

Attachment A

Drivers Knowledge Testing System

Statement of Work

Overview

The District of Columbia desires to purchase a Drivers Knowledge Testing System for commercial driver licenses (CDL) and for non-commercial driver licenses (NCDL). The system shall be installed and operational four months from date of award. The system shall be an in-house driver knowledge testing system but shall have a 'sample' test of 30 questions on the web for customers to practice the test prior to taking the actual test at DMV. (Sample Questions are provided in Attachment E). The system shall include the capability to change the questions on the web as desired (as well as the questions on the knowledge tests in general).

The Drivers Knowledge Testing System shall be web-based to allow deployment to any or all of DMV's four service centers. The DMV has an in-house system for driver licenses and vehicle registration called 'Destiny.' The database shall be centralized and interfaced with the existing Destiny system to allow real-time transfer of test results for issuance of a learner's permit or license. The system shall allow administrators to monitor activity at each site including examiner, tests underway, tests completed, and other operational data as well as cumulative statistical reports by site, by standard time periods (e.g., monthly) as well as by specified time periods (i.e., range of dates), and by pass/fail rates. The system shall be structured to allow monitoring and control by a central console for global management at the executive offices (which is one of the five sites) as well as a site manager console(s) for each site.

The system currently in operation at the DMV involves the capture of the person's photo as the last step in the process when the license card is generated. The DMV is requiring that photo capture become the first step in the process with the implementation of the knowledge testing system. The initial step in the knowledge testing process shall include capture of the person's photo, entry of their date of birth and full name, and verification of the person's Social Security number (SSN) through Destiny. This will require that the knowledge testing system be interfaced with the current in-house system for management of driver licensing and ID cards and the current system for the license and ID card generation or both. For example, the photo taken in the first step and stored in Destiny shall be retrieved by the Knowledge Testing system along with the person's entry data when the person appears at the counter to take their knowledge or skills test. The DMV expects the bid responses to include a proposed business process and the data transfer needed to support this 'photo-up-front' process.

A primary focus of the system shall be business rules and technology considerations that minimize the potential for fraud. The system shall also be configured with failover capability (i.e., redundancy) to ensure minimum outages and no single point of failure.

Document Purpose

The purpose of this document is to provide the Statement of Work (SOW) for the Drivers Knowledge Testing System. In addition to functional capabilities, this document

contains technical requirements, specifications, and standards that shall be part of the proposed solution.

Intended Audience

Both the SOW and Technical addendum are intended as a resource for the vendors responding to the District of Columbia of Columbia's request for a new Drivers Knowledge Testing System. Its contents shall be carefully considered and incorporated into proposed solutions.

How The Technical Addendum Is Organized

The technical addendum is organized in sections that identify specific District of Columbia standards, policies, and guidelines deemed critical to the successful integration of the Drivers Knowledge Testing within the District of Columbia's enterprise architecture and support organization.

Overview

The purpose of this section is to provide history, concerns, and technical requirements for a new Drivers Knowledge Testing System. Potential vendors need to understand where the District of Columbia has been with this system and how the District of Columbia would like to build upon this system in the future.

The new system will not only meet current operational needs for the customers but also integrate with the current IT systems, environment and infrastructure to provide an opportunity for the future, not an obstacle to be addressed or circumvented.

System Functionality Requirements

The District of Columbia seeks a custom off-the-shelf (COTS) system (i.e., an existing Drivers Knowledge Testing System) solution that must satisfy a number of specific required operational and technical goals. There are also two optional capabilities that are desired but not required.

The system shall meet the following operational and technical requirements:

1. Adheres to District of Columbia architecture guidelines, standards, and policies
2. Adheres to District of Columbia standards for Disaster Recovery and redundancy (i.e., no single point of failure) within the application
3. Provides District of Columbia with full ownership and control of data contained in the system

4. Provides District of Columbia with business reports and the flexibility to generate ad hoc reports at the discretion of the District of Columbia
5. Provides flexibility for the District of Columbia to add or change questions if regulations are enacted before the periodic updates are available. This includes the capability to add the question in each of the language requirements standard to the District of Columbia.
6. Interfaces with the DMV's driver license system, Destiny, to store test results in the associated customer record.
7. Meets all language requirements standard to the District of Columbia including: English, Spanish, Korean, Vietnamese, Amharic, Chinese and French both for the non-commercial driver licenses (NCDL) test questions and for the motorcycle test questions. The attached appendix includes a list of the current questions for the NCDL and motorcycle tests. The vendor is responsible not only for obtaining translations of the current test questions but also translation in all languages for up to ten changes or new questions per year for the duration of the contract.
8. Provides the standard eight tests for commercial driver licenses (CDL) in two languages: English and Spanish. The CDL questions shall be obtained by the vendor based on Federal requirements. If federal guidelines and questions change, the vendor is responsible for upgrading the CDL test within the federally required time period, including having the test available in Spanish as well as English.
9. Every question in the NCDL, CDL, and motorcycle test shall be accompanied by a picture/photo or graphic. The images shall be high quality. The system shall provide the capability for the DMV to change images if desired as well as modifying or adding questions with images.
10. Provide the capability for customers to zoom in on the image if they want to see it in a larger format.
11. Provide a customer controllable audio capability for presentation of the test questions for persons who have challenging reading skills.
12. Provide the test questions in the largest font possible given the screen limitations and space needed for images, instructions, and selection 'buttons'.
13. Provide capability for DMV staff to print test results.
14. Provide various levels of security ranging from logon IDs and passwords to override capabilities for managers and administrators.
15. Provide the capability to store customer's answers on each question and whether it was correct or not (although only pass/fail information will be sent to the Destiny system along with the customer information).
16. Provide the capability to terminate the test automatically once the person answers a question incorrectly that puts them at the failure level for the test.
17. Provide capability for customer to take a manual (i.e., written) test including questions with associated image and a scoring sheet.
18. If the customer has selected one of the foreign languages available for any test, provide a 'button' to show a question in English. When the customer moves to the next question, it would again be shown in the selected language. Any time it

is desired that the question be shown in English, the 'Show in English' button must be selected.

19. Interface with Destiny for validation of the SSN, date of birth and photo image to ensure the correct person is taking the test. When assigning the person to a test machine, provide the person's image on the administrator's workstation as an additional security feature. It should be noted that the process shall involve taking the customer's photo as the first step in the process. At that time, the SSN check is accomplished through Destiny as well as verification that the person does not have an existing license in the District of Columbia. As the person moves to the testing system, the SSN, date of birth, name, and photo would be passed to the testing system for viewing by the test examiner. Once the examiner is satisfied that the photo and identification provided by the person matches the information obtain from Destiny, the administrator would assign the person to a console to take the test in question.
20. Allow customers to take the test only once per day but provide an override capability for special circumstances.
21. Although tests may be taken at four different service centers, provide a central repository for all test results and a single interface with Destiny for transferring the test results to Destiny.

The following technical and operational capabilities are optional requirements:

- A. Provide an optional quote for the ability to interface with the existing customer queuing system is desired for efficient processing of large number of applicants for the knowledge test. If the proposed system already includes this capability in the bid price, please note it in the bid response.
- B. Provide an optional quote for voice recognition capability for persons to verbally take the exam. If this is already a component of the system being bid, please note it in the bid response.

Business Process Requirements and Interfaces

The District of Columbia requires a system that allows the photo to be captured as the first step in the process. Eventually this will also be the first step in the licensing process as well as the knowledge test process. In response to this statement of work the bidder shall include a workflow and description of how they propose to implement a 'photo first' capability given that the District currently has an in-house driver licensing and ID system that obtains photo images through a separate license card generation system. The in-house system, Destiny, and the license card generation system share an image server. The photo, however, is currently taken at the end of the licensing process. This process is open to fraud and difficult to control as there is no photo during the knowledge testing or licensing process against which to verify that the person at the counter is the same person who initially requested the service.

If the photo is taken as the first step in the process, it is assumed that the basic information (SSN, date of birth and full name) will be entered into Destiny as it already

contains a SSN verification process. When the person arrives in the knowledge testing area, it is envisioned that the examiner would enter the information provided by the person (i.e. SSN, date of birth and full name), and access Destiny to verify the information and the license card generation system (or image server) to obtain the photo. If the person passes the test, information would then be passed back to Destiny indicating the successful completion of the knowledge test. The person can then obtain through Destiny either their learner's permit or driver license, whichever is appropriate. This is, however, only a brief overview of the process. In the bidder's response, DMV is requesting a more detailed description of the process including workflow, interface requirements, and an estimate of the development support required to make proposed changes in Destiny.

Technical Addendum

Architecture

District of Columbia requires that the system shall have the flexibility to increase the testing volume and additional enforcement types such as foreign language additions, and allow for flexibility within the application for any future changes required by the District of Columbia. The selected vendor's application shall follow the guidelines provided below.

Application

Applications architecture defines the application required to support the District of Columbia's functions and to manage its information. The application's architecture contains high-level descriptions of the capabilities and benefits of all the applications that support the District of Columbia. It identifies the functions supported by the applications, the data created, updated, or referenced by the applications, and the current applications affected.

The purpose of the applications architecture is to provide an organized application that will improve the District of Columbia's overall effectiveness and productivity, from a business, and customer service perspective. This will provide strategic and differentiated customer services to improve operational and cost advantages.

Quality	Architectural Requirements
Scalable	<ul style="list-style-type: none">• Number of clients shall be able to grow significantly with a linear increase in network and server load• Amount of data shall be able to increase substantially without degradation of performance and response time
Flexible	<ul style="list-style-type: none">• Application logic shall be table-driven and meet system and business

	<p>performance requirements</p> <ul style="list-style-type: none"> • Programs easily support changing business rules • Programs are structured and well documented • Programs shall be designed for ease of maintenance and impact analysis • New service technologies shall be accommodated as per District of Columbia requirements and standards.
Modular	<ul style="list-style-type: none"> • Well-structured and organized programs minimize impact on other modules • Programs are organized to maximize the use of re-usable or common logic • Business processes flow quickly
Client/Server	<ul style="list-style-type: none"> • The vendor shall provide the application infrastructure that is based on the client/server model. This model shall also follow the software/hardware standards approved by OCTO.
Production Volume Proven	<ul style="list-style-type: none"> • Applications shall have a satisfactorily high-volume production performance history • Applications shall be stress tested to prove performance capacity well above that observed or predicted for normal production use
Application Adaptability	<p>Applications shall be able to be quickly transformed to support the District of Columbia's direction</p>
Redundancy	<ul style="list-style-type: none"> • Application shall be designed with fault tolerance in mind at an overall application architecture level.

Information and Data

Information architecture identifies the major kinds of data that support management functions. Good data architecture has minimal changes over time, has sound fundamental data definitions, and remains flexible with respect to market changes and business perspective.

To achieve this flexibility, data is defined independently of who uses it, where it is used or stored, when it is used, the sequence in which it is used, and which applications and technologies manage it.

A sophisticated data architecture that supports change brings the advantages of accelerating communication flow and of improving management decision-making and control functions. Equally important, robust data architecture has powerful potential to increase service quality levels and shorten service delivery timelines.

Quality	Architectural Requirements
Data Model	<ul style="list-style-type: none"> • Allows services to be maintained as distinct entities and to be related in accordance with the District of Columbia's information requirements • Is developed and maintained rigorously • Links to the business objectives and integrates with the relational database and dictionary • Contains all data required to support the current business and the defined strategy to incorporate new service offerings • Efficiently and effectively enhances business productivity and application performance • Data is normalized to eliminate the occurrence of redundant data
Relational Database	<ul style="list-style-type: none"> • Uses an industry-wide accepted standard • Requires minimal de-normalization for performance considerations • Exploits hardware capabilities • Maintains critical data rules • Demonstrates performance under high volume

Network

Quality	Architectural Requirements
Topology	<ul style="list-style-type: none"> • Compatible with TCP/IP for all data communication • Accommodates standard and emerging technologies with support standards such as T1, T3, frame relay, ATM, and ISDN, 802.11a/b/g/x
Scalability	<ul style="list-style-type: none"> • Network shall be scalable and allow for growth • Able to add platforms and specialize their use (such as establishing separate servers for each location that will connect with a central server without performance degradation) • Able to position systems geographically with the ability to

	reallocate/redesign placement of hardware without performance degradation
Open Standard Protocol	<ul style="list-style-type: none"> • Protocols shall be open standard. • OCTO has selected TCP/IP as its standard

Hardware Requirements

The District of Columbia has recently purchased touch screen monitors at all sites for knowledge testing. The inventory is:

General Knowledge Testing Inventory as of 5 February 2008

Southwest Service Center: 20 Operational touch screen testing units
 1 Test Administrator Work Station

Brentwood Service Center: 05 Touch screen testing units
 1 Test Administrator Work Station

Brentwood Road Test Center: 07 Touch screen testing units

Penn Branch Service Center: 05 Touch screen testing units
 01 Test Administrator Work Station

Georgetown Service Center: 05 Touch screen testing units
 01 Test Administrator Work Station

Although this inventory (as well as any new equipment purchased under this contract) will remain the property of the District of Columbia, the successful vendor shall assume maintenance responsibility for all existing equipment as well as replacement of any equipment that can no longer reasonably be repaired or replaced under warranty. Additionally, the vendor shall maintain at least 2 spares/site to ensure all hardware failures can be resolved within four hours.

Six administrator consoles shall be provided by the successful vendor. The consoles shall be implemented at the Penn Branch, Georgetown, Southwest, Brentwood 1205 and Brentwood 1233 service centers. The sixth administrator console shall be installed in the Service Integrity office. The consoles shall adhere to District of Columbia technical requirements and reflect the type/model computers and monitors used in the testing workstations. To ensure continuity of service, at least two spare administrator consoles shall be configured to replace any broken console with minimum downtime.

The contractor shall also provide servers that will be tasked with supporting these workstations. This contractor shall install the equipment on the Department of Motor

Vehicles Network and shall meet all requirements and standards as required. The vendor shall recommend a configuration that ensures optimum availability at all sites. The servers shall include a 3-year maintenance agreement (Gold Support with 4 hour onsite response time) and an optional quote for warranty responsibility.

Software Requirements

The contractor shall provide operating systems for the knowledge testing stations (touch screens) and for the servers along with current software and drivers at the time of installation, and the software required for full functionality with the contractor's application. The contractor shall provide a maintenance agreement that ensures support for system problems and updates as the system is enhanced by the vendor either as a result of adding new functionality or as a result of changes required by technology changes within the industry (e.g., moving from Windows XP to Windows Vista, Server 2003 to Server 2008, SQL 2005 to SQL 2008 etc). The annual maintenance cost shall be included as a separate line item in the quote for the five years of operation. The vendor shall also provide a Help Desk or a technical contact person for resolution of system problems during the following hours:

- Monday through Saturday from 6 a.m. until 8 p.m. local time.

The maintenance agreement shall describe the technical support to be provided including an escalation process for problems. The escalation process shall contain names, titles, contact numbers and the person's location.

This software shall meet the District of Columbia's Office of the Chief Technology Officer requirements as defined in this document.

