

REQUEST FOR QUOTATIONS (RFQ) <i>(THIS IS NOT AN ORDER)</i>			PAGE OF 1	PAGES 10	
1. RFQ NO. RQ352117	2. DATE ISSUED August 14, 2007	3. REQUISITION NO. RQ347418	4. TYPE OF MARKET <input checked="" type="checkbox"/> Open Market <input type="checkbox"/> Set Aside <input type="checkbox"/> DC Supply Schedule <input type="checkbox"/> Open with Subcontracting Set Aside		
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., Suite 971 North Washington, D.A 20001		6. DELIVER BY (Date) 30 Days after notification of contract award.			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Mark Valliere, Contract Specialist, Phone (202) 741-0831, fax (202) 727-6394 mark.valliere@dc.gov William E. Sharp, Contracting Officer, Phone (202) 727-8983 steven.wishod@dc.gov		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF BIDDER		9. DESTINATION <i>(Consignee and address, including ZIP code)</i> Dept of Health – EHMSA (Emergency Medical Services) 64 New York Ave, NE 5 th Floor - DHMSA Washington, DC 20002 Deliver to: John Rowell			
8B. TAX ID NO. OF BIDDER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: August 22, 2007 2:00 PM	11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER (Attach Copy)				
11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:					
12. INSTRUCTIONS TO BIDDERS AND TERMS AND CONDITIONS					
Instructions to Bidders: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E) and/or 13(F), 14, 15, 16, 17, and 18, submit one (1) original and four (4) copies in writing of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 th Street, NW, Suite 703 (Bid Room), Washington, D.A 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ. Mark all packages: Attn: RFQ352117 Video Conferencing DOH					
Terms and Conditions: This is a Request For Quotations (RFQ). Quotations submitted are Offers that the District can accept by issuing a Purchase Order (PO). Bidder is representing that (1) all items being requested in block 13 of this RFQ are of domestic origin unless otherwise indicated by Bidder; and (2) Bidder can meet the deadline specified in Block 6 of this RFQ. <u>The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, http://ocp.dAgov, and click on Solicitation Attachments.</u>					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	See Attached Statement of Work (Attachment A) for the Department of Health – HEPRA Video Conferencing Sites Installation	1	EA	\$	\$
				\$	\$
TOTAL AMOUNT					\$
14. NAME AND ADDRESS OF BIDDER <i>(Street, city, county, State and ZIP Code)</i> Government Tax ID number		15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <u>NOT</u> ACCEPTABLE)		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		18. TELEPHONE NO. <i>(Include area code)</i>	

**DC DEPARTMENT OF HEALTH
HEALTH EMERGENCY PREPAREDNESS AND RESPONSE ADMINISTRATION
VIDEO CONFERENCING SITES INSTALLATION
STATEMENT OF WORK**

A1 SCOPE:

The District of Columbia Department of Health (DOH), Health Emergency Preparedness and Response Administration (HEPRA) is requesting a qualified vendor to purchase, deliver, install, and maintain three video conferencing systems. The equipment shall be located at the following three DOH locations in the District of Columbia :

**64 New York Avenue NE, Washington, DC 20002
825 North Capitol Street NE, Washington, DC 20002
300 Indiana Avenue NW, Washington, DC 20001**

The period of performance shall be from date of award through August 30, 2007, with four (4) twelve month options for on going on-site technical support.

A1.1 Applicable Documents

Item No.	Title	Date
	NA	

A1.2 Definitions

Emergency Support Function - provides coordinated District assistance and resources to identify and respond to public health and medical care needs during a public emergency.

Emergency Support Function #8 (ESF #8) is directed by the Department of Health (DOH) and is supported by several agencies within the District as well as the coordination between the agencies and private health service providers.

A2 BACKGROUND

HEPRA routinely responds to a myriad of medical and non-medical emergencies; the video conferencing technology is required in order to respond to such a crisis in a more efficient manner. The Video Conferencing equipment will allow HEPRA to communicate real time with support functions and other agencies in the event of bioterrorist event or public health emergency. This capability is a key and essential portion of the overall response capability of the District, as HEPRA serves as the point of coordination between Emergency Support Function 8 (ESF 8) support agencies during health emergencies.

