

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)				PAGE	OF PAGES
				1	19
1. RFQ NO. RFQ366141	2. DATE ISSUED November 20, 2007	3. REQUISITION NO. RQ366141	<input checked="" type="checkbox"/> Open <input type="checkbox"/> Set Aside- LSDBE <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, DC 20001			6. DELIVERY Immediately upon notification of contract award.		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Melford Brown, Contract Specialist, Phone (202) 727-0229, fax (202) 727-1679 melford.brown@dc.gov			7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER			9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED OFFICE OF CHIEF TECHNOLOGY OFFICER 441 4 th Street, N.W., Suite 1050N Washington, DC 20005 Michelle Spence		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: December 4, 2007, 2:00PM		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (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 QUOTERS AND TERMS AND CONDITIONS					
<u>Instructions to Quoters:</u> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price proposals as outlined in this solicitation, submit one (1) original and four (3) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 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. <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 Purchase Order(Po). For a copy, go to OCP's website, http://ocp.dc.gov, and click on OCP HOME then 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)
001	Inspection Station Support - Base Period	1,000	L/H		\$
002	Preventive Maintenance , Quality Control and Audit Services - Option Period 1	1,000	L/H		
003	Preventive Maintenance , Quality Control and Audit Services - Option Period 2	1,000	L/H		
TOTAL AMOUNT					\$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES NOT ACCEPTABLE)		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

GENERAL TERMS AND CONDITIONS

This is a Request For Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO.

1.a Contract Award

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

1.b Initial Offers

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

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a labor hour contract. The period of performance for the base period will be 1,000 hours from date of award or through December 31, 2007 whichever occurs later, with the option to renew for Two (2) additional option periods of 1,000 hours, 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. The quoter/offeror shall submit a price for the base period and each option period. 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 nineteen (19) months.

3. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by contracting officers. The name, address and telephone number of the Contracting Officer is:

William E. Sharp
Contracting Officer
Office of Contracting and Procurement
441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252
Fax: (202) 727-1679
E-mail: sharp.william@dc.gov

4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. 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, or a valid changed PO is issued by the Contracting Officer. 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.

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

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 shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. 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.

The COTR for this project is:

Michelle Spence
441 4th Street, N.W., Suite 1050N
Washington, DC 20001

6. ADVISORY AND ASSISTANCE SERVICES

The contract is a “nonpersonal services contract”. It is therefore, understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required and bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

- 7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.
- 7.2 In addition, the Contractor shall:
- 7.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;
- 7.2.2 Provide to personnel performing work under this contract high-end laptops with Window XP Professional and necessary communication equipment. Contractor shall also provide space, equipment, storage, personnel, and systems in the Contractor’s offices as necessary to support the work hereunder. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours;
- 7.2.3 The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person’s name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the OTR. Contractor must provide timely, necessary information to allow the District to calculate “earned value”;
- 7.2.4 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments;
- 7.2.5 Collect and document project constraints for cost, schedule, and quality and Obtain approval from the Contracting Officer for proposed scope changes;
- 7.2.6 Coordinate with District employees and other consultants/Contractors employed by the District throughout the performance of the above items;

- 7.2.7 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District;
- 7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to the District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract;
- 7.2.9 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems;
- 7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern and
- 7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.

8. HIRING OF EMPLOYEES

By accepting this order or contract, the Contractor agrees that the District, at its discretion, after completion of order or contract period, may hire the individual performing services as a result of this order or contract, without restriction, penalties or fees.

9. INVOICE PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract. The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later than on a monthly basis or as otherwise specified in the order or by the COTR.

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 this solicitation. The address of the CFO is:

OCTO Agency CFO
Accounts Payable Division
441 4th Street, NW
Suite 930S
Washington, D.C. 20001
(202) 727-2277

Fax: (202)-727-1216

To constitute a proper invoice, the Contractor shall submit the following

information:

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is recommended;
- (c) Description, unit, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature and
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill and supported with approved District timesheets.

