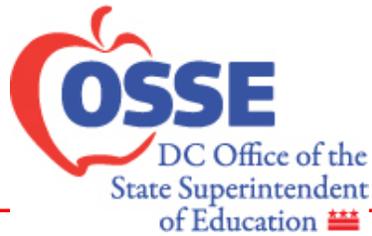


REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET: <input checked="" type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input type="checkbox"/> DCSS <input type="checkbox"/> GSA		PAGE OF PAGES 1 11	
1. REQUEST NO. DCGD-2008-R-00-39	2. DATE ISSUED October 9, 2008	3. REQUEST/PURCHASE REQUEST NO. RQ418065	4. NIGP COMMODITY CODE	CAPTION State Longitudinal Education Data System (SLED) Project Manager	
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 (Date)		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Ana Spevak – 202-741-5937			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE To all Prospective Vendors			9. DESTINATION (Delivery Address)		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) October 20, 2008, 2:00 P.M. EST		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <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 Project 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 (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)



STATE LONGITUDINAL EDUCATION DATA SYSTEM (SLED)

PROJECT 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 (LEA's) 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

The scope of work for this project will include IT project management for the State Longitudinal Education Data System (SLED) project. The Project Manager should have a strong understanding the District of Columbia education environment, the Higher Education and Financial Systems DC OneApp and the Nutrition Services Application and Claims Processing systems to do requirements gathering, business process re-engineering, design, development, testing and implementation. In addition, this project will include ongoing analysis, planning and reporting on methods to help the OSSE manage their programs and increase productivity. This will also include identifying opportunities for staff training and application enhancements.

3. Tasks

The Contractor will perform the following duties and must demonstrate expertise in performing all of the tasks provided below:

1. Manage the design, development, quality assurance and implementation of the unique student identifier, student tracking system, teacher tracking system, data warehouse and decision support components of the SLED.
2. Perform Independent Verification and Validation (IV&V) for the SLED project.
3. Develop and manage project plans and the associated tasks and budgets.
4. Demonstrate strong knowledge and understanding in developing Project Plans, Project Charters, Communication Plans, Test Plans and Change Management Plans within a state education environment.
5. Lead Joint Application Development sessions with IT staff and with education business representatives.
6. Ability to effectively communicate, via oral and written communication, with a wide variety of education stakeholders.
7. Have a solid knowledge of NCLB report guidelines and processes.
8. Have thorough understanding of EDEN/EdFacts report requirements and its impact on state education agencies.
9. Demonstrate strong knowledge of OSSE's role in the District of Columbia education environment within the context of state education agencies' responsibilities.
10. Understand the political dynamics of the District of Columbia education environment and develop strategies to support collaboration and problem solving with all business contributors.
11. Manage the development, tasks and strategies of creating and maintaining education data categories, elements, and dictionary definitions.
12. Strong knowledge of education process reengineering and change management.
13. Understand and implement technology systems within school and LEA organizations.
14. Develop detailed educational and functional requirements for a longitudinal data system within a state education agency.
15. Have a strong knowledge of data warehouse management expertise in an education environment.
16. Have experience with effectively managing grants and contracts within the DC procurement system.
17. Have a detailed understanding of the DC OneApp and the Nutrition Services Application and Claims Processing System to improve functionality, business workflow and integration with the SLED.
18. Have a strong working knowledge of the DC OneApp and Nutrition Services Application and Claims Processing System applications development, functionality, database design and program requirements to address, resolve and improve production issues.
19. Ensure that District Government IT standards and web development processes are adhered to by web site and application development teams.

4. Minimum Requirements

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

5. 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.
- 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.

7. 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.

8. 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.

9. 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.

10. Evaluation Criteria

Candidates will be evaluated according to the following criteria:

Evaluation Criteria	Points
Price	30%
Project Management Experience	30%
Interview	30%
Written and oral communication	10%

Total Maximum Points = 100%

Preference Points (0-12 Points) for Local, Small and Disadvantaged Businesses (LSDBEs).

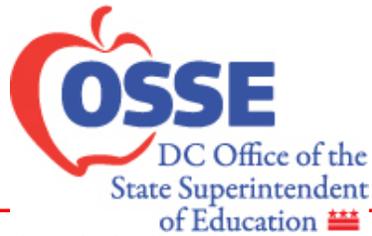
• Small Business Enterprise (SBE)	3 Points
• Resident-Owned Business (RBO)	3 Points
• Longtime Resident Business (LRB)	10 Points
• Local Business Enterprise (LBE)	2 Points
• Business located in Enterprise Zone (DZE)	2 Points
• Disadvantaged Business Enterprise (DBE)	2 Points

The maximum total preference to which a certified business enterprise is entitled for this procurement is twelve (12) points on a 100-point scale for quotations submitted in response to this RFQ.

Total Possible Points: 112

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:

$$\frac{\text{Lowest Hourly Rate of Base and all Options}}{\text{-----}} \times 30 \text{ weight} = \text{Evaluated price score}$$

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

11. 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

12. Payment Procedures

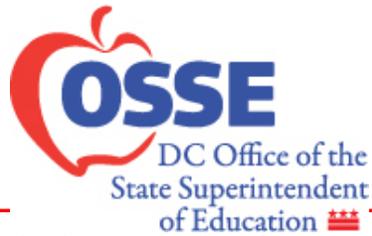
To constitute a proper invoice, the Contractor shall submit the following information:

- 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.

13. The Quick Payment Clause

Interest Penalties to Contractors

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:

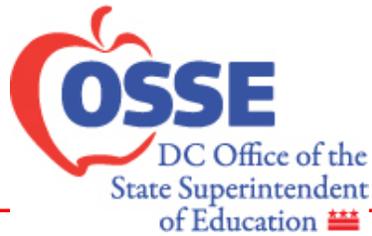
- a) Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b) Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part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



14. 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

15. 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.

16. 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

17. Manner of Award

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

18. 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.

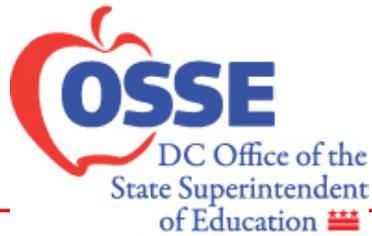
19. Terms and Conditions

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.

20. 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



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.