

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**

Information Technology Group



TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCTO-2010-T-0074
Caption: Electronic Filing System Upgrades, Maintenance and Support Services

Issuance Date: April 20, 2010

Due Date: May 4, 2010

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Office of Campaign Finance (OCF), is seeking a Contractor to provide Electronic Filing System Upgrades, Maintenance and Support Services in accordance with Attachment A - Statement of Work (SOW) and your District of Columbia Supply Schedule contract.

The task order proposal should be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price, four (4) copies each. Proposal shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCTO-2010-T-0074, Electronic Filing System Upgrades, Maintenance and Support Services."

All proposals must be submitted on 8.5" x 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled "**Technical Proposal**". The technical portion shall, at a minimum, address the following:

**One Judiciary Square, 441 4th Street N.W., Suite 700 South, Washington, DC 20001
(202) 727-0252 Fax: (202) 727-8850**

- a. Describe the offeror's experience in the design, development, maintenance, upgrade, and modification of online electronic filing and disclosure applications for election and campaign finance offices or other similar organizations.
- b. Describe offeror's project leadership experience managing similar projects. A minimum of five (5) years experience managing similar projects is required.
- c. Describe offeror's technical approach to accomplish the project requirements. Offeror must demonstrate a clear understanding of the project requirements. Specifically, the offeror should provide a logically clear process for project implementation, and provide a sound approach for project and site management.
- e. Provide a detailed resume for each of the offeror's proposed staff. Each resume should describe that resource's experience in the design, development, maintenance, modification, and upgrade of online electronic filing and disclosure applications for election and campaign finance offices or similar organization. Offeror must propose sufficient personnel to complete the task requirements within the duration of the contract.
- c. Describe the offeror's experience with providing similar or like kind contracts during the past three (3) years. Provide at least three relevant references, including name, address, title, phone and fax numbers and email address.
- d. Describe which portions of the effort will be subcontracted, if any.
- e. Identify deliverables as specified in the Statement of Work.

3. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". It shall include the total price for the entire project, and shall be broken down by the task activities or phases as set forth in the statement of work. Pricing shall be a firm fixed price and shall identify all costs. Unless otherwise directed in writing, the price shall, at a minimum include:

- a. The skill category and hourly labor rate.
- b. Identify the total number of hours and hourly rate for each skill category.
- c. Completed Price Schedule (Attachment B)

- d. Identify the total price, and include a summary of all items proposed.
- e. Copy of Offeror's District of Columbia Supply Schedule price list.

Offerors shall also complete and return the Tax Certification Affidavit. (Attachment C)

4. Term of Contract

The term of the contract shall be from the date of award through September 30, 2010. (Approximately four (4) and 1/2 months)

5. Option to Extend the Term of the Contract

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.

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

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

The total duration of this contract, including the exercise of any options under this clause, shall not exceed four (4) years and four (4) and 1/2 months.

6. Hand Delivery or Mailing of Solicitation

Deliver or Mail to:

Office of Contracting and Procurement
Bid Room/Bid Counter
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001

7. Proposal Submission Date

The closing date for receipt of proposals is **Tuesday, May 4, 2010, by 2:00 p.m.** local time.

8. 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. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed price basis and technical standpoint.

9. Proposal Evaluation

The technical evaluation criteria set forth below has been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The offeror is informed that these criteria (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the offeror should specifically address in complying with the requirements of this solicitation.

The offerors' technical proposal and price proposal shall be evaluated separately. Offers are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below.

Technical Evaluation Criteria

Award will be based on the following technical evaluation factors (in descending order of importance):

Knowledge and Experience	40 Points
Project Approach	10 Points
Past Performance	10 Points
Proposed Personnel	10 Points
Price	30 Points

TOTAL POSSIBLE POINTS	100 Points
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10. Determination of Points for Price

Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest price will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

<u>Grand Total of Lowest Proposal Price Offered</u>	X	30 =	Evaluated
<u>Grand Total of Proposal Being Evaluated</u>			Price Score

11. Attachments

- Attachment A – Statement of Work, Including:
- Attachment B – Price Schedule
- Attachment C – Tax Certification Affidavit

Questions may be referred to Lindel Reid, Contract Specialist, by email at lindel.reid@dc.gov. Questions regarding the solicitation must be received no later than 4:00 p.m. on Tuesday, April 27, 2010, in order to be considered.