10. EVALUATION FACTORS

10.1 The District intends, but is not obligated, to make a single award to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified in the solicitation. 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. The Technical Rating Scale is as follows:

10.2

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; <i>e.g.</i> , 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.
	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.

10.2 MINIMUM REQUIREMENTS (Candidates must meet all minimum requirements to be eligible to be considered for award)

10.2.1 Minimum Education Required: A graduate degree in engineering, chemistry or related discipline is required.

10.2.2 Minimum Years of Experience Required: At least five years experience working in the emissions control area for government or private industry. At least three years in the vehicle inspection industry. This experience should include at least three years in a project management capacity.

Resumes: Offerors shall submit no more than two resumes for the position. One with the name of each candidate and one without the name of each resume. The resumes shall contain three (3) references. Missing references shall result in resumes not being evaluated.

10.3 TECHNICAL CRITERIA (70 points)

10.3.1 Experience in the inspection industry including familiarity with EPA requirements for vehicle emissions controls (30 Points)

10.3.2 Project management experience, preferably with government agencies
(25 Points)

10.3.3 Experience developing specifications for system changes including facility upgrades,
preferably for government agencies (15 points)

Please provide name, title and current phone number and e-mail address of at least three (3) references that can address each proposed candidates' past performance providing similar services, including an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the candidate's performance.

PRICE CRITERIA (30 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:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base period. Evaluation of options shall not obligate the District to exercise them. The District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

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 (Attachment A)
Past Performance of Offeror (Attachment B)
Sample Resume (Attachment C)

13. INSTRUCTIONS

- 13.1** Please submit one (1) original and three (3) copies of the signed technical and signed price quotations in separately sealed envelopes to the 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 QUOTE FOR THIS RFQ. All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical proposals should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation.
- 13.2 Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.
- 13.3 By submitting a quote, Quoter is representing that the candidates proposed are available to commence work promptly upon the Quoter's receipt of a PO provided that a PO is received within twenty one (21) days of submission in response to this RFQ. By submitting a Quote, Quoter further represents that it understands that award decisions will be made based, in part, on the quality of the candidate proposed, and that if the candidate should not be available to commence work, for whatever reason, at the beginning of the period of performance, the District reserved the right to cancel the award and proceed with awarding to another Quoter whose candidate is available.
- 13.4 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.dc.gov>, click OCP HOME, and then click on Solicitation Attachments.
- 13.5 ALL RESUMES FORWARDED MUST HAVE THE CANDIDATES NAME REMOVED AN NO REFERENCE TO YOUR COMPANY. PLEASE FORWARD RESUMES AS CANDIDATE 1, CANDIDATE 2. PLEASE PROVIDE A**

**REFERENCE SHEET IDENTIFYING THE CANDIDATES TO THE
CORRESPONDING NUMBERED RESUME.**

STATEMENT OF WORK

Phase 4: Inspection Station Project Improvements

The vehicle inspection program is being upgraded to improve customer service and operations. There are also changes which have taken place in the last two years to meet US EPA requirements. More changes will be necessary to the program both to continue to improve customer service and to meet regulatory requirements. Following is a list of operational needs and improvements with which the Department of Motor Vehicles is requesting assistance.

