

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)			PAGE OF 1	PAGES 11	
1. RFQ NO. DCTO-2008-Q-0167	2. DATE ISSUED May 21, 2008	3. REQUISITION NO.	4. TYPE OF MARKET X Open _ Set Aside _ Open with Subcontracting Set Aside		
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., 9 th Floor Washington, D.C. 20001			6. DELIVERY Immediately upon notification of contract award.		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Jack Mitchell, Contract Specialist, Phone (202) 741-0834, fax (202) 727-1679 Jack.Mitchell@dc.gov			7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL CERTIFIED LSDBE OFFERORS			9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Office of the Chief Technology Officer 441 4 th Street, NW, Suite 1030 South Washington, DC 20001		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: June 9, 2008, 2:00 PM (BID ROOM ONLY) 441 4 th Street. N.W. Suite 703		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy)			
		11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS					
Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price quotations as outlined in this solicitation, submit one (1) original and three (3) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.					
Terms and Conditions: SEE ATTACHED.					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	See Attachment A - Statement of Work				
0001	Base Period – Senior TI Sr. PeopleSoft Application Administrator	520	Hours	\$ _____	\$ _____
1001	Option Period One (1) – Senior TI Sr. PeopleSoft Application Administrator	1,000	Hours	\$ _____	\$ _____
1002	Option Period Two (2) – Senior TI Sr. PeopleSoft Application Administrator	1,000	Hours	\$ _____	\$ _____
1003	Option Period Three (3) – Senior TI Sr. PeopleSoft Application Administrator	1,000	Hours	\$ _____	\$ _____
1004	Option Period Four (4) – Senior TI Sr. PeopleSoft Application Administrator	1,000	Hours	\$ _____	\$ _____
	All questions regarding this solicitation shall be submitted via email to Jack Mitchell, Contract Specialist, at jack.mitchell@dc.gov . Questions must be received by 10:00am, Wednesday, May 29, 2008, in order to be considered.				
TOTAL AMOUNT					\$ _____
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES NOT ACCEPTABLE)		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

1. GENERAL TERMS AND CONDITIONS

This is a Request for Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Set Aside Market for certified LSDBE Offerors. The District will apply preferences in evaluating submissions from District-certified LSDBEs. If you are unable to submit a quote, please so indicate on this form and return it.

- 1.1 The District may award a single contract or multiple contracts resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors specified elsewhere in this solicitation.
- 1.2 The District may award contracts on the bases of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror’s best terms from a standpoint of cost or price, technical and other factors.

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

- 2.1 The services under this task order will be paid on a Labor Hour Contract basis, consistent with those rates provided in the Contractor’s DC Supply Schedule Contract, GSA Supply Schedule, or proposal rate, whichever is lower.

ROLE	Quantity	Period	Total Hours	Hourly Rate
Sr. TI PeopleSoft Application Administrator (Base Period)	1	TBD	520	TBD
Sr. TI PeopleSoft Application Administrator (Option 1)	1	TBD	1000	TBD
Sr. TI PeopleSoft Application Administrator (Option 2)	1	TBD	1000	TBD
Sr. TI PeopleSoft Application Administrator (Option 3)	1	TBD	1000	TBD
Sr. TI PeopleSoft Application Administrator (Option 4)	1	TBD	1000	TBD

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.

2.2 Term of Contract

The term of this contract will be from date of award up to 3,520 hours of service. The base period, covering the initial award is 520 hrs.

2.3 Option To Extend The Term Of The Contract
(**OPTION 1, OPTION 2, OPTION 3 and OPTION 4** - *under Section: Period of Performance and Level of Effort*)

The District may extend the term of this contract for a period of six (6) months (1000 hrs) 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 under Section: **Period of Performance and Level of Effort**. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 18 months.

3. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by Contracting Officers. The name, address and telephone number of the Contracting Officer is:

Annie R. Watkins
Contracting Officer
Government of the District of Columbia
Office of Contracting and Procurement
Information Technology Group
441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252 (main)
Phone: (202) 727-5274 (direct)
Fax: (202) 727-1679
E-mail: annie.watkins@dc.gov
Website: ocp.dc.gov

4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to

have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

6. ADVISORY AND ASSISTANCE SERVICES

The contract is a "nonpersonal services contract". It is therefore, understood and agreed that the Contractor and/or the Contractor's employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required 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.

