

<b>REQUEST FOR QUOTATIONS</b> <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input checked="" type="checkbox"/> is not applicable.		PAGE OF PAGES 1   33	
1. REQUEST NO.	2. DATE ISSUED 9/17/09	3. REQUEST/PURCHASE REQUEST NO. DCHC-2009-T-002	4. COMMODITY GROUP AND CLASS	RATING	
5A. ISSUED BY Office of Contracting and Procurement Public Administration Service Bureau 441 4 <sup>th</sup> Street NW., Suite 700 South Washington, DC 20001			6. DELIVER BY <i>(Date)</i> <i>Period of Performance:</i> Date of Award through One Year		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Janice Diggs (202) 724-4960 Fax (202) 727-0245			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER <i>(See Schedule)</i>		
			9. DESTINATION <i>(Consignee and address, including ZIP code)</i>  D.C. Department of Health HIV/AIDS Administration 64 New York Avenue, NE Washington, D.C. 2000-2 202-671-4809, 202-671-4860 (F)		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 2:00 PM <i>(Date) local time</i>  <b>September 25, 2009</b>		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i> <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED			
<b>IMPORTANT:</b> 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 services. 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.					
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
0001	The District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Health (DOH), HIV/AIDS Administration (HAA) is seeking a contractor to provide consultation services and technical assistance to strengthen the internal administration and build the capacity of small community and faith organizations participating in the Effi Barry HIV/AIDS Program				
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>



**GOVERNMENT OF THE DISTRICT OF COLUMBIA  
OFFICE OF CONTRACTING AND PROCUREMENT**



**TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS)  
CONTRACTORS**

**REQUEST FOR TASK ORDER PROPOSALS**

**Solicitation No.:** DCHC-2009-T-0002

**CAPTION:** Consultant Services and Technical Assistance

**Issuance Date:** September 16, 2009

**Closing Date:** September 25, 2009, 2:00 p.m. local time

The District of Columbia Office of Contracting and Procurement (District) on behalf of the Department of Health (DOH), HIV/AIDS Administration (HAA) is seeking a contractor to provide consultation services and technical assistance to strengthen the internal administration and build the capacity of small community and faith organizations participating in the Effi Barry HIV/AIDS Program (See Applicable Document #1). The contractor shall provide the required services in accordance with the **Statement of Work, Section B and current DCSS contract for Mission Oriented Business Integration Services (MOBIS)**, firm fixed price contract with a cost reimbursement component task order agreement(s).

The task order proposal should be prepared according to the instructions listed in Section A below:

**A. Proposal Submission Requirements**

The Offeror's task order proposal shall consist of two parts, separately bound: Technical and Price, four (4) copies each. The Offeror shall submit each task order proposal in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No." DCHC-2009-T-0002".

The Offeror's proposals must be submitted on 8.5" by 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted, unless otherwise directed in writing.

## **A.1 Technical Proposal**

The Offeror must submit its technical proposal to this section under a separate cover titled "**Technical Proposal**". The technical portion shall, at a minimum:

- a. Conceptual list of potential meeting facilitators and technical consultants, meeting facilitators, trainers;
- b. A narrative describing the collective qualifications, experience, skills, and capabilities of the Offeror's proposed staff, the relevance and the benefit of the Offeror's staff qualifications, experience, and skills to successfully provide the required services described in **C.3**;
- c. A narrative describing the Offeror's staffing plan and the rationale for the specific labor and labor mix;
- d. An organizational chart illustrating the Offeror's staffing plan that clearly delineates at a minimum the following:
  - i. Each staff member to perform services under this contract and the corresponding position/title
  - ii. Reporting lines clearly showing the lines of accountability
  - iii. Subcontractors as applicable
  - iv. Resumes and brief position description for staff members appearing on organizational chart
- e. A narrative to address the Offeror's financial and infrastructure capacity including capacity to administer a contract, financial resources, diversity of income and monetary reserves to manage expense items and ensure timely undertaking of contract activities, and internal controls and administrative infrastructure to disburse mini-grant funds, manage multiple activity requests, ensure accurate accounting of expenses, and timely preparation of deliverables.
- f. Provide at least three relevant references from clients that have utilized your company for consultation services within the past year.
- g. The Offeror shall have its client references complete the attached **Past Performance Evaluation Form (Attachment C)** and return the signed form directly to Janice Diggs, Contract Specialist via fax at 202-727-0245 or via email at [Janice.Diggs@dc.gov](mailto:Janice.Diggs@dc.gov) on or before 2:00 p.m., **September 25, 2009**.

- h. Describe which portions of the effort will be subcontracted, if any.

## **A.2 Price Proposal**

The Offeror must submit its proposed price under a separate cover entitled **“Price Proposal”**. It shall include the total price for the entire project, and shall be broken down by the Contract Line Item Numbers (CLINS) and included in “Section B – Price Schedule” and in accordance with Section B, “Statement of Work”. Unless otherwise directed in writing, the price proposal shall, at a minimum, include:

- a. Completed Price Schedule, **Section B**.
- b. Provide with proposal a copy of current DCSS that list the hourly rates for the labor disciplines proposed herein.

### **A.2.1 Hand Delivery or Mailing of Solicitation Delivery or Mail to:**

**Office of Contracting and Procurement**  
441 4<sup>th</sup> Street, N.W.  
Suite 703 South, Bid Counter Room  
Washington, D.C. 20001  
**Attention: Janice Diggs**

### **A.2.2 PROPOSAL SUBMISSION DATE:**

The closing date for receipt of proposals is September 25, 2009 by 2:00 p.m. local time.

## **A.3 Evaluation for Award**

The District intends to award a single contract resulting from this solicitation to the responsible Offerors whose offers conforming to the solicitation will be most advantageous to the District. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the Offeror’s best terms from a price and technical standpoint.

