

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)				PAGE	OF PAGES
				1	19
1. RFQ NO. RFQ377269	2. DATE ISSUED November 7, 2007	3. REQUISITION NO. RQ377269	4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" 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 <sup>th</sup> Street N.W., Suite 971 North Washington, D.C. 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 <a href="mailto:melford.brown@dc.gov">melford.brown@dc.gov</a>		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 655 15 <sup>th</sup> Street, N.W., Suite 400 Washington, DC 20005 Tegene Baharu			
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:  November 16, 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:			
<b>12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS</b>					
<b><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 4<sup>th</sup> 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, <a href="http://ocp.dc.gov">http://ocp.dc.gov</a>, and click on OCP HOME then Solicitation Attachments.</u></b>					
<b>13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)</b>					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
001	Sr. Business Manager-Base Period	1,000	L/H		\$
002	Sr. Business Manager- Option Period 1	1,000	L/H		
003	Sr. Business Manager- Option Period 2	1,000	L/H		
004	Sr. Business Manager- Option Period 3	1,000	L/H		
005	Sr. Business Manager- Option Period 4	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 <b>NOT</b> 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 to 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 four(4) 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 Thirty two (32) 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:

Mr. Tegene Baharu  
655 15<sup>th</sup> Street, N.W., Suite 400  
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 30<sup>th</sup> 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 4<sup>th</sup> 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:

Bachelor's Degree in related or applicable field.

### 10.2.2 Minimum Years of Experience Required:

Three (3) years related experience in a telecommunication environment.

**Resumes:** Offerors shall submit two resumes for each candidate (one with the name of candidate and without the name). 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 KNOWLEDGE AND EXPERIENCE (35 Points)

### 10.3.2 ANALYTICAL AND TROUBLESHOOTING SKILLS, AND COMMUNICATION SKILLS (Points to be awarded for those candidates who are selected and are interviewed. (10 Points)

### 10.3.3 PAST PERFORMANCE OF CANDIDATE (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.

### 10.3.4 PAST PERFORMANCE OF OFFEROR (10 points)

Please provide completed Past Performance Evaluations (Attachment A) from at least three (3) references that can address the Offeror's past performance in providing quality candidates for similar services, as well as an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the Offeror's performance. Offerors who have no relevant past performance will receive a neutral score (*i.e.* 5 out of 10).

**10.4 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**

Past Performance of Offeror (Attachment A)  
Sample Resume (Attachment B)  
Tax Certification (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 4<sup>th</sup> 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.**

**DC-NET**  
**Senior Business Manager**  
**Statement of Work**

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**1. Project Description**

**1.1** The District of Columbia Government, Office of the Chief Technology Officer (OCTO) is responsible for the design, build, and operational management of DC-NET. OCTO is in search of a contractor to provide services to the DC-NET program related to its business unit and contracts management.

**1.2** The Business Unit (BU) for DC-NET is responsible for all communications between existing and potential DC-NET voice and data customers as it relates to providing new services and technology solutions. Representatives from the Business Unit meet with intra and inter-agency customers to explain DC-NET's product offering, gather customer requirements, and consult on value added solutions to customers' voice and data needs. Included in the activities of the BU are customer consultations, response to requests for proposals, project initiation, project management related tasks, and customer satisfaction.

Internally, Business Unit managers are responsible for assessing the profitability and operational impacts related to providing services to new and existing customers. To accomplish these BU managers will author business cases that will be used to inform decision makers from the program and agency. They will also be responsible for fully understanding DC-NET's technical capabilities and will work DC-NET's engineering staff to develop new products and insure DC-NET's product line and customer satisfaction is exceeding industry standards.

**1.3** Contract management for DC-NET involves a single point of contact and mediation for all contractual issues for this program. Responsibilities include working proactively with vendors to ensure compliance of the terms of all agreements and purchase orders. As well as serving as liaison between DC-NET staff and the vendors providing materials or services for aspects of the operations or project that pertain to them.

**2. Scope of Work**

**2.1** Specific tasks will vary, however, this document is meant to serve as a summary or introduction to the known duties that must be handled. The contractor will be responsible for the following tasks/duties:

**2.2** This person shall also be the primary contact and mediator for contractual issues for DC- NET. This involves working proactively with vendors to ensure compliance of the terms of all agreements and purchase orders. As well as serving as liaison between DC-NET staff and the vendors providing materials or services for aspects of the operations or project that pertain to them.

**2.2.1** Manages project funding for all procurement activities, as well as contributes toward the strategic financial stability of the organization.

**2.2.2** Serves as the organizational lead for initiation, management and supervision of \$70M in contracts.

**2.2.3** Responsible for scope definition and control, due diligence, vendor negotiation and competitive analysis to obtain best value proposition for all contractual relationships.

**2.2.4** Drafts contract documentation related to all new procurements for the DC-NET program.

**2.2.5** Responsible for training staff members to use the District's Procurement Automated Support System (PASS) and other relevant applications.