7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.

7.2 In addition, the Contractor shall:

7.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;

- 7.2.2 Be specifically responsible for assuring that personnel have high end laptops with Window XP Professional and necessary communication equipment. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.
- 7.2.3 The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
- 7.2.4 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.
- 7.2.5 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.
- 7.2.6 Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- 7.2.7 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- 7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.
- 7.2.9 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- 7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.

8. INSURANCE

- 8.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverages prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage

is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

- (a) Commercial General Liability Insurance: \$1,000,000 limits per occurrence, District added as an additional insured.
- (b) Automobile Liability Insurance: \$1,000,000 per occurrence combined single limit.
- (c) Worker's Compensation Insurance: according to the statutes of the District of Columbia, including Employer's Liability, \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,000 policy limit for disease.
- (d) Errors and Omissions Liability Insurance, \$1,000,000 limits per claim.

9. INVOICE PAYMENT

The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract. The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later than on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the CFO is:

Accounts Payable
Office of the Chief Technology Officer
441 4th Street, NW, Suite 930 South
Washington, D.C. 20001
Telephone: 202-727-2277
Fax: 202-727-1216
E-mail: octo.accountspayable@dc.gov

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, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;

- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

10. EVALUATION FACTORS

10.1 The District intends, but is not obligated, to make a single award to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified in the solicitation. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria. The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; <i>e.g.</i> , no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 10 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 8 (4/5 of 8). The sub factor scores will be added together to determine the score for the factor level.

The following evaluation factors will be used to evaluate proposals submitted. The evaluation factors are listed in descending order of importance with the most important factor listed first and the least important listed last:

- 50% Technical knowledge and experience**
- 30% Experience and past performance work in similar or same requirement.**

20 Price

10.2 MINIMUM REQUIREMENTS

The contractor must provide a resource that meets the following requirements in order to be considered for the position:

- a. Must have 8 to 10 years of hands on experience as a PeopleSoft System Administrator implementing and supporting PeopleSoft HRMS, Payroll/Time and Attendance system.
- b. The candidate must also have a thorough understanding of the PeopleSoft Internet Architecture. Experience with PeopleSoft 8.8 in conjunction with PeopleTools 8.46 a must. The candidate must have hands on execution experience of upgrading PeopleTools from 8.43 to 8.46.
- c. Candidate's past experience must have strong experience of supporting PeopleSoft implementation encompassing installation/configuration, cloning environments, patch application, trouble shooting, tuning etc. in IBM pSeries (UNIX-AIX) platforms
- d. The candidate must be capable of making recommendation to size PeopleSoft HR/Payroll system hardware architecture to support 30,000 district employee users.
- e. The candidate must be capable of supporting PeopleSoft production system in application level cluster and highly available environment
- f. Candidate must have strong Oracle database administration experience. The candidate must have hands on implementation experience of Oracle RAC.
- g. Candidate must have strong UNIX shell scripting experience
- h. Must be a good team player
- i. Hold a bachelors degree (or higher) in Computer Science or equivalent field of study (e.g.: Information Systems, Computer Information Management, Engineering, Business, etc).
- j. Must hold excellent oral and written communication skills, including the ability to communicate technical subjects to non-technical persons.
- k. Candidate must produce technical documentation of system setup and configuration on a regular basis
- l. Must be eligible to legally work in the United States of America
- m. Be willing to accept a permanent position with the Government of the District of Columbia at a time convenient to the District and upon confirmation of the incumbent's ability to fulfill the above requirements.

10.3 TECHNICAL CRITERIA (80 Points)

10.3.1 TECHNICAL KNOWLEDGE AND EXPERIENCE (50 points)

10.3.2 PAST PERFORMANCE (30 points)

Please provide name, title and current phone number or e-mail address of three (3) references that can address each proposed candidates' past performance providing similar or same services, including an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the candidate's performance.