### **A.3.1 PROPOSAL EVALUATION**

The District will evaluate each proposal separately. The Offeror is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the Offeror should specifically address in complying with the requirements of this request.

**TECHNICAL FACTORS**

Technical Proposals will be evaluated based on the following technical evaluation factors which are listed in descending order of importance:

**A.3.1.1 Technical Expertise and Organizational Capability (0 – 60 Points)**

**A.3.1.2 Past Performance and Previous Experience (0 – 20 Points)**

**A.3.2 PRICE (0 – 20 POINTS)**

**A.3.2.1** Price evaluations will account for up to twenty (20) points of the total score. Unlike the technical evaluation, the price evaluation will be objective. Actual points assigned to each Offeror in this category will be based on the Offeror’s total price as provided in the Offeror’s Price Proposal in accordance with the following formula.

$$\frac{\text{Lowest Price Proposal}}{\text{Price of Proposal Being Evaluated}} \times (20) = \text{Evaluated Price Score}$$

**A.3.2 PREFERENCE POINTS**

Preference Points will be awarded in accordance with Section M.5 below for a total of twelve (12) preference points.

**A.3.3 TOTAL POINTS**

The total points awarded under the solicitation are 112.

**A.4 Term of Contract**

The term of this contract will be one (1) year from Date of Award. The District may extend the term of this contract for a period of four (4) one year option periods.

Questions may be referred to Janice Diggs by email at Janice.Diggs@dc.gov. Questions regarding the solicitation must be received in writing no later than 10:00 am on **September 23, 2009**.

## **A.5 Contracting Officer (CO)**

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers.

### **A.5.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

**A.5.2** The COTR is responsible for the technical 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 writing by the Contracting Officer. The COTR for this contract is:

Michael Kharfen  
Capacity Building and Community Outreach Bureau Chief  
HIV/AIDS Administration  
D.C. Department of Health  
64 New York Avenue, NE,  
5<sup>th</sup> Floor  
Washington, DC 20002  
Telephone: (202) 671-4809  
Fax: (202) 671-4860  
Email Address: Michael.Kharfen@dc.gov

**A.5.3** It is understood and agreed that the COTR shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the contract.

**A.5.4** Contractor shall 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.

### **A.5.5 DISTRICT OF COLUMBIA SUPPLY SCHEDULE PROVISIONS**

The clauses, terms and conditions of the District of Columbia Supply Schedule Provisions dated August 2003 and the District of Columbia Standard Contract Provisions dated March 2007 are hereby incorporated by reference.

### **A.5.6. COMPENSATION AND PAYMENT**

**A.5.7** For satisfactory performance and delivery of the services and deliverables set forth in the attached Statement of Work, the contractor shall be paid in accordance with the final negotiated or accepted price.

**A.5.8** The District will make payments in accordance with the terms of the contract upon the submission of proper invoices or vouchers less any discounts, allowances or adjustments provided for in this contract.

**A.5.9** The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**A.6 Invoice submittal**

**A.6.1** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in this contract. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with a concurrent copy to the Contracting Officer's Technical Representative (COTR), as specified in Section **A.5.2** above. The address of the CFO is:

**Name:** Department of Health  
Office of the Chief Financial Officer  
**Address:** 825 North Capital Street, N.E., Suite 5100  
Washington DC 20002  
**Telephone:** (202) 442-9069

**A.6.2** To constitute a proper invoice, the Contractor shall submit the following information:

**A.6.3** Contractor's name, federal tax ID and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

**A.6.4** Contract number and invoice number;

**A.6.5** Description, price, quantity and the date(2) that the supplies or services were delivered or performed;

**A.6.6** Other supporting documentation or information, as required by the Contracting Officer;

**A.6.7** Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

**A.6.8** Name, title, phone number of person preparing the invoice;

**A.6.9** Name, title, phone number and mailing address of person (if different from the person identified in **A.6.7** above to be notified in the event of a defective invoice;

**A.6.10** Authorized signature;

**A.6.11** Summary of monthly program activity; and

**A.6.12** Invoices the date, name and purpose of activity.

**A.6.9** Proposal Form and Organization

**A.6.10** Technical

**A.6.11** Price Proposal

**A.6.12** Proposal Evaluation

**A.6.13** Attachment(s)

**A.6.14** Exhibit(s)

**SUPPLIES OR SERVICES AND PRICE**

**B.1 INTRODUCTION**

The District of Columbia Department of Health (DOH), HIV/AIDS Administration (HAA) seeks a contractor to provide consultation services and technical assistance to strengthen the internal administration and build the capacity of small community and faith organizations participating in the Effi Barry HIV/AIDS Program (See Applicable Document #1). The Effi Barry Program builds capacity on HIV competency and organization development for small ward-based organizations to incorporate HIV into their day- to-day activities. It is the objective of the program to start and expand a range of HIV/AIDS prevention and support programming among providers based and located within areas of the District hardest hit by the HIV/AIDS epidemic as described in DC HIV/AIDS Epidemiology Report (Applicable Document #2)

**B.2 CONTRACT TYPE**

The District contemplates award of fixed price type contract with cost reimbursement components.