- 2.2.6** Writes and processes all task orders work orders or change orders under an indefinite quantity-type contract vehicles that are currently in place.
- 2.2.7** Takes the lead in the due diligence, auditing and control related to all DC Net contractual agreements.
- 2.2.8** Responsible for budget implementation and process controls.
- 2.2.9** Assists customers in the resolution of accounting related issues in short order.
- 2.2.10** Assists members of the project controls team in providing financial information and assessments, as well as contributing to financial reporting activities.
- 2.3** As a member of the Business Unit, this contractor will take direction from the director of the Business Unit and be responsible for the following activities/duties:
  - 2.3.1** Analyze trends in the telecommunications industry that may provide opportunities to utilize the District Government's current infrastructure.
  - 2.3.2** Research telecommunications plans in surrounding municipalities for opportunities to utilize the District of Columbia's telecommunication's infrastructure.
  - 2.3.3** Assesses project activities and assists the Project Manager and Deputy CTO in specific activities critical to the success of the project or other critical activities with in OCTO.
  - 2.3.4** Performs strategic business analysis for prospective future locations at DC-NET based on ROI (Capital cost vs. Revenue projections).
  - 2.3.5** Prepares budgets, capital and operating cost estimates, cash flows, variances, and work break down structures.
  - 2.3.6** Participate in development and implementation of new businesses and coordinate presales meetings to review proposed plan and participate in final sales meetings. Provide sales analysis for promotional strategy.
  - 2.3.7** Assists in the development and maintenance of integrated departmental schedules.
  - 2.3.8** Directs the provision to end users of all District-wide telecommunication services and related activities, of DC-NET, including voice, data, wireless and video systems; recommends and administers associated policies and procedures.
  - 2.3.9** Acts as the Primary Point of Contact for DC-NET with customer on assigned projects and work items.
  - 2.3.10** Produces business cases, including conducting market research, evaluating technical options and vendor solutions, analyzing costs and making recommendations.
  - 2.3.11** Develops and makes presentations to current and potential customers related to DC-NET's products and services.
  - 2.3.12** Coordinates all activities among the customer and DC-NET resources, including responsibilities for schedule creation and timeliness related to the delivery of new services.
  - 2.3.13** Manages timelines and participates in all other relevant program management duties to insure delivery of service.

### **3 General Requirements**

- 3.1** Takes direction from the Director of DC-NET on all issues related to contracts and procurement. Takes direction from the director of the business unit on all work related to the Business Unit.

### **4. Required Skills**

**4.1** Must have a Bachelor's Degree in related or applicable field, plus a minimum of 3 years related experience in a telecommunications environment.

**4.1.1** Must be experienced and adept in the areas of contract administration and financial accounting.

**4.1.2** Experience using Ariba applications, MAS500, and Crystal Reports is strongly desired.

**4.1.3** Experience with and knowledge of District of Columbia contracting and procurement laws and procedures are highly desirable.

**4.1.4** Should have experience negotiating contracts and enforcing terms of existing contracts.

**4.1.5** Must be experienced in establishing relationships with vendors that support initiatives of the organization.

**4.1.6** Knowledge of the telecommunications industry, services, trends innovative developments and their practical applicability within a public services environment at both municipal and regional levels.

**4.1.7** Demonstrable program management skills, particularly related to requirements gathering, project initiation, scope of work formulation, schedule creation, work breakdown structures, and project close out.

**4.1.8** Outstanding oral and written communication abilities, to include experience making presentations to small groups, facilitating meetings, answering questions, products demonstrations, etc.

**4.1.9** Experience with and ability to draft business cases, make assessments related to return on investment, as well as assess and communicate business opportunities to senior management.

**4.1.10** Experience working in a government setting, to include demonstrable skill in working in the inter-agency environment, satisfying customer requests.

**4.1.11** Must have demonstrable skills with Microsoft Word, Excel, Visio, Outlook, and related personal computer tool.

### **5.0 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.

**5.1 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.

<b><u>Numeric Rating</u></b>	<b><u>Adjective</u></b>	<b><u>Description</u></b>
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.

<b>PAST PERFORMANCE RATING FORM</b>						
<b>NAME OF COMPANY EVALUATED:</b>						
<b>ADDRESS OF COMPANY EVALUATED:</b>						
<b>TYPE OF SERVICES PERFORMED:</b>						
<b>NAME OF EVALUATOR</b>	<b>EVALUATOR'S COMPANY/AGENCY</b>			<b>DATE EVALUATION PROVIDED</b>		
<i>Performance Element</i>	<b>Excellent</b>	<b>Good</b>	<b>Acceptable</b>	<b>Minimally Acceptable</b>	<b>Poor</b>	<b>Unacceptable</b>
<b>1. QUALITY OF TECHNICAL APPROACH</b> (For example: Were the services comprehensive, complete, and feasible? (Met the needs, performed successfully, and accommodated changing requirements.)						
<b>2. EFFECTIVE AND EFFICIENT USE OF RESOURCES</b> (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?)						
<b>3. EFFECTIVE AND EFFICIENT USE OF SUBCONTRACTORS</b> (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?)						
<b>4. QUALITY OF PERFORMANCE/CUSTOMER SATISFACTION</b> (For example: Was the contractor committed to customer satisfaction?)						
<b>Continued on next page</b>						
<b>PAST PERFORMANCE RATING FORM, continued</b>						

<i>Performance Element</i>	Excellent	Good	Acceptable	Minimally Acceptable	Poor	Unacceptable
<b>5. BUSINESS BEHAVIOR</b> (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?)						
<b>6. COMMUNICATION</b> (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?)						
<b>7. COST CONTROL</b> (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?)						
<b>8. TIMELINESS OF PERFORMANCE</b> (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?)						
<b>9. UNDERSTANDING OF REQUIREMENTS</b> (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?)						
<b>OVERALL EVALUATION SCORE (Note: This must be consistent with the individual scores)</b>						

### 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.)