Performance Requirements

The contractor shall guarantee the following system performance levels, in addition to any which may appear in the statement of work:

- (a) On-line system availability level of 99.99 percent in any calendar month. To ensure this availability, the vendor shall provide redundant system components with no single point for failure for real-time failover for business continuity.
- (b) An average system response time at each workstation of 2 seconds or less over a one week period;

Service Level Reporting

The contractor shall guarantee the following system performance levels, in addition to any which may appear in the statement of work:

- (a) Online and on demand availability and delivery of regular production management reports
- (b) Repair or replace within four hours or the end of the business day on which notification from the District of Columbia was received, whichever occurs first, any server hardware component that fails to perform at its intended level

Security

Security features shall include login IDs and passwords for all test administrators who shall have the basic rights needed to administer the knowledge test. An additional level of rights will be provided for managers and supervisors who can override certain capabilities (such as the restriction to take only one test per day). A final level of rights shall be provided for the system administrator which shall include everything needed to function as system administrator including loading updates and system changes from the vendor.

Definitions

“Services” as used in this clause includes services performed, workmanship, and material furnished or utilized in the performance of services.

Inspect and Test

The District of Columbia has the right to inspect and test all services called for by the contract, to the extent practicable at all times and places during the term of the contract. The District of Columbia shall perform inspections and tests in a manner that will not unduly delay the work.

Inspection Failure

If any of the services do not conform to the contract requirements, the District of Columbia may require the Contractor to perform these services again in conformity with contract requirements, at no increase in contract amount.

Defects

When the defects in services cannot be corrected by performance, the District of Columbia may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements at no cost to the District of Columbia.

Failure to Comply

If the Contractor fails to promptly perform the services again or to take the necessary action to ensure future performance is in conformity to contract requirements, the District of Columbia may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred by the District of Columbia that is directly related to the performance of such services, or (2) terminate the contract for default.

Quality Assurance

The Project strategy for quality assurance will be to focus on the quality of the documentation, coding standards, deliverables, and Business Continuity Plan as well as the management of the project schedule and the priority of achieving system response times that adequately support the District of Columbia's workflow. Additionally, the application, inclusive of all its components, will ensure that all the related documented standards are enforced. Quality assurance activities provide an ongoing assessment of these factors. This involves evaluating progress against requirements and the review of deliverables. In addition, quality assurance activities will interact closely with and support risk identification, on-going risk monitoring, and contingency planning. Quality assurance will also ensure that the application and database allow for the future growth.

The Contractor shall be required to develop and acquire the District of Columbia's approval for a comprehensive test plan. The test plan shall include provisions for automated regression and load testing scenarios using tools such as Mercury Interactive's WinRunner and LoadRunner, respectively.

Testing

The successful vendor shall be required to develop and acquire District of Columbia's approval on a comprehensive test plan and regression test scenarios, including but not limited to -

1. Loading and update of knowledge tests
2. Network Architecture
3. Platform portability
4. Hardware/servers portability
5. Disaster Recovery / Application continuity
6. Interfaces (bi-directional) with Destiny and through Destiny to AAMVA for SSN validation
7. Error handling
8. Reporting (routine application reports as well as ad hoc reporting capability)
9. Printing
10. Additional required hardware
11. Additional required software

The Contractor shall describe a comprehensive approach, method, and lifecycle for all testing. Testing shall not be limited to the executable system. Rather, testing shall be built into all systems integration and test development life-cycle phases. Testing of interfaces and data exchanges shall be coordinated with the systems in question.

The project implementation plan including the testing plan and schedule shall not exceed four calendar months in duration. The vendor shall, however, maintain a business analyst

and technical support person on site for an additional month to ensure all system capabilities function as required and are accurate and reliable.

Documentation

The vendor shall provide three levels of documentation for the following audiences:

1. Systems staff responsible for administering the system. This documentation shall include information on the system architecture, functions, database, installation, and any other tasks normally required of a system administrator.
2. Users of the system that includes DMV staff responsible for administering the tests and monitoring the results. This documentation shall include a workflow of the system functionality and a brief description of all reports that may be obtained from the system. Instructions and a user guide are also required for the ad hoc reporting capability.
3. All users. A Quick Guide is requested. This shall include updateable wallpaper on administrative consoles as well as a one-page, laminated 'cheat sheet' with major functions and process flows identified for training and reference purposes.

Acceptance Criteria

For each implementation deliverable, the vendor and the District of Columbia will define and agree upon specific acceptance criteria. Additionally, the first 30 days of the implementation will be considered a pilot phase. This is to further ensure the conformance to the requirements and the District of Columbia's quality standards. All the pre-determined transactions, as defined by the vendor and the District of Columbia, need to be successfully executed prior to the completion of the pilot phase. Contractor is expected to coordinate and ensure the completion of the Pilot Phase. For this Pilot Phase, the District of Columbia will provide final acceptance for the successful execution of all pilot scenarios and transactions prior to the final implementation of ticket processing system

The vendor shall provide a documented and approved Rollback and Contingency plan prior to the end of the pilot phase.

Deliverables

1. Project Plan: In their proposal, the vendor shall include a comprehensive project plan addressing how they intend to meet the requirements in this SOW. The project plan shall include milestones, support required of the District of Columbia, training plan, and any other components that serve to demonstrate the vendor's familiarity and competence with system implementations.
2. Service Level Agreement: The vendor shall include a service level agreement and maintenance agreement as part of their bid. This information will not only serve

- as a basis for evaluating the vendor's experience with similar projects but will also be implemented if the bidder is successful.
3. User and System Documentation: As defined in the relevant section of this SOW.
 4. Testing Plan: Required within the first 30 days of the implementation
 5. Database Dictionary: Required within first 60 days of the project. Primary use is for developing ad hoc reports and for system troubleshooting.
 6. Rollback and Contingency Plan: As defined in relevant section of this SOW.
 7. Questions loaded in all languages must be available for testing. The District of Columbia will consider a pilot phase of the project depending upon the vendor's need, justification and plan for a proposed pilot.

Table 1.1

OCTO Software Standards

Application Type	Mfg	Product	<i>Summary</i>
Desktop Applications			
Desktop Antivirus	McAfee	McAfee VirusScan	<p>All District of Columbia of Columbia workstations will use McAfee VirusScan software to protect the District of Columbia Wide Area Network (DCWAN) from malicious code. New computers should have the VirusScan software installed and configured prior to being deployed.</p> <p>More Info: http://www.mcafee.com</p>
Office Automation	Microsoft	Office XP Standard Office XP Professional	<p>All new purchases will be Office XP Standard. If a user requires Microsoft Access, the agency can purchase Office XP Professional.</p> <p>This standard applies to office automation only. OCTO has not approved Office as an application development platform. The District of Columbia supports the use of Excel and Word macros; however, it has not sanctioned complete applications using Access. OCTO is evaluating the best solution for low-end application development. The use of Access as that platform is not recommended until the evaluation has been completed.</p> <p>More Info: Http://www.microsoft.com</p>
Desktop Operating System (OS)	Microsoft	Windows XP	<p>Windows XP Professional is the preferred operating system for all new PC purchases. The District of Columbia has standardized on Intel based personal computers. Apple computers can only be purchased upon approval by OCTO.</p> <p>More info: Http://www.microsoft.com</p>
Web Browser	Microsoft	Internet Explorer 6.0 w/128-bit encryption	<p>Internet Explorer 6.0 is the browser standard for all new Windows PCs. Note that other devices, such as PDAs, may have embedded browsers. This standard does not address these devices nor does it address non-Windows platforms.</p> <p>Note that other features embedded within Internet Explorer, such as the email client, are not supported. The intent of this recommendation is to establish a standard</p>

Application Type	Mfg	Product	<i>Summary</i>
			for web browsing. More Info: http://www.microsoft.com
Media Player – Desktop	Microsoft	Media Player 10.0	Microsoft Windows Media Player is a full-function media player that comes bundled with new PC operating systems. The District of Columbia has standardized on Media Player for their web infrastructure. More Info: http://www.microsoft.com
Forms Generator	Lake Companies ICM America Cardiff	JetForms OmniForms Liquid Forms	All are COTS product that allow for management of paper or electronic documents.
Server Applications			
Server Operating System – File/Print	Microsoft	Windows 2003 Server Windows 2003 Advanced Server	OCTO recommends Windows 2003 Server and Advanced Server platforms for file and print servers. Most agencies will deploy Windows 2003 Server rather than Advanced Server. Windows 2003 Advanced Server, with its additional scalability and clustering features, will mainly be deployed in the centralized OCTO data centers. More Info: http://www.microsoft.com
Server Antivirus Application	McAfee Sybari Trend Micro	Netshield – Win2000 Antigen - Exchange Solaris – Unix (SUN)	The previously mentioned products are the recommended virus protection software for the various server platforms. Antivirus software must be installed on all servers regardless of their use and location. The software must be kept up to date with both current versions and the newest virus signature files.
Enterprise Application Integration (EAI)	SeeBeyond	EGate InSight	The District of Columbia has standardized on SeeBeyond for enterprise-level integration. Where there is a need for high-volume and reliable integration between many disparate systems, Seebeyond should be used. The benefits of EAI are only realized when the number and complexity of the interfaces is relatively high. Therefore, not all interfaces should be built using Seebeyond. Contact OCTO for assistance in designing

Application Type	Mfg	Product	Summary
			<p>the optimal solution for a particular interface need.</p> <p>www.seebeyond.com</p>
Directory Services	Microsoft	Windows 2003 Active Directory	<p>Microsoft Active Directory (AD) is the standard for directory services. Initially OCTO has deployed AD for email authentication and as a white pages directory (to include user name, email address, and phone number). In the future, the directory will be enhanced with additional attributes and will become the central authentication engine for applications and network services.</p> <p>More Info www.microsoft.com</p>
Web Server	Microsoft	IIS 6.0	<p>Microsoft IIS 6.0 is the sanctioned standard for all web server requirements including Internet, intranet, and extranet applications. The product provides:</p> <ul style="list-style-type: none"> • Infrastructure to store and deliver HTML pages; • Scripting services for dynamic content and simple business logic; • Application platform for robust application logic. <p>The sanctioned application development platform for web applications is COM+ (either with or without MTS services) and .NET on an IIS server. A complete description of the web infrastructure used in the District of Columbia is included elsewhere in this document.</p> <p>OCTO does not sanction the user of Apache nor personal web servers even for development purposes. The OCTO web configuration includes development, quality control, and production servers. These servers should be used for all web requirements.</p> <p>More Info: www.microsoft.com</p>
Internet Content Filtering – Server	Websense	Websense Enterprise	<p>Content filter prevents access to web sites that are deemed “inappropriate” in a business environment, such as pornography and racial sites. Websense is the standard product to provide Internet access restrictions. The product will be deployed at the central OCTO entry points to the ISP’s.</p>

Application Type	Mfg	Product	Summary
Database Applications			
Relational Database Management	IBM Microsoft Oracle	DB2/MVS V8 SQL Server 2005 Oracle 9x	OCTO supports three separate relation database management products based upon the platform and functionality required by the user. More Info: http:// www.microsoft.com http://www.oracle.com http://www.ibm.com
Database Modeling	Computer Associates Microsoft Sybase	Erwin Visio PowerDesigner	Database modeling tools are used by systems analysts and developers to visually view data, data attributes, and their relationships. Erwin Modeler is the standard database modeling tool for the District of Columbia and has been for the past three years. Besides developing the visuals of the data, Erwin can also be used to generate the physical database, stored procedures, and triggers for SQL Server, DB2, and Oracle. Erwin is an excellent “middle of the road” product for modeling databases and systems.
Database Dictionary	Microsoft Oracle	SQL Servers’ Dictionary Oracle Data Dictionary	Products serves a reference source for database support and development. More Info www.oracle.com Http://www.microsoft.com
Asset Management	Magic Solutions BMC Software	Magic Service Desk Remedy Asset Management	Is a utility software tool that allows IT professionals to track and manage enterprise assets – and their changing relationships – throughout the entire asset lifecycle. These are both COTS products www.magicsolutions.com www.remedy.com
Report/Query Tool	Crystal Business Objects	Crystal Reports 8.0 Business Objects	These products that have selected by OCTO as the Standard for the District of Columbia. These are both COTS products. They both offer the ability to perform report writing and queries.
Utility and Management Applications			
Web Authoring	Macromedia Microsoft	Home Site FrontPage	For the creation of static web content, Microsoft FrontPage 2002 and Macromedia HomeSite 4.5 are the recommended products. These products provide WYSIWYG (what you see is what you get) HTML development capabilities. JavaScript and VBScript can also be incorporated into page development using these tools.

Application Type	Mfg	Product	Summary
			<p>More Info: http://www.macromedia.com http://www.microsoft.com</p>
Web Reporting	Webtrends	Analysis Suite	<p>Webtrends is the standard tool to report on web site activity. The product provides information on many web site statistics including visitor activity, link analysis, and site errors.</p> <p>More Info: http://www.netig.com/products/was/default.asp</p>
PC Utilities	Symantec	Norton Utilities 2002	<p>Norton Utilities provides a suite of utilities for the maintenance of a PC including:</p> <ul style="list-style-type: none"> • Registry check and problem correction • Hard drive performance optimization • Hard drive error detection and repair • Recovery of deleted files • Permanent and secure deletion of files <p>The typical user will not require Norton Utilities. Norton Utilities will usually be used by PC technicians to diagnose and correct issues with the desktop. However, OCTO recommends Norton Utilities for users that must permanently and securely delete files.</p> <p>More Info: http://www.symantec.com</p>
Remote Host Application	LANDesk	N/A	<p>This product is a COTS product. It designed for Remote Host control of remote systems. More Info</p>
Compression Utility	WinZip	WinZip Version 8.0	<p>WinZip is the recommended product for compressing individual files either to reduce disk usage or to improve performance when sending the file as an email attachment. WinZip provides a much more robust set of compression utilities than other products.</p> <p>More Info: http://www.winzip.com</p>
WEB Application Development	Microsoft	Visual Studio Suite (InterDev, VB, C++)	<p>The District of Columbia's web environment is Microsoft centric, relying upon Microsoft's IIS, MTS, and SQL Server products. As such, the District of Columbia has sanctioned the Microsoft development framework for web application development. Specifically server applications will rely upon ASP and COM+.</p> <p>www.microsoft.com/catalog/display.asp?site=737&subi</p>

Application Type	Mfg	Product	Summary
			d=22&pg=1
Business Tier Applications			
Help Desk	REMEDY		Has been selected as the Standard for Helpdesk, problem management software. It is an Industry leader and COTS product
High end Statistical Analysis	SAS SPSS		SAS and SPSS are supported on both the OS/390 and PC platforms. Even though not currently implemented, users who require a non-S/390 server based solution should utilize SAS. Excel is also supported for data analysis but the product does not provide the high-end analysis features in SAS. However, many users will find the capabilities of Excel sufficient for their needs. More Info: http://www.sas.com http://www.spss.com
Wireless Email Cingular Goodlink	Verizon Cingular Corporate Email Server Goodlink Corporate Messaging Software Treo 650 Tro 700M		OCTO has approved Palm and Windows OS for the wireless email device for all users of the OCTO Exchange backbone. The OCTO provided service is Cingular Corporate Email Service. The Goodlink software is the standard wireless email application.

