking a voter's name against the list of registered voters provided at the polling place.

**Electronic Voting System** – (also called Direct Recording Electronic voting machines or "DREs") a voting system that combines the vote recording and vote tallying functions into one machine that operates much like a touch screen ATM machine. Voters insert a "ballot card" into the machine and are directed on how to record and cast their votes with screen prompts. The machines purchased by the BOEE allow voters with disabilities to vote independently using a special audio feature.

**Help America Vote Act of 2002 (HAVA)** – a federal law that required changes to voter registration and precinct operations in all 50 states and territories including the District of Columbia. At the precinct level, these changes include accessible voting machines for voters with disabilities, provisional ballots, that the Board calls "Special Ballots", and identification requirements for certain voters who register by mail.

**Online Training** – (also called e-learning) the delivery of a training program by electronic means. The BOEE's online training program involves using the Internet to access the program on demand through the BOEE's Web site at [www.dcboee.org](http://www.dcboee.org). Online training provides Web-based training anywhere and at any time delivered over the Internet.

**Optical Scan Voting System** – a voting system that requires voters to record their votes by filling out a paper ballot that is read by an optical scanner. The scanner, located in the precinct, will reject ballots that are over-voted, thus giving the voter an opportunity to correct their ballot. In-precinct scanners also tally the votes in real-time, giving election official's immediate results at the end of Election Day.

**Pollworker** – a District of Columbia citizen volunteer who receives training from the Board of Elections and Ethics and works at the polling place on Election Day. A pollworker is paid a minimal stipend for their services.

**Position Training** – training that will be provided to pollworkers from several precincts who serve in the same position.

**Precinct Captain** – the manager of a polling place supervising all of the pollworkers in a precinct.

**Precinct Technician** – the pollworker with responsibility for assisting the Precinct Captain with performing the tasks to open and close the polling place on the touch screen and optical scan voting machines and ensures the proper set up of the Card Activator. The Precinct Technician performs troubleshooting tasks on the voting machines.

**Provisional Ballot Clerk** – the pollworker referred to as "Special Ballot Clerk" in the polling place who processes voters whose eligibility is in question. This clerk will also issue a special/provisional ballot to voters who are registered to vote in the District of Columbia, but have moved within the city. Voter eligibility is verified following Election Day. The Provisional Ballot Clerk ensures the voter is in the correct precinct and assists voters in applying for and voting by the special ballot process.

**Voting Demonstration Clerk** – the pollworker with responsibility of greeting voters and asking if they need or would like a voting instructions card. This clerk monitors all of the voting booths to make sure they remain in good working order, free of campaign materials left by voters, and supplied with pencils for voters who wish to vote using the optical scan voting machine. This clerk also gives assistance to voters upon request and provides curbside voting.

## **C.2 BACKGROUND:**

- C.2.1 Every two years, BOEE election officials train upwards of 2500 pollworkers for each and every election. BOEE currently uses a variety of training methods to address different training needs. The BOEE's current training program consists of approximately 40 classes (2 to 3 hour sessions) held during a five week period. These classes are limited to approximately 60 pollworkers per session. The pollworkers are taken through a series of training modules consisting of video, hands-on interaction, and role playing components. After completion of the training, the pollworkers are eligible to serve at the poll.
- C.2.2 For the 2010 election cycle, the Board plans to introduce major procedural changes that will impact pollworker recruitment and training. Therefore, BOEE intends to supplement its current training program with an on-line pollworker training program.

## **C.3 REQUIREMENTS**

### **C.3.1. Scheduled Requirements**

- C.3.1.1 The District of Columbia's Board of Elections and Ethics will be conducting two (2) scheduled elections during the calendar year 2010. The contractor shall provide all equipment, software and support necessary to complete these elections.

<b>Election</b>	<b>Election Date</b>
Primary Election	Tuesday, September 14, 2010
General Election	Tuesday, November 2, 2010

- C.3.1.2 The offeror shall provide a detailed schedule for providing the services for hosting web-based software. It is the desire of the Board of Elections to implement the Online Training Program in time for the Primary and General elections of 2010.

### **C.3.2 Offeror Requirements**

#### **The online training services shall provide the following:**

- C.3.2.1 On line training program that is compliant with the Americans with Disabilities Act (ADA);
- C.3.2.2 Uploading the Board's training materials into the online pollworker training program including multi-media materials including graphics, print materials, videos, and Internet/electronic communications;
- C.3.2.3 Ten-day testing period using the D.C. Board of Elections and Ethics staff before available to pollworkers;
- C.3.2.4 Ongoing management and technical support;
- C.3.2.5 Online security measures and safekeeping of data;
- C.3.2.6 Web hosting the online training system and providing easy access to the system for Poll workers and Board staff;

- C.3.2.7 A plan that covers disaster recovery/business resumption and timeframes to recover in the event of a system failure;
- C.3.2.8 Immediate technical support on an on-call basis; and
- C.3.2.9 Ample bandwidth to streamline video training and accommodate a maximum number of pollworkers at any given time.

### **C.3.3 Increase knowledge and comprehension of pollworkers through:**

- C.3.3.1 Developing an online training program with the Board's staff using current and developed training materials, i.e. manuals, graphics, video, and PowerPoint materials;
- C.3.3.2 Multiple chapters with the ability to start and stop at any time;
- C.3.3.3 Assessment of pollworker skills throughout each chapter; and
- C.3.3.4 Searchable online tutor for answers to pollworker concerns and questions.