**B.3 PRICE SCHEDULE – COST REIMBURSEMENT**

**B.3.1 Base YEAR PERIOD OF PERFORMANCE (Date of award through One Year thereafter)**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Price per Unit</b>	<b>Estimated Quantity</b>	<b>Total</b>
0001	Provide a cadre of consultants as described in C.3.1 - C.3.7				
0001A	Consultants	Hour	\$ _____	490	\$ _____
0001B	Trainers	Hour	\$ _____	140	\$ _____
0001C	Meeting Facilitators	Hour	\$ _____	40	\$ _____
0001D	Interpreters	Hour	\$ _____	40	\$ _____

0002 Arrange for and provide logistics and support as described in C.3.7.1, C3.7.2, C.3.8.1 – C.3.8.4					
0002A	Training Logistics and Support	Hours	\$ _____	70	\$ _____
0002B	Meeting Logistics and Support	Hours	\$ _____	140	\$ _____
0003 Purchase QuickBooks (Intuit) Software as described in C.3.3.2					
0003	QuickBooks Software	Each	\$ _____	10	\$ _____
0004 Mini-Grant Disbursement as described in C.3.9					
0004A	Mini-Grant Disbursement	Hours	\$ _____	40	\$ _____
0004B	Mini-Grants	Each	\$ 2,500.00	10	\$25,000.00
<b>0005 Cost Reimbursement Ceiling</b>					
CLIN	Description	Price		Not To Exceed	
0005A	Training Space			\$2,500.00	
0005B	Training Hospitality			\$1,800.00	
0005C	Meeting Space			\$2,200.00	
0005D	Meeting Hospitality			\$1,200.00	
0005E	Printing			\$1,200.00	
0005F	Photocopying			\$650.00	
0005G	Membership Dues			2,075.00	
0005H	Technical Books			1,700.00	
0005I	Audio-visual Equipment			\$2,000.00	
0005J	Conference Calling			\$900.00	
0005K	Total Cost Reimbursement Ceiling			\$16,225.00	

**B.3.2 OPTION YEAR ONE**

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Unit	Estimated Quantity	Total
1001 Provide a cadre of consultants as described in C.3.1 - C.3.7					
1001A	Consultants	Hour	\$ _____	490	\$ _____

<b>1001B</b>	<b>Trainers</b>	Hour	\$ _____	140	\$ _____
<b>1001C</b>	<b>Meeting Facilitators</b>	Hour	\$ _____	40	\$ _____
<b>1001D</b>	<b>Interpreters</b>	Hour	\$ _____	40	\$ _____
0002 Arrange for and provide logistics and support as described in C.3.7.1, C3.7.2, C.3.8.1 – C.3.8.4					
<b>1002A</b>	<b>Training Logistics and Support</b>	Hours	\$ _____	70	\$ _____
<b>1002B</b>	<b>Meeting Logistics and Support</b>	Hours	\$ _____	140	\$ _____
1003 Purchase QuickBooks (Intuit) Software as described in C.3.3.2					
<b>1003</b>	<b>QuickBooks Software</b>	Each	\$ _____	10	\$ _____
1004 Mini-Grant Disbursement as described in C.3.9					
<b>1004A</b>	<b>Mini-Grant Disbursement</b>	Hours	\$ _____	40	\$ _____
<b>1004B</b>	<b>Mini-Grants</b>	Each	\$ 2,500.00	10	\$25,000.00
<b>1005 Cost Reimbursement Ceiling</b>					
<b>CLIN</b>	<b>Description</b>	<b>Price</b>		<b>Not To Exceed</b>	
<b>1005A</b>	<b>Training Space</b>			\$2,500.00	
<b>1005B</b>	<b>Training Hospitality</b>			\$1,800.00	
<b>1005C</b>	<b>Meeting Space</b>			\$2,200.00	
<b>1005D</b>	<b>Meeting Hospitality</b>			\$1,200.00	
<b>1005E</b>	<b>Printing</b>			\$1,200.00	
<b>1005F</b>	<b>Photocopying</b>			\$650.00	
<b>1005G</b>	<b>Membership Dues</b>			2,075.00	
<b>1005H</b>	<b>Technical Books</b>			1,700.00	
<b>1005I</b>	<b>Audio-visual Equipment</b>			\$2,000.00	
<b>1005J</b>	<b>Conference Calling</b>			\$900.00	
<b>1005K</b>	<b>Total Cost Reimbursement Ceiling</b>			\$16,225.00	

**B.3.3**

**OPTION YEAR TWO**

<b>Contract Line Item No. (CLIN)</b>	<b>Item Description</b>	<b>Unit</b>	<b>Price per Unit</b>	<b>Estimated Quantity</b>	<b>Total</b>
2001 Provide a cadre of consultants as described in C.3.1 - C.3.7					
2001A	Consultants	Hour	\$ _____	490	\$ _____
2001B	Trainers	Hour	\$ _____	140	\$ _____
2001C	Meeting Facilitators	Hour	\$ _____	40	\$ _____
2001D	Interpreters	Hour	\$ _____	40	\$ _____
2002 Arrange for and provide logistics and support as described in C.3.7.1, C3.7.2, C.3.8.1 – C.3.8.4					
2002A	Training Logistics and Support	Hours	\$ _____	70	\$ _____
2002B	Meeting Logistics and Support	Hours	\$ _____	140	\$ _____
2003 Purchase QuickBooks (Intuit) Software as described in C.3.3.2					
2003	QuickBooks Software	Each	\$ _____	10	\$ _____
2004 Mini-Grant Disbursement as described in C.3.9					
2004A	Mini-Grant Disbursement	Hours	\$ _____	40	\$ _____
2004B	Mini-Grants	Each	\$ 2,500.00	10	\$25,000.00
<b>2005 Cost Reimbursement Ceiling</b>					
<b>CLIN</b>	<b>Description</b>			<b>Price</b>	
<b>CLIN</b>	<b>Description</b>	<b>Price</b>		<b>Not To Exceed</b>	
2005A	Training Space			\$2,500.00	
2005B	Training Hospitality			\$1,800.00	
2005C	Meeting Space			\$2,200.00	
2005D	Meeting Hospitality			\$1,200.00	
2005E	Printing			\$1,200.00	
2005G	Membership Dues			2,075.00	
2005H	Technical Books			1,700.00	

2005I	Audio-visual Equipment		\$2,000.00
2005J	Conference Calling		\$900.00
2005K	Total Cost Reimbursement Ceiling		\$16,225.00