Table 1.2

OCTO Hardware Standards

Type of Device	Mfg	Description	Summary
Computing – Desktop			
Desktops I - Normal User	IBM compatible (Dell, IBM Compaq, Toshiba)	Internet Ready Touch Screen Kiosk's Intel® Core™ 2 Duo Processor E6750 (2.66GHz, 4M, VT, 1333MHz FSB) , 1GB Memory, 80 Gig HD, 100/1000 Network Card, 128 MB Video Card, 16 Bit Sound Card, 12x10x52 CDRW, 16X	This unit is for new purchases only. This unit has been adopted by the District of Columbia as a Standard for the next 12 months when it will be evaluated again. More Info http://www.dell.com

Type of Device	Mfg	Description	Summary
		DVD Reader, 19" Flat Panel Monitor	
Computing - Server			
Server (Application)	IBM compatible (Dell, IBM Compaq, Toshiba)	Two-Quad Core Intel® Xeon® L5310, 2x4MB Cache, 2.0GHz, 1066MHz FSB Processors, 4-8GB Memory, 3-5 146GB 10,000 RPM Serial Attached SCSI 3GBps Hard Drive, 2.5-inch, Hot Plug, 16 MB Video, 101 Key Keyboard, 2 button Mouse, 16x DVD ROM, Integrated SAS/SATA RAID 10, PERC 5/i Integrated, Dual Power Supplies, 2 USB 2.0 Ports, 2 PS2 Ports, 1 Firewire port, 1 Parallel Port, Video Port, 100/1000 NIC, 17" Flat Panel Monitor, Rack Chassis w/Sliding Rapid/Versa Rails and Cable Management Arm, Universal	This unit is for new purchases only. This unit has been adopted by the District of Columbia as a Standard for the next 12 months when it will be evaluated again. More Info Http://www.dell.com
Server (Database)	IBM compatible (Dell, IBM Compaq, Toshiba)	Two - Quad Core Intel® Xeon® L5310, 2x4MB Cache, 2.0GHz, 1066MHz FSB Processors, 16GB Memory, 5 146GB 10,000 RPM Serial Attached SCSI 3GBps Hard Drive, 2.5-inch, Hot Plug, 16 MB Video, 101 Key Keyboard, 2 button Mouse, 16x DVD ROM, Integrated SAS/SATA RAID 10, PERC 5/i Integrated, Dual Power Supplies, 2 USB 2.0 Ports, 2 PS2 Ports, 1 Firewire port, 1 Parallel Port, Video Port, 100/1000 NIC, 17" Flat Panel Monitor, Rack Chassis w/Sliding Rapid/Versa Rails	This unit is for new purchases only. This unit has been adopted by the District of Columbia as a Standard for the next 12 months when it will be evaluated again. More Info http://www.dell.com

Type of Device	Mfg	Description	Summary
		and Cable Management Arm,Universal	

Service Level Agreement

The District of Columbia expects a service level agreement (SLA) that ensures optimum system availability and a reasonable service response. The offeror's response shall include a proposed service level agreement including not only system performance but also maintenance and replacement schedules and criteria. The maintenance agreement shall contain an option for new releases as well as information on the past software release schedules.

Training

The proposal shall include a proposed training program not only for implementation but also for periodic review, especially for any enhancements or version releases. Training shall occur onsite and may be a combination of classroom and hands-on instruction.

DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL

The offeror shall set forth in its proposal the names and reporting relationships of the Key Personnel that the offeror will use to perform the work under the proposed contract. Their resumes shall be included. The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the Contracting Officer at least thirty calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the Contracting Officer for any proposed substitution of key personnel.

GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE



TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____
Name of Organization/Entity: _____
Address: _____
Business Telephone No.: _____
Principal Officer:
Name: _____ Title: _____
Soc. Sec. No.: _____
Federal Identification No.: _____
Contract No.: _____
Unemployment Insurance Account No.: _____

I hereby certify that:

- 1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
- 2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

	Current	Not Current	Not Applicable
District: Sales and Use	()	()	()
Employer Withholding	()	()	()
Ball Park Fee	()	()	()
Corporation Franchise	()	()	()
Unincorporated Franchise	()	()	()
Personal Property	()	()	()
Real Property	()	()	()
Individual Income	()	()	()

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed \$5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

Signature of Authorizing Agent Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public: _____

My Commission Expires: _____

FIRST SOURCE EMPLOYMENT AGREEMENT

Contract Number: _____

Contract Amount: _____

Project Name: _____

Project Address: _____ Ward: _____

Nonprofit Organization with 50 Employees or Less: (Yes) ____ (No) ____

This First Source Employment Agreement, in accordance with D. C. Law 14-24, D.C. Law 5-93, and Mayor's Order 83-265 for recruitment, referral, and placement of District of Columbia residents, is between the District of Columbia Department of Employment Services, hereinafter referred to as DOES, and _____, hereinafter, referred to as EMPLOYER. Under this Employment Agreement, the EMPLOYER will use DOES as its first source for recruitment, referral, and placement of new hires or employees for the new jobs created by this project and will hire 51% District of Columbia residents for all new jobs created, as well, as 51% of apprentices employed in connection with the project shall be District residents registered in programs approved by the District of Columbia Apprenticeship Council.

I. GENERAL TERMS

- A. The EMPLOYER will use DOES as its first source for the recruitment, referral and placement of employees.
- B. The EMPLOYER shall require all contractors and subcontractors, with contracts totaling \$100,000 or more, to enter into a First Source Employment Agreement with DOES.
- C. DOES will provide recruitment, referral and placement services to the EMPLOYER subject to the limitations set out in this Agreement.
- D. DOES participation in this Agreement will be carried out by the Office of the Director, with the Office of Employer Services, which is responsible for referral and placement of employees, or such other offices or divisions designated by DOES.

- E. This Agreement shall take effect when signed by the parties below and shall be fully effective for the duration of the contract and any extensions or modifications to the contract.
- F. This Agreement shall not be construed as an approval of the EMPLOYER'S bid package, bond application, lease agreement, zoning application, loan, or contract/subcontract.
- G. DOES and the EMPLOYER agree that for purposes of this Agreement, new hires and jobs created (both union and nonunion) include all EMPLOYER'S job openings and vacancies in the Washington Standard Metropolitan Statistical Area created as a result of internal promotions, terminations, and expansions of the EMPLOYER'S workforce, as a result of this project, including loans, lease agreements, zoning applications, bonds, bids, and contracts.
- H. For purposes of this Agreement, apprentices as defined in D.C. Law 2-156, as amended, are included.
- I. The EMPLOYER shall register an apprenticeship program with the D.C. Apprenticeship Council for construction or renovation contracts or subcontracts totaling \$500,000 or more. This includes any construction or renovation contract or subcontract signed as the result of, but is not limited to, a loan, bond, grant, Exclusive Right Agreement, street or alley closing, or a leasing agreement of real property for one (1) year or more.
- J. All contractors who contract with the Government of the District of Columbia to perform information technology work with a single contract or cumulative contracts of at least \$500,000, let within any twelve (12) month period shall be required to register an apprenticeship program with the District of Columbia Apprenticeship Council.
- K. The term "information technology work" shall include, but is not limited to, the occupations of computer programmer, programmer analyst, desktop specialist, technical support specialist, database specialist, network support specialist, and any other related occupations as the District of Columbia Apprenticeship Council may designate by regulation.

II. RECRUITMENT

- A. The EMPLOYER will complete the attached Employment Plan, which will indicate the number of new jobs projected, salary range, hiring dates, and union requirements. The EMPLOYER will notify DOES of its specific need for new employees as soon as that need is identified.

- B. Notification of specific needs, as set forth in Section II.A. must be given to DOES at least five (5) business days (Monday - Friday) before using any other referral source, and shall include, at a minimum, the number of employees needed by job title, qualification, hiring date, rate of pay, hours of work, duration of employment, and work to be performed.
- C. Job openings to be filled by internal promotion from the EMPLOYER'S current workforce need not be referred to DOES for placement and referral.
- D. The EMPLOYER will submit to DOES, prior to starting work on the project, the names, and social security numbers of all current employees, including apprentices, trainees, and laid-off workers who will be employed on the project.

III. REFERRAL

DOES will screen and refer applicants according to the qualifications supplied by the EMPLOYER.

IV. PLACEMENT

- A. DOES will notify the EMPLOYER, prior to the anticipated hiring dates, of the number of applicants DOES will refer. DOES will make every reasonable effort to refer at least two qualified applicants for each job opening.
- B. The EMPLOYER will make all decisions on hiring new employees but will in good faith use reasonable efforts to select its new hires or employees from among the qualified persons referred by DOES.
- C. In the event DOES is unable to refer the qualified personnel requested, within five (5) business days (Monday - Friday) from the date of notification, the EMPLOYER will be free to directly fill remaining positions for which no qualified applicants have been referred. Notwithstanding, the EMPLOYER will still be required to hire 51% District residents for the new jobs created by the project.
- D. After the EMPLOYER has selected its employees, DOES will not be responsible for the employees' actions and the EMPLOYER hereby releases DOES, and the Government of the District of Columbia, the District of Columbia Municipal Corporation, and the officers and employees of the District of Columbia from any liability for employees' actions.

V. TRAINING

DOES and the EMPLOYER may agree to develop skills training and on-the-job training programs; the training specifications and cost for such training will be mutually agreed upon by the EMPLOYER and DOES and set forth in a separate Training Agreement.

VI. CONTROLLING REGULATIONS AND LAWS

- A. To the extent this Agreement is in conflict with any labor laws or governmental regulations, the laws or regulations shall prevail.
- B. DOES will make every effort to work within the terms of all collective bargaining agreements to which the EMPLOYER is a party.
- C. The EMPLOYER will provide DOES with written documentation that the EMPLOYER has provided the representative of any involved collective bargaining unit with a copy of this Agreement and has requested comments or objections. If the representative has any comments or objections, the EMPLOYER will promptly provide them to DOES.

VII. EXEMPTIONS

- A. Contracts, subcontracts or other forms of government-assistance less than \$100,000.
- B. Employment openings the contractor will fill with individuals already employed by the company.
- C. Job openings to be filled by laid-off workers according to formally established recall procedures and rosters.
- D. Suppliers located outside of the Washington Standard Metropolitan Statistical Area and who will perform no work in the Washington Standard Metropolitan Statistical Area.

VIII. AGREEMENT MODIFICATIONS, RENEWAL, MONITORING, AND PENALTIES

- A. If, during the term of this Agreement, the EMPLOYER should transfer possession of all or a portion of its business concerns affected by this Agreement to any other party by lease, sale, assignment, merger, or otherwise, the EMPLOYER as a condition of transfer shall:
 - 1. Notify the party taking possession of the existence of the EMPLOYER'S Agreement.
 - 2. Notify the party taking possession that full compliance with this Agreement is required in order to avoid termination of the project.

3. EMPLOYER shall, additionally, advise DOES within seven (7) business/calendar days of the transfer. This advice will include the name of the party taking possession and the name and telephone of that party's representative.
- B. DOES shall monitor EMPLOYER'S performance under this Agreement. The EMPLOYER will cooperate in DOES' monitoring effort and will submit a Contract Compliance Form to DOES monthly.
 - C. To assist DOES in the conduct of the monitoring review, the EMPLOYER will make available payroll and employment records for the review period indicated.
 - D. If additional information is needed during the review, the EMPLOYER will provide the requested information to DOES.
 - E. With the submission of the final request for payment from the District, the EMPLOYER shall:
 1. Document in a report to the Contracting Officer its compliance with the requirement that 51% of the new employees hired by the project be District residents; or
 2. Submit a request to the Contracting Officer for a waiver of compliance with the requirement that 51% of the new employees hired by the project be District residents and include the following documentations:
 - a. Material supporting a good faith effort to comply;
 - b. Referrals provided by DOES and other referral sources; and
 - c. Advertisement of job openings listed with DOES and other referral sources.
 - F. The Contracting Officer may waive the requirement that 51% of the new employees hired by the project be District residents, if the Contracting Officer finds that:
 1. A good faith effort to comply is demonstrated by the contractor;
 2. The EMPLOYER is located outside the Washington Standard Metropolitan Statistical Area and none of the contract work is performed inside the Washington Standard Metropolitan Statistical Area;

The Washington Standard Metropolitan Statistical Area includes the District of Columbia, the Virginia Cities of Alexandria, Falls Church, Manassas, Manassas Park, Fairfax, and Fredericksburg; the Virginia Counties of Fairfax, Arlington, Prince William, Loudoun, Stafford, Clarke, Warren, Fauquier, Culpeper, Spotsylvania, and King George; the Maryland Counties of Montgomery, Prince Georges, Charles, Frederick, and Calvert; and the West Virginia Counties of Berkeley and Jefferson.

- 3. The EMPLOYER enters into a special workforce development training or placement arrangement with DOES; or
- 4. DOES certifies that insufficient numbers of District residents in the labor market possess the skills required by the positions created as a result of the contract.

G. Willful breach of the First Source Employment Agreement by the EMPLOYER, or failure to submit the Contract Compliance Report, or deliberate submission of falsified data, may be enforced by the Contracting Officer through imposition of penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract.

H Nonprofit organizations with 50 or less employees are exempted from the requirement that 51% of the new employees hired on the project be District residents.

I. The EMPLOYER and DOES, or such other agent as DOES may designate, may mutually agree to modify this Agreement.

J. The project may be terminated because of the EMPLOYER'S non-compliance with the provisions of this Agreement.

IX. Is your firm a certified Local, Small, Disadvantaged Business Enterprise (LSDBE)?
 YES NO
 If yes, certification number: _____

X. Do you have a registered Apprenticeship program with the D.C. Apprenticeship Council?
 YES NO
 If yes, D.C. Apprenticeship Council Registration Number: _____

XI. Indicate whether your firm is a subcontractor on this project: YES NO
 If yes, name of prime contractor: _____

Dated this _____ day of _____ 20_____

 Signature Dept. of Employment Services

 Signature of Employer

 Name of Company

 Address

 Telephone

 E-mail

EMPLOYMENT PLAN

NAME OF FIRM _____

ADDRESS _____

TELEPHONE NUMBER _____ FEDERAL IDENTIFICATION NO. _____

CONTACT PERSON _____ TITLE _____

E-mail: _____ TYPE OF BUSINESS: _____

ORIGINATING DISTRICT AGENCY _____

CONTRACTING OFFICER: _____ TELEPHONE NUMBER: _____

TYPE OF PROJECT _____ FUNDING AMOUNT _____

PROJECTED START DATE _____ PROJECT DURATION _____

NEW JOB CREATION PROJECTIONS (Attach additional sheets, as needed.) Please indicate the new position(s) your firm will create as a result of this project.