### **C.3.4 Promote certification of pollworkers:**

- C.3.4.1 Reporting of pollworkers' scores and progress through chapters;
- C.3.4.2 Online certification received at conclusion of assessment of final chapters;
- C.3.4.3 Reporting of assessment of pollworkers at each stage;
- C.3.4.4 Online pollworker evaluation of online training.

### **C.3.5 Encourage greater participation in the online pollworker training program:**

- C.3.5.1 Provide pollworkers with brief assessment of minimum requirements needed and expectations;
- C.3.5.2 Allow pollworkers to immediately begin training chapters upon sign in;
- C.3.5.3 Online sign up, notification, and reminder for hands-on portion of training; and
- C.3.5.4 Interactive training programs requiring pollworkers to actively participate in each chapter.

### **C.3.6 Management Tools:**

- C.3.6.1 Online Reporting Tool;
- C.3.6.2 Assessment Tools;
- C.3.6.3 Online Evaluation programs; and
- C.3.6.4 Ability to add, update or create new training modules.

### **C.3.7 Services**

The successful offeror shall provide the services necessary to launch the system and prepare users to operate the system comfortably. These services should include, but are not limited to the following:

- C.3.7.1 **Implementation:** Installation and configuration of program, and evaluation of system to ensure consistency and accuracy;
- C.3.7.2 **Training:** Intensive training for key Board staff to use and understand the system; training will walk users step-by-step through various functions of the system preferably in person or via phone or web cast;

**C.3.7.3 Support:** Support services will be provided during the election period for District wide elections; and

**C.3.7.4 System Upgrades:** Provide any standard upgrades or assist with upgrades due to a change in the Board's resources.

**C.3.8 Multimedia Design and Interactivity:**

The Offeror shall provide a demonstration, during proposal evaluation to be scheduled by the District, of a training module that engages the poll worker through audio, video, flash, simulation, animation, images and/or other multimedia tools targeted to an adult-learner audience. Training demonstrations will be graded based on the extent to which they simulate varied polling place activities through a highly interactive, video game-style role playing learning experience.

**C.3.9 Usability/Approachability:**

The Offeror shall provide information on the computer system requirements, level of Internet connectivity, plug-ins and other requirements necessary to run the proposed product. The Offeror shall provide one or more suggested solutions for making the online training available to poll workers who do not have access to a computer system meeting these specifications in a way that will allow for tracking and reporting of participation data.

**C.3.10 Data Tracking and Reporting:**

The Offeror shall provide documentation that shows any features of their software that would allow the user to self-register and complete an online poll worker application and to participate in online surveys. The Offeror shall provide documentation that shows any features of their software that would allow for reporting, export and integration with other sources of data, such as ratings of Election Day performance.

**C.3.11 Content Development and Training:**

C.3.11.1 The DCBOEE seeks to develop an extensive online curriculum that will allow poll workers to complete a significant amount of their training online. The Offeror shall describe the extent to which the DCBOEE will be expected to rely on Offeror to make changes to the curriculum and develop new surveys and modules, the hourly or daily rate that will apply, and the estimated turnaround time and availability of personnel.

C.3.11.2 The Offerors shall provide evidence of prior first-year implementation of high-quality training with an extensive curriculum and shall indicate how the number and quality of personnel hours dedicated to that project compares to the personnel hours dedicated to the DCBOEE. The Offeror shall also describe in detail or provide available documentation of the development process, data collection and loading procedures, training materials, user manuals, and other information related to the functionality of the system.

### **C.3.12 Hosting, Maintenance, Security and Technical Support:**

C.3.12.1 The Offeror shall provide information about the reliability and availability of the system; redundancy of infrastructure and network support systems; disaster recovery/business continuity plan; time frames for recovery in the event of a system failure and track record of accommodating simultaneous use by a maximum number of users. The Offeror shall submit information about the provided level of technical support to manage and track technical problems and failures; response times for technical support; and ability to provide detailed and timely status reports on problems and onsite operational support upon request on any issues related to system usage. The Offeror will also be evaluated on their technical expertise and ability to provide updates or revisions to the application software to ensure compatibility with systems in use by the DCBOEE.

### **C.3.13 Implementation/Timeline:**

The Offeror shall provide a detailed implementation timetable. The highest priority in any proposal should be ensuring that any timeframe is realistic and will be met. The proposal that anticipates the earliest date for delivery of initial training modules, documentation, and support will receive up to five points. The proposal that anticipates the earliest date for delivery of a complete training site will receive up to five points. Proposals will be evaluated in part on how comprehensively offerors document the timing of all planning steps, forms of support and actions required by the DCBOEE envisioned in the proposal.

### **C.3.14 Warranty**

- C.3.14.1 A minimum of a one (1) year warranty shall be provided, with the option to extend to four (4) one year for all software. Except for circumstances of malicious actions or gross negligence by DCBOEE, the contractor shall replace any software that is not fully and properly performing as required under the contract.
- C.3.14.2 The contractor represents and warrants that it is not currently bound by any agreements, restrictions or obligations, nor will the contractor assume any such obligations or restrictions, which would negatively affect the performance or service to DCBOEE.
- C.3.14.3 The contractor warrants that the DCBOEE is purchasing new software that is free from defects and perform to all required levels.

**SECTION D:      PACKAGING AND MARKING**

**N/A**

## **SECTION E: INSPECTION AND ACCEPTANCE**

- E.1** The inspection and acceptance requirements for the resultant contract shall be governed by clauses number five (5), Inspection of Supplies and number six (6), Inspection of Services, 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 from date of award until December 31, 2010 specified on the cover page of the contract.

### **F.2 DELIVERABLES**

The offeror shall provide to the DCBOEE in its proposal an implementation and delivery schedule for each of the following tasks, milestones and services.