Kenneth Morrow
Contracting Officer

Enclosures

**STATEMENT OF WORK
FOR
ELECTRONIC FILING SYSTEM MAINTENANCE, UPGRADE AND
SUPPORT SERVICES**

C.1 SCOPE/BACKGROUND

C.1.1 Key legislative changes were targeted in the Campaign Finance Act, effective April 5, 2000, authorizing the Director of Campaign Finance to require the electronic filing of campaign finance and financial disclosure reports. The original design and construction of both the Office of Campaign Finance Website (www.ocf.dc.gov) and the Online Electronic Filing and Disclosure System (EFS) was completed and made available to all reporting entities by the close of Fiscal Year 2003. Subsequent thereto, the Office of Campaign Finance engaged the successful completion of the related tasks of the development of online tutorials for OCF programs, an imaging system to provide digital images of financial reports at the OCF Website, the Unified Database to provide for uniform information for all filers regardless of the original form of the report, imaging and contribution and expenditure search feature, and the Electronic Signature Certification/Verification Tool.

C.1.2 This Statement of Work identifies the following required tasks and upgrades to the Electronic Filing System:

- Maintenance and support of the Electronic Filing System
- Migration of the EFS Application online to the new CMS based website
- Automation of the financial reporting of public officials on the Honoraria and Outside Income Disclosure Statement
- Cross-browser compatibility for the electronic filing application
- Electronic disclosure of the registration statements of candidates, political committees, Citizen-Service and Statehood Fund Programs, and lobbyists, and
- Expansion of search functionality to include the search feature for lobbyists and compensating registrants

C.2 SYSTEM REQUIREMENTS AND PERFORMANCE MEASURES

C.2.1 The Contractor shall be responsible for the Migration of the EFS Application Online to the New CMS Based Website

The OCF Website is scheduled in the October/November 2010 schedule of launches of agency websites by the Office of the Chief Technology Officer (OCTO) using the District's new content management system and new DC.Gov. design. The successful contractor will be responsible for the physical migration of static content and database driven content to the new content management system.

C.2.2 The Contractor shall be responsible for the Automation of the Financial Reporting of Public Officials on the Honoraria and Outside Income Disclosure Statement

Presently, OCF manually processes the financial report submissions of Public Officials on the Honoraria and Outside Income Disclosure Statement (HOIDS). The filing deadline for the HOIDS Report is May 15th of each calendar year. The result of this project will allow Public Officials who file the HOIDS Report, on May 15th of each year to electronically submit the required financial reports online in a secure password protected environment. At this time, electronic filing is voluntary. The electronic filing system will support the online updating of the database automatically by the electronic filers, and will extend the interface and capability for OCF staff to enter data from filers who submit paper based filings. OCF will also have the capability to develop reminder letters and non-compliance letters, and to produce filer and non-filer reports. The contractor shall design and develop a draft prototype of the HOIDS Form for electronic submission at the OCF Website; expand the database interface to allow for the receipt of the information regardless of the original form of the report; provide for the disclosure of the information on the HOIDS Form for query at the OCF Website and for agency audit, and for the scanning of paper submitted reports for internet viewing; and provide for the administrative generation of reminder letters and non-compliance letters, and filer and non-filer reports.

C.2.3 The Contractor shall be responsible for the Development of Cross-Browser Compatibility for the Electronic Filing Application

The contractor shall modify the Electronic Filing System application to make the System compatible with standard industry browsers, including IE6.0 and above, Firefox, Safari, and Chrome.

C.2.4 The Contractor shall be responsible for the Electronic Disclosure of the Registration Statements of Candidates, Political Committees, Citizen-Service and Statehood Fund Programs, and Lobbyists

Presently, the registration statements of candidates, political committees, citizen-service and statehood fund programs, and lobbyists are not available for public view and search at the OCF Website. The result of this project will allow public disclosure and search at the website of the registration statements of these filer groups. The contractor shall design and develop search screens and database queries at the electronic disclosure system which will facilitate the public viewing and search of the registration statements at the OCF Website.