	JOB TITLE	# OF JOBS F/T P/T	SALARY RANGE	UNION MEMBERSHIP REQUIRED NAME LOCAL#	PROJECTED HIRE DATE
A					
B					
C					
D					
E					
F					
G					
H					
I					
J					
K					

YOUR LETTERHEAD

EQUAL EMPLOYMENT OPPORTUNITY (EEO) POLICY STATEMENT

_____ SHALL NOT DISCRIMINATE AGAINST ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT BECAUSE OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, OR PHYSICAL HANDICAP.

_____ AGREES TO AFFIRMATIVE ACTION TO ENSURE THAT APPLICANTS ARE EMPLOYED, AND THAT EMPLOYEES ARE TREATED DURING EMPLOYMENT, WITHOUT REGARD TO THEIR RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, OR PHYSICAL HANDICAP. THE AFFIRMATIVE ACTION SHALL INCLUDE, BUT NOT BE LIMITED TO THE FOLLOWING: (A) EMPLOYMENT, UPGRADING, OR TRANSFER; (B) RECRUITMENT OR RECRUITMENT ADVERTISING; (C) DEMOTION, LAYOFF, OR TERMINATION; (D) RATES OF PAY, OR OTHER FORMS OF COMPENSATION; AND (E) SELECTION FOR TRAINING AND APPRENTICESHIP.

_____ AGREES TO POST IN CONSPICUOUS PLACES THE PROVISIONS CONCERNING NON-DISCRIMINATION AND AFFIRMATIVE ACTION.

_____ SHALL STATE THAT ALL QUALIFIED APPLICANTS WILL RECEIVE CONSIDERATION FOR EMPLOYMENT PURSUANT TO SUBSECTION 1103.2 THROUGH 1103.10 OF MAYOR'S ORDER 85-85; "EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS IN CONTRACTS."

_____ AGREES TO PERMIT ACCESS TO ALL BOOKS PERTAINING TO ITS EMPLOYMENT PRACTICES, AND TO REQUIRE EACH SUBCONTRACTOR TO PERMIT ACCESS TO BOOKS AND RECORDS.

_____ AGREES TO COMPLY WITH ALL GUIDELINES FOR EQUAL EMPLOYMENT OPPORTUNITY APPLICABLE IN THE DISTRICT OF COLUMBIA.

_____ SHALL INCLUDE IN EVERY SUBCONTRACT THE EQUAL OPPORTUNITY CLAUSES, SUBSECTION 1103.2 THROUGH 1103.10 SO THAT SUCH PROVISIONS SHALL BE BINDING UPON EACH SUBCONTRACTOR OR VENDOR.

AUTHORIZED OFFICIAL AND TITLE

AUTHORIZED SIGNATURE

FIRM/ORGANIZATION NAME

DATE

YOUR LETTERHEAD

ASSURANCE OF COMPLIANCE WITH EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

MAYOR'S ORDER 85-85, EFFECTIVE JUNE 10, 1985, AND THE RULES IMPLEMENTING MAYORS ORDER 85-85, 33 DCR 4952, (PUBLISHED AUGUST 15, 1986), "ON COMPLIANCE WITH EQUAL OPPORTUNITY REQUIREMENTS IN DISTRICT GOVERNMENT CONTRACTS," ARE HEREBY INCLUDED AS PART OF THIS BID/PROPOSAL. THEREFORE, EACH BIDDER/OFFEROR SHALL INDICATE BELOW THEIR WRITTEN COMMITMENT TO ASSURE COMPLIANCE WITH MAYOR'S ORDER 85-85 AND THE IMPLEMENTING RULES. FAILURE TO COMPLY WITH THE SUBJECT MAYOR'S ORDER AND THE IMPLEMENTING RULES SHALL RESULT IN REJECTION OF THE RESPECTIVE BID/PROPOSAL.

I, _____, THE AUTHORIZED REPRESENTATIVE OF _____, HEREINAFTER REFERRED TO AS "THE CONTRACTOR," CERTIFY THT THE CONTRATOR IS FULLY AWARE OF ALL OF THE PROVISIONS OF MAYOR'S ORDER 85-85, EFFECTIVE JUNE 10, 1985, AND OF THE RULES IMPLEMENTING MAYOR'S ORDER 85-85, 33 DCR 4952. I FURTHER CERTIFY AND ASSURE THAT THE CONTRACTOR WILL FULLY COMPLY WITH ALL APPLICABLE PROVISIONS OF THE MAYOR'S ORDER AND IMPLEMENTING RULES IF AWARDED THE D.C. GOVERNMENT REFERENCED BY THE CONTRACT NUMBER ENTERED BELOW. FURTHER, THE CONTRACTOR ACKNOWLEDGES AND UNDERSTANDS THAT THE AWARD OF SAID CONTRACT AND ITS CONTINUATION ARE SPECIFICALLY CONDITIONED UPON THE CONTRACTOR'S COMPLIANCE WITH THE ABOVE-CITED ORDER AND RULES.

CONTRACTOR

NAME

SIGNATURE

TITLE

CONTRACT NUMBER

DATE

EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER INFORMATION REPORT

GOVERNMENT OF THE DISTRICT OF COLUMBIA DC Office of Contracting and Procurement Employer Information Report (EEO)	Reply to: Office of Contracting and Procurement 441 4 th Street, NW, Suite 700 South Washington, DC 20001
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Instructions:
 Two (2) copies of DAS 84-404 or Federal Form EEO-1 shall be submitted to the Office of Contracting and Procurement.
 One copy shall be retained by the Contractor.

Section A – TYPE OF REPORT

1. Indicate by marking in the appropriate box the type of reporting unit for which this copy of the form is submitted (MARK ONLY ONE BOX)

Single Establishment Employer (1) <input type="checkbox"/> Single-establishment Employer Report	Multi-establishment Employer: (2) <input type="checkbox"/> Consolidated Report (3) <input type="checkbox"/> Headquarters Report (4) <input type="checkbox"/> Individual Establishment Report (submit one for each establishment with 25 or more employees) (5) <input type="checkbox"/> Special Report
--	--

1. Total number of reports being filed by this Company. _____

Section B – COMPANY IDENTIFICATION *(To be answered by all employers)*

1. Name of Company which owns or controls the establishment for which this report is filed	OFFICIAL USE ONLY
--	-------------------------

Address (Number and street)	City or Town	Country	State	Zip Code	b.
-----------------------------	--------------	---------	-------	----------	----

b. Employer Identification No.									
--------------------------------	--	--	--	--	--	--	--	--	--

2. Establishment for which this report is filed.	OFFICIAL USE ONLY
--	-------------------------

a. Name of establishment	c.
--------------------------	----

Address (Number and street)	City or Town	Country	State	Zip Code	d.
-----------------------------	--------------	---------	-------	----------	----

b. Employer Identification No.									
--------------------------------	--	--	--	--	--	--	--	--	--

3. Parent of affiliated Company

a. Name of parent or affiliated Company	b. Employer Identification No.								
---	--------------------------------	--	--	--	--	--	--	--	--

Address (Number and Street)	City or Town	Country	State	Zip Code
-----------------------------	--------------	---------	-------	----------

Section C - ESTABLISHMENT INFORMATION

1. Is the location of the establishment the same as that reported last year? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Did not report last year <input type="checkbox"/> Report on combined basis	2. Is the major business activity at this establishment the same as that reported last year? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No report last year <input type="checkbox"/> Reported on combined basis	OFFICIAL USE ONLY
--	---	-------------------------

2. What is the major activity of this establishment? (Be specific, i.e., manufacturing steel castings, retail grocer, wholesale plumbing supplies, title insurance, etc. Include the specific type of product or service provided, as well as the principal business or industrial activity.	e.
--	----

3. MINORITY GROUP MEMBERS: Indicate if you are a minority business enterprise (50% owned or 51% controlled by minority members). <div style="text-align: center;"> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>	
---	--

SECTION D – EMPLOYMENT DATA

Employment at this establishment – Report all permanent, temporary, or part-time employees including apprentices and on-the-job trainees unless specifically excluded as set forth in the instructions. Enter the appropriate figures on all lines and in all columns. Blank spaces will be considered as zero. *In columns 1, 2, and 3, include ALL employees in the establishment including those in minority groups*

JOB CATEGORIES	TOTAL EMPLOYEES IN ESTABLISHMENT			MINORITY GROUP EMPLOYEES								
	Total Employees Including Minorities (1)	Total Male Including Minorities (2)	Total Female Including Minorities (3)	MALE				FEMALE				
				Black (4)	Oriental (5)	American Indian (6)	Spanish Surname American (7)	Black (8)	Oriental (9)	American Indian (10)	Spanish Surname American (11)	
Officials and Managers												
Professionals												
Technicians												
Sales Workers												
Office and Clerical												
Craftsman (Skilled)												
Operative (Semi-Skilled)												
Laborers (Unskilled)												
Service Workers												
TOTAL												
Total employ reported in previous report												

(The trainee below should also be included in the figures for the appropriate occupation categories above)

Formal On-The-Job Trainee	White collar	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
	Production											

1. How was information as to race or ethnic group in Section D obtained?
 a. Visual Survey c. Other Specify _____
 b. Employment Record _____
2. Dates of payroll period used _____
 3. Pay period of last report submitted for this establishment. _____

Section E – REMARKS Use this Item to give any identification data appearing on last report which differs from that given above, explain major changes in composition or reporting units, and other pertinent information.

Section F - CERTIFICATION

- Check One 1. All reports are accurate and were prepared in accordance with the instructions (check on consolidated only)
 2. This report is accurate and was prepared in accordance with the instructions.

Name of Authorized Official	Title	Signature	Date
Name of person contact regarding This report (Type of print)	Address (Number and street)		
Title	City and State	Zip Code	Telephone Number Extension

INFORMATION CITED HEREIN SHALL BE HELD IN CONFIDENCE.

DEPARTMENT OF HUMAN RIGHTS AND LOCAL BUSINESS DEVELOPMENT
CONTRACT COMPLIANCE UNIT

SUBCONTRACT SUMMARY FORM

This SUMMARY form is to be completed by the PRIME contractor.

BID NO.:	CCB NUMBER:	_____ of _____ pages
*NOTE: The standard for minority subcontracting is 25% of the TOTAL contract dollar amount to be subcontracted.		AMOUNT OF PRIME CONTRACT: \$ _____ AMOUNT OF ALL SUBCONTRACTS: \$ _____ equals _____% OF THE PRIME CONTRACT.
NAME OF PRIME CONTRACTOR:		ADDRESS:
TELEPHONE NO.:		
PROJECT NAME:		PROJECT DESCRIPTIONS:
ADDRESS:		
WARD NO.: _____		

SECTION II LIST ALL SUBCONTRACTORS THAT WILL BE UTILIZED ON THE ABOVE PROJECT

1. NAME OF SUBCONTRACTOR 2. ADDRESS 3. CONTACT PERSON 4. MBOC CERT. NO. 5. PHONE NO.	1. IS THIS A *MINORITY SUB? ____ YES ____ NO 2. TRADE OR BUSINESS PRODUCT THAT SUB WILL PROVIDE.	1. \$ AMOUNT OF SUBCONTRACT equals(=) 2. _____% (percent) OF TOTAL PRIME CONTRACT.
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%
1. _____ 2. _____ 3. _____ 4. _____ 5. _____	1. MINORITY SUBCONTRACTOR ____ YES ____ NO 2. _____	1. \$ _____ equals(=) 2. _____%

TOTAL DOLLAR AMOUNT SUBCONTRACTED TO *MINORITY BUSINESS ENTERPRISES. \$ _____

PERCENT OF PRIME CONTRACT. _____%

*D.C. LAW 1-95, as amended, defines a MINORITY BUSINESS ENTERPRISE as a business of which more than 50% is owned by members of a minority, and of which more than 50% of the net profit or loss accrues to members of a minority.

SOLICITATION NO: _____

PROJECTED GOALS AND TIMETABLES FOR FUTURE HIRING

MINORITY GROUP EMPLOYEES GOALS								TIMETABLES	
JOB CATEGORIES	MALE				FEMALE				
	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC	BLACK	ASIAN	AMERICAN INDIAN	HISPANIC	
OFFICIALS & MANAGERS									
PROFESSIONALS									
TECHNICIANS									
SALES WORKERS									
OFFICE AND CLERICAL									
CRAFTSMANS (SKILLELD)									
OPERATIVE (SEMI-SKILLED)									
LABORERS (UNSKILLED)									
SERVICE WORKERS									
TOTALS									
NAME OF AUTHORIZED OFFICIAL:				TITLE:				SIGNATURE:	
FIRM NAME:						TELEPHONE NO:		DATE:	
INDICATE IF THE PRIME UTILIZES A " <u>MINORITY FINANCIAL INSTITUTION</u> " _____ Yes _____ No NAME: ADDRESS: TYPE OF ACCOUNT/S:									

District of Columbia Register
GOVERNMENT OF THE DISTRICT OF COLUMBIA

ADMINISTRATIVE ISSUANCE SYSTEM

SUBJECT: Compliance with Equal Opportunity Obligations in Contracts

ORIGINATING AGENCY: Office of the Mayor

By virtue of the authority vested in me as Mayor of the District of Columbia by Section 422 of the District of Columbia self-government and Government Reorganization Act of 1973 as amended, D.C. Code section 1-242 (1981-Ed.), it is hereby ORDERED that Commissioner's Order No. 73-51, dated February 28, 1973, is hereby rescinded and reissued in its entirety to read as follows:

1. Establishment of Policy: There is established a policy of the District of Columbia Government to:
 - (a) provide equal opportunity in employment for all persons with respect to any contract by and with the Government of the District of Columbia.
 - (b) prohibit discrimination in employment because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap;
 - (c) provide equal opportunity to all persons for participation in all District of Columbia Government contracts, including but not limited to lease agreements, Industrial Revenue Bond financing, and Urban Development Action grants;
 - (d) provide equal opportunity to minority business enterprises in the performance of District of Columbia Government contracts in accordance with Mayor's Orders, District of Columbia laws, and rules and regulations promulgated by the Minority Business Opportunity Commission; and
 - (e) promote the full realization of equal employment through affirmative, continuing programs by contractors and subcontractors in the performance of contracts with the District of Columbia Government.
2. Delegation of Authority: The Director of the Office of Human Rights (hereinafter "Director") is delegated the authority vested in the Mayor to implement the provisions of this order as set forth herein, and any rules, regulations, guidelines, and procedures adopted pursuant thereto.
3. Responsibilities: The Director of the Office of Human Rights shall be responsible for establishing and ensuring agency compliance with the policy set forth in this Order, any rules, regulations, and procedures that may be adopted by the Office of Human Rights pursuant to this Order, and any other equal opportunity provisions as may be added as a part of any contract.
4. Powers and Duties: The Director of the Office of Human Rights shall have the following powers and duties:
 - (a) to establish standards and procedures by which contractors and subcontractors who perform under District of Columbia Government contracts shall comply with the equal opportunity provisions of their contracts; to issue all orders, rules, regulations, guidelines, and procedures the Director may deem necessary and proper for carrying out and implementing the purposes of this Order;
 - (b) to assume equal opportunity compliance jurisdiction over any matter pending before a contracting agency where the Director considers it necessary or appropriate for the achievement of the purposes of

this Order, keep the contracting agency informed of all actions taken, and act through the contracting agency to the extent appropriate and practicable;

- (c) to examine the employment practices of any District of Columbia Government contractor or subcontractor, or initiate the examination by the appropriate contracting agency to determine whether or not the contractual provisions specified in any rules and regulations adopted pursuant to this Order have been violated, and notify the contracting agency of any action taken or recommended;
- (d) to monitor and evaluate all District of Columbia Government agencies, including those independent agencies and commissions not required to submit the Affirmative Action Programs of their contractors to the Office of Human Rights for approval, to ensure compliance with the equal opportunity obligations in contracts;
- (e) to use his or her best efforts to cause any labor union engaged in work under District of Columbia Government contracts, any referral, recruiting or training agency, or any other representative of workers who are or may be engaged in work under contracts and subcontracts to cooperate in and to comply with the implementation of the purposes of this Order;
- (f) to notify, when appropriate, the concerned contracting agencies, the Office of Federal Contract Compliance Programs, the U.S. Department of Justice, or other appropriate Federal, State, and District agencies, whenever the Director has reason to believe that practices of any contractor, labor organization, lending institution, insurance firm, or agency violate provisions of Federal, State, or District, laws;
- (g) to enter, where the determinations are made by Federal, State, or District agencies, into reciprocal agreements with those agencies to receive the appropriate information;
- (h) to hold hearings, public or private, as necessary to obtain compliance with any rules, regulations, and procedures promulgated pursuant to this Order, and to issue orders relating thereto. No order to terminate or cancel a contract, or to withhold from any contractor further District of Columbia Government contractors shall be issued without affording the contractor an opportunity for a hearing. Any order to terminate or cancel a contract or to withhold from any contractor further District of Columbia Government contracts shall be issued in accordance with rules, and regulations pursuant to the Administrative Procedure Act, as amended and;
- (i) to grant waivers from the minimum standards for the employment of minorities and women in Affirmative Action Programs in exceptional cases, as circumstances may warrant.