<b>2010 Primary Election</b>	<b>Due Date</b>
Implementation (one time) & assurance plan	July 1, 2010

**F.2.1** The 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 Contractor does not submit the report as part of the deliverables, final payment to the Contractor may not be paid.

### **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 four (4), 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 under Section B – Supplies or Services and Price.

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

## **SECTION G : CONTRACT ADMINISTRATION DATA**

### **G.1 INVOICE PAYMENT**

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies and equipment delivered and accepted or 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 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

### **G.2 INVOICE SUBMITTAL**

- G.2.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in Section G.9 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 supplies or services were delivered or 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 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT**

**G.3.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.

**G.3.2** No final payment shall be made to the Contractor until the CFO has received the Contracting Officer's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

### **G.4 PAYMENT**

#### **INVOICE PAYMENT**

**G.4.1.** The District will make payments to the Offeror, upon the submission of proper invoices, at the prices stipulated in the contract, for services performed and accepted, less any discounts, allowances or adjustments provided for in the contract.

**G.4.2.** The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**G.4.3.** The Contractor shall submit proper invoices on a monthly basis. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in paragraph G.9. The address of the CFO is:

**Name:** Office of Finance and Resource Management  
441 4<sup>th</sup> Street NW, Suite 890N  
Washington, D.C. 20001  
**Telephone:** 202-727-0333  
**Attn:** **Accounts Payable**

**G.4.4.** To constitute a proper invoice, the Contractor shall submit the following information:

**G.4.4.1** Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

**G.4.4.2** Contract number and Encumbrance Code. Assignment of an invoice number by the contractor is also recommended;

**G.4.4.3** Description, price, quantity, dates and the percent (%) of work actually performed;

**G.4.4.4** The original and two (2) copies of invoices for cost reimbursable expenses;

**G.4.4.5** Other supporting documentation or information, as required by the Contracting Officer;

**G.4.4.6** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

**G.4.4.7** Name, title, phone number of person preparing the invoice;

**G.4.4.8** Name, title, phone number and mailing address of person; and

**G.4.4.9** Authorized signature.

## **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.

**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 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> 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 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 Contractor must pay any 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 3<sup>rd</sup> day after the required payment date for meat or a meat product;
- b) the 5<sup>th</sup> day after the required payment date for an agricultural commodity; or
- c) the 15<sup>th</sup> 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 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 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:

John P. Varghese, Contracting Officer  
Office of Contracting and Procurement  
441 4<sup>th</sup> Street, NW, Suite 700S  
Washington, DC 20001  
Telephone: (202) 727-5274  
[John.varghese@dc.gov](mailto:John.varghese@dc.gov)

## **G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

- G.8.1** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- G.8.2** 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.8.3** 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.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

- G.9.1** 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:

Rokey W. Suleman, II  
Executive Director  
Board of Election and Ethics  
441 4<sup>th</sup> Street N.W., Suite 250N  
Washington, D.C. 20001  
Telephone: (202) 727-6511

- G.9.2** The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.
- G.9.3** 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 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES**

**H.1.1** For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

**H.1.1.1** at least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

**H.1.2** The Contractor shall negotiate an Employment Agreement with the DOES for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified applicants, trainees, and other workers in the implementation of employment goals contained in this clause.

### **H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS**

The Contractor shall be bound by the Wage Determination No: 2005-2103, Revision 8 dated 05/26/09 issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.) and incorporated herein as Section J.1.3 of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

### **H.3 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.4 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.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT**

**H.5.1** The Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code, sec. 2-219.01 *et seq.* (“First Source Act”).

**H.5.2** The Contractor shall enter into and maintain, during the term of the contract, a First Source Employment Agreement, (Section J.2.4) in which the Contractor shall agree that:

- (1) The first source for finding employees to fill all jobs created in order to perform this contract shall be the Department of Employment Services (“DOES”); and
- (2) The first source for finding employees to fill any vacancy occurring in all jobs covered by the First Source Employment Agreement shall be the First Source Register.

**H.5.3** The Contractor shall submit to DOES, no later than the 10<sup>th</sup> each month following execution of the contract, a First Source Agreement Contract Compliance Report (“contract compliance report”) verifying its compliance with the First Source Agreement for the preceding month. The contract compliance report for the contract shall include the:

- (1) Number of employees needed;
- (2) Number of current employees transferred;
- (3) Number of new job openings created;
- (4) Number of job openings listed with DOES;
- (5) Total number of all District residents hired for the reporting period and the cumulative total number of District residents hired; and
- (6) Total number of all employees hired for the reporting period and the cumulative total number of employees hired, including:
  - (a) Name;
  - (b) Social Security number;
  - (c) Job title;
  - (d) Hire date;
  - (e) Residence; and
  - (f) Referral source for all new hires.

**H.5.4** If the contract amount is equal to or greater than \$100,000, the Contractor agrees that 51% of the new employees hired for the contract shall be District residents.

**H.5.5** With the submission of the Contractor’s final request for payment from the District, the Contractor shall:

- (1) Document in a report to the Contracting Officer its compliance with the section H.5.4 of this clause; or
- (2) Submit a request to the Contracting Officer for a waiver of compliance with section H.5.4 and include the following documentation:

- (a) Material supporting a good faith effort to comply;
- (b) Referrals provided by DOES and other referral sources;
- (c) Advertisement of job openings listed with DOES and other referral sources; and
- (d) Any documentation supporting the waiver request pursuant to section H.5.6.

