

SOLICITATION, OFFER, AND AWARD		1. Caption Consulting Services to establish a Records Management System for CDBG funded projects		Page of Pages 1 46	
2. Contract Number	3. Solicitation Number DHCD-2012-B-0001	4. Type of Solicitation <input checked="" type="checkbox"/> Sealed Bid (IFB) <input type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Human Care Agreements <input type="checkbox"/> Emergency	5. Date Issued August 6, 2012	6. Type of Market <input type="checkbox"/> Open <input type="checkbox"/> Set Aside <input checked="" type="checkbox"/> Open with Sub-Contracting Set Aside	
7. Issued By: D.C. Department of Housing and Community Development Office of Contracts 1800 Martin Luther King Jr., Avenue S.E. Washington, D.C. 20020			8. Address Offer to: D.C. Department of Housing and Community Development 1800 Martin Luther King Jr., Avenue SE, ROOM Washington, D.C. 20020		

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 1800 Martin Luther King jr., Ave SE, Suite 109 until 10:00AM local time Wednesday, August 20, 2012
(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 Vanessa Hardy	B. Telephone (Area Code) 202 (Number) 442-7231 (Ext)	C. E-mail Address vanessa.hardy@dc.gov
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11. Table of Contents

(X)	Section	Description	Page No.	(X)	Section	Description	Page No.
PART I - THE SCHEDULE				PART II - CONTRACT CLAUSES			
X	A	Solicitation/Contract Form	1	X	I	Contract Clauses	22-28
X	B	Supplies or Services and Price/Cost	2-3	PART III - LIST OF DOCUMENTS, EXHIBITS AND OTHER ATTACHMENTS			
X	C	Specifications/Work Statement	4-5	X	J	List of Attachments	29
x	D	Packaging and Marking	6	PART IV - REPRESENTATIONS AND INSTRUCTIONS			
X	E	Inspection and Acceptance	7	X	K	Representations, certifications and other statements of offerors	31-33
X	F	Deliveries or Performance	8-9				
X	G	Contract Administration Data	9-13	X	L	Instructions, conditions & notices to offerors	34-39
X	H	Special Contract Requirements	14-21	X	M	Evaluation factors for award	40-41

OFFER

12. In compliance with the above, the undersigned agrees, if this offer is accepted within 60 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	<input type="checkbox"/> 10 Calendar days %	<input type="checkbox"/> 20 Calendar days %	<input type="checkbox"/> 30 Calendar days %	<input type="checkbox"/> Calendar days %
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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
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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
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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) Vanessa Hardy, ACO Government of the District of Columbia	23. Signature of Contracting Officer (District of Columbia)	24. Award Date
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Office of the Deputy Mayor for Planning and Economic Development