A3 REQUIREMENTS

HEPRA is requesting a qualified vendor to purchase, deliver, install, and maintain three video conferencing systems to be located at 64 New York Avenue NE, Washington, DC 20002, 825 North Capitol NE, Washington, DC 20002 and 300 Indiana Avenue NW, Washington, DC 20001.

- A3.1 The Vendor shall be responsible for reviewing all architectural, mechanical/electrical drawings for all locations provided by COTR.
- A3.2 The vendor/contractor shall provide project management work plan and updates to work plan including merchandise and labor control, scheduling and all coordination with HEPRA. All schedules, merchandise specifications shall be approved by the COTR.
- A3.3 The vendor shall purchase and coordinate delivery of all equipment within the timeframes proposed by the vendor and approved by the COTR.
- A3.4 The vendor shall warrant all hardware and cabling for a stated period of one (1) year after installation.
- A3.5 The vendor shall provide on-going technical support for maintenance.
- A3.6 The vendor shall clearly identify any provisions (including environmental) required to completely install the system **and render it operable**, that is not provided in the Statement of Work.
- A3.7 The vendor shall identify all equipment by manufacturer, part number and cost.
- A3.8 The vendor shall have the system completely installed by August 30, 2007.
- A3.9 The vendor shall train six (6) users identified by the COTR in the operation of the video conference system.
- A3.10 The vendor shall provide all training materials for training on the operation of the system.
- A3.11 The vendor shall provide reference documents and system documentation.

A4 EQUIPMENT SPECIFICATIONS

- A4.1 All materials and equipment to be furnished shall be purchased new.
- A4.2 Where a brand name or manufacturers make and model number specify equipment, it is intended to be descriptive, but not restrictive, and is for the purpose of indicating the quality and characteristics of the article so described. Acceptance of substitutions is at the sole discretion of the COTR.
- A4.3 When a newer model has superseded a manufacturers product, the later model shall be furnished, provided the new model retains or supersedes all the characteristics of the item specified herein, subject to approval by HEPRA. HEPRA reserves the right to change or substitute equipment, based on newer models and will pay (or receive credit for) any differential in cost.
- A4.4 Equipment other than that specified may be offered providing the substitute article is fully equal in every respect to the equipment specified herein by model and manufacturer' s name, with justification for such substitution. Illustrative and descriptive catalogs, data sheets and specifications for any item substituted shall accompany each submission.
- A4.5 Unless, the vendor clearly indicates in his submission that he is offering a different article, his submission shall be construed as offering the brand name article specified herein.
- A4.6 At the completion of the installation, the vendor will be present for a complete inspection and acceptance of the Video Conferencing system by HEPRA. Included in the inspection and acceptance will be the following:
1. Inventory of all equipment
 2. Inspection of the installation of all equipment
 3. Testing and checkout of Video Conferencing system
 4. Review of the testing procedures and results
 5. Review of all as-built documentation
- A4.7 HEPRA will prepare and forward to the vendor a detailed punch list (snags/defects list) of any open or incomplete items. The vendor shall have two days to complete all punch list items, at which time HEPRA will re-inspect the system.
- A4.8 The vendor shall provide end user training on the operation of the Video Conferencing system. Training sessions will be coordinated by HEPRA after the system has been checked out, and all punch list items completed. The training sessions will include:
1. Demonstration and operation on the use of the system.
 2. Familiarization with system diagrams and manufacturer' s literature.
 3. Hands-on operation of the audiovisual systems.
 4. Instruction on care and maintenance of the audiovisual systems.