**B.3.4 OPTION YEAR THREE**

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Unit	Estimated Quantity	Total
3001 Provide a cadre of consultants as described in C.3.1 - C.3.7					
3001A	Consultants	Hour	\$ _____	490	\$ _____
3001B	Trainers	Hour	\$ _____	140	\$ _____
3001C	Meeting Facilitators	Hour	\$ _____	40	\$ _____
3001D	Interpreters	Hour	\$ _____	40	\$ _____
3002 Arrange for and provide logistics and support as described in C.3.7.1, C3.7.2, C.3.8.1 – C.3.8.4					
3002A	Training Logistics and Support	Hours	\$ _____	70	\$ _____
3002B	Meeting Logistics and Support	Hours	\$ _____	140	\$ _____
3003 Purchase QuickBooks (Intuit) Software as described in C.3.3.2					
3003	QuickBooks Software	Each	\$ _____	10	\$ _____
3004 Mini-Grant Disbursement as described in C.3.9					
3004A	Mini-Grant Disbursement	Hours	\$ _____	40	\$ _____
3004B	Mini-Grants	Each	\$ 2,500.00	10	\$25,000.00
<b>3005 Cost Reimbursement Ceiling</b>					
CLIN	Description	Price		Not To Exceed	
3005A	Training Space			\$2,500.00	
3005B	Training Hospitality			\$1,800.00	

3005C	Meeting Space		\$2,200.00
3005D	Meeting Hospitality		\$1,200.00
3005E	Printing		\$1,200.00
3005F	Photocopying		\$650.00
3005G	Membership Dues		2,075.00
3005H	Technical Books		1,700.00
3005I	Audio-visual Equipment		\$2,000.00
3005J	Conference Calling		\$900.00
3005k	Total Cost Reimbursement Ceiling		\$16,225.00

**B.3.5 OPTION YEAR FOUR**

Contract Line Item No. (CLIN)	Item Description	Unit	Price per Unit	Estimated Quantity	Total
4001	Provide a cadre of consultants as described in C.3.1 - C.3.7				
4001A	Consultants	Hour	\$ _____	490	\$ _____
4001B	Trainers	Hour	\$ _____	140	\$ _____
4001C	Meeting Facilitators	Hour	\$ _____	40	\$ _____
4001D	Interpreters	Hour	\$ _____	40	\$ _____
4002	Arrange for and provide logistics and support as described in C.3.7.1, C3.7.2, C.3.8.1 – C.3.8.4				
4002A	Training Logistics and Support	Hours	\$ _____	70	\$ _____
4002B	Meeting Logistics and Support	Hours	\$ _____	140	\$ _____
0003	Purchase QuickBooks (Intuit) Software as described in C.3.3.2				
4003	QuickBooks Software	Each	\$ _____	10	\$ _____
4004	Mini-Grant Disbursement as described in C.3.9				

<b>4004A</b>	<b>Mini-Grant Disbursement</b>	Hours	\$ _____	40	\$ _____
<b>4004B</b>	<b>Mini-Grants</b>	Each	<b>\$ 2,500.00</b>	10	<b>\$25,000.00</b>
<b>4005 Cost Reimbursement Ceiling</b>					
<b>CLIN</b>	<b>Description</b>	<b>Price</b>		<b>Not To Exceed</b>	
<b>4005A</b>	<b>Training Space</b>			\$2,500.00	
<b>4005B</b>	<b>Training Hospitality</b>			\$1,800.00	
<b>4005C</b>	<b>Meeting Space</b>			\$2,200.00	
<b>4005D</b>	<b>Meeting Hospitality</b>			\$1,200.00	
<b>4005E</b>	<b>Printing</b>			\$1,200.00	
<b>4005F</b>	<b>Photocopying</b>			\$650.00	
<b>4005G</b>	<b>Membership Dues</b>			2,075.00	
<b>4005H</b>	<b>Technical Books</b>			1,700.00	
<b>4005I</b>	<b>Audio-visual Equipment</b>			\$2,000.00	
<b>4005J</b>	<b>Conference Calling</b>			\$900.00	
<b>4005K</b>	<b>Total Cost Reimbursement Ceiling</b>			\$16,225.00	

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**SECTION C  
SUPPLIES OR SERVICES AND PRICE**

**C.1. SCOPE**

The District of Columbia Office of Contracting and Procurement (OCP) on behalf of the Department of Health (DOH), HIV/AIDS Administration (HAA) is seeking a contractor to provide consultation services and technical assistance to strengthen the internal administration and build the capacity of small community and faith organizations participating in the Effi Barry HIV/AIDS Program (See Applicable Document #1). It is the objective of the Effi Barry HIV/AIDS Program to start and expand a range of HIV/AIDS prevention and support programming among providers based and located within areas of the District hardest hit by the HIV/AIDS epidemic as described in DC HIV/AIDS Epidemiology Report (Applicable Document #2).

**C.1.1 APPLICABLE DOCUMENTS**

The Contractor shall provide the performance and technical capabilities to address the landscaping management and maintenance services at each recreation center or facility in accordance with the following as applicable:

Document #	Type	Title	Version
1	Fact Sheet	Effi Barry HIV/AIDS Fund Program <a href="http://doh.dc.gov/doh/cwp/view,A,1371,Q,603592.asp">http://doh.dc.gov/doh/cwp/view,A,1371,Q,603592.asp</a>	April 2009
2	Report	DCC HIV/AIDS Epidemiology Update <a href="http://doh.dc.gov/doh/lib/doh/pdf/dc_hiv aids_2008_updatereport.pdf">http://doh.dc.gov/doh/lib/doh/pdf/dc_hiv aids_2008_updatereport.pdf</a>	Update 2008

**C.1.2 DEFINITIONS**

**C.1.2.1 Department of Health (DOH)** – The District of Columbia agency with a mission to promote and protect the health, safety and quality of life of residents, visitors and those doing business in the District of Columbia. DOH's responsibilities include identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources.