**H.5.6** The Contracting Officer may waive the provisions of section H.5.4 if the Contracting Officer finds that:

- (1) A good faith effort to comply is demonstrated by the Contractor;
- (2) The Contractor is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area which includes the District of Columbia; the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg, the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.
- (3) The Contractor enters into a special workforce development training or placement arrangement with DOES; or
- (4) DOES certifies that there are insufficient numbers of District residents in the labor market possessing the skills required by the positions created as a result of the contract.

**H.5.7** Upon receipt of the contractor's final payment request and related documentation pursuant to sections H.5.5 and H.5.6, the Contracting Officer shall determine whether the Contractor is in compliance with section H.5.4 or whether a waiver of compliance pursuant to section H.5.6 is justified. If the Contracting Officer determines that the Contractor is in compliance, or that a waiver of compliance is justified, the Contracting Officer shall, within two business days of making the determination forward a copy of the determination to the Agency Chief Financial Officer and the COTR.

**H.5.8** Willful breach of the First Source Employment Agreement, or failure to submit the report pursuant to section H.5.5, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract. The Contractor shall make payment to DOES. The Contractor may appeal to the D.C. Contract Appeals Board as provided in the contract any decision of the Contracting Officer pursuant to this section H.5.8.

**H.5.9** The provisions of sections H.5.4 through H.5.8 do not apply to nonprofit organizations.

## **H.6 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.7 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 *et seq.*

## **H.8 DISTRICT RESPONSIBILITIES**

**H.8.1** The District shall furnish the facilities for its portion of the performance of this contract.

## **H.9 WAY TO WORK AMENDMENT ACT OF 2006**

**H.9.1** Except as described in H.9.8 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.

**H.9.2** The Contractor shall pay its employees and subcontractors who perform services under the contract no less than the current living wage rate.

**H.9.3** 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.9.4** 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 <http://ocp.dc.gov/ocp/site/default.asp>. If the living wage is adjusted during the term of the contract, the Contractor shall be bound by the applicable wage rate as of the effective date of the adjustment, and the Contractor may be entitled to an equitable adjustment.

**H.9.5** The Contractor shall provide a copy of the Fact Sheet attached as J.1.1 to each employee and subcontractor who performs services under the contract. The Contractor shall also post the Notice attached as J.1.2 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.9.6** 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.9.7** 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.9.8** 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
- (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.9.9** 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 <http://ocp.dc.gov/ocp/site/default.asp> 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 District 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.
- 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 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 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 have its insurance broker or insurance company submit a Certificate of Insurance to the Contracting Officer giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the Contracting Officer. 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 and have an A.M. Best Company rating of A-VIII or higher. The Contractor shall require all of its subcontractors to carry the same insurance required herein. The Contractor shall ensure that all policies provide that the Contracting Officer shall be given thirty (30) days prior written notice in the event the stated limit in the declarations page of the policy is reduced via endorsement or the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the Contracting Officer with ten (10) days prior written notice in the event of non-payment of premium.

1. Commercial General Liability Insurance. The Contractor shall provide evidence satisfactory to the Contracting Officer with respect to the services performed that it carries \$1,000,000 per occurrence limits; \$2,000,000 aggregate; Bodily Injury and Property Damage including, but not limited to: premises-operations; broad form property damage; Products and Completed Operations; Personal and Advertising Injury; contractual liability and independent contractors. The policy coverage shall include the District of Columbia as an additional insured, shall be primary and non-contributory with any other insurance maintained by the District of Columbia, and shall contain a waiver of subrogation. The Contractor shall maintain Completed Operations coverage for five (5) years following final acceptance of the work performed under this contract.

2. Automobile Liability Insurance. The Contractor shall provide automobile liability insurance to cover all owned, hired or non-owned motor vehicles used in conjunction with the performance of this contract. The policy shall provide a \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
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: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

4. Umbrella or Excess Liability Insurance. The Contractor shall provide umbrella or excess liability (which is excess over employer's liability, general liability, and automobile liability) insurance as follows: \$1,000,000 per occurrence, including the District of Columbia as additional insured.
- B. **DURATION.** The Contractor shall carry all required insurance until all contract work is accepted by the District, and shall carry the required General Liability; any required Professional Liability; and any required Employment Practices Liability insurance for five (5) years following final acceptance of the work performed under this contract.
- C. **LIABILITY.** These are the required minimum insurance requirements established by the District of Columbia. **HOWEVER, THE REQUIRED MINIMUM INSURANCE REQUIREMENTS PROVIDED ABOVE, WILL NOT IN ANY WAY LIMIT THE CONTRACTOR'S LIABILITY UNDER THIS CONTRACT.**
- D. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- E. **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.
- F. **NOTIFICATION.** The Contractor shall immediately provide the Contracting Officer with written notice in the event that its insurance coverage has or will be substantially changed, canceled or not renewed, and provide an updated certificate of insurance to the Contracting Officer.
- G. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Evidence of insurance shall be submitted to:

Name of Contracting Officer  
Address of Contracting Officer  
Phone Number/E-mail Address

## **I.8 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. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

## **I.9 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.10 CONTRACTS IN EXCESS OF \$1 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 AND INCORPORATED DOCUMENTS**

### **J.1. Attached documents. The following listed documents are attached to this solicitation:**

**J.1.1** Living Wage Act Fact Sheet

**J.1.2** The Living Wage Act of 2005

**J.1.3** Wage Determination No: 2005-2103

### **J.2. Incorporated Attachments. The following documents are located at <http://ocp.dc.gov/ocp/site/default.asp> and shall be completed and incorporated with the offer:**

**J.2.1** Cost Price Disclosure Certification

**J.2.2** EEO Compliance Documents

**J.2.3** First Source Employment Agreement

**J.2.4** Tax Certification Affidavit

## **SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS**

### **K.1 AUTHORIZED NEGOTIATORS**

The offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

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### **K.2 TYPE OF BUSINESS ORGANIZATION**

**K.2.1** The offeror, 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 offeror is a foreign entity, it operates as:

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

### **K.3 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 offeror 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.