10.4 PRICE CRITERIA (20 Points)

The price evaluation will be objective. The Offeror with the lowest price (base plus options) will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 20 = \text{Evaluated price score}$$

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base period. Evaluation of options shall not obligate the District to exercise them. The District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

10.5 PREFERENCE POINTS (12 Points)

10.6 TOTAL (112 Points)

11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal

Year 2006 Budget Support Act of 2005”, D.C. Law 16-33, effective October 20, 2005, as amended, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

11.1 GENERAL PREFERENCES

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- 11.1.1** The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;
- 11.1.2** The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.3** The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.4** The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.5** The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- 11.1.6** The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

11.2 MAXIMUM PREFERENCE AWARDED

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve (12) points on a 100 point scale for submissions in response to this RFQ.

11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

11.4 VENDOR SUBMISSION FOR PREFERENCES

- 11.4.1** Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:

11.4.1.1 Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

11.4.1.2 Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

11.4.2 Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

11.4.3 All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

12. ATTACHMENTS

Statement of Work (Attachment A)

13. INSTRUCTIONS

13.1 Please submit one (1) original and three (3) copies of both the signed technical and price quotations in separately sealed envelopes (one technical and price) to the Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. (In addition provide one electronic copy of both the technical and price submissions in Microsoft format). All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical quotations should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation. **THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ.**

13.2 Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.

13.3 By submitting a quote, Quoter is representing that the candidates proposed are available to commence work promptly upon the Quoter's receipt of a PO provided that a PO is received within thirty (30) days of submission in response to this RFQ. By submitting a Quote, Quoter further represents that it understands that award decisions will be made based, in part, on the quality of the candidates proposed, and that if the candidates should not be available to commence work, for whatever reason, at the beginning of the period of performance, the District reserved the right to cancel the award and proceed with awarding to another Quoter whose candidates are available.

13.4 The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and

made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, <http://ocp.dc.gov>, and click on Solicitation Attachments.

- 13.5 The Quoter shall provide no more than three (3) resumes as part of the response to this solicitation. In addition, no resume shall be longer than three (3) pages in length. Each resume shall be submitted on 8 1/2" x 11" bond paper with identical font and formatting.

END

DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER

Administrative Services Modernization Program (ASMP) Application Technical Support – Senior PeopleSoft Application Administrator

Statement of Work (April 2008)

C.1 Scope:

The Administrative Services Modernization Program (ASMP) within the Office of the Chief Technology Officer (OCTO) is seeking a Senior PeopleSoft Application Administrator. The PeopleSoft Application Administrator will provide administrative and technical support for PeopleSoft HRMS and future Payroll system. Additional responsibilities include the installation of PeopleSoft software, patches, trouble-shooting problems, performance tuning, software configuration, capacity planning, architecture and migrations.

C.2 Background:

The Office of the Chief Technology Officer (OCTO) of the Government of the District of Columbia, in collaboration with the procurement, budget and planning, human resources, property management and related agencies of the District government, has embarked on an ambitious program to upgrade and integrate the information systems that support administrative services for District government employees, local businesses and city residents. OCTO has devised a strategy for accomplishing this successive upgrading of the administrative services through implementation of secure, flexible technological architecture enabled by Enterprise Application Integration (EAI) middleware and anchored by data marts built on secure databases.

The Administrative Services Modernization Program (ASMP) is the OCTO initiative that will manage this citywide enterprise solution effort. This initiative will encompass, but not be limited to, business process engineering, system replacements, system enhancements, new systems selection, custom enhancements of existing applications, system integration, and IT oversight, affecting the procurement, human resources, budget and planning and related District agencies. The major agencies/departments impacted include the Office of Contracting and Procurement (OCP), Office of Budget and Planning (OBP), Office of Personnel (DCOP), Office of Property Management (OPM) and agencies whose functions closely interrelate to these organizations.

This effort will be accomplished through a series of inter-related information technology (IT) projects that will be managed, and/or coordinated within OCTO. OCTO will collaborate with the these agencies to assure that the technological solutions are responsive to the operational plans and priorities of the cluster of administrative services agencies and their partners within the District government and with community service providers.