1. The contractor shall work with DMV and vendor staff to assist in synchronization of vehicle inspection with registration. This will allow motorists to have a single interaction with DMV to perform all their services on an annual or semi annual basis. Changes will be required to the vehicle inspection and/or registration databases to allow for pro-rated registrations and inspections to be used to synchronize all services.
2. The Vehicle Inspection Management System (VIMS) contains the data from vehicle emissions and safety inspections. There are specific reports which are required to be provided to EPA of the emissions testing data. Specifications for these reports shall be developed, and then coordinated with VIMS contractor to integrate and test these reporting functions.
3. Security at the station should be improved. There currently are cameras in the test lanes and a recording system in the station customer service office. The system is antiquated, and needs to be upgraded with a system which allows viewing the cameras via the web. The contractor shall research and present options for an upgraded system and assist DMV in developing specifications for a new system. The contractor shall help assist DMV to get the new system installed.
4. The contractor shall research and present options for installation of cameras at the South West inspection station which show the queue and are broadcast via the web so the public can assess the current wait time. The contractor shall assist DMV in selection and installation of such a system.
5. The contractor shall spend three days a month working in the test lanes to improve customer service. This shall include streamlining the test process, working with station management to provide training on vehicle emissions testing technology, improving signage at the station, improving the layout of the equipment in the test lanes to speed testing and reduce wait time. Performance measurements shall be compiled before and after to validate the degree to which service was improved by the changes recommended by the contractor.
6. Work with the equipment and VIMS vendors to transfer the printing of fees from a separate report onto the vehicle inspection report (VIR).
7. Obtain assistance to remove the current unused dynamometers in lanes 1 through 5 and cover the pits to prevent employees from having accidents on the dynamometers not in use and to reduce the need for service to the dynamometer pits. This could include filling the pits, or removing the components which extend above the floor, and then placing cover plates over the open areas. If the pits are covered as opposed to filled, then they will still require maintenance to remove water which would accumulate in the pits. Covered pits will also be noisier to drive over than filled pits. It is unclear which option is less expensive.
8. Work with the equipment vendor to add printing of the VIR on blank paper with the system printing the DC and DMV logos.
9. Work with DMV IT staff to transfer of the connection between the lane test systems and VIMS to be via commercial communication lines (DSL) with automatic failover.
10. Work with the equipment and VIMS vendors so that the vehicle type is downloaded from Destiny to lanes at the beginning of tests. The District uses nine vehicle types, some of which are difficult for the inspectors to determine. For instance, the inspectors can not tell that a normal looking mini van which would be a

"Passenger" vehicle is actually a commercial vehicle because of the way it is used. Destiny has this information, therefore it would make it easier on the inspectors, if the vehicle is in VIMS, to provide this data at the beginning of a test, as opposed to making the inspectors determine the vehicle type. Otherwise, it is up to the inspector to get it correct. If they forget to ask the motorist, and then enter it wrong, the inspection cycle would end up wrong since for instance a commercial vehicle is inspected every 12 months, but a passenger vehicle is inspected every 24 months.

11. Assist DMV in developing public relations videos to be played in the test facility while customers wait to let them better understand the test process, the importance of testing and what to expect as part of the process including the time constraints on free retests, etc.
12. Work with the equipment vendor to re-integrate printing of brake test results diagrams to print on the same printer as the VIR.
13. Work with the equipment and VIMS vendors to add transfer of quality assurance data (audits and calibrations) to the VIMS which is not currently uploaded but is required by EPA.
14. Investigate changing inspector log in to the test systems to a more secure system to prevent fraud. The new system should require log in at each position in the lane before each portion of the test is conducted. Log in methods to be considered include biometrics (finger print readers), use of current RFID-based id-badges, etc. The system should show a picture of the employee conducting the test in the corner of the screen while the inspector is performing the test.
15. Work with outside equipment development companies to test self OBDII inspection equipment such as kiosks that could be located around the District on District property.
16. The contractor shall assist DMV in contracting with companies which can assist with the implementation of specific test station improvements. This shall include developing specifications for need changes, development of requests for proposals and assistance with evaluation of proposals.
17. Implement various lane testing process and equipment layout improvements. These would include removing old dynamometer control racks and power lines from the switch panel, old vehicle cooling fans, temporary gas, communications and power lines, relocating equipment to more efficient positions in the test lanes (once the old dynamometer controller racks are removed and the dynamometer pits are covered), relocate the IM240 CVS blowers to the roof of the building, remove unused network and equipment lines, ensure all power lines and outlets are properly covered.
18. Investigate the need for hydrogen and toxic gas alarms in the gas storage room.
19. Work with equipment vendor to add automated propane injection systems to three IM240 lanes. This will reduce the amount maintenance personnel need to calibrate or adjust the IM240 systems. (The propane injection is required to be performed once a day, normally at the start of the day).
20. The vehicle reference table needs to be updated for testing of newer vehicles.
21. Add a bar code to the vehicle inspection report containing the vehicle's VIN so that an old inspection report can be used to retrieve information about a previous inspection.
22. Develop cost/benefit analysis of alternative service delivery models including outsourcing and supplemental contracting.
23. Add to the inspection report the ability to print more than ten safety item failures.
24. Add a bar code scanner to the VIR and sticker reprint computer in the office.
25. Identify performance measurements for staff that provide an indication of the quality of service that should be expected to be delivered by the station. Measurements should include individual goals as well as station goals.
26. Work with station manager to reduce fraud.