**C.1.2.2 HIV/AIDS Administration (HAA)** – The HIV/AIDS Administration (HAA) is the core District government agency to prevent human immunodeficiency virus/ acquired immunodeficiency syndrome (HIV/AIDS), sexually transmitted diseases (STDs), tuberculosis (TB) and hepatitis, reduce transmission of the diseases and provide care and treatment to persons with the diseases. HAA partners with health and community-based organizations to offer testing and counseling, prevention education and intervention, free condoms, medical support, free medication and insurance, housing, nutrition, personal care, emergency services and more for residents of the District and the metropolitan region. HAA administers the District’s budget for HIV/AIDS, STD, tuberculosis, and hepatitis programs, provides grants to service providers, monitors programs, and tracks the incidence of HIV, AIDS, STDs, tuberculosis and hepatitis in the District of Columbia.

**C.1.2.3 Effi Barry Program** – The Effi Barry Program is administered by HAA. The program seeks to strengthen the internal administration and build the capacity of small community and faith organizations based and located within areas of the District hardest hit by the HIV/AIDS epidemic by starting and/or expanding a range of HIV/AIDS prevention and support programming. This effort is achieved through the provision of training, technical assistance and mini-grants. HAA administers the mini-grants and Office of Partnerships and Grant Services (OPGS) conducts a series of intensive capacity building classes and training to strengthen the executive management and administrative and programmatic operations of the participant organizations. All mini-grant recipients will be required to attend the training classes. The Effi Barry Program consists of five components: Effi Barry Year One (Core Program), Effi Barry Year Two (Core Program), Effi Accelerated, Linkages, and Community Collaborations.

## **C.2 BACKGROUND**

**C.2.1** The District of Columbia has a high burden of HIV/AIDS, other sexually transmitted diseases and tuberculosis. In the new HIV/AIDS Epidemiology Annual Report Update 2008, HIV/AIDS impacts 3% of all adults and adolescents living in the District. The U.S. Centers for Disease Control and Prevention and the World Health Organization consider any rate of disease at 1% of the population as a severe and generalized epidemic. HIV/AIDS affects all populations, ages and wards of the city. DOH/HAA describes it as a “modern” epidemic, because of its sheer size and complexity. The District’s epidemic is more diverse than any other jurisdiction as every mode of transmission – heterosexual contact, men who have sex with men and injection drug use – are all being transmitted in large proportions. The District has some of the highest rates of STDs in the United States: twice the national rate of chlamydia, three times of

gonorrhea, and seven times for syphilis – with an estimated 90 percent of new syphilis cases affecting gay men. The largest proportion of gonorrhea and chlamydia cases is among adolescents. TB continues to have a major impact, especially on homeless and low income populations. The District’s TB control program reports a rate of just under 10 cases per 100,000 persons, which is more than double the national rate of 4 cases per 100,000 persons.

**C.2.2** DOH/HAA designed the Effi Barry Program to engage small, ward-based and faith-based organizations that are not primarily mission driven by HIV/AIDS to mainstream HIV/AIDS into their day to day program activity. This capacity building program aims to instill and measure HIV/AIDS outcomes based on:

- a. Increased knowledge and facility with core HIV/AIDS competency;
- b. Understanding of basic epidemiology and application of data to program planning;
- c. Familiarity with evidence-based prevention interventions and social service models, by gaining fundamental skills in monitoring and evaluation; and
- d. Learning on the development of collaborations at the organization-to-organization and community levels.

**C.2.3** The program also intends to strengthen the administrative infrastructure of these organizations to provide for more engaged boards of directors, increased fundraising activity, installing sound accounting and budgeting practices and learning strategic and logic models for program and organization planning. The core Effi Barry Program is divided into two year segments.

- a. Year One covers the entry level knowledge of the skills listed in **C.2.2**. It consists of an initial assessment of organizational and financial capacity, approximately 16 workshops during the year, the development of organization and HIV program plans and an up to \$10,000 mini-grant to support participation. Participants are eligible to compete for Year Two meeting 80% minimum attendance in workshops and completing the grant.
- b. Year Two is the advanced year period for successful Year One participants. It consists of direct consultation services, workshops, updated organization and HIV program plans and an up to \$50,000 grant to support participation.

**C.2.4** The Effi Barry Program has three new program areas: Effi Accelerated, Linkages and Community Collaborations.

**C.2.4.1**      **Effi Accelerated** – component is designed as a less intensive one-year only version of the core Effi Barry HIV/AIDS Program with a specific focus on HIV/AIDS programming. This new component was created in response to an overwhelming number of District based organizations expressing interest in learning more about HIV/AIDS programming but cannot commit the time and resources necessary to participate in Effi Barry HIV/AIDS Program Year One & Two activities. Mini-grants of up to \$2,500 are intended to support the costs associated with participating in the mini workshops. Due to small size of these mini-grants, one of the tasks of the Contractor will be to provide these grant amounts.

**C.2.4.2**      **Linkages** – component will support collaborations (among 2 to 3 organizations) that agree to work together to facilitate an integrated service model or to collaborate on full implementation of best practice models. Mini-grants of up to \$50,000 are intended to support the costs associated with participating in capacity building activities (planning sessions), staffing, and joint activities (integration of services). New and/or existing collaborations are eligible for the Linkages component. One of the organizations in the collaborative body must be identified as the fiscal agent (the organization that will take overall responsibility of the fiscal and grant related requirements included in the mini-grant).

**C.2.4.3**      **Community Collaborations** – component was developed to support collaborations of program participants and other HIV-related organizations. The intention is to model other community collaborations (defined as more than two organizations that agree to work together) to facilitate better communication, planning and program implementation for HIV services within a designated geographic area or other form of collaboration, such as program type or population group.

### **C.3**            **REQUIREMENTS**

The Contractor shall provide the participants of the DOH/HAA Effi Barry HIV/AIDS Program a range of technical assistance, training and consultation services to support the Effi Barry Program. The services shall be performed through provision of a cadre of consultants. The services shall include securing a range of consultants and workshop trainers/facilitators, issuing mini-grant amounts to Effi Accelerated participants, meeting logistical support when necessary and other services as necessary and specified. The Contractor shall perform the following tasks in order to achieve the objectives specified in Section **B.1**.