C.3 Requirements:

C.3.1 Incumbent Requirements

The contractor must provide a resource that meets the following requirements in order to be considered for the position:

- Must have 8 to 10 years of hands on experience as a PeopleSoft System Administrator implementing and supporting PeopleSoft HRMS, Payroll/Time and Attendance system.
- The candidate must also have a thorough understanding of the PeopleSoft Internet Architecture. Experience with PeopleSoft 8.8 in conjunction with PeopleTools 8.46 a must. The candidate must have hands on execution experience of upgrading PeopleTools from 8.43 to 8.46.
- Candidate's past experience must have strong experience of supporting PeopleSoft implementation encompassing installation/configuration, cloning environments, patch application, trouble shooting, tuning etc. in IBM pSeries (UNIX-AIX) platforms
- The candidate must be capable of making recommendation to size PeopleSoft HR/Payroll system hardware architecture to support 30,000 district employee users.
- The candidate must be capable of supporting PeopleSoft production system in application level cluster and highly available environment
- Candidate must have strong Oracle database administration experience. The candidate must have hands on implementation experience of Oracle RAC.
- Candidate must have strong UNIX shell scripting experience
- Must be a good team player
- Hold a bachelors degree (or higher) in Computer Science or equivalent field of study (e.g.: Information Systems, Computer Information Management, Engineering, Business, etc).
- Must hold excellent oral and written communication skills, including the ability to communicate technical subjects to non-technical persons.
- Candidate must produce technical documentation of system setup and configuration on a regular basis
- Must be eligible to legally work in the United States of America

- Be willing to accept a permanent position with the Government of the District of Columbia at a time convenient to the District and upon confirmation of the incumbent's ability to fulfill the above requirements.

C.3.2 Deliverable Requirements:

Documents: Printed plus Electronic copies Mandatory

- Where documents are required from contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to OCTO using standard Microsoft Office Suite applications (or other OCTO-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or via email) of the document.
- If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format).
- Copies shall be filed both with the OCTO Program Manager for incorporation into the overall program files and with the Contracts Management Officer as required for delivery verification.

Record retention:

- Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.
- Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.
- No later than fourteen (14) days before the close-out of the contract, the contractor shall review with the COTR all project-related materials and agree on a disposition plan for the contract close-out.

Supervision:

In fulfilling the requirements of this contract, the contractor shall

- 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.

- 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.
- 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. (see below)
- Assure that staff working under this contract provides weekly status report throughout the performance of the contractor's work, setting out current and upcoming activities, decisions required and issues of concern. [Note: Timely, complete, and satisfactory provision by the contractor to the District of such reports shall be a condition precedent to payment of the contractor.]
- Assure that every two weeks, staff working under this contract provide progress updates to the COTR that enable an updating of the project plan reflecting progress in completing scheduled work.

Period of Performance and Level of Effort:

The services under this task order will be paid on a Labor Hour Contract basis, consistent with those rates provided in the Contractor's DC Supply Schedule Contract, GSA Supply Schedule, or proposal rate, whichever is lower.

ROLE	Quantity	Period	Hours total	Rate
PS App Admin – Base Period	1	TBD	520	TBD
PS App Admin - OPTION 1	1	TBD	1000	TBD
PS App Admin - OPTION 2	1	TBD	1000	TBD
PS App Admin - OPTION 3	1	TBD	1000	TBD

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.

Term of Contract

The term of this contract will be from date of award up to 3,520 hours of service. The base period, covering the initial award is 520 hrs.

Option To Extend The Term Of The Contract

(OPTION 1 and OPTION 2 under Section: Period of Performance and Level of Effort)

The District may extend the term of this contract for a period of six (6) months (1000 hrs) 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 under Section: **Period of Performance and Level of Effort**. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 18 months.

Proposal:

Contract Type – Cost of labor detailed by discipline and hours and by activity (i.e., project task). The requirements shall be performed on a labor hour basis. The workday is considered to be 8 hours. The contractor will bill no more than eight (8) hours a day unless pre-approved by the District's Project Manager to work more than 8 hours a day.

Proposal should include the following rate:

Rate for onsite work where District provides space and supporting equipment (telephones, network access, etc.) NOTE: Rate includes provision of laptop computer by contractor for each contractor staff member assigned to the contract.