5. Duties of Contracting Agencies: Each contracting agency shall have the following duties:

- (a) the initial responsibility for ensuring that contractors and subcontractors are in compliance with any rules, regulations, and procedures promulgated pursuant to this Order;
- (b) to examine the employment practices of contractors and subcontractors in accordance with procedures established by the Office of Human Rights, and report any compliance action to the Director of the Office of Human Rights;
- (c) to comply with the terms of this Order and of the orders, rules, regulations, guidelines, and procedures of the Office of Human Rights issued pursuant thereto in discharging their responsibility for securing contract compliance; and
- (d) to secure compliance with any rules, regulations, and procedures promulgated pursuant to this Order before or after the execution of a contract by methods, of conference, conciliation and persuasion. No enforcement proceedings shall be initiated, nor shall a contract be cancelled or terminated in whole or in part, unless such methods have first been attempted.

6. Procedures: The procedures to be followed in implementing this Order shall be those set forth in

Orders, rules, regulations, and guidelines as may be promulgated by the Office of Human Rights.

7. Severability: If any section, subsection, sentence, clause, phrase, or portion of the provisions in this Order is for any reason declared by any court of competent jurisdiction to be invalid or unconstitutional, such section, subsection, sentence, clause, phrase, or portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining provisions of this order.
8. Effective Date: This Order shall become effective immediately.

Signed by Marion Barry, Jr.
Mayor

ATTEST: Signed by Clifton B. Smith
Secretary of the District of Columbia

OFFICE OF HUMAN RIGHTS

NOTICE OF FINAL RULEMAKING

The Director of the Office of Human Rights hereby gives notice of the adoption of the following final rules governing standards and procedures for equal employment opportunity applicable to contractors and subcontractors under District of Columbia Government Contracts. Notice of Proposed Rulemaking was published for public comment in the D.C. Register on April 11, 1986 at 33 DCR 2243. Based on some the comments received and upon further review by the Office of Human Rights, minor revisions were made in the rules at the following subsections: 1104.1, 1104.2, 1104.4, 1104.13, 1104.17(e) (5), 1104.28, 1107.1, 1199.1, and at page 15 the definition of minority was written out in addition to citing its D.C. Code. None of the revisions change the intent of the proposed final rules. Final action to adopt these final rules was taken on August 4, 1986, and will be effective upon publication of this notice in the Register.

CHAPTER 11 EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS IN CONTRACTS

1100. PURPOSE

1100.1 These rules shall govern standards and procedures to be followed by contractors and subcontractors performing under District of Columbia Government contracts for goods and services, including construction contracts, for the purpose of assuring equal employment opportunity for minorities and women.

1100.2 These rules establish requirements for contractors and subcontractors regarding their commitment to observe specific standards for the employment of minorities and women and to achieve affirmative action obligations under District of Columbia contracts. These rules are not intended nor shall be used to discriminate against any qualified applicant for employment or employee.

1101 SCOPE

1101.1 Except as hereinafter exempted, the provisions of this chapter shall apply to all District of Columbia Government contracts subject to Mayor's Order No. 85-85, and any rules, regulations, and procedures promulgated pursuant to that Mayor's Order.

1102 COVERAGE

1102.1 The provisions of this chapter shall govern the processing of any matter before the Office Human Rights involving the following:

- (a) Discrimination in employment on grounds of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap by any District of Columbia Government contractor; and
- (b) Achievement of affirmative action obligations under District of Columbia contracts.

1103 CONTRACT PROVISIONS

1103.1 Each contract for goods and services, including construction contracts, except construction subcontracts for standard commercial supplies or raw materials, shall include as express contractual provisions the language contained in subsections 1103.2 through 1103.10.

1103.2 The contractor shall not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap.

- 1103.3 The contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political affiliation, or physical handicap. The affirmative action shall include, but not be limited to the following:
- (a) Employment, upgrading, or transfer;
 - (b) Recruitment or recruitment advertising;
 - (c) Demotion, layoff, or termination;
 - (d) Rates of pay, or other forms of compensation; and
 - (e) Selection for training and apprenticeship.
- 1103.4 The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Contracting Agency, setting forth the provisions in subsections 1103.2 and 1103.3 concerning non-discrimination and affirmative action.
- 1103.5 The contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in subsection 1103.2
- 1103.6 The contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement, or other contract or understanding, a notice to be provided by the Contracting Agency, advising each labor union or workers' representative of the contractor's commitments under this chapter, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 1103.7 The contractor agrees to permit access to all books, records, and accounts, pertaining to its employment practices, by the Director and the Contracting Agency for purposes of investigation to ascertain compliance with this chapter, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors, books, records, and accounts for such purposes.
- 1103.8 The contractor agrees to comply with the provisions of this chapter and with all guidelines for equal employment opportunity applicable in the District of Columbia adopted by the Director, or any authorized official.
- 1103.9 The prime contractor shall include in every subcontract the equal opportunity clauses, subsections 1103.2 through 1103.10 of this section, so that such provisions shall be binding upon each subcontractor or vendor.
- 1103.10 The prime contractor shall take such action with respect to any subcontractor as the Contracting Officer may direct as a means of enforcing these provisions, including sanctions for non-compliance; provided, however, that in the event the prime contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the prime contractor may request the District to enter into such litigation to protect the interest of the District.
- 1104 **AFFIRMATIVE ACTION PROGRAM**
- 1104.1 Each apparent low bidder for a construction contract shall complete and submit to the Contracting Agency, prior to the execution of any contract in the amount of twenty-five thousand dollars (\$25,000) or more, and each contractor covered under subsection 1105.1, an Affirmative Action Program to ensure equal opportunity which shall include specific standards for the utilization of minorities and women in the trades, crafts and skills to be used by the contractor in the performance of the contract.

- 1104.2 Each apparent low bidder or offeror for a non-construction contract shall complete and submit to the Contracting Agency, prior to the execution of any contract in the amount of ten thousand dollars (\$10,000) or more, and each contractor covered under subsection 1105.2 , an Affirmative Action Program to ensure equal opportunity which shall include specific standards for the utilization of minorities in the job categories specified in subsection 1108.4.
- 1104.3 To ensure equal opportunity each Affirmative Action Program shall include the following commitments:
- (a) With respect to construction contracts, each contractor shall certify that it will comply with the provisions of this chapter, and submit a personnel utilization schedule for all the trades the contractor is to utilize, indicating the actual numbers of minority and female workers that are expected to be a part of the workforce performing under the contract; and
 - (b) With respect to non-construction contracts, each contractor shall certify that it will comply with the provisions of this chapter, and shall submit a personnel utilization schedule indicating by craft and skill, the minority composition of the workforce related to the performance of the work under the contract. The schedule shall include all workers located in the facility from which the goods and services are produced and shall include the same information for other facilities which have a significant relationship to the performance of work under the contract.
- 1104.4 If the experience of the contractor with any local union from which it will secure employees indicates that the union will not refer sufficient minorities or women to meet minority or female employment commitments, the contractor shall, not less than ten (10) days prior to the employment of any person on the project subject to the jurisdiction of that local union, do the following:
- (a) Notify the District of Columbia Department of Employment Services and at least two (2) minority and two (2) female referral organizations of the contractor's personnel needs, and request referral of minority and female workers; and
 - (b) Notify any minority and female workers who have been listed with the contractors as awaiting vacancies.
- 1104.5 If, within five (5) working days prior to commencement of work, the contractor determines that the Department of Employment Services or the minority or female referral organizations are unable to refer sufficient minorities or women to meet its commitments, the contractor may take steps to hire, by referral or otherwise, from the local union membership to fill the remaining job openings, provided that it notifies the local union of its personnel needs and of its employment commitments. Evidence of the notification shall be provided to the Contracting Agency.
- 1104.6 The contractor shall have standing requests for additional referrals of minority and female workers with the local union, the Department of Employment Services, and the other referral sources, until such time as the contractor has met its minority and female employment commitments.
- 1104.7 If the contractor desires to lay off some of its employees in a given trade on a construction site, it shall ensure that the required number of minority and female employees remain on the site to meet the minority and female commitments.
- 1104.8 No contractor shall refuse employment to any individual who has minimal facility to speak English except where the contractor can demonstrate that the facility to speak English is necessary for the performance of the job.

- 1104.9 No union with which the contractor has a collective bargaining agreement shall refuse to refer minority and female employees to such contractor.
- 1104.10 To the extent that contractors have delegated the responsibility for some of their employment practices to some other organization or agency which prevents them from meeting their equal opportunity obligations, those contractors shall not be considered to be in compliance with this chapter.
- 1104.11 The obligations of the contractor shall not be reduced, modified, or subject to any provision in any collective bargaining agreement with labor organization which provides that the labor organizations shall have the exclusive or primary opportunity to refer employees.
- 1104.12 When any contractor employs a minority person or woman in order to comply with this chapter, those persons shall be advised of their right to seek union membership, the contractor shall provide whatever assistance may be appropriate to enable that person to obtain membership, and the contractor shall notify the appropriate union of that person's employment.
- 1104.13 The contractor shall not discharge, refuse to employ, or otherwise adversely affect any minority person or woman because of any provision in any collective bargaining agreement, or any understanding, written or oral that the contractor may have with any labor organization.
- 1104.14 If at any time, because of lack of cooperation or overt conduct, a labor organization impedes or interferes with the contractor's Affirmative Action Program, the contractor shall notify the Contracting Agency and the Director immediately, setting forth the relevant circumstances.
- 1104.15 In any proceeding involving a disagreement between a labor organization and the contractor over the implementation of the contractor's Affirmative Action Program, the Contracting Agency and the Office of Human Rights may become a party to the proceeding.
- 1104.16 In determining whether or not a contractor is utilizing minorities and females pursuant to Section 1108, consideration shall be given to the following factors:
- (a) The proportion of minorities and women employed in the trades and as laborers in the construction industry within the District of Columbia;
 - (b) The proportion of minorities and women employed in the crafts or as operatives in non-construction industries within the District of Columbia;
 - (c) The number and ratio of unemployed minorities and women to total unemployment in the District of Columbia;
 - (d) The availability of qualified and qualifiable minorities and women for employment in any comparable line of work, including where they are now working and how they may be brought into the contractor's workforce;
 - (e) The effectiveness of existing training programs in the area, including the number who complete training, the length and extent of training, employer experience with trainees, and the need for additional or expanded training programs; and
 - (f) The number of additional workers that could be absorbed into each trade or line of work without displacing present employees, including consideration of present employee shortages, projected growth of the trade or line of work, and projected employee turnover.
- 1104.17 The contractor's commitment to specific standards for the utilization of minorities and females as required under this chapter shall include a commitment to make every good faith effort to meet

those standards. If the contractor has failed to meet the standards, a determination of “good faith” shall be based upon the contractor’s documented equal opportunity efforts to broaden its equal employment program which shall include, but may not necessarily be limited to, the following requirements:

- (a) The contractor shall notify the community organizations that the contractor has employment opportunities available and shall maintain records of the organizations’ responses;
- (b) The contractor shall maintain a file of the names and addresses of each minority and female worker referred to it and what action was taken with respect to each referred worker. If that worker was not sent to the union hiring hall for referral or if the worker was not employed by the contractor, the contractor’s file shall be documented and the reasons therefore;
- (c) The contractor shall notify the Contracting Agency and the Director when the union or unions with which the contractor has a collective bargaining agreement has not referred to the contractor a minority or female worker originally sent to the union by the contractor for union registration, or the contractor has other information that the union referral process has impeded the contractor’s efforts to meet its goals;
- (d) The contractor shall participate in training programs related to its personnel needs;
- (e) The contractor shall disseminate its EEO policy internally by doing the following:
 - (1) Including it in any organizational manual;
 - (2) Publicizing it in company newspapers, annual report, etc.;
 - (3) Conducting staff, employee, and union representatives meetings to explain and discuss the policy;
 - (4) Posting; and
 - (5) Reviewing the policy with minority and female employees.
- (f) The contractor shall disseminate its EEO policy externally by doing the following:
 - (1) Informing and discussing it with all recruitment sources;
 - (2) Advertising in news media, specifically including news media directed to minorities and women;
 - (3) Notifying and discussing it with all known minority and women’s organizations; and
 - (4) Notifying and discussing it with all subcontractors and suppliers.

1104.18 The contractor shall make specific recruitment efforts, both written and oral, directed at all minority and women’s training organizations within the contractor’s recruitment area.

1104.19 The contractor shall encourage present employees to assist in the recruitment of minorities and women for employment.

1104.20 The contractor shall validate all qualifications, selection requirements, and tests in accordance with the guidelines of the Equal Employment Opportunity Commission.