#### **C.3.1**            **CONSULTANTS**

**C.3.1.1** The Contractor, upon written notification from the COTR, shall ensure the competitive selection of consultants to include at a minimum the following:

- a. Identification of selection criteria for the consultant;
- b. Identification of a minimum of three (3) quotes or proposals for each service from Contractor, COTR, or other interested parties selection as identified by the COTR;
- c. Provision of recommendations to the COTR with documentation to support the recommendation; and
- d. Obtainment and documentation of the COTR's approval of final selection.

**C.3.1.2** The Contractor shall work with the COTR to prepare a work plan and key deliverables. The Contractor shall be expected to provide an oral presentation of the results of the work.

**C.3.2 ORGANIZATIONAL ASSESSMENTS**

**C.3.2.1** The Contractor shall provide organizational assessments of Year One and Year Two selected program participants.

**C.3.2.2** The Contractor shall secure consultants with subject matter experts who have demonstrate experience managing nonprofits, as well as subject matter experts with experience managing HIV-related programs.

**C.3.2.3** The Contractor shall meet with organization management staff to assess the organization's program structures and business processes including: board of directors' policies and procedures, performance evaluation plans, and staff training and volunteer management practices.

**C.3.2.4** The Contractor shall discuss its findings with the executive directors to identify and prioritize their organization's organizational capacity building needs.

**C.3.3 FINANCIAL ASSESSMENTS AND SUPPORT**

**C.3.3.1** The Contractor shall provide through consultants on-site financial assessments of selected Year One and Year Two program participants. The Contractor shall provide one-on-one meetings with participant executive and fiscal management staff to assess their internal financial controls, written fiscal policies and procedures, and then consult with organization management to identify and prioritize the organization's financial capacity building needs.

**C.3.3.2** The Contractor shall provide selected participants with the most recent version of QuickBooks (Intuit) software. The Contractor shall provide technical support to implement the software, if needed.

**C.3.4 COMMUNITY COLLABORATION SUPPORT**

**C.3.4.1** The Contractor shall provide through consultants to provide support for current and prospective community collaborations. The consultants shall provide technical assistance in the development of new collaborations and maintenance of current one on, but not limited to, these elements:

- a. Setting common goals
- b. Measures of success
- c. Time frames
- d. Developing agreements
- e. Incentives to collaborate
- f. Information sharing
- g. Strategic planning
- h. Program planning

**C.3.4.2** The Contractor shall provide through consultants to provide technical support to Linkage participants in the design and implementation of a HIV/AIDS integrated service delivery model or a shared ‘best practice’ model delivering standardized elements and quality across several providers.

**C.3.4.3** The Contractor shall provide consultants to develop and implement focus groups, including meeting logistics, space arrangements, participant fees, moderators, note-taking and preparation of reports of the activities.

**C.3.5 CAPACITY ACTION PLAN**

The Contractor shall develop a Capacity Action Plan (CAP) to be provided to each participant to enhance the organization’s program and fiscal management operations and capacity to achieve its mission.

**C.3.6 INDEPENDENT EVALUATION**

The Contractor shall provide an independent evaluation of the program participants. The Contractor’s evaluation shall include a post-program evaluation of each organization and recommend an individual capacity development plan with targeted goals and outcomes to sustain the program participants’ efforts to scale up and maintain high quality services. The evaluation shall be guided by the extent to which participants have improved their organizational practices and performance, the extent the changes improve services to District residents and improve their conditions of well-being, the program’s effectiveness with its combination

of topics and supports, and comparing the outcomes of the program to other best practices in capacity building.

**C.3.7 TRAINING WORKSHOPS**

**C.3.7.1** The Contractor shall provide consultants and logistical support for training workshops as designated by the COTR.

**C.3.7.2** The logistical support shall include, but not limited to, publicizing the training, serving as the point of contact for individuals registering for the training, hospitality services, photocopying and distribution of training materials, issuing and recording reimbursement expenses, provision of necessary equipment (such as laptop and projector), and the development of report of training activities.

**C.3.7.3** The Contractor shall provide trainers with expertise in organizational development for the program workshops. The topics of the workshops shall include, but not limited to: logic models, strategic planning, board development, financial management, grant writing, and communication (cultural competency, social marketing).

**C.3.7.4** The Contractor, upon approval by the COTR, shall arrange training space, including rental expense on a cost reimbursement basis.

**C.3.7.5** The Contractor shall provide for hospitality service consisting of registration, taking attendance and refreshment and beverage service for trainings as directed by the COTR.

**C.3.8 MEETING LOGISTICAL SUPPORT**

**C.3.8.1** The Contractor shall provide, upon the direction of the COTR, meeting logistical support.

**C.3.8.2** The Contractor shall, upon written approval by the COTR, arrange meeting space, including rental expense.

**C.3.8.3** The Contractor shall take meeting notes, audio record meetings and prepare minutes of the meetings. Minutes shall be complete and sent to person or persons as designated by the COTR members within 5 days of the meeting date.

**C.3.8.4** The Contractor shall provide on-site meeting support, including coordination of hospitality service, registration or keeping attendance, distributing of meeting material, setting up laptop and project as requested by the COTR and other responsibilities as designated by the COTR.

- C.3.8.5** The Contractor shall provide for hospitality service consisting of refreshment and beverage service for meetings.
- C.3.8.6** The Contractor shall, upon written approval by the COTR, provide for a meeting facilitator.
- C.3.8.7** The Contractor shall, upon approval by the COTR, provide for interpretation services, including at minimum English – Spanish and American Sign Language.