Contractor staff:

- Senior Management Supervisor: Contractor will assign a senior manager as the Contractor's chief representative for this contract. This representative shall have the authority to make binding decisions for the organization. This representative will be in charge of all members of the Contractor team assigned to the project and will be the main contact. All correspondence, conferences, meetings and questions concerning the project directed to the Contractor and its subcontractors will be through this person. This representative will be personally available at all times during working hours from the beginning of the work through its completion.
- Cost Proposal: Travel is not reimbursable. It must be included in the hourly rate.

- Change in Personnel: Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. As noted under Qualifications (above), the District reserves the right to review, interview and/or approve any proposed replacement candidates.
- Contractor Team and Project Management: Unless otherwise provided by the District through the ASMP program and related project management structure, the contractor shall provide project management, administrative management and administrative support necessary for the work hereunder. This support shall be provided at no cost to the District, unless the District specifically pre-approves assignment of personnel dedicated to such tasks.

Selection:

Evaluation for Award

The following evaluation factors will be used to evaluate proposals submitted. The evaluation factors are listed in descending order of importance with the most important factor listed first and the least important listed last:

- 50% Technical knowledge and experience
- 30% Experience and past performance work in similar or same requirement.
- 20% Price

Candidate Selection

Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.

Administrative Concerns

- (a) The contractor will follow the procedures and rules of the Government of the District of Columbia, OCTO's purchase order and additional procedures that the District representative may direct from time-to-time.
- (b) During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- (c) Unless otherwise approved, work must be performed on District premises.
- (d) 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.

- (e) 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".
- (f) Vendor may not incur additional subcontractor costs without consent of District.
- (g) 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.
- (h) All invoices shall be submitted for certification to the COTR.
- (i) 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.

Specifications

1. Work must be performed on District premises unless specifically authorized.
2. The vendor supplies its personnel with laptops.
3. 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.
4. Weekly status updates to project plans and hours are mandatory.
5. All rates include travel and living expenses.
6. MS Project will be used as the only project management tool.
7. Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.
8. District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only.

9. Bills must be presented to the Office of the Chief Technology Officer's (OCTO) Accounts Payable Department within 10 days of the month end.
10. Vendors will follow all District/Program Management Office (PMO) standards.
11. The District must approve all subcontractors.

Payment

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

Accounts Payable
Office of the Chief Technology Officer
441 4th Street, NW, Suite 930 South
Washington, D.C. 20001

Telephone: 202-727-2277
Fax: 202-727-1216
E-mail: octo.accountspayable@dc.gov

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

- Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the contractor is also recommended;
- Description, price, quantity, dates and the percent (%) of work actually performed;
- The original and two (2) copies of invoices for cost reimbursable expenses;
- Other supporting documentation or information, as required by the Contracting Officer;
- Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- Name, title, phone number of person preparing the invoice;
- Name, title, phone number and mailing address of person; and Authorized signature.

- Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.
- 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.

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:

Annie Watkins
Contracting Officer
Office of Contracting and Procurement
Office of the Chief Technology Officer
441 4th Street NW, Suite 930 South
Washington, DC 20001

Telephone: 202-727-5274
Fax: 202-727-1679
E-mail: annie.watkins@dc.gov

Technical Advisor

The Technical Advisor is responsible for the technical analysis of the proposal and final recommendation for contract award. The advisor also informs the contracting officer (CO) as to the Contractor's compliance or noncompliance with the contract. In addition, the Advisor 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 Advisor for this requirement is:

Technical Advisor

The Technical Advisor is responsible for the technical analysis of the proposal and final recommendation for contract award. The advisor also informs the contracting officer (CO) as to the Contractor's compliance or noncompliance with the contract. In addition, the Advisor 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 Advisor for this requirement is:

Don Davis
Technical Infrastructure Manager
E-mail: don.davis@dc.gov

Additional evaluator(s) for the proposal for the purpose of award are the following:

Hari Kottana
QA Program Manager
Email: hari.kottana@dc.gov

Purush Reddy
Technical Infrastructure Manager
E-mail: purush.reddy@dc.gov