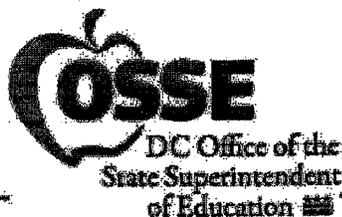


REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET : GSA MARKET ONLY <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input checked="" type="checkbox"/> GSA			PAGE OF PAGES 1 11	
1. REQUEST NO. DCGD-2008-R-00-38	2. DATE ISSUED October 7, 2008	3. REQUEST/PURCHASE REQUEST NO. RQ418068	4. NIGP COMMODITY CODE	CAPTION		
5A. ISSUED BY Office of Contracting and Procurement (OCP) 441 4 th Street NW Bid Room Suite 703 South Washington, DC 20001			6. DELIVER BY <i>(Date)</i>			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> <i>Ana Spevak 202-741-5937</i>			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE All Prospective Vendors			9. DESTINATION <i>(Delivery Address)</i>			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS <i>(Date and Time)</i> October 17, 2008, 2:00 p.m. EST		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1	SLED USI Solutions Manager	2000	Hours	\$ _____	\$ _____	
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS	
14. NAME AND ADDRESS OF QUOTER <i>(Street, city, county, State and ZIP Code)</i>			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		18. TELEPHONE NO. <i>(Include area code)</i>	



STATE LONGITUDINAL EDUCATION DATA SYSTEM (SLEDs)

UNIQUE STUDENT IDENTIFIER (USI) SOLUTIONS MANAGER

SCOPE OF WORK

1. Background

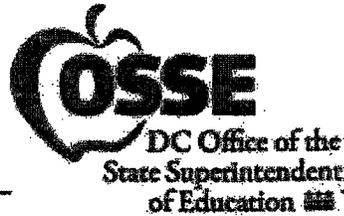
The Office of the State Superintendent of Education (OSSE), in partnership with the Office of the Chief Technology Officer (OCTO), the Mayor's office, the City Council, and key public education stakeholders, is developing a statewide longitudinal education data system referred to as the State Longitudinal Education Data System (SLED). The SLED will be the main repository of the District of Columbia's current and historical public education student data. The data will be available to be used for education planning, analysis, research, and reporting. The SLED will be populated with information extracted from disparate enterprise educational systems into a single comprehensive relational database. It will standardize student academic information currently stored in various local education agencies (LEAs) and it will track student information statewide over multiple years and in multiple education institutions.

Once built, the SLED will enable the sharing of critical information that tracks student learning spanning early childhood, K through 12, post-secondary, and adult education across systems. It will ultimately link to other youth and adult serving institutions to provide a comprehensive picture of the District of Columbia's learners. This information will assist in meeting educational needs through better planning, trend analysis, performance projections, implementation, program evaluation, and stakeholder empowerment. The SLED will support user-friendly database queries that produce standardized and customized reports for various stakeholders. Stakeholders will be able to use the SLED data to identify which factors contribute to closing the achievement gap, determine the kinds of programs that work best for particular students, and identify strong school settings and educational best practices that are improving student achievement.

2. General Requirements

In order to achieve the complex and ambitious education services modernization effort employing enterprise application and system integration technologies, the District requires the services of skilled technologists to augment District staff. These technologists will support the District staff in completing specific tasks and milestones within an overall project schedule.

OSSE, as the newly formed state education agency, is responsible for accurately and timely reporting of public student data to meet federal reporting requirements. The OSSE recently competed for and received a \$5.7 million grant from the Institute of Education Sciences, of the US Education Department, to develop and implement a longitudinal education data warehouse that links the different student information systems. The first phase in the development of the Data Warehouse is the implementation of a client-matching algorithm that identifies student level data at the SEA level. These data will be sourced from existing LEA student information systems and MEAD. The first work project involves the accuracy and uniqueness of District of Columbia public student identifiers.



Candidates preferred to have demonstrated experience in working in complex organizations and technology environments showing both ability to exercise independent judgment and ability to work effectively in complex collegial and operational environments. Experience in government sector technology strategies involving enterprise-wide integration planning architectures is preferred. Experience in the education systems services and information system environment is highly preferred.