Offeror \_\_\_\_\_ Date \_\_\_\_\_

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

Signature \_\_\_\_\_

Offeror \_\_\_has \_\_\_has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Offeror \_\_\_has \_\_\_has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

#### **K.4 BUY AMERICAN CERTIFICATION**

The offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (See Clause 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.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION**

Each offeror 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.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

(a) Each signature of the offeror 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 offeror 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 offeror, directly or indirectly, to any other offeror or competitor before contract opening unless otherwise required by law; and
- 3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory;
- 1) Is the person in the offeror'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:

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*(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 offeror's organization);*

- (i) As an authorized agent, does certify that the principals named in subdivision (b)(2) 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 offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

## **K.7 TAX CERTIFICATION**

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.2.4.

## **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.**

- A. 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.
- B. Any member utilizing such contract(s) will place its own order(s) directly with the successful contractor. There shall be no obligation on the part of any participating member to utilize the contract(s).
- C. A negative reply will not adversely affect consideration of your bid/proposal.

- D. It is the awarded vendor's responsibility to notify the members shown below of the availability of the Contract(s).
- E. Each participating jurisdiction has the option of executing a separate contract with the awardee. 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, the awardee may withdraw its extension of the award to that jurisdiction.
- F. 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 awardee.

**BIDDER'S AUTHORIZATION TO EXTEND CONTRACT:**

YES NO JURISDICTION

- \_\_\_ \_\_\_ Alexandria, Virginia
- \_\_\_ \_\_\_ Alexandria Public Schools
- \_\_\_ \_\_\_ Alexandria Sanitation Authority
- \_\_\_ \_\_\_ Arlington County, Virginia
- \_\_\_ \_\_\_ Arlington County Public Schools
- \_\_\_ \_\_\_ Bowie, Maryland
- \_\_\_ \_\_\_ Charles County Public Schools
- \_\_\_ \_\_\_ College Park, Maryland
- \_\_\_ \_\_\_ Culpeper County, Virginia
- \_\_\_ \_\_\_ District of Columbia
- \_\_\_ \_\_\_ District of Columbia Courts
- \_\_\_ \_\_\_ District of Columbia Public Schools
- \_\_\_ \_\_\_ District of Columbia Water & Sewer Auth.
- \_\_\_ \_\_\_ Fairfax, Virginia
- \_\_\_ \_\_\_ Fairfax County, Virginia
- \_\_\_ \_\_\_ Fairfax County Water Authority
- \_\_\_ \_\_\_ Falls Church, Virginia
- \_\_\_ \_\_\_ Fauquier County Schools & Government, Virginia
- \_\_\_ \_\_\_ Frederick, Maryland
- \_\_\_ \_\_\_ Frederick County, Maryland
- \_\_\_ \_\_\_ Gaithersburg, Maryland
- \_\_\_ \_\_\_ Greenbelt, Maryland
- \_\_\_ \_\_\_ Herndon, Virginia
- \_\_\_ \_\_\_ Loudoun County
- \_\_\_ \_\_\_ Loudoun County Public Schools
- \_\_\_ \_\_\_ Loudoun County Sanitation Authority
- \_\_\_ \_\_\_ Manassas, Virginia

YES NO JURISDICTION

- \_\_\_ \_\_\_ City of Manassas Public Schools
- \_\_\_ \_\_\_ Manassas Park, Virginia
- \_\_\_ \_\_\_ Maryland-National Capital Park & Planning Comm.
- \_\_\_ \_\_\_ Metropolitan Washington Airports Authority
- \_\_\_ \_\_\_ Metropolitan Washington Council of Governments
- \_\_\_ \_\_\_ Montgomery College
- \_\_\_ \_\_\_ Montgomery County, Maryland
- \_\_\_ \_\_\_ Montgomery County Public Schools
- \_\_\_ \_\_\_ Prince George's County, Maryland
- \_\_\_ \_\_\_ Prince George's Public Schools
- \_\_\_ \_\_\_ Prince William County, Virginia
- \_\_\_ \_\_\_ Prince William County Public Schools
- \_\_\_ \_\_\_ Prince William County Service Authority
- \_\_\_ \_\_\_ Rockville, Maryland
- \_\_\_ \_\_\_ Spotsylvania County Schools
- \_\_\_ \_\_\_ Stafford County, Virginia
- \_\_\_ \_\_\_ Takoma Park, Maryland
- \_\_\_ \_\_\_ Upper Occoquan Sewage Authority
- \_\_\_ \_\_\_ Vienna, Virginia
- \_\_\_ \_\_\_ Washington Metropolitan Area Transit Authority
- \_\_\_ \_\_\_ Washington Suburban Sanitary Commission
- \_\_\_ \_\_\_ Winchester, Virginia
- \_\_\_ \_\_\_ Winchester Public Schools

\_\_\_\_\_  
Vendor Name/ Revised 2/18/09

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

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

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

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

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

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

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

One original and 3 copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic, telegraphic, and facsimile proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked: **"Proposal in Response to Solicitation No. DCTO-2010-R-0032 – On-Line Pollworker Training."**

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

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

#### **L.3.1 Proposal Submission**

Proposals must be submitted no later than **2:00 P.M. local time, February 26, 2010**. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- (a) The proposal or modification was sent by registered or certified mail not later than the fifth (5th) day before the date specified for receipt of offers;

- (b) The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused by mishandling by the District, or
- (c) The proposal is the only proposal received.