- 1104.21 The contractor shall make good faith efforts to provide after school, summer and vacation employment to minority youths and young women.
- 1104.22 The contractor shall develop on-the-job training opportunities, and participate and assist in any association or employer group training programs relevant to the contractor's employee needs.
- 1104.23 The contractor shall continually inventory and evaluate all minority and female personnel for promotion opportunities.
- 1104.24 The contractor shall make sure that seniority practices, job classifications, qualifications, etc. do not have a discriminatory effect on minorities and women.
- 1104.25 The contractor shall make certain that all facilities and company activities are nonsegregated.
- 1104.26 The contractor shall continually monitor all personnel activities to ensure that its EEO policy is being carried out.
- 1104.27 The contractor may utilize minority banking facilities as depositories for funds which may be involved, directly or indirectly, in the performance of the contract.
- 1104.28 The contractor shall employ minority and female workers without respect to union membership in sufficient numbers to meet the minority and female employment standards, if the experience of the contractor with any labor union from which it will secure employees does not indicate that it will refer sufficient minorities and females to meet its minority and female employment standards.
- 1104.29 The contractor shall ensure that all of its employees as well as those of its subcontractors are made knowledgeable about the contractor's equal opportunity policy.
- 1104.30 [Reserved]
- 1104.31 Each contractor shall include in all bid invitations or other pre-bid communications, written or otherwise, with respect to prospective subcontractors, the standards, as applicable, which are required under this chapter.
- 1104.32 Whenever a contractor subcontracts a portion of the work in any trade, craft or skill it shall include in the subcontract, its commitment made under this chapter, as applicable, which shall be adopted by its subcontractors who shall be bound thereby and by the regulations of this chapter to the full extent as if it were the prime contractor.
- 1104.33 The prime contractor shall give notice to the Director and the Contracting Agency of any refusal or failure of any subcontractor to fulfill its obligations under this chapter.
- 1104.34 Failure of compliance by any subcontractor shall be treated in the same manner as a failure by the prime contractor.
- 1105 EXEMPTIONS
- 1105.1 Prospective construction contractors shall be exempt from submitting Affirmative Action Programs for contracts amounting to less than twenty-five thousand dollars (\$25,000); provided, that when a construction contractor accumulates contracts amounting to twenty-five thousand dollars (\$25,000) or more within a period of twelve (12) months that contractor shall be required to submit an Affirmative Action Program for each contract executed thereafter.
- 1105.2 Prospective non-construction contractors shall be exempt from submitting Affirmative Action Programs for contracts amounting to less than ten thousand dollars (\$10,000); provided, that when

a non-construction contractor accumulates contracts amounting to ten thousand dollars (\$10,00) or more during a period of twelve (12) months that contractor shall be required to submit an Affirmative Action Program for each contract executed thereafter.

1106 NONRESPONSIBLE CONTRACTORS

1106.1 If a bidder or offeror fails either to submit a complete and satisfactory Affirmative Action Program or to submit a revised Affirmative Action Program that meets the approval of the Director, as required pursuant to this chapter, the Director may direct the Contracting Officer to declare the bidder or offeror to be nonresponsible and ineligible for award of the contract.

1106.2 Any untimely submission of an Affirmative Action Program may, upon order of the Director, be rejected by the Contracting Officer.

1106.3 In no case shall there be any negotiation over the provision of specific utilization standards submitted by the bidder or offeror after the opening of bids or receipt of offer and prior to award.

1106.4 If any directive or order relating to nonresponsibility is issued under this section, the Director shall afford the bidder or offeror a reasonable opportunity to be heard in opposition to such action in accordance with subsection 1118.1, or in support of a request for waiver under section 1109.

1107 NOTICE OF COMPLIANCE

1107.1 Each Contracting Agency shall include, or require the contract bidder or offeror to include, in the invitation for bids or other solicitation used for a D.C. Government-involved contract, a notice stating that to be eligible for consideration, each bidder or offeror shall be required to comply with the provisions of this chapter for the trades, crafts and skills to be used during the term of the performance of the contract whether or not the work is subcontracted.

1108 MINIMUM STANDARDS FOR MINORITY AND FEMALE EMPLOYMENT

1108.1 The minimum standards for the utilization of minorities in the District of Columbia Government construction contracts shall be forty-two percent (42%) in each trade for each project, and an aggregate workforce standard of six and nine-tenths percent (6.9%) for females in each project. Any changes in Federal standards pertaining to minority group and female employment in Federally-involved construction contracts shall be taken into consideration in any review of these requirements.

1108.2 The construction contractor's standards established in accordance with subsection 1108.1 shall express the contractor's commitment of the forty-two percent (42%) of minority personnel who will be working in each specified trade on each of the contractor's District of Columbia Government projects, and the aggregate standard of six and nine-tenths percent (6.9%) for the employment of females in each District of Columbia Government contract.

1108.3 The hours for minority and female workers shall be substantially uniform throughout the entire length of the construction contract for each trade used, to the effect that the same percentage of minority workers in the trades used shall be working throughout the length of work in each trade on each project, and the aggregate percentage in each project for females.

1108.4 The minimum standard for the utilization of minorities in non-construction contracts shall be twenty-five percent (25%) in each of the following nine (9) job categories:

- (a) Officials and managers;
- (b) Professionals;

- (c) Technicians;
- (d) Sales workers;
- (e) Office and clerical workers;
- (f) Craftpersons (Skilled);
- (g) Operative (Semi-skilled);
- (h) Laborers (Unskilled); and
- (i) Service workers.

1108.5 With respect to non-construction contracts the contractor's standards established in accordance with subsection 1108.4 shall express the contractor's commitment of the twenty-five percent (25%) of minority personnel who will be working in each specified craft or skill in each contract.

1109 WAIVERS

1109.1 The Director may grant a waiver to a prospective contractor from the requirement to submit a set of minimum standards for the employment of minorities and women in a particular contract, if before the execution of the contract and approval of the Affirmative Action Program, the contractor can document and otherwise prove it is unable to meet the standards in the performance of the contract.

1110 SOLICITATION OF CONTRACT

1110.1 Each solicitation for contract covered by section 1104 shall contain a statement that contractors shall comply with the minimum standards established pursuant to these rules for ensuring equal opportunity.

1110.2 The contract solicitation shall require that each bidder or offeror certify that it intends to meet the applicable minimum standards in section 1108 in order to be considered for the contract.

1111 PRIOR TO EXECUTION OF CONTRACT

1111.1 Upon being designated the apparent low bidder or offeror, that contractor shall submit a detailed Affirmative Action Program that sets forth the following:

- (1) The composition of its current total workforce; and
- (2) The composition of the workforce by race, color, national origin, and sex to be used in the performance of the contract and that of all known subcontractors that will be utilized to perform the contract.

1111.2 The apparent low bidder or offeror shall submit an Affirmative Action Program in accordance with section 1104 describing the actions it will take to ensure compliance with this chapter which shall be subject, prior to the execution of any contract, to the approval of the Director.

1111.3 If the Office of Human Rights does not act within ten (10) working days after the receipt of the Affirmative Action Program sent for approval, the Contracting Agency may proceed on its own determination to execute the contract.

1111.4 The apparent low bidder or offeror shall submit an Affirmative Action Program within a period of time to specified by each Contracting Agency, but which shall not exceed ten (10) working days after becoming the apparent contractor.

1111.5 The apparent low bidder or offeror shall furnish all information and reports to the Contracting Agency as required by this chapter, and shall permit access to all books or records pertaining to its employment practices or worksites.

1111.6 No contract subject to section 1104 shall be executed by the Contracting Agency, if the apparent low bidder or offeror does not submit an Affirmative Action Program, or if the Program has been disapproved in writing by the Director.

1111.7 If there is disagreement between the contractor and the Contracting Officer as to the adequacy of the Affirmative Action Program, the matter shall be referred to the Director for a decision.

1112 AFTER EXECUTION OF CONTRACT

1112.1 Each contractor shall maintain throughout the term of the contract the minimum standards for the employment of minorities and women, as set forth in the approved Affirmative Action Program.

1112.2 Each contractor shall require that each subcontractor, or vendor under the contract comply with the provision of the contract and the Affirmative Action Program.

1112.3 Each contractor shall furnish all information as required by this chapter, and permit access to all books and records pertaining to the contractor's employment practices and work sites by the Director and the Contracting Agency for purposes of investigation to ascertain compliance with this chapter.

1113 MONITORING AND EVALUATION

1113.1 The Director shall, from time to time, monitor and evaluate all District of Columbia Government agencies, including those independent agencies and commissions not required to submit the Affirmative Action Program of their contractors, to ensure compliance with the equal opportunity obligations in contracts, as provided for in this chapter.

1114 AFFIRMATIVE ACTION TRAINING PROGRAM

1114.1 Each contractor, in fulfilling its affirmative action responsibilities under a contract with the District of Columbia Government, shall be required to have, as part of its Affirmative Action Program, an existing training program for the purpose of training, upgrading, and promotion of minority and female employees or to utilize existing programs. Those programs shall include, but not be limited to, the following:

- (a) To be consistent with its personnel requirements, the contractor shall make full use of the applicable training programs, including apprenticeship, on-the job training, and skill refinement training for journeymen. Recruitment for the program shall be designed to provide for appropriate participation by minority group members and women;
- (b) The contractor may utilize a company-operated skill refinement training program. This program shall be formal and shall be responsive to the work to be performed under the contract;
- (c) The contractor may utilize formal private training institutions that have as their objective training and skill refinement appropriate to the classification of the workers employed. When training is provided by a private organization the following information shall be supplied:

- (1) The name of the organization;
- (2) The name, address, social security number, and classification of the initial employees and any subsequent employees chosen during the course of the contract; and
- (3) The identity of the trades, and crafts or skills involved in the training.

1114.2 If the contractor relies, in whole or in part, upon unions as a source of its workforce, the contractor shall use its best efforts, in cooperation with unions, to develop joint training programs aimed toward qualifying more minorities and females for membership in the union, and increasing the skills of minority and female employees so that they may qualify for higher paying employment.

1114.3 Approval of training programs by the Contracting Agency shall be predicated, among other things, upon the quality of training, numbers of trainees and trades, crafts or skills involved, and whether the training is responsive to the policies of the District of Columbia and the needs of the minority and female community. Minority and female applicants for apprenticeship or training should be selected in sufficient numbers as to ensure an acceptable level of participation sufficient to overcome the effects of past discrimination.

1115 COMPLIANCE REVIEW

1115.1 The Director and the Contracting Agency shall review the contractor's employment practices during the performance of the Contract. Routine or special reviews of contractors shall be conducted by the Contracting Agency or the Director in order to ascertain the extent to which the policy of Mayor's Order No. 85-85, and the requirements in this chapter are being implemented and to furnish information that may be useful to the Director and the Contracting Agency in carrying out their functions under this chapter.

1115.2 A routine compliance review shall consist of a general review of the practices of the contractor to ascertain compliance with the requirements of this chapter, and shall be considered a normal part of contract administration.

1115.3 A special compliance review shall consist of a comprehensive review of the employment practices of the contractor with respect to the requirements of this chapter, and shall be conducted when warranted.

1116 ENFORCEMENT

1116.1 If the contractor does not comply with the equal opportunity clauses in a particular contract, including subsections 1103.2 through 1103.10 of this chapter, that contract may be cancelled in whole or in part, and the contractor may be declared by the Director or the Contracting Officer to be ineligible for further District of Columbia Government Contracts subject to applicable laws and regulations governing debarment.

1116.2 If the contractor meets its goals or if the contractor can demonstrate that it has made every good faith effort to meet those goals, the contractor will be presumed to be in compliance with this chapter, and no formal sanction shall be instituted unless the Director otherwise determines that the contractor is not providing equal employment opportunity.

1116.3 When the Director proceeds with a formal hearing she or he has the burden of proving that the contractor has not met the requirements of this chapter, but the contractor's failure to meet its goals shall shift to it the requirement to come forward with evidence to show that it has met the good faith requirements of this chapter.

1117 COMPLAINTS

1117.1 The Director may initiate investigations of individual instances and patterns of discriminatory conduct, initiate complaints thereupon and keep the Contracting Agency informed of those actions.

1117.2 If the investigation indicates the existence of an apparent violation of the non-discrimination provisions of the contract required under section 1103 of this chapter the matter may be resolved by the methods of conference, conciliation, mediation, or persuasion.

1117.3 If an apparent violation of the non-discrimination provisions of the contract required under section 1103 of this chapter is not resolved by methods of conference, conciliation, mediation, or persuasion, the Director of the Contracting Officer may issue a notice requiring the contractor in question to show cause, within thirty (30) days, why enforcement proceedings or other appropriate action should not be initiated.

1117.4 Any employee of any District of Columbia Government contractor or applicant for employment who believes himself or herself to be aggrieved may, in person or by an authorized representative, file in writing, a complaint of alleged discrimination with the Director.

1118 HEARINGS

1118.1 In the event that a dispute arises between a bidder, offeror or prospective contractor and the Director or the Contracting Officer as to whether the proposed program of affirmative action for providing equal employment opportunity submitted by such bidder, offeror or prospective contractor complies with the requirements of this chapter and cannot be resolved by the methods of conference, conciliation, mediation, or persuasion, the bidder, offeror or prospective contractor in question shall be afforded the opportunity for a hearing before the Director.

1118.2 If a case in which an investigation by the Director or the Contracting Agency has shown the existence of an apparent violation of the non-discrimination provisions of the contract required under section 1103 is not resolved by the methods specified in subsection 1117.2, the Director may issue a notice requiring the contractor in question to show cause, within thirty (30) days, why enforcement proceedings or other appropriate action should not be initiated. The contractor in question shall also be afforded the opportunity for a hearing before the Director.

1118.3 The Director may hold a hearing on any complaint or violation under this chapter, and make determinations based on the facts brought before the hearing.

1118.4 Whenever the Director holds a hearing it is to be held pursuant to the Human Rights Act of 1977, a notice of thirty (30) working days for the hearing shall be given by registered mail, return receipt requested, to the contractor in question. The notice shall include the following:

- (a) A convenient time and place of hearing;
- (b) A statement of the provisions in this chapter or any other laws or regulations pursuant to which the hearing is to be held; and
- (c) A concise statement of the matters to be brought before the hearing.

1118.5 All hearings shall be open to the public and shall be conducted in accordance with rules, regulations, and procedures promulgated pursuant to the Human Rights Act of 1977.

