

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE <input checked="" type="checkbox"/> DCSS <input type="checkbox"/> GSA		PAGE OF PAGES 1 9	
1. REQUEST NO.	2. DATE ISSUED 12/15/09	3. REQUEST/PURCHASE REQUEST NO. DCGD-2010-T-5504	4. NIGP COMMODITY CODE 9625800	CAPTION PROFESSIONAL SERVICES	
5A. ISSUED BY OFFICE OF CONTRACTING AND PROCUREMENT 441 4 TH STREET, N.W. SUITE 700 SOUTH WASHINGTON, DC 20001			6. DELIVER BY <i>(Date)</i> PLEASE PROVIDE A DELIVERY DATE***		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> URANUS ANDERSON @ 724-5292 AND FAX NO. 727-0245 Email:Uranus.anderson@dc.gov			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			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> 12/16/09 @10:00a.m.		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)
0001	The Contractor shall provide temporary three (3) personnel for services to include: document processing, records management and audio file storage/retrieval to the Student Hearing Office. The tasks are essential to the administration of the District of Columbia special education hearing system in meeting standard legal practices. . Three Data Entry Clerks I SORRY, NO LATE BIDS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.	4,800	Hr.		
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>

SECTION B - SUPPLIES OR SERVICE AND PRICE/COST

B.1 The Government of the District of Columbia, the Office of Contracting and Procurement, on behalf of Office of State Superintendent of Education/Student Hearing Office (OSSE/SHO) is seeking a personnel staffing service to provide three (3) temporary Data Entry Clerks to the Special Education Student Hearing Office.

B.2.1 ORDERING CLAUSE

B.2.1.1 Any supplies and services to be furnished under this agreement must be ordered by issuance of delivery orders or task orders by the Contracting Officer or Ordering Official. Such orders may be issued during the term of this agreement.

B.2.1.2 All delivery orders or tasks order are subject to the terms and conditions of this agreement. In the event of a conflict between a delivery order or task order and this agreement, the agreement shall control.

B.2.1.3 If mailed, a delivery order or task order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

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B.3 PRICE SCHEDULE

Item	Deliverable	Estimated Quantity	Unit of Measure	Unit Cost	Ext. Unit Price
0001	Data Entry Clerks I (3)	4,800	hourly		
				Total:	

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE

The Contractor shall provide temporary three (3) personnel for services to include: document processing, records management and audio file storage/retrieval to the Student Hearing Office. The tasks are essential to the administration of the District of Columbia special education hearing system in meeting standard legal practices.

C.2 REQUIREMENTS

- C.2.1 The Supplier shall create new student records based on incoming due process complaints.
- C.2.2 The Supplier shall responsible for completion of organizing and filing student records for school years 2006-2007.
- C.2.3 The Supplier shall organize and file student records for school years prior to 2005.
- C.2.4 The Supplier shall transfer uploaded audio files to appropriate network folders for Hearing Officer access.
- C.2.5 The Supplier shall separate and upload incoming documents into the iSight Docketing System. Perform special projects under the direction of the Director's office and iSight Project Manager.
- C.2.6 Additional tasks may include preparing or supporting the archival of historical student records.

C.3 KNOWLEDGE REQUIREMENTS

- C.3.1 The supplier shall provide candidates that meet the following criteria:

Must have a high school diploma, some college preferred; detailed but narrow work-related knowledge and the ability to do the following:

- Extracts and compiles a narrow range of data from the appeal form filed by the property owner.
- Accurately enters data into database system.
- Files already labeled material using a straightforward alphabetical, numerical or chronological system.
- Understands verbal and written instructions, general policy statements.
- Regular, skilled use of more complex machines including word processors and personal computers.
- Two years of computer entry related work experience.

C.4 INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for the resultant contract shall be governed by clause number six (6) Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

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C.5 TERM OF CONTRACT

The term of the contract shall be from date of award thru 9/30/10.

C.6 DELIVERABLES

See Supplier's Price listing for B.3.

C.7 INVOICE PAYMENT

C.7.1 The District will make payments to the Contractor(s), upon the submission of proper invoices, at the prices stipulated in this contract, for accepted supplies delivered and/or services performed, less any discounts, allowances or adjustments provided for in this contract.

C.7.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

C.8 INVOICE SUBMITTAL

C.8.1 The Contractor(s) shall submit proper invoices on a monthly basis or as otherwise specified in each task order. Invoices shall be prepared in duplicate and submitted to the ordering agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in each task order.

C.8.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

- a). Contractor's name, federal tax ID and invoice date (Contractors shall date invoices as of the date of mailing or transmittal);
- b). Contract number and invoice number;
- c). Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- d). Other supporting documentation or information, as required by the Contracting Officer;
- e). Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- f). Name, title, phone number of person preparing the invoice;
- g). Name, title, phone number and mailing address of person (if different from the person identified in C.11.1) to be notified in the event of a defective invoice;

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- h). Authorized signature; and,
- g). Purchase Order Number.

C.9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- C.8.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- C.8.2 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.
- C.8.3 In the event the Contract effects any changes at the instruction or request of any person other than the Contracting Officer, the change will be made in the contract price to cover any cost increase incurred as a result thereof.

C.10 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- C.10.1 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.
- C.10.2 The COTR shall not have authority to make changes in the specifications or Scope of Work or terms of conditions of the contract.
- C.10.3 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.

C.11 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor(s) shall be bound by the Wage Determination No. 2005-2103, Revision No. 8, dated May 26, 2009, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.) and incorporated herein as part of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

C.12 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 (“SCP”), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading “Information”, then click on “Standard Contract Provisions – Supplies and Services Contracts”.

C.13 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

C.14 RIGHTS IN DATA

C.14.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

C.14.2 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

C.14.3 The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

C.14.4 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

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C.14.5 The Supplier shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

C.14.6 Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

C.15 SUBCONTRACTS

The Contractor(s) hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.