Contractor agrees to assure availability of staff to support the project timelines. Contractor will provide advance notice of any planned change in personnel on the contract. Replacement personnel must be interviewed and approved by the District.

3. Specific Requirements

Specifically, the OSSE requires the following services:

- a. Conduct data quality control of monthly student level data downloads from DC STARS and charter school rosters and OLAMS;
- b. Further develop and link MEAD database with other existing student information systems (SIS);
- c. Conduct data analysis on student mobility trends based on MEAD and other SISs; and
- d. Conduct requirements analysis for the USI Work Group and SLED.

4. Tasks

a. MEAD Pre-Audit Data Review and Reporting

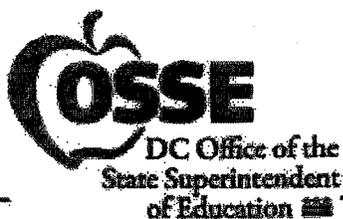
OSSE will be receiving copies of the 2008-2009 school audit data in October at the same time the official audit team receives the data. OSSE will perform analysis on this data to determine the quality of the data received. This includes verifying that all mandatory fields have been completed with valid data as well as matching the data to the existing MEAD database to determine if any duplicate information/records exists based on prior audits. This information will help the OSSE team to determine best practices in regards to future audits and to provide feedback to appropriate personnel as to the performance of the various schools in regards to audit activities.

b. Unique Student Identifier Monthly Audit and Reporting

OSSE will be receiving monthly extracts from both STARS and OLAMS data systems. In order to ensure accuracy with regards to the interim USI project, a thorough analysis of both datasets will be performed on a monthly basis. The OLAMS dataset will be matched with STARS to ensure that all student records have a valid and matching STARS ID. Schools will be notified individually with a report highlighting the results of this match. In addition, all new records from the datasets will be compared with the MEAD to determine if any possible duplicates exist. STARS will also create a possible duplicate report and the findings of both reports will be used to identify all duplicates.

c. MEAD 2008-2009 Audit Data Update

As soon as the official 2008-2009 audit data has been received, the new data will be added to the MEAD database. This involves matching the records against the previous data and reconciling all new and possible matching records. This data will then be compared to both STARS and OLAMS to ensure accuracy of the MEAD data as well as to audit the thoroughness of the two databases.



d. MEAD Reporting and Query Support

The MEAD is currently the only effective longitudinal student reporting database for DC. Requests for longitudinal data reports will be handled on an ad-hoc basis throughout the fiscal year.

e. USI Group and SLED Meetings and Participation

These hours are associated with formal meetings and JAD session in regards to both the interim USI project and the larger SLED project.

5. **Minimum Requirements**

- a. Microsoft Office Products
- b. Microsoft Visio
- c. Experience leading interviews and facilitated sessions with project stakeholders
- d. Experience in conducting tool evaluations.

6. **Other Skills and Experience**

- a. Ability to translate business needs into technical solutions.
- b. Ability to schedule, manage, facilitate, and document workgroup meetings.
- c. Experience with technology in client-server and internet and intranet environments.
- d. Experience in working with industry accepted requirements methods and practices and tools.
- e. Qualified candidate must also possess excellent writing skills, excellent communication skills, strong process skills and leadership ability.
- f. Exceptional analytical skills necessary to identify and resolve technical issues or problems.
- g. Excellent written and oral communication skills.
- h. Ability to multi-task and prioritize.
- i. Ability to work well in a challenging environment.
- j. Must be able to follow-through on tasks as assigned.

6. **Other Terms**

In fulfilling the requirements of this contract, the contractor shall:

- a. Assure that the contractor's staff receives ongoing supervision of the work on this contract by contractor's senior management supervisor. The senior supervisor shall participate in periodic conferences with COTR and Program Manager in order to provide quality control of the contractor's work. Meetings with District shall be at least monthly, unless otherwise specified by the District. At such meetings, the contractor's senior supervisor shall report findings impacting achievement of project goals to District representative with proposed actions.
- b. Continuously monitor the status of work hereunder and update status, providing District management with timely information regarding possible problems and proposed action required to mitigate such problems.