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

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

### **L.3.3 Postmarks**

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

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

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

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

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

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

If a prospective offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the contact person, identified on page one. The prospective offeror shall submit questions no later than 10 days prior to the closing date and time indicated for this solicitation. The District will not consider any questions received less than 10 days before the date set for submission of proposals. The District will furnish responses promptly to all other prospective offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective offerors. Oral explanations or instructions given before the award of the contract will not be binding.

## **L.5 FAILURE TO SUBMIT OFFERS**

Recipients of this solicitation not responding with an offer should not return this solicitation. Instead, they should advise the Contracting Officer, John P. Varghese, Office of Contracting and Procurement, IT Group 441 4<sup>th</sup> Street, Suite 700S, Washington, D.C. 20004, (202) 727-5274, 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 proposal in response to this solicitation. If a recipient does not submit an offer and does not notify the Contracting Officer, Office of Contracting and Procurement that future solicitations are desired, the recipient's name may be removed from the applicable mailing list.

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

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

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

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

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

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

## **L.7 PROPOSAL PROTESTS**

Any actual or prospective offeror or contractor, who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than 10 business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 717 14th Street, N.W., Suite 430, Washington, D.C. 20004. The aggrieved person shall also mail a copy of the protest to the Contracting Officer for the solicitation.

**L.8 SIGNING OF OFFERS**

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

**L.9 UNNECESSARILY ELABORATE PROPOSALS**

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

**L.10 RETENTION OF PROPOSALS**

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

**L.11 PROPOSAL COSTS**

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

**L.12 ELECTRONIC COPY OF PROPOSALS FOR FREEDOM OF INFORMATION ACT REQUESTS**

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

**L.13 CERTIFICATE OF INSURANCE**

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

John P Varghese, Contracting Officer  
Office of Contracting and Procurement  
441 4<sup>th</sup> Street, NW, Suite 700S  
Washington, DC 20001  
Telephone: (202) 724-3959  
John.varghese@dc.gov

#### **L.14 ACKNOWLEDGMENT OF AMENDMENTS**

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

#### **L.15 BEST AND FINAL OFFERS**

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

#### **L.16 LEGAL STATUS OF OFFEROR**

Each proposal must provide the following information:

- L.16.1** Name, Address, Telephone Number, Federal tax identification number and DUNS Number of offeror;
- L.16.2** A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. This mandate also requires the offeror to provide a copy of the executed "Clean Hands Certification" that is referenced in D.C. Official Code §47-2862 (2001), if the offeror is required by law to make such certification. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and
- L.16.3** If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

## **L.17 FAMILIARIZATION WITH CONDITIONS**

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

## **L.18 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.18.1** Evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the contract.
- L.18.2** 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.18.3** Evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.18.4** Evidence of compliance with the applicable District licensing and tax laws and regulations.
- L.18.5** Evidence of a satisfactory performance record, record of integrity and business ethics.
- L.18.6** Evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.18.7** Evidence of other qualifications and eligibility criteria necessary to receive an award under applicable laws and regulations
- L.18.8** If the prospective contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or nonresponsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective contractor to be nonresponsible.

## **L.19 PROPOSALS WITH OPTION YEARS**

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

## **L.20 QUALIFICATION AND EXPERIENCE**

- L.20.1 The Offeror shall provide personnel biographies and/or other evidence of qualifications and experience in project management, interactive web media design, delivery of online screening and training to poll workers or similar volunteer learners, and experience with using online training to collect and apply performance measurement data.
- L.20.2 The Offeror shall provide evidence of successful implementation of an online poll worker training solution in at least one election jurisdiction of comparable size or larger than the District of Columbia.
- L.20.3 The Offeror shall provide a complete list of jurisdictions currently using the proposed products including a profile of the geographical areas served, jurisdiction size, and type of solutions and services provided. The list shall include contact names, addresses and telephone numbers for clients in the United States for whom comparable projects have been completed.
- L.20.4 The Offeror shall provide documentation that demonstrated performance in successful roll out and implementation of an online training solution in an election jurisdiction of comparable size or larger than the District of Columbia.

## **L.21 FINANCIAL STABILITY**

The Offeror must clearly demonstrate its financial capability to successfully complete the project deliverables and support the long-term requirements of the District. The Offeror's proposal must include copies of the last three (3) year-end financial statements, information on the number of years the offeror has been in business and the number of years the contractor has provided online poll worker training services, and the Offeror's available line of credit or Dunn & Bradstreet rating.

## **L.22 PROPOSALS WITH OPTION YEARS**

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

## **SECTION M - EVALUATION FACTORS**

### **M.1 EVALUATION FOR AWARD**

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

Each Offeror will be evaluated on its performance under existing and prior contracts for similar services. Performance information will be used for both responsibility determinations and as evaluation factor. The District reserves the right to use past performance information obtained not only from sources identified by the Offeror, but from customers known to the District, consumer protection organizations, and others who may have useful and relevant information.

### **M.2 TECHNICAL RATING**

The Technical Rating Scale is as follows:

<b><u>Numeric Rating</u></b>	<b><u>Adjective</u></b>	<b><u>Description</u></b>
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 6 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub

factor, the score for the sub factor is 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

### **M. 3 EVALUATION CRITERIA**

Proposals will be evaluated based on the following technical evaluation factors listed in descending order of importance. Each of the following evaluation factors listed below will be used by the District in evaluation the services proposed by the Offeror under this solicitation. The Offeror should respond to each factor and significant sub factors in a way that will allow the District to evaluate the Offeror's response. The scoring for each valuation factor will be based on the District's determination of the degree to which the Offeror satisfies the requirements within the evaluation factor and significant sub factor.