1119 SANCTIONS

- 1119.1 The Director, upon finding that a contractor has failed to comply with the non-discrimination provisions of the contract required under section 1103, or has failed to make a good faith effort to achieve the utilization standards under an approved Affirmative Action Program, may impose sanctions contained in this section in addition to any sanction or remedies as may be imposed or invoked under the Human Rights Act of 1977.
- 1119.2 Sanctions imposed by the Director may include the following:
- (a) Order that the contractor be declared ineligible from consideration for award of District of Columbia Government contracts or subcontracts until such time as the Director may be satisfied that the contractor has established and will maintain equal opportunity policies in compliance with this chapter; and
 - (b) Direct each Contracting Officer administering any existing contract to cancel, terminate, or suspend the contract or any portion thereof, and to deny any extension, modification, or change, unless the contractor provides a program of future compliance satisfactory to the Director.
- 1119.3 Any sanction imposed under this chapter may be rescinded or modified upon reconsideration by the Director.
- 1119.4 An appeal of any sanction imposed by order of the Director under this chapter may be taken pursuant to applicable clauses of the affected contract or provisions of law and regulations governing District of Columbia Government contracts.
- 1120 NOTIFICATIONS
- 1120.1 The Director shall forward in writing notice of his or her findings of any violations of this chapter to the Contracting Officer for appropriate action under the contract.
- 1120.2 Whenever it appears that the holder of or an applicant for a permit, license or franchise issued by any agency or authority of the Government of the District of Columbia is a person determined to be in violation of this chapter the Director may, at any time he or she deems that action the Director may take or may have taken under the authority of this chapter, refer to the proper licensing agency or authority the facts and identities of all persons involved in the violation for such action as the agency or authority, in its judgement, considers appropriate based upon the facts thus disclosed to it.
- 1120.3 The Director may publish, or cause to be published, the names of contractors or unions which have been determined to have complied or have failed to comply with the provisions of the rules in this chapter.
- 1121 DISTRICT ASSISTED PROGRAMS
- 1121.1 Each agency which administers a program involving leasing of District of Columbia Government owned or controlled real property, or the financing of construction under industrial revenue bonds or urban development action grants, shall require as a condition for the approval of any agreement for leasing, bond issuance, or development action grant, that the applicant undertake and agree to incorporate, or cause to be incorporated into all construction contracts relating to or assisted by such agreements, the contract provisions prescribed for District of Columbia Government contracts by section 1103, preserving in substance the contractor's obligation under those provision.
- 1199 DEFINITIONS

1199.1

The following words and phrases set forth in this section, when used in this chapter, shall have the following meanings ascribed:

Contract – any binding legal relationship between the District of Columbia and a contractor for supplies or services, including but not limited to any District of Columbia Government or District of Columbia Government assisted construction or project, lease agreements, Industrial Revenue Bond financing, and Urban Development Action grant, or for the lease of District of Columbia property in which the parties, respectively, do not stand in the relationship of employer and employee.

Contracting Agency – any department, agency, or establishment of the District of Columbia which is authorized to enter into contracts.

Contracting Officer – any official of a contracting agency who is vested with the authority to execute contracts on behalf of said agency.

Contractor – any prime contractor holding a contract with the District of Columbia Government. The term shall also refer to subcontractors when the context so indicates.

Director – the Director of the Office of Human Rights, or his or her designee.

Dispute – any protest received from a bidder or prospective contractor relating to the effectiveness of his or her proposed program of affirmative action for providing equal opportunity.

Minority – Black Americans, Native Americans, Asian Americans, Pacific Islander Americans, and Hispanic Americans. In accordance with D.C. Code, Section 1-1142(1) (Supp. 1985).

Subcontract – any agreement made or executed by a prime contractor or a subcontractor where a material part of the supplies or services, including construction, covered by an agreement is being obtained for us in the performance of a contract subject to Mayor's Order No. 85-85, and any rules, regulations, and procedures issued pursuant thereto.

Subcontractor – any contractor holding a contract with a District prime contractor calling for supplies or services, including construction, required for the performance of a contract subject to Mayor's Order No. 85-85, and any rules, regulations, and procedures promulgated pursuant thereto.

Domain	RefNum	English
GENERAL	3	<p>You are driving in an alley at fifteen (15) miles per hour. You are:</p> <ul style="list-style-type: none"> a obeying the law b disobeying the speed limit for alleys c driving too slowly
GENERAL	5	<p>You are driving up to an intersection where there is no signal light or policeman. A man is crossing in the cross walk in front of your car. You should:</p> <ul style="list-style-type: none"> a stop and give him the right-of-way b continue into the intersection because you have the right-of-way c slow down and be careful
GENERAL	13	<p>You are approaching an intersection where the traffic light is red. A policeman motions you to go through. You should:</p> <ul style="list-style-type: none"> a Obey the policeman's signal b Wait for the light to turn green and then go ahead c call the policeman's attention to the red light
GENERAL	14	<p>You are pulling into the street from a parallel parking space. Before doing so, you should:</p> <ul style="list-style-type: none"> a proceed with caution when there is no traffic near enough to cause an accident b blow your horn and pull from the curb slowly c signal other traffic and then pull into the street
GENERAL	21 Rev	<p>How close to the intersection are you allowed to park on a two-way street?</p> <ul style="list-style-type: none"> a 20 feet b 30 feet c 50 feet
GENERAL	22 Rev	<p>If the automobile insurance on your vehicle lapses or terminates. What should you do?</p> <ul style="list-style-type: none"> a Surrender your license plates to the Department of Motor Vehicles b Stop driving the automobile until you get insurance c Contact the Insurance Administration immediately
GENERAL	27 Rev	<p>You are coming to a circle, which you are about to enter. You should:</p> <ul style="list-style-type: none"> a yield right-of-way to vehicles already within the circle b continue into the circle traffic at a slow speed c use the outside lane only
GENERAL	30 Rev	<p>How close may you park to the entrance of an alley or private driveway?</p> <ul style="list-style-type: none"> a 5 feet b 10 feet c 25 feet

- GENERAL 32 Rev The following persons must wear a seat belt when riding in a motor vehicle in the District of Columbia:
- a The driver and all passengers of the vehicle
 - b Front and back seat passengers over the age of 18
 - c The driver of the vehicle and front seat passenger
- GENERAL 33 Parked vehicles must not be closer to each other than:
- a 3 feet
 - b 2 feet
 - c 4 feet
- GENERAL 35 You are driving along the street and see fire engines stopped in the next block. What should you do?
- a Turn right or left since it is against the traffic regulations to drive into the block
 - b If there is no policeman present, drive onto the block but slow down when passing the fire engine
 - c Stop your vehicle right where you are and stay there until the fire engines leave the block
- GENERAL 38 Rev You have a valid District of Columbia learner's permit. To drive a vehicle you must:
- a have a person that is 21 years or older with a valid driver's license seated beside you wearing a seatbelt.
 - b only drive in the District of Columbia
 - c practice driving only on streets that have very little traffic
- GENERAL 41 Rev You want to park in a space where there is room for only one car. You should:
- a back carefully into the parking space
 - b pull slowly into the parking space
 - c open the door and observe traffic before parking
- GENERAL 51 Rev Having something attached to or hanging from the rear view mirror while driving is:
- a against the regulations of the District of Columbia
 - b permitted depending upon how big it is
 - c permitted if the object does not obstruct the driver's view
- GENERAL 56 You are approaching an intersection and see that the street ahead is blocked by traffic. You should:
- a stop before entering the intersection
 - b drive slowly across the intersection
 - c pull up as close as you can to the car ahead
- GENERAL 63 Why is double parking prohibited?
- a Because it blocks traffic and causes accidents
 - b Because the car at the curb cannot get out
 - c Your car may roll away since there is no curb
- GENERAL 65 When is coasting with your car out of gear permitted?
- a Never

- b When going down a slight grade
c On a level road 100 feet before stopping
- GENERAL 79 When you are driving in a left turn only lane approaching an intersection with a straight thru arrow showing, you must:
a stop and turn on left turn arrow only
b yield right-of-way to oncoming traffic and proceed with caution
c continue straight ahead
- GENERAL 117 What are some of the causes of distracted or inattentive driving?
a Reading a map or newspaper while driving
b Talking to another passenger or on a wireless phone
c Putting on make-up or eating while driving
d All of the above
- GENERAL 118 Rev Driver distraction can be caused by:
a physical distractions only
b mental distractions only
c both physical and mental distractions
- GENERAL 119 Rev You are driving during heavy rain or snow. You should:
a delay using your mobile phone since the road conditions are hazardous
b use your mobile phone to check voice mail messages
c use your mobile phone to call a friend to make alternate plans since the weather conditions may delay your arrival
- GENERAL 121 Rev When using your mobile phone while driving in the District of Columbia you must:
a use a hands free device
b drive with one hand and hold the mobile phone with the other hand
c drive the vehicle with the mobile phone wedged between your ear and shoulder keeping both hands on the steering wheel
- GRAD 44 A person under 18 years of age has been issued a motor vehicle driver's licens. He/she is allowed to drive:
a a passenger pleasure vehicle only and not for compensation
b both passenger pleasure vehicles or commercial vehicles
c any motor vehicle but only in the District of Columbia
- GRAD 111 Young drivers automatically qualify for a full driver's license when they turn:
a 21
b 16
c 18
- GRAD New Which restrictions applies to individuals between the ages of 16 -21 that hold a valid learner's permit?
a You can not drive alone
b You must be accompanied by and under the instruction of a driver who is 21 years or older, has a valid full driver's license, and is seated next to you in the passenger front seat.

		<p>c You may not use a mobile phone or other electronic device (with or without hands free accessories) while driving in the District of Columbia.</p> <p>d All of the above</p>
GRAD	108 Rev	<p>A Graduated License Program driver must hold a learner's permit with no pointable convictions for at least:</p> <p>a 6 months</p> <p>b 4-6 weeks</p> <p>c 1 year</p> <p>d</p>
GRAD	New	<p>A Graduated License Program driver must hold a provisional license with no pointable convictions for at least:</p> <p>a 6 months</p> <p>b 1 year</p> <p>c 2 years or until age 18</p>
GRAD		<p>The Certificate of Eligibility for a Provisional License is what type of document?</p> <p>a A document that certifies the driver has practiced his/hers driving skills for at least 40 hours accompanied by someone 21 years or older with a valid driver's license</p> <p>b A document that certifies that the driver has successfully completed the 6-month Learner's permit phase</p> <p>c Not applicable for individuals in the DC Graduated License Program</p>
GRAD	112 Rev	<p>The Certificate of Eligibility for a Provisional License can be waived if pardoned by a parent, guardian or certified driver instructor:</p> <p>a TRUE</p> <p>b FALSE</p>
GRAD	113 Rev	<p>Driver's with a Provisional license:</p> <p>a Can operate a vehicle in other states and jurisdictions, provided they continue to follow the provisional restrictions of the District of Columbia.</p> <p>b Can only operate a vehicle within the District of Columbia</p> <p>c Can not drive in Maryland or Virginia because their younger driver programs are less restrictive</p>
GRAD	114 Rev	<p>Which statement is True?</p> <p>a The holder of a Provisional driver's license can drive alone passenger that is the holder of a valid full driver's license who is 21 years of age or older, occupying the front passenger seat next to you and is wearing a seat belt, and any other passenger who is your sibling, child or parent.</p> <p>b Both of these statements are True</p> <p>c</p>
GRAD	New	<p>During your learner's permit stage, if 8 points or more have been assessed against you or you have violated any Graduated Licensing Program restrictions, you will be subject to a ninety (90) days suspension of your learner's permit and payment of a reinstatement fee.</p> <p>a TRUE</p> <p>b FALSE</p>

GRAD	New	What is distracted driving?
	a	Not paying full attention to the driving task
	b	Not understanding traffic signs
	c	Driving too slowly
GENERAL 'Road Rules	3000	It is unlawful for any person to leave the roadway and drive across private property to avoid an official traffic control device.
	a	True.
	b	False.
GENERAL	3001	When you come to a STOP sign, you must stop your vehicle:
	a	at the marked stop line, before entering the crosswalk, or before entering the intersection if there is no crosswalk.
	b	as close to the stop sign as possible.
	c	at a place near the intersection, providing you come to a complete stop.
GENERAL	3002	When there are flashing signals at a railroad crossing and the train clears the crossing, how soon should you proceed?
	a	After you check to make sure another train is not approaching on another track.
	b	Just as soon as the train clears the crossing.
	c	Follow the vehicle ahead of you.
GENERAL	3003	When an authorized emergency vehicle that is using its siren and flashing lights approaches your vehicle, you should:
	a	pull over to the right-hand edge of the highway and stop, if possible.
	b	increase your speed.
	c	continue at the same speed.
GENERAL	3004	When passing another vehicle, you should not cut back into the right lane until you can see the vehicle that you just passed in your rearview mirror.
		True.
		False.
GENERAL	3005	When driving along the highway and the front right wheel of your vehicle runs off the pavement, you should:
		grasp the steering wheel tightly and take your foot off the accelerator.
		apply the brakes immediately and swing back onto the pavement quickly.
		quickly swing back onto the pavement at your normal speed.
GENERAL	3007	If stopped by a police officer in the District of Columbia for a traffic stop, what documents must you present:
	a	vehicle registration
	b	valid driver's license
	c	proof of vehicle insurance
	d	all of the above.

- GENERAL 3008 When a two-lane pavement is marked with a single, solid yellow line on the driver side of the center line:
- a you must not cross the yellow line to pass another vehicle.
 - b you must slow down and proceed with caution.
 - c construction work is going on ahead, slow down.
- GENERAL 3010 Your driving privileges will be revoked in the District of Columbia if you are convicted of:
- a driving or being in actual physical control of a vehicle while under the influence of alcohol or other drugs (including prescription drugs that may impair driving ability) and/or combinations thereof.
 - b leaving the scene of an accident in which you are involved as a driver, if the accident results in death or personal injury.
 - c a drug conviction.
 - d all of the above.
- GENERAL 3011 When a right turn against a red signal light is allowed, the proper way to make the turn is to:
- a stop, give the right-of-way to any persons or vehicles within the intersection, then cautiously make your turn.
 - b turn quickly to get out of the way of other traffic.
 - c stop, sound your horn to warn other traffic, then make your turn.
- GENERAL 3012 When headlights are required, bright lights should be dimmed at least 500 feet before meeting and 300 feet before overtaking another vehicle.
- a True.
 - b False.
- GENERAL 3013 If you MUST drive during foggy weather, you should turn on the low-beam headlights and:
- a drive at a speed that will allow you to stop within your field of vision
 - b flash your lights routinely.
 - c keep your foot on the brake pedal so your taillights will be seen more easily.
- GENERAL 3014 When approaching a railroad grade crossing that does NOT have ANY warning system (such as electric flashing lights or gates), you should:
- a look, listen, slow down in case you have to stop, and proceed when safe to do so.
 - b increase speed and cross tracks as quickly as possible.
 - c continue at your normal speed.
- GENERAL 3015 It is legal for you to pass on the shoulder of the road.
- a False.
 - b True.
- GENERAL 3016 You are waiting at an intersection and the traffic signal light changes to green. You may then go ahead:

- a after first yielding the right-of-way to any persons or vehicles that are within the intersection.
- b immediately.
- c when you think it is safe to do so.

GENERAL 3018 Motorcycles, though smaller and lighter in weight, have the same right-of-way privileges as other vehicles. Special observance should be given to motorcyclists when they approach an intersection, a railroad crossing, bridge or when bad weather occurs.

- a True.
- b False.

GENERAL 3020 When driving on a slippery road and the rear end of your vehicle starts to skid, you should:

- a turn the front wheels in the direction of the skid.
- b hold the wheel firmly and steer straight ahead, braking gradually.
- c apply the brakes quickly.