DC Office of the
State Superintendent
of Education

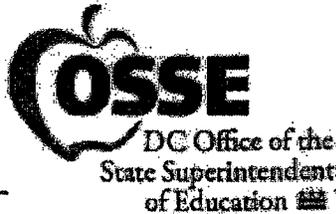
- c. Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by contractor's staff as required under the project management protocols.
- d. Assure that District receives accurate, position-specific and timely filings regarding timesheets, billings and that the District is notified when the contract accruals reach the 80% of contract total or one month before the contract expiration.
- e. The contractor shall follow the procedures and rules of the Government of the District of Columbia, OSSE's PO and additional procedures that the District representative may direct from time-to-time.
- f. During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- g. Unless otherwise specified, contractor staff shall work onsite at the designated District site during normal business hours. Contractor shall also provide space, equipment, storage, personnel, and systems in the contractor's offices as necessary to provide administrative support for the work hereunder.
- h. 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 prior approval has been granted by the COTR.
- i. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
- j. The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.
- k. The COTR shall not supervise contractor employees, render final decisions, modify the terms and conditions of the contract, issue preliminary termination notices (show cause letters or cure notices), or terminate the contract. All such matters are under the authority of the Contracting Officer.

8. General Terms

- a. Contractor shall provide a laptop with minimum Pentium 4 processor or equivalent; 1+ GIG of memory; Windows XP professional, current version of MS Office, Visio Professional, MS Project; CD read/write capability.
- b. Rates should include local travel. Specific prior authorization may be approved for out-of-town travel associated with approved project activities.
- c. Contractor shall follow all District / PMO and architecture standards.

9. Period of Performance and Level of Effort

The services under this purchase order will be paid on the labor hour contract basis, consistent with those rates provided in the contractor's lowest proposal rate. This base period is for 2,000 hours of services from date of award with three Option Periods of 1,000 hours each.



The District reserves the right to hire the incumbent at a time convenient to the District, thus canceling the hours remaining on the purchase order at the time of hire without penalty.

The District reserves the right to hire or cease requiring the services of any incumbent at a time convenient to the District, thus canceling the hours remaining on the purchase order at the time of termination or hire without penalty.

10. Option to Extend the Term of the Contract

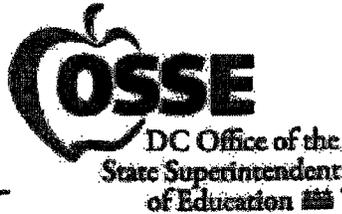
The District may extend the term of this contract for a period of three (3) one thousand (1,000) hour periods or successive fractions thereof, by giving written notice to the Contractor before the expiration of the contract; provided that the District shall give the Contractor a preliminary written notice 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 Contracting Officer may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contractor prior to expiration of the contract.

If the District exercises this option, the extended contract shall be considered to include this option provision. The price for the option period shall be as specified in the contract. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2 years.

11. Evaluation Criteria

Candidates will be evaluated according to the following criteria:

<u>Evaluation Criteria</u>	<u>Points</u>
Price	30%
Enterprise Architecture Experience	30%
Interview	30%
Written and oral communication	10%



Determination of Points for Price

The price evaluation will be objective. Actual points assigned to each candidate of the respondent in the category will be computed in accordance with the following formula. The candidate with the lowest combined hourly rate (based period plus all options) will receive the maximum points. All others will receive a proportionately lower score, calculated in accordance with the following formula:

Lowest Hourly Rate of Base and all Options:

$$\frac{\text{Hourly Rate of the Base Period and all Options of Quote being evaluated}}{\text{Lowest Hourly Rate of Base and all Options}} \times 30 \text{ weight} = \text{Evaluated price score}$$

Hourly Rate of the Base Period and all Options of Quote being evaluated

12. Payment

Payment shall be made to the address identified on each invoice:

Office of Finance and Resource Management
441 Fourth Street NW, Suite 890N
Washington, D.C. 20001

13. Payment Procedures

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 also recommended;
- c. Description, price, quantity, dates and the percent (%) of work actually performed;
- d. The original and two (2) copies of invoices for cost reimbursable expenses;
- 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.
- i. Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.
- j. District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only. The District timesheets will be provided electronically to the COTR.