These are known issues but more may arise during the contract period. They are, however, not a final list. Needs may change based on legislation or operational changes. The list is the best available at this time but some requirements may not be dropped and others added as the need arises.

The contract is for one base period with two option periods. The base period should address the issues and additional margin identified above. The two option periods shall involve preventive maintenance and quality control and audit to ensure the station continues to function at optimum service levels. This should include ongoing review of performance measures as well as periodic review of the measurements to ensure they are addressing the most important station activities and operations that contribute to continuous improvement of customer service. The contractor shall perform quality audits on site for three days each quarter.

DELIVERABLE REQUIREMENTS

Deliverables will be assigned throughout the project with timelines.

- Where documents are required from contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to OCTO using standard Microsoft Office Suite applications (or other OCTO-established project management standards tools). The deliverable document shall be accompanied by an electronic copy (on disk or CD or via email) of the document.
- If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format).
- Copies shall be filed both with the OCTO Program Manager for incorporation into the overall program files and with the COTR for delivery verification.

Record retention:

- Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.
- Contractor shall periodically review these resource materials with the COTR to establish file and retention plans.
- No later than fourteen (14) days before the close-out of the contract, the contractor shall review with the COTR all project-related materials to prepare a disposition plan for the contract closeout.

Attachment A

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: _____

Attachment B

PAST PERFORMANCE QUESTIONNAIRE INSTRUCTIONS

This form is provided to document the past performance of (name of company). The following standards shall be used in arriving at the rating. Upon completion of this form, please submit it as an e-mailed attachment to _____ at e-mail address _____ the subject line of the e-mail as “[Evaluated Vendor’s Name] – Past Performance Evaluation – (Solicitation Number-Solicitation Name). Thank you for assisting the Government of the District of Columbia in evaluating this Offeror's past performance.

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Contractor's performance failed to meet minimum requirements/contract expectations; e.g., no demonstrated capacity, major deficiencies which were not correctable
1	Poor	Contractor's performance marginally met minimum requirements/contract expectations; had major deficiencies which were correctable.
2	Minimally Acceptable	Contractor's performance marginally met minimum requirements/contract expectations; had minor deficiencies which were correctable.
3	Acceptable	Contractor's performance met requirements/contract expectations; no deficiencies.
4	Good	Contractor's performance met all requirements/contract expectations and exceeded some requirements/contract expectations; no deficiencies.
5	Excellent	Contractor's performance exceeded most, if not all requirements/contract expectations; no deficiencies.

If the element is not applicable, indicate with “N/A.” If no data has been obtained or additional comments are provided, please note in this column.

PAST PERFORMANCE RATING FORM						
NAME OF COMPANY EVALUATED:						
ADDRESS OF COMPANY EVALUATED:						
TYPE OF SERVICES PERFORMED:						
NAME OF EVALUATOR	EVALUATOR'S COMPANY/AGENCY			DATE EVALUATION PROVIDED		
<i>Performance Element</i>	Excellent	Good	Acceptable	Minimally Acceptable	Poor	Unacceptable
1. QUALITY OF TECHNICAL APPROACH (For example: Were the services comprehensive, complete, and feasible? (Met the needs, performed successfully, and accommodated changing requirements.)						
2. EFFECTIVE AND EFFICIENT USE OF RESOURCES (For example: Was the contractor able to obtain in a timely manner the amount and type of personnel resources required to support the project, effectively train personnel to perform the work required for the project, and maintain the required workforce throughout the term of the contract?)						
3. EFFECTIVE AND EFFICIENT USE OF SUBCONTRACTORS (For example: Was the experience of the subcontractors directly applicable to the project, did the contractor successfully meet subcontracting goals and objectives as related to small, woman-owned and small disadvantaged businesses, and did the contractor successfully utilize and manage all subcontractor resources?)						
4. QUALITY OF PERFORMANCE/CUSTOMER SATISFACTION (For example: Was the contractor committed to customer satisfaction?)						
Continued on next page						
<i>PAST PERFORMANCE RATING FORM, continued</i>						