#### **M.3.1 TECHNICAL CRITERIA (75 points)**

##### **M.3.1.1 Multimedia Design and Interactivity:** 10 points

The Contractor shall provide a demonstration, during proposal evaluating to be scheduled by the District, of a training module that engages the poll worker through audio, video, flash, simulation, animation, images and/or other multimedia tools targeted to an adult-learner audience. Training demonstrations will be evaluated based on the extent to which they simulate varied polling place activities through a highly interactive, video game-style role playing learning experience.

##### **M.3.1.2 Usability/Approachability:** 10 points

Training demonstrations will be evaluated on the ease with which a notice poll worker with a home computer can be expected to be able to navigate the interface to complete self-registration and training without assistance from the Contractor or DCBOEE personnel. Contractor shall also provide information on the computer system requirements, level of Internet connectivity, plug-ins and other requirements necessary to run the proposed product. Contractor shall provide one or more suggested solutions for making the online training available to poll workers who do not have access to a computer system meeting these specifications in a way that will allow for tracking and reporting of participation data.

##### **M.3.1.3 Data Tracking and Reporting:** 10 points

Proposed products will be evaluated based on the extent to which they not only track successful completion and response to test questions on the training curriculum, but also provide tools to collect information from poll workers such as professional skills, experience, interests and ability to serve in different roles and on different dates for Early Voting and on Election Day. The Contractor shall provide documentation that shows any features of their software that would allow the user to self-register and complete an online poll worker application and to participate in online surveys. The Contractor shall provide documentation that shows any features of their software that would allow for reporting, export and integration with other sources of data, such as ratings of Election Day performance.

**M.3.1.4 Online Scheduling and Additional Features:** 5 points

Proposed products will be evaluated based on the quality and usability of their online scheduling for face-to-face training classes and survey tools, as well as any additional features such as payroll tracking or chat rooms that would allow the DCBOEE to use the online poll worker training application as a virtual community to communicate with poll workers.

**M.3.1.5 Content Development and Training:** 10 points

The DCBOEE seeks to develop an extensive online curriculum that will allow poll workers to complete a significant amount of their training online. Contractors will be evaluated according to the demonstrated sufficiency of the number and quality of personnel hours dedicated to the DCBOEE for content development and training. The Contractor must describe the extent to which the DCBOEE will be expected to rely on Contractor to make changes to the curriculum and develop new surveys and modules, the hourly or daily rate that will apply, and the estimated turnaround time and availability of personnel.

Contractors shall provide evidence of prior first-year implementation of high-quality training with an extensive curriculum and shall indicate how the number and quality of personnel hours dedicated to that project compares to the personnel hours dedicated to the DCBOEE. Contractor shall also describe in detail or provide available documentation of the development process, data collection and loading procedures, training materials, user manuals, and other information related to the functionality of the system.

**M.3.1.6 Hosting, Maintenance, Security and Technical Support:** 15 points

Contractor will be evaluated on information provided about the reliability and availability of the system; redundancy of infrastructure and network support systems; disaster recovery/business continuity plan; time frames for recovery in the event of a system failure and track record of accommodating simultaneous use by a maximum number of users. Contractor will also be evaluated on the provided level of technical support to manage and track technical problems and failures; response times for technical support; and ability to provide detailed and timely status reports on problems and onsite operational support upon request on any issues related to system usage. Contractor will also be evaluated on their technical expertise and ability to provide updates or revisions to the application software to ensure compatibility with systems in use by the DCBOEE.

**M.3.1.7 Implementation/Timeline:** 15 points

The contractor shall provide a detailed implementation timetable. The highest priority in any proposal should be ensuring that any timeframe is realistic and will be met. The proposal that anticipates the earliest date for delivery of initial training modules, documentation, and support will receive up to five points. The proposal that anticipates the earliest date for delivery of a complete training site will receive up to five points. Proposals

will be evaluated in part on how comprehensively contractors document the timing of all planning steps, forms of support and actions required by the DCBOEE envisioned in the proposal.

**M.3.2 PRICE CRITERIA (25 Points)**

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal} \times (25 \text{ Points}) \text{ weight}}{\text{price of proposal being}}$$

**M.3.3 PREFERENCE (12 Points)**

- Local Business Enterprise - 2 Points**
- Disadvantaged Business Enterprise – 2 Points**
- Resident Business Ownership – 5 Points**
- Enterprise Zone – 2 Points**
- Longtime Resident Business – 10 Points**
- Small Business Enterprise – 3 Points**

**M.3.4 MAXIMUM TOTAL POINTS 100 + 12 = 100 Points**

#### **M.4. Preferences for Certified Business Enterprises**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005”, as amended, D.C. Official Code § 2-218.01 *et seq.* (the Act), the District shall apply preferences in evaluating 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.4.1 Subcontracting Requirements**

If the prime contractor subcontracts any portion of the work under this contract, the prime contractor shall meet the following subcontracting requirements:

- M.4.1.1** At least 35% of the dollar volume shall be subcontracted to certified small business enterprises; provided, however, that the costs of materials, goods and supplies shall not be counted towards the 35% subcontracting requirement unless such materials, goods and supplies are purchased from certified small business enterprises; or
- M.4.1.2** If there are insufficient qualified small business enterprises to completely fulfill the requirement of paragraph M.1.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any certified business enterprises; provided, however, that all reasonable efforts shall be made to ensure that qualified small business enterprises are significant participants in the overall subcontracting work.