A5 EQUIPMENT REQUIRED

64 New York Avenue NE

Conference Room A		
Sony Wega TV Monitor	1	KV32FS120
Tandberg 880 MXP	1	113560
Tandberg 880 MXP 384 Kbps ISDN/1.1 Mbps IP	1	1138352
Sony DVD Player, DVD+R/W and DVD-R/W	1	DVP-NC675PB
Sony Stereo VHS, VCR Player	1	SLV-N900
3Com Wireless PC Card	1	3CRWE154A72
Network Termination NT3, 3BRI	1	NT3
Shure Custom Wireless Microphone System W/2 Microphones	2	MX692/UC4
Speaker and Storage Compartment	1	CPMM-CUSTOM
1st. Year Platinum Expanded Warranty/Maintenance (Requires acceptance of client installed system)	1	113560V31D

Conference Room B		
Sony Wega TV Monitor	1	KV32FS120
Tandberg 880 MXP	1	113560
Tandberg 880 MXP 384 Kbps ISDN/1.1 Mbps IP	1	1138352
Sony DVD Player, DVD+R/W and DVD-R/W	1	DVP-NC675PB
Sony Stereo VHS, VCR Player	1	SLV-N900
3Com Wireless PC Card	1	3CRWE154A72
Network Termination NT3, 3BRI	1	NT3
Shure Custom Wireless Microphone System W/2 Microphones	2	MX692/UC4
Speaker and Storage Compartment	1	CPMM-CUSTOM
1st. Year Platinum Expanded Warranty/Maintenance (Requires acceptance of client installed system)	1	113560V31D

Conference Room C		
Sony Wega TV Monitor	1	KV32FS120
Tandberg 880 MXP	1	113560
Tandberg 880 MXP 384 Kbps ISDN/1.1 Mbps IP	1	1138352
Sony DVD Player, DVD+R/W and DVD-R/W	1	DVP-NC675PB
Sony Stereo VHS, VCR Player	1	SLV-N900
3Com Wireless PC Card	1	3CRWE154A72
Network Termination NT3, 3BRI	1	NT3
Shure Custom Wireless Microphone System W/2 Microphones	2	MX692/UC4
Speaker and Storage Compartment	1	CPMM-CUSTOM
1st. Year Platinum Expanded Warranty/Maintenance (Requires acceptance of client installed system)	1	113560V31D

825 North Capital 2nd Floor Command Center		
Sony Wega TV Monitor	1	KV32FS120
Tandberg 880 MXP	1	113560
Tandberg 880 MXP 384 Kbps ISDN/1.1 Mbps IP	1	1138352
Sony DVD Player, DVD+R/W and DVD-R/W	1	DVP-NC675PB
Sony Stereo VHS, VCR Player	1	SLV-N900
3Com Wireless PC Card	1	3CRWE154A72
Network Termination NT3, 3BRI	1	NT3
Shure Custom Wireless Microphone System W/2 Microphones	2	MX692/UC4
Speaker and Storage Compartment	1	CPMM-CUSTOM
1st. Year Platinum Expanded Warranty/Maintenance (Requires acceptance of client installed system)	1	113560V31D

Conference Room E		
NEC 50" Plasma Screen W/Speaker Kit	1	NEC/PX50XM4A W/SPK
NEC Wall mount Kit for 50" Plasma Screen	1	PSM-2042
Polycom iPower9800 Video Teleconferencing Codec w/ Wall Mount kit	1	2200-50609-001
Sony DVD Player, DVD+R/W and DVD-R/W	1	DVP-NC675PB
Sony Stereo VHS, VCR Player	1	SLV-N900
Triple NT1 for ISDN Termination	1	NT3
Shure Custom Wireless Microphone System W/2 Microphones	8	MX692/UC4
Equipment Cabinet of credenza for Equipment Include camera platform and Speaker module.	1	GMP-300LSH-SM
1st. Year Platinum Expanded Warranty/Maintenance (Include Integration and Program Management)	1	4870-00055-112