**C.3.9 MINI-GRANT DISBURSEMENT**

- C.3.9.1** The Contractor shall manage the disbursement of mini-grants as designated by the COTR for Effi Accelerated participants. The mini-grants shall be in amounts not to exceed \$2,500 per mini-grantee. The total number of grants shall not exceed 10.
- C.3.9.2** The Contractor shall disburse the mini-grants to each Effi Accelerated participant as directed in writing by the COTR.
- C.3.9.3** The Contractor shall disburse the mini-grants within 30 days of receiving a written request for payment from the COTR.
- C.3.9.4** The Contractor shall make payment by check and allow Effi Accelerated participants to receive the mini-grants either by mail or in person at the Contractor’s place of business. The Contractor shall document the Effi Accelerated participant’s receipt of the mini-grant check.

**C.3.10 SUPPORT RELATED ACTIVITIES**

The Contractor shall provide a range of related activities to support the trainings and consultations when necessary and approved by the COTR.

- C.3.10.1** The Contractor shall provide, upon approval by the COTR, printing for outreach and promotional materials on a cost reimbursement basis.
- C.3.10.2** The Contractor shall record attendance of participants in workshops and at consultation sessions. Contractor shall provide a report of attendance monthly to the COTR.
- C.3.10.3** The Contractor shall provide, upon written approval by the COTR, for audio-visual equipment, including but not limited to a laptop computer, projector and extension cords on a cost reimbursement basis.
- C.3.10.4** The Contractor shall provide, upon approval by the COTR, for photocopying on a cost reimbursement basis.

**C.3.10.5** The Contractor shall provide, upon approval by the COTR, for conference call arrangements. This shall be reimbursed on a per-hour, per-caller basis.

**C.3.10.6** The Contractor shall make membership payments for Effi Barry Program participants to non-profit associations as designated in writing by the COTR.

**C.3.10.7** The Contractor shall purchase organizational development, fiscal management and HIV programming materials as designated in writing by the COTR.

**C.3.11 PROJECT MANAGEMENT**

The Contractor shall designate project manager(s) to serve as primary contacts and receive direction on activities from the COTR. Project manager(s) must be designated within 5 days from date of award.

**C.3.12 MEETINGS AND MONTHLY ACTIVITY REPORTS**

**C.3.12.1** The Contractor will participate in a monthly regularly scheduled meeting with the COTR to review work to date and the work planned for the remaining of the contract period.

**C.3.12.4** The Contractor shall submit to the COTR written reports of summaries of monthly program activity with the monthly invoice for payment. Invoices and summary reports are to be sent within 10 working days from the first of the month.

**C.3.12.5** The Contractor shall note in all invoices and monthly program activity reports the date, name, and purpose of activity.

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**SECTION E**  
**INSPECTION AND ACCEPTANCE**

- E.1** 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.
- E.2** The COTR or designee will conduct the inspection and acceptance of services provided.
- E.3** DOH/HAA may also conduct random client surveys.
- E.5** **RIGHT TO ENTER PREMISES**

The Department of Health HIV-AIDS Administration or any authorized representative of the District of Columbia, the U.S. Department of Health and Human Services, the U.S. Comptroller General, the U.S. General Accounting Office, or their authorized representatives will, at all reasonable times, have the right to enter the Contractor's premises or such other places where duties under this contract are being performed to inspect, monitor, or otherwise evaluate (including periodic systems testing) the work being performed. The Contractor and all subcontractors shall provide reasonable access to all facilities and assistance to the District and Federal representatives. All inspections and evaluations shall be performed in such a manner as shall not unduly delay the services.

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**SECTION F  
DELIVERIES OR PERFORMANCE**

**F.1 TERM OF CONTRACT**

The term of the contract shall be for one year from date of award as specified on page one (1) of the contract.

**F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.2.1** The District may extend the term of this contract for a period of four (4), one-year, option periods, or successive fractions thereof, by 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 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.

**F.2.2** If the District exercises this option, the extended contract shall be considered to include this option provision.

**F.2.3** The price for the option period shall be as specified in the contract.

**F.2.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

**F.3 DELIVERABLES**

The Contractor shall perform its tasks and produce the required Deliverables for the review and approval of the COTR by the due dates presented in the table that follows. The Contractor shall provide one (1) hard copy and one (1) electronic copy of each deliverable and provide revisions to Deliverables in accordance with the written comments provided by the COTR.

<b>Item No.</b>	<b>Deliverable</b>	<b>Format and Method of Delivery</b>	<b>Due Date</b>
1	Consultants for organizational and financial assessments (C.3.2, C.3.3)	Identification in consultation with COTR, oral presentation as required by COTR	45 days from date of award
2	QuickBooks (C.3.3.2)	Purchase and delivery to program participants	90 days from date of notification from COTR
3	Capacity Action Plan (C.3.5)	Email and mail	120 days from date of award
4	Consultant independent evaluations (C.3.6)	Hard copy report prepare in consultation with COTR	11 months from date of award
5	Community collaboration consultants (C.3.4.1)	Identification in consultation with COTR	60 days from date of award
6	Linkages consultants (C.3.4.2)	Identification in consultation with COTR	45 days from date of award
7	Focus group consultants (C.3.4.3)	Identification in consultation with COTR	30 days from COTR request
8	Workshop trainers (C.3.7.3)	Identification in consultation with COTR	45 days from date of award
9	Training space (C.3.7.4)	Written evidence of space availability	7 days from COTR request
10	Hospitality (C.3.7.5)	Delivered on training date 1 hour before start time	2 days from COTR request
11	Meeting space (C.3.8.2)	Written evidence of space availability	7 days from COTR request
12	Meeting minutes (C.3.8.3)	Email	5 days from date of meeting
13	Meeting support (C.3.8.1, C.3.8.4)	Registration, meeting materials, equipment at site of meeting	Date of meeting
14	Hospitality (C.3.8.4, C.3.8.5)	Delivered on meeting date 1 hour before start time	2 days from COTR request
15	Meeting facilitator (C.3.8.6)	Provided on meeting date	5 days from COTR request
16	English-Spanish and/or American Sign Language interpretation services (C.3.8.7)	Provided on meeting date	14 days from COTR request
17	Mini-grants (C.3.9)	Check by mail or at	30 days from request