14. The Quick Payment Clause

Interest Penalties to Contractors.



DC Office of the
State Superintendent
of Education

The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

Payments to Subcontractors

The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a) the 3rd day after the required payment date for meat or a meat product;
- b) the 5th day after the required payment date for an agricultural commodity; or
- c) the 15th day after the required payment date for any other item.

Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.



DC Office of the
State Superintendent
of Education

15. Contracting Officer

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this requirement is:

Elizabeth Kilpatrick
Contracting Officer
Office of Contracting and Procurement
Office of the State Superintendent of Education
441 4th Street NW, Suite 350 North
Washington, DC 20001

Telephone: 202-727-6436
Fax: 202-727-1675
E-mail: Elizabeth.Kilpatrick2@dc.gov

16. Contracting Officer's Technical Representative (COTR)

The COTR is responsible for the technical analysis of the proposal and final recommendation for contract award. The COTR also informs the contracting officer (CO) 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 the contract and such other responsibilities and authorities as may be specified in writing by the CO. The CO will appoint the COTR upon contract award.

17. Contract Specialist

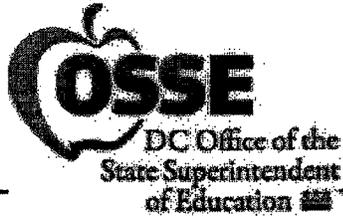
Refer all inquiries to the following Contract Specialist:

Janet Spevak
Contract Specialist
Office of Contracting and Procurement
Office of the State Superintendent of Education
441 4th Street NW, Suite 350 North
Washington, DC 20001

Telephone: 202-724-2121
Fax: 202-727-1675
E-mail: Janet.Spevak@dc.gov

18. Manner of Award

The District shall award a Purchase Order to one or more quoters whose candidate represents the best value to the District, price + non-price factors taken into consideration.



19. Advisory and Assistance Services

The contract is a "non-personal 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 to 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.

20. Terms and Conditions

In compliance with the above terms and conditions of this purchase order, the contractor agrees that if this offer is accepted within 30 days of the date of receipt of offers specified herein, to furnish any or all services which prices have been offered, at the price set opposite each item, and delivered at the designated points within the time specified herein.

21. Additional Terms and Conditions

The contractor will follow the procedures and rules of the Government of the District of Columbia, OSSE's purchase order and additional procedures that the District representative may direct from time-to-time.

- a. During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- b. Unless otherwise approved, work must be performed on District premises.
- c. Contractor shall be specifically responsible for assuring that personnel have laptops 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.
- d. The contractor will 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 prior approval has been granted by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
- e. Vendor may not incur additional subcontractor costs without consent of District.
- f. The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.
- g. All invoices shall be submitted for certification to the COTR.
- h. The COTR shall not supervise contractor employees, render final decisions, modify the terms and conditions of the contract, issue preliminary termination notices (show cause letters or cure



DC Office of the
State Superintendent
of Education

notices), or terminate the contract. All such matters are under the authority of the Contracting Officer.

- i. Work must be performed on District premises unless specifically authorized.
- j. The vendor supplies its personnel with laptops.
- k. Over time, over 8 hours a day and or over 40 hours a week is only authorized if approved in writing before it is worked. Official hours are from 8:30am – 5:30pm Monday through Friday.
- l. Weekly status updates to project plans and hours are mandatory.
- m. All rates include travel and living expenses.
- n. MS Project will be used as the only project management tool.
- o. Monthly bills must be broken down by rate, person, hours, and WBS task as an attachment to each bill, with approved District timesheets.
- p. District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only.
- q. Bills must be presented to the Office of the State Superintendent of Education's (OSSE) Accounts Payable Department within 10 days of the month end.
- r. Vendors will follow all District/Program Management Office (PMO) standards.
- s. The District must approve all subcontractors prior to the subcontractor commencing work under the contract.
- t. The vendor will submit no more than 3 resumes. Resumes submitted in excess of the first three will be disqualified.