<i>Performance Element</i>	Excellent	Good	Acceptable	Minimally Acceptable	Poor	Unacceptable
5. BUSINESS BEHAVIOR (For example: Was the contractor reasonable and cooperative at the corporate and program levels in response to changes in technical direction, correcting errors, poor performance, criticism/rejection of contract deliverables and other quality issues?)						
6. COMMUNICATION (For example: Did the contractor work and communicate well with contracting officers, contracting officer's technical representatives, end users, other contractors, subcontractors, and in-house staff?)						
7. COST CONTROL (For example: Was the contractor successful in planning and proposing realistic costs, monitoring performance, operating at or below budget, and implementing corrections/changes in a cost effective manner?)						
8. TIMELINESS OF PERFORMANCE (For example: Was the contractor successful in planning and proposing realistic schedules, monitoring performance, completing work on time, and implementing corrections/changes in a timely manner?)						
9. UNDERSTANDING OF REQUIREMENTS (For example: Did the contractor show an understanding of the scope of the requirements and an appreciation of the complexity of the requirements? And did the contractor effectively identify flaws, inconsistencies and other inaccuracies in your technical direction?)						
OVERALL EVALUATION SCORE (Note: This must be consistent with the individual scores)						

Comments

Please provide any comments regarding your performance element ratings in the appropriate spaces below. Please add additional pages as necessary.

Attachment C

Sample Resume Candidate 1

EDUCATION

MIDWAY SCHOOL OF BUSINESS - Chicago, IL
Master of Business Administration - Finance and Strategic Management - June 2001

- Dean's Honor List
- Active member of Management Consulting, Corporate Management and Strategy, and High Tech Clubs.

ANDERSEN COLLEGE - Boston, MA
Bachelor of Arts in Physics (Cum Laude) - June 1996

- Andersen College Scholarship for academic distinction; Dean's List all semesters
- Violinist in Andersen College Symphony
- Physics tutor for Bureau of Study Counsel; active participant in Habitat for Humanity
- Completed dissertation in the field of condensed matter theory

EXPERIENCE

SMART BROTHERS - New York, NY
Technology Project Manager - Investment Banking - June 1997 - July 1999

- Managed project teams to develop profit and loss systems for Proprietary Trading group
- Promoted to project leadership role in two years, well ahead of department average of four
- Developed an original mathematical algorithm for trading processing module, improving performance by 1200%
- Led team of six analysts in firmwide project to reengineer loan syndicate trading flows in firm's largest technology project of 1999. Recommendations established new firmwide standard for real-time trade processing
- Appointed lead developer of interest accrual team after just three months in department. Initiated and designed project to create customized, improved interest accrual and P&L applications for fixed income controllers
- Selected to work on high-profile project to reengineer corporate bond trading P&L system. Reduced overnight processing time from six hours to 20 minutes and improved desktop application speed by 350%
- Devoted 20-25 hours a month to instructing junior members of the team in interest accrual and trading

FINANCIAL TECHNOLOGY GROUP - New York, NY
Analyst - June 1996 - May 1997

- Developed cutting-edge analytic software for use by Wall Street traders
- Worked on a daily basis with clients to create and implement customized strategic software solution for equity traders. Helped create and deliver extensive training program for clients
- Initiated, created, and documented new firmwide standard for software module development

References (Three): (Shall be provided to be considered.)