GENERAL 3023 When you are driving and one of your tires has a blowout, you should:

- a grip the steering wheel firmly, take your foot off the gas pedal, and let the vehicle slow down before you drive onto the shoulder.
- b apply the brakes quickly to reduce speed.
- c quickly steer onto the right shoulder.

GENERAL 3024 The road surface of a bridge may be dangerous in winter because:

- a there may be ice on bridges even when other pavements are clear.
- b the bridge surface is warmer.
- c none of the above.

GENERAL 3025 A driver moving out of an alley, private road, or driveway must:

- a stop before reaching the sidewalk and yield to pedestrians and vehicles before proceeding.
- b stop only if there are vehicles coming down the street.
- c sound his/her horn and exit quickly.

GENERAL 3026 A flashing red traffic signal light at an intersection means:

- a exactly the same thing as a stop sign.
- b you should be careful when going through the intersection.
- c an emergency vehicle is approaching from your rear.

GENERAL 3028 When a traffic light shows both a red light and a green arrow in the direction you wish to turn, you:

- a may proceed in the direction of the arrow with caution.
- b must stop and remain stopped until the red light has changed.
- c have the right-of-way over pedestrians in turning in the direction of the arrow.

GENERAL 3030 Headlights are required:

- a when weather conditions require the use of windshield wipers.

	b	from dusk to dawn.
	c	during periods of poor visibility.
	d	all of the above.
GENERAL	3033	If your vehicle starts to skid on water (hydroplane), you should:
	a	take your foot off the accelerator and let your vehicle slow down.
	b	turn your wheel slightly to the right and brake gently.
	c	turn your ignition off and coast to a stop.
GENERAL	3035	You are required by law to yield the right-of-way to any authorized vehicle engaged in highway construction or maintenance that is displaying amber (yellow) oscillating, rotating or flashing lights.
	a	True.
	b	False.
GENERAL	3039	Most rear end collisions are caused by:
	a	the vehicle in back following too closely.
	b	the vehicle in front stopping too quickly.
	c	dangerous road conditions.
ROAD SIGNS	3800	This sign indicates:
	a	yield to other drivers or pedestrians.
	b	expect other drivers or pedestrians to yield to you.
	c	always stop.
ROAD SIGNS	3801	This sign indicates:
	a	always stop completely.
	b	slow down very slowly.
	c	stop only when other traffic is close.
ROAD SIGNS	3802	This sign indicates :
	a	railroad crossing ahead.
	b	always stop.
	c	get ready to cross a rural road.
ROAD SIGNS	3803	This sign indicates:
	a	watch out for crossroad traffic.
	b	watch for a stop sign.
	c	get ready to enter a main highway.
ROAD SIGNS	3804	This sign indicates:
	a	do not enter.
	b	enter the street ahead slowly.
	c	parking is not allowed.
ROAD SIGNS	3805	This sign indicates:
	a	be ready to yield to other traffic entering your lane.
	b	stop.
	c	watch especially for emergency vehicles here.
ROAD SIGNS	3806	This sign indicates:
	a	slow down, watch for people crossing the street.

	b	pedestrians are not permitted to cross in this area.
	c	you are near an intersection.
ROAD SIGNS	3807	This sign indicates:
	a	watch for children.
	b	drive around this area.
	c	always sound your horn.
ROAD SIGNS	3808	This sign indicates:
	a	you should prepare for a reduction in traffic lanes ahead.
	b	the road surface changes ahead.
	c	you are approaching a one-way street.
ROAD SIGNS	3809	This sign indicates:
	a	construction or maintenance areas ahead.
	b	look for a detour.
	c	pass with care.
ROAD SIGNS	3810	This sign indicates:
	a	start slowing down due to traffic controls ahead.
	b	yield the right-of-way.
	c	be prepared to merge.
ROAD SIGNS	3811	This sign indicates:
	a	right turns are not allowed at this intersection.
	b	you should move over into the right lane if your are driving slowly.
	c	you may turn right after a complete stop.
ROAD SIGNS	3812	This sign indicates:
	a	be prepared to pay special attention for a slow moving vehicle.
	b	be prepared to stop.
	c	be prepared to change lanes.
ROAD SIGNS	3813	This sign indicates:
	a	U-turns are not allowed.
	b	you may make a U-turn after a complete stop.
	c	slow down for extreme danger.
GENERAL		You are required by law to notify the Department of Motor Vehicles of a
'O-Highlighted	10001	change of address within:
	a	5 days
	b	30 days
	c	6 months
ROAD SIGN	10003	This sign means:
	a	Slippery when wet
	b	Curves ahead
	c	Hill ahead
ROAD SIGN	10009	A sign with this shape means:
	a	Speed and direction regulation

	b	Yield right-of-way
	c	Railroad crossing
GENERAL	10014	A green lighted arrow on a traffic light means you may:
	a	Proceed in the direction of the arrow without stopping
	b	Not proceed in the direction of the arrow
	c	Proceed in the direction of the arrow after you have come to a complete stop
ROAD SIGN	10016	A sign with this shape means:
	a	Warning
	b	Railroad crossing
	c	Yield right-of-way
GENERAL	10017	You are approaching an intersection where the lighted arrow has just changed to yellow:
	a	You must stop and wait for the light to turn green
	b	You should slow down and turn with caution
	c	You may turn only if you can clear the intersection before the light changes to red
GENERAL	10018	In the District of Columbia, unless prohibited by a sign, a left turn on red is permitted:
	a	A left turn on red is not permitted in the District of Columbia
	b	From a one-way road to a one-way road
	c	Except in school zones
ROAD SIGN	10019	This sign means:
	a	U-turn is not permitted
	b	Wrong Way
	c	Left turn is not permitted
GENERAL	10020	A broken yellow line in the middle of the road means:
	a	Passing is permitted in either direction
	b	No passing is permitted in either direction
	c	School zone
ROAD SIGN	10025	This sign means:
	a	School crossing
	b	Pedestrian crossing
	c	Pedestrians prohibited
GENERAL	10032	Child safety seats are required if the child is under age:
	a	4 years
	b	2 years
	c	3 years
ROAD SIGN	10033	This sign means:
	a	Divided highway ends
	b	Lane ends ahead
	c	Divided highway begins

GENERAL	10034	A flashing red traffic light at an intersection means the:
	a	Same as a Stop sign
	b	Light is about to turn green
	c	Same as a Stop light
GENERAL	10042	A yellow line in the middle of the road means:
	a	Two-way traffic
	b	School zone
	c	One-way traffic
ROAD SIGN	10045	This sign means:
	a	No left turn permitted
	b	Road turns sharply to the left
	c	Left lane must turn left
ROAD SIGN	10049	A broken yellow line alongside a solid yellow line in the middle of the road means:
	a	You may pass if the broken line is on your side
	b	You may pass if the solid line is on your side
	c	No passing is permitted in either direction
ROAD SIGN	10054	This sign means:
	a	Pedestrian crossing
	b	School crossing
	c	Construction workers ahead
GENERAL	10056	You are approaching an intersection where the traffic light has just changed to yellow:
	a	You must stop and wait for the light to change to green
	b	You should slow down and proceed with caution
	c	You may proceed only if you can clear the intersection before the light changes to red
ROAD SIGN	10063	This sign means:
	a	Two-way traffic
	b	Divided highway begins
	c	Two lanes ahead
ROAD SIGN	10065	A broken white line in the middle of the road means:
	a	Traffic on both sides is moving in the same direction
	b	No passing in either direction
	c	Traffic is moving in opposite directions
ROAD SIGN	10068	This sign means:
	a	Traffic merging
	b	Lane ends
	c	Left lane must go straight
GENERAL	10072	A flashing red traffic light at an intersection means you must:
	a	Stop, check for traffic, then proceed with caution
	b	Slow down, check for traffic, then proceed with caution
	c	Stop and wait for the light to change to green

- GENERAL 10079 A right turn on red is allowed:
 a Except where prohibited by a sign
 b Only where indicated by a sign
 c Only on a divided road
- GENERAL 10081 A flashing yellow light at an intersection means you must:
 a Slow down, check for traffic, then proceed with caution
 b Stop, check for traffic, then proceed with caution
 c Stop and wait for the light to change to green
- ROAD SIGN 10083 This sign means:
 a You may turn left or go straight
 b Merging traffic
 c Divided highway
- GENERAL 10085 A double, solid yellow line in the middle of the road means:
 a No passing in either direction
 b You are permitted to pass
 c Curve ahead

GENERAL
 O-Basic
 Driving
 Knowledge

- 10002 The speed limit approaching a school crosswalk is:
 a 15 mph
 b 20 mph
 c 25 mph

- GENERAL 10006 All arrived at an uncontrolled intersection at the same time. Which has the right-of-way?:
 a Car 3
 b Car 1
 c Car 2
- GENERAL 10021 When you see or hear an emergency vehicle approaching:
 a Immediately drive to the right side of the road and stop
 b Slow down and permit the emergency vehicle to pass
 c Remain alert and stay to the right
- GENERAL 10022 This hand signal means:
 a Stopping or slowing
 b Right turn
 c Left turn
- GENERAL 10023 You should give the right-of-way to any pedestrian who is:
 a Crossing any street
 b In a marked crosswalk
 c In any crosswalk or intersection
- GENERAL 10024 When driving on wet roads you should:
 a Reduce your speed

- b Pump your brakes occasionally
 - c Switch to low beam headlights

- GENERAL 10027 When backing, you should:

 - a Turn and look out the rear window
 - b Look in your inside rearview mirror
 - c Turn and look out the driver window

- GENERAL 10028 The car that made a correct turn was:

 - a Car 3
 - b Car 1
 - c Car 2

- GENERAL 10029 If you are parking uphill and there is a curb, you should:

 - a Turn your wheels to the left, away from the curb
 - b Keep your wheels straight ahead
 - c Turn your wheels to the right, toward the curb

- GENERAL 10031 When no speed limit is posted, the maximum speed in a business or residential area is:

 - a 25 mph
 - b 30 mph
 - c 35 mph

- GENERAL 10035 The correct lane for the car to complete the left turn is:

 - a Lane 1
 - b Lane 2
 - c Lane 3

- GENERAL 10040 If you intend to turn beyond an intersection, you should:

 - a Wait to signal your turn until you are in the intersection
 - b Signal your turn as you approach the intersection
 - c Use a hand signal

- GENERAL 10043 It is illegal to follow fire vehicles traveling in response to an alarm, within:

 - a 500 feet
 - b 200 feet
 - c 300 feet

- GENERAL 10046 If you approach a school bus that is picking up or dropping off children, you must:

 - a Stop until the bus is moving or the stop sign arm is no longer extended
 - b Stop and then proceed with caution
 - c Slow and yield the right-of-way to all pedestrians

- GENERAL 10047 This hand signal means:

 - a Left turn
 - b Stopping or slowing down
 - c Right turn

- GENERAL 10052 If you are parking downhill, you should:
- a Turn your wheels to the right, toward the edge of the road
 - b Turn your wheels to the left, away from the edge of the road
 - c Keep your wheels straight ahead
- GENERAL 10062 Before you turn, you must signal continuously for at least:
- a 100 feet
 - b 50 feet
 - c 75 feet
- GENERAL 10066 This hand signal means:
- a Right turn
 - b Left turn
 - c Stopping or slowing down
- GENERAL 10069 The wheelchair symbol in a parking space means that it is reserved for disabled persons:
- a With no exceptions
 - b But may be used by any driver for loading and unloading
 - c But may be used by any driver if no other space is available
- GENERAL 10070 The white car will turn left. The black car will go straight. Which has the right-of-way?:
- a Black car
 - b White car
 - c Neither car
- GENERAL 10076 To make a left turn, you should turn into:
- a Lane 2
 - b Lane 1
 - c Either lane 1 or lane 2
- GENERAL 10077 It is illegal to park if a fire hydrant is within:
- a 15 feet
 - b 5 feet
 - c 10 feet
- GENERAL 10080 A school bus with flashing lights has stopped on a divided highway. Who must stop?:
- a Cars 2 and 3
 - b Car 1 only
 - c Cars 1 and 2
- GENERAL 10082 If you are parking uphill and there is no curb, you should:
- a Turn your wheels to the right, toward the edge of the road
 - b Turn your wheels to the left, away from the edge of the road
 - c Keep your wheels straight ahead
- GENERAL 'O-Driving Techniques 10005 When following a vehicle at night, lower your high beam headlights when you are within:
- a 200 feet

- b 100 feet
 - c 300 feet
- GENERAL 10008 When entering the freeway, you should not:
- a Cross a solid line
 - b Match the speed of the traffic in the right lane
 - c Use your turn signal
- GENERAL 10010 To avoid the glare from oncoming headlights:
- a Glance back and forth between the side of the road and straight ahead
 - b Focus your eyes on the center line of the road
 - c Focus your eyes on the side of the road
- GENERAL 10044 When passing a bicycle traveling in the same direction, leave a distance of at least:
- a 3 feet
 - b 6 feet
 - c 10 feet
- GENERAL 10087 When you merge onto a freeway, you should be driving:
- a At the same speed as the traffic in the right lane
 - b At the legal speed limit on the freeway
 - c About 10 mph slower than the speed limit
- GENERAL 'O-Defensive Driving 10012 If you are in the black car, the most difficult car for you to see is:
- a Car 2
 - b Car 1
 - c Car 3
- GENERAL 10015 You should leave enough space between you and the vehicle directly in front of you:
- a To allow for a sudden stop
 - b So the other driver can see both your headlights in the rearview mirror
 - c To stay out of the other driver's blind spot
- GENERAL 10036 When changing lanes, check your side mirrors for other traffic and:
- a Turn your head quickly and look over your shoulder
 - b Check the inside rearview mirror
 - c Slow down by at least one third
- GENERAL 10053 To keep aware of the position of traffic behind you, it is best to:
- a Check your rearview mirror often
 - b Turn your head and look out the rear window
 - c Create a space cushion around you
- GENERAL 10061 The driver of this vehicle has a "blind spot" in:
- a Areas 1 and 3

- b Area 2
- c Areas 1 and 2

GENERAL 10089 If you come to an intersection and your view to the side is blocked, you should:

- a Stop, then inch forward until you can see clearly in both directions
- b Maintain speed and look both ways
- c Slow down and look both ways

Correct Answer
Answer is A

Comment

Answer is A

'Answer is A

Answer is D - All

Answer is C - Both

Answer is A

Answer is A

Answer is A

Answer is A

Answer is D (All)

Answer is A

Answer is A

Answer is A

Answer is B - FALSE

Answer is A

Answer is C - both

Answer is A -TRUE

Answer is A

Answer is D

Answer is A

Answer is D

Answer is A

Answer is D

Answer is A

Answer is A YES

Answer is A

Pending illustration

Answer is A

Answer is A Pending illustration

Answer is A

Answer is A

Answer is A Pending illustration

Answer is A

Answer is A Pending illustration

Answer is A Pending illustration

Answer is A

Answer is A Pending illustration

Answer is A

Answer is A YES-INSERT PICTURE

Answer is A

Answer is A

Answer is A

Answer is A YES-INSERT PICTURE

Answer is A