		business office	by COTR
18	Project manager (C.3.11)	Employee Agreement	5 days from date of award
19	COTR meeting (C.3.12.1)	Presence at HAA offices, 64 New York Ave., NE	Monthly
20	Activity report (C.3.12.2, C.3.11.3)	Submitted with invoice	10 days from first of month
21	Printing of outreach and promotional materials (C.3.10.1)	Email; Inside delivery to HAA offices, 64 New York Ave., NE	Material either provided by COTR or requested by COTR of contractor within 5 days of request; Proof of materials delivered within 14 days of request; printing completed and delivered within 30 days of request
22	Record attendance of participants (C.3.10.2)	Email to COTR	Monthly
23	Audio-visual equipment (C.3.10.3)	Provided for event date(s)	2 days from request by COTR
24	Photocopying (C.3.10.4)	Reproduced material	5 days from request by COTR
25	Conference call arrangements (C.3.10.5)	Email conference access information to COTR	2 days from COTR request
26	Membership payments (C.3.10.6)	Copy of cancelled check	2 days from COTR request
27	Materials (C.3.10.7)	Copy of purchase agreement or receipt with monthly invoice	5 days from request by COTR

## **SECTION D**

### **PACKAGING AND MARKING**

- D.1** The packaging and marking requirements for the resultant contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007 (Attachment J.1).

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**SECTION E  
INSPECTION AND ACCEPTANCE**

- E.1** 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, (Attachment A).
- E.2** The COTR or designee will conduct the inspection and acceptance of services provided.
- E.3** DOH/HAA may also conduct random client surveys.
- E.4** **RIGHT TO ENTER PREMISES**

The Department of Health HIV-AIDS Administration or any authorized representative of the District of Columbia, the U.S. Department of Health and Human Services, the U.S. Comptroller General, the U.S. General Accounting Office, or their authorized representatives will, at all reasonable times, have the right to enter the Contractor's premises or such other places where duties under this contract are being performed to inspect, monitor, or otherwise evaluate (including periodic systems testing) the work being performed. The Contractor and all subcontractors shall provide reasonable access to all facilities and assistance to the District and Federal representatives. All inspections and evaluations shall be performed in such a manner as shall not unduly delay the services.

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**SECTION F  
DELIVERIES OR PERFORMANCE**

**F.1 TERM OF CONTRACT**

The term of the contract shall be for one year from date of award as specified on page one (1) of the contract.

**F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT**

**F.2.1** The District may extend the term of this contract for a period of four (4), one-year, option periods, or successive fractions thereof, by 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 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.

**F.2.2** If the District exercises this option, the extended contract shall be considered to include this option provision.

**F.2.3** The price for the option period shall be as specified in the contract.

**F.2.4** The total duration of this contract, including the exercise of any options under this clause, shall not exceed five (5) years.

**F.3 DELIVERABLES**

The Contractor shall perform its tasks and produce the required Deliverables for the review and approval of the COTR by the due dates presented in the table that follows. The Contractor shall provide one (1) hard copy and one (1) electronic copy of each deliverable and provide revisions to Deliverables in accordance with the written comments provided by the COTR.

<b>CLIN</b>	<b>Deliverable</b>	<b>Format and Method of Delivery</b>	<b>Due Date</b>
C.3.1.1, C.3.1.2	Consultants for organizational and financial assessments	Identification in consultation with COTR	45 days from date of award
C.3.1.3	QuickBooks	Purchase and delivery to program participants	90 days from date of award

C.3.1.4	Capacity Action Plan	Email and mail	120 days from date of award
C.3.1.5	Consultant independent evaluations	Preparation in consultation with COTR	11 months from date of award
C.3.1.6	Community collaboration consultants	Identification in consultation with COTR	60 days from date of award
C.3.1.7	Linkages consultants	Identification in consultation with COTR	45 days from date of award
C.3.1.8	Focus group consultants	Identification in consultation with COTR	30 days from COTR request
C.3.2.1	Workshop trainers	Identification in consultation with COTR	45 days from date of award
C.3.2.2	Training space	Written confirmation of space with address	7 days from COTR request
C.3.2.3	Hospitality	Delivered on training date 1 hour before start time	2 days from COTR request
C.3.3.1	Meeting space	Written confirmation of space with address	7 days from COTR request
C.3.3.2	Meeting minutes	Email	5 days from date of meeting
C.3.3.3	Meeting support	Provided on meeting date	Date of meeting
C.3.3.4	Hospitality	Delivered on meeting date 1 hour before start time	2 days from COTR request
C.3.3.5	Meeting facilitator	Provided on meeting date	5 days from COTR request
C.3.3.6	English-Spanish and/or American Sign Language interpretation services	Provided on meeting date	14 days from COTR request
C.3.4	Mini-grants	Check by mail or at business office	30 days from request by COTR
C.3.5.1	Project manager	Employment agreement	5 days from date of award
C.3.5.2	COTR meeting	HAA offices, 64 New York Ave., NE	Monthly
C.3.5.3, C.3.5.4	Invoices and activity report	Email or mail	10 days from first of month
C.3.6.1	Printing of outreach and promotional materials	Email; Inside delivery to HAA offices, 64 New York Ave., NE	Material either provided by COTR or requested by COTR of contractor within 5 days of

			request; Proof of materials delivered within 14 days of request; printing completed and delivered within 30 days of request
C.3.6.2	Record attendance of participants	Email	Monthly
C.3.6.3	Audio-visual equipment	Provided for event date(s)	2 days from request by COTR
C.3.6.4	Photocopying	Hard copies provided for event	5 days from request by COTR
C.3.6.5	Conference call arrangements	Conference call assess code emailed to COTR	2 days from COTR request

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