Health Lab 300 Indiana Ave		
NEC 50" Plasma Screen W/Speaker Kit	1	NEC/PX50XM4A W/Spk
NEC Wall mount Kit for 50" Plasma Screen	1	PSM-2042
Polycom iPower9800 Video Teleconferencing Codec w/ Wall Mount kit	1	2200-50609-001
Polycom iPower9000 Image Share ii Device for People+Content	1	8200-50649-001
Sony DVD Player, DVD+R/W and DVD-R/W	1	DVP-NC675PB
Sony Stereo VHS, VCR Player	1	SLV-N900
Sony Camera EVI-D100	1	EVI-D100
Triple NT1 for ISDN Termination	1	NT3
Shure Custom Wireless Microphone System W/2 Microphones	8	MX692/UC4
Valcom Ceiling Mounted Speakers	1	S-500
Valcom Speaker Bridge	1	S-550
Samson Stereo Power Amplifier	1	Servo 260
Equipment Cabinet of credenza for Equipment Include camera platform and Speaker module.	1	GMP-300LSH-Sm
1st. Year Platinum Expanded Warranty/Maintenance (Include Integration and Program Management)	1	4870-00055-112

A6 DELIVERABLES:

REF: CLIN #	Deliverable	Quantity	Format and Method of Delivery	Due Date
A3.2	The vendor/contractor shall provide project management work plan and updates to work plan including merchandise and labor control, scheduling and all coordination with HEPRA. All schedules, merchandise specifications shall be approved by the COTR.	2	1 - Hard Copy 1 - Electronic Word Format	1 week before installation
A3.3	The vendor shall purchase and coordinate delivery of all equipment within the timeframes proposed by the vendor and approved by the COTR.			TBD after date of award
A3.4	The vendor shall warrant all hardware and cabling for a period of one (1) year.			one (1) year from date of award, with four (4) twelve (12) month options
A3.7	The vendor shall identify all equipment by manufacturer, part number and cost.	2	1 - Hard Copy 1 - Electronic Excel Format	1 week after installation
A3.9	The vendor shall train six (6) users identified by COTR in the operation of the video conference system.	6		1 week after installation
A3.10	The vendor shall provide all training materials for training on the operation of the system.	2	1 - Hard Copy 1 - Electronic Word Format	1 week after installation
A3.11	The vendor shall provide reference documents and system documentation.	1	1 - Hard Copy 1 - Electronic Word Format	1 week after installation
A4.6	The vendor will be present for a complete inspection and acceptance of the Video Conferencing system by COTR.			After installation
A4.8	The vendor shall provide end user training on the operation of the Video Conferencing system.	6		TBD after acceptance by HEPRA

10.2 EVALUATION CRITERIA

10.3 TECHNICAL CRITERIA (0 points)

10.4 PRICE CRITERIA (100 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:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 100 = \text{Evaluated price score}$$

10.5 PREFERENCE POINTS (12 Points)

10.6 TOTAL (112 Points)

11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE

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

11.1 GENERAL PREFERENCES

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

- 11.1.1 The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- 11.1.2 The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.3 The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;

- 11.1.4** The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.5** The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- 11.1.6** The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

11.2 MAXIMUM PREFERENCE AWARDED

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve (12) points on a 100 point scale for submissions in response to this RFQ.

11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES

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

11.4 VENDOR SUBMISSION FOR PREFERENCES

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

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

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

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

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

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

12. ATTACHMENTS

Tax Certification Affidavit (Attachment B)

13. INSTRUCTIONS

Instructions to Bidders: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E) and/or 13(F), 14, 15, 16, 17, and 18, submit in writing one (1) original and four (4) copies of signed quotations to Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the only authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.

Mark all packages: Attn: RFQ352117 Video Conferencing DOH

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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: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer:

Name: _____ Title: _____

Soc. Sec. No.: _____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	Current	Not Current	Not Applicable
District: Sales and Use	()	()	()
Employer Withholding	()	()	()
Ball Park Fee	()	()	()
Corporation Franchise	()	()	()
Unincorporated Franchise	()	()	()
Personal Property	()	()	()
Real Property	()	()	()
Individual Income	()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements 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.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

Signature of Authorizing Agent

Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public: _____

My Commission Expires: _____