C.2.5 The Contractor shall be responsible for the Expansion of the Search Functionality to include the Search feature for Lobbyists and Compensating Registrants

The contractor shall expand the search feature functionality at the OCF Website through the development of search screens and database queries to enable the search of information relative to the Lobbying Program, including the names of Lobbyists and Compensating Registrants, their receipts and expenditures, and lobbying activities.

C.2.6 The Contractor shall be responsible for the Maintenance and Support of the Electronic Filing System

The OCF Electronic Filing System and Website requires maintenance to ensure continual performance as designed. In the event problems are identified and reported, under this Maintenance Agreement, the contractor shall provide OCF with technical and remedial support to resolve any error, defect or malfunction. The contractor shall also be responsible for hosting the existing online tutorials, the design and development of an administrative module to publish online tutorials at the OCF Website, and the modification of the electronic lobbyist registration database screens and administrative module to capture recent legislative changes which require the payment of an annual registration fee by each lobbyist. Maintenance and Support of the Electronic Filing Systems is required for the base period and all option years.

C.3 QUALITY CONTROL

It is expected that the contractor will provide a systematic program for maintaining proper standards of practice and/or operations. The contractor must have an internal monitoring program that maintains proper interfaces standards and assures reliable operational capability.

C.4 DISASTER RECOVERY SYSTEM

To assure optimal service to OCF, the contractor shall develop and maintain a disaster recovery plan. During unplanned interruptions, inaccessibility to the electronic filing system, and/or upon receipt of a "disaster notification", the OCF should have access to alternate capabilities to ensure continuity of operations.

C.5 TERM OF CONTRACT

The term of contract shall be from the date of award through September 30, 2010. (Approximately four (4) and 1/2 months) The District reserves the right to unilaterally exercise the option years as shown below for continuous maintenance and support for the electronic filing and disclosure system as shown below:

- Option Year 1 – October 1, 2010 through September 30, 2011
- Option Year 2 – October 1, 2011 through September 30, 2012
- Option Year 3 – October 1, 2012 through September 30, 2013
- Option Year 4 – October 1, 2013 through September 30, 2014

C.6 DELIVERABLES

Deliverables required in the task order agreement shall be provided as set forth according to the following schedule.

DELIVERABLE	DUE DATE
Orientation Meeting to Discuss the Contract Tasks	Within two (2) weeks after award
Analyze Current Database and Network Environment	TBD
Develop Disaster Recovery Plan	TBD
Procure, Install, and Configure Software	TBD
Conduct End User Training Sessions	TBD
Provide System Maintenance and Support	TBD

PRICE SCHEDULE

B.3.1 BASE PERIOD (Date of Award thru September 30, 2010)

Contract Line Item No. (CLIN)	Item Description	Quantity	Total Price
0001	Electronic Filing System Upgrades, Maintenance and Support Services	1 Job	\$ _____
Grand Total for B.3.1			\$ _____

B.3.2 OPTION YEAR ONE (October 1, 2010 thru September 30, 2011)

Contract Line Item No. (CLIN)	Item Description	Quantity	Total Price
1001	Annual Maintenance and Support of Electronic Filing System	1 Job	\$ _____
Grand Total for B.3.2			\$ _____

B.3.3 OPTION YEAR TWO (October 1, 2011 thru September 30, 2012)

Contract Line Item No. (CLIN)	Item Description	Quantity	Total Price
2001	Annual Maintenance and Support of Electronic Filing System	1 Job	\$ _____
Grand Total for B.3.3			\$ _____

B.3.4 OPTION YEAR THREE (October 1, 2012 thru September 30, 2013)

Contract Line Item No. (CLIN)	Item Description	Quantity	Total Price
3001	Annual Maintenance and Support of Electronic Filing System	1 Job	\$ _____
Grand Total for B.3.4			\$ _____

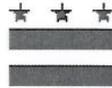
B.3.5 OPTION YEAR FOUR (October 1, 2013 thru September 30, 2014)

Contract Line Item No. (CLIN)	Item Description	Quantity	Total Price
4001	Annual Maintenance and Support of Electronic Filing System	1 Job	\$ _____
Grand Total for B.3.5			\$ _____

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date

**Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number**

**Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.**

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent

Title

The penalty for making false statement is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.