##### **M.4.2 Application of Preferences**

For evaluation purposes, the allowable preferences under the Act for this procurement shall be applicable to prime contractors as follows:

- M.4.2.1** Any prime contractor that is a small business enterprise (SBE) certified by the Department of Small and Local Business Development (DSLBD) will receive the addition of three points on a 100-point scale added to the overall score for proposals submitted by the SBE in response to this Request for Proposals (RFP).
- M.4.2.2** Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score for proposals submitted by the ROB in response to this RFP.
- M.4.2.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive the addition of ten points on a 100-point scale added to the overall score for proposals submitted by the LRB in response to this RFP.

**M.4.2.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the LBE in response to this RFP.

**M.4.2.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DZE in response to this RFP.

**M.4.2.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score for proposals submitted by the DBE in response to this RFP.

### **M.4.3 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 the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to this RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

### **M.4.4 Preferences for Certified Joint Ventures**

When DSLBD 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.4.5 Vendor Submission for Preferences**

**M.4.5.1** Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its proposal, the following documentation, as applicable to the preference being sought:

**M.4.5.1.1** Evidence of the vendor's or joint venture's certification by DSLBD as an SBE, LBE, DBE, DZE, LRB or ROB, to include a copy of all relevant letters of certification from DSLBD; or

**M.4.5.1.2** Evidence of the vendor's or joint venture's provisional certification by DSLBD as an SBE, LBE, DBE, DZE, LRB or ROB, to include a copy of the provisional certification from DSLBD.

**M.4.5.2** 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: CBE Certification Program  
441 Fourth Street, NW, Suite 970N  
Washington DC 20001

**M.4.5.3** All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

**M.4.6** **Subcontracting Plan**

If the prime contractor intends to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section M.1.1. The prime contractor responding to this solicitation which intends to subcontract shall be required to submit with its proposal, a notarized statement detailing its subcontracting plan. Proposals responding to this RFP shall be deemed nonresponsive and shall be rejected if the offeror intends to subcontract in accordance with the provisions of section M.1.1, but fails to submit a subcontracting plan with its proposal. Once the plan is approved by the contracting officer, changes to the plan will only occur with the prior written approval of the contracting officer and the Director of DSLBD. Each subcontracting plan shall include the following:

- M.4.6.1** A description of the goods and services to be provided by SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- M.4.6.2** A statement of the dollar value of the proposal that pertains to the subcontracts to be performed by the SBEs or, if insufficient qualified SBEs are available, by any certified business enterprises;
- M.4.6.3** The names and addresses of all proposed subcontractors who are SBEs or, if insufficient SBEs are available, who are certified business enterprises;
- M.4.6.4** The name of the individual employed by the prime contractor who will administer the subcontracting plan, and a description of the duties of the individual;
- M.4.6.5** A description of the efforts the prime contractor will make to ensure that SBEs, or, if insufficient SBEs are available, that certified business enterprises will have an equitable opportunity to compete for subcontracts;
- M.4.6.6** In all subcontracts that offer further subcontracting opportunities, assurances that the prime contractor will include a statement, approved by the contracting officer, that the subcontractor will adopt a subcontracting plan similar to the subcontracting plan required by the contract;
- M.4.6.7** Assurances that the prime contractor will cooperate in any studies or surveys that may be required by the contracting officer, and submit periodic reports, as requested by the contracting officer, to allow the District to determine the extent of compliance by the prime contractor with the subcontracting plan;
- M.4.6.8** A list of the type of records the prime contractor will maintain to demonstrate procedures adopted to comply with the requirements set forth in the subcontracting plan, and assurances that the prime contractor will make such records available for review upon the District's request; and

**M.4.6.9** A description of the prime contractor's recent effort to locate SBEs or, if insufficient SBEs are available, certified business enterprises and to award subcontracts to them.

**M.4.7 Compliance Reports**

By the 21<sup>st</sup> of every month following the execution of the contract, the prime contractor shall submit to the contracting officer and the Director of DSLBD a compliance report detailing the contractor's compliance, for the preceding month, with the subcontracting requirements of the contract. The monthly compliance report shall include the following information:

- M.4.7.1** The dollar amount of the contract or procurement;
- M.4.7.2** A brief description of the goods procured or the services contracted for;
- M.4.7.3** The name and address of the business enterprise from which the goods were procured or services contracted;
- M.4.7.4** Whether the subcontractors to the contract are currently certified business enterprises;
- M.4.7.5** The dollar percentage of the contract or procurement awarded to SBEs, or if insufficient SBEs, to other certified business enterprises;
- M.4.7.6** A description of the activities the contractor engaged in, in order to achieve the subcontracting requirements set forth in section M.1.1; and
- M.4.7.7** A description of any changes to the activities the contractor intends to make by the next month to achieve the requirements set forth in section M.1.1.

**M.4.8 Enforcement and Penalties for Breach of Subcontracting Plan**

- M.4.8.1** If during the performance of this contract, the contractor fails to comply with the subcontracting plan submitted in accordance with the requirements of this contract, and as approved by the contracting officer and the Director of DSLBD, and the contracting officer determines the contractor's failure to be a material breach of the contract, the contracting officer shall have cause to terminate the contract under the default clause of the Standard Contract Provisions.
- M.4.8.2** In addition, the willful breach by a contractor of a subcontracting plan for utilization of certified business enterprises in the performance of a contract, the failure to submit any required subcontracting plan monitoring or compliance report, or the deliberate submission of falsified data may be enforced by DSLBD through the imposition of penalties, including monetary fines of \$15,000 or 5% of the total amount of the work that the contractor was to subcontract to certified business enterprises, whichever is greater, for each such breach, failure, or falsified submission.