REQUEST FOR QUOTATIONS (RFQ)
(THIS IS NOT AN ORDER)

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1. RFQ NO.	2. DATE ISSUED	3. REQUISITION NO.	4. TYPE OF MARKET
DCTO-2008-Q-0205	June 09, 2008		_ Open X Set Aside _ Open with Subcontracting Set Aside

5A. ISSUED BY:

Government of the District of Columbia (District)
Office of Contracting and Procurement
Information Technology Group
441 4th Street N.W., Suite 971 North
Washington, D.C. 20001

6. DELIVERY
Immediately upon notification of contract award.

7. DELIVERY METHOD

☒ FOB DESTINATION ☐ OTHER *(See Schedule)*

5B. FOR INFORMATION CALL: *(Name and telephone no.) (No collect calls)*
Frederick Dorsey Phone (202) 727-0017, Fax (202) 727-1679
Frederick.dorsey@dc.gov

8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER

ALL CERTIFIED CBE OFFERORS

8B. TAX ID NO. OF QUOTER:

9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED

Office of the Chief Technology Officer
441 4th Street, NW, Suite 1030 South
Washington, DC 20001

10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:

June 16, 2008, 2:00 PM

(BID ROOM ONLY) 441 4th Street. N.W.

Suite 703 South

11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy)

11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:

12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS

Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price quotations as outlined in this solicitation, submit one (1) original and three (3) copies of signed quotations to Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the only authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.

Terms and Conditions: SEE ATTACHED.

13. SCHEDULE **(Include applicable Federal, State and local taxes and all delivery charges)**

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	See attached Statement of Work				
0001	**ON-SITE DISTRICT PROVIDES SPACE AND SUPPORT EQUIPMENT** Base Period – HSMP COTS Implementation Senior Project Manager	1000	Hours	$	$
1001	Option Period One (1)– HSMP COTS Implementation Senior Project Manager	1000	Hours	$	$
	CONTRACTOR SUPPLIES SPACE AND SUPPORT EQUIPMENT				
0002	Base Period – HSMP COTS Implementation Senior Project Manager	1000	Hours	$	$
2001	Option Period One (1)– HSMP COTS Implementation Senior Project Manager	1000	Hours	$	$
				TOTAL AMOUNT	$

14. NAME AND ADDRESS OF QUOTER *(Street, city, county, State and ZIP Code)*	15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES **NOT** ACCEPTABLE)	16. DATE OF QUOTATION
	17. NAME AND TITLE OF SIGNER *(Type or print)*	18. TELEPHONE NO. *(Include area code)*

1. GENERAL TERMS AND CONDITIONS

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

1.1 The District may award a single contract resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors specified elsewhere in this solicitation.

1.2 The District may award contracts on the bases of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a labor hour contract. The period of performance for the base period will be 1000 hours from date of award or one year from the date of award, whichever occurs earliest, with the option to renew for 0ne (1) additional option period of 1000 hours or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract. The quoter/offeror shall submit a price for the base period and each option period. If the District exercises this option, the extended contract shall be considered to include this option provision. The price for the option period shall be as specified in the contract. The total duration of this contract, including the exercise of any options under this clause, shall not exceed 2000 hours or two (2) years.

2.1 LABOR HOUR CONTRACT

This is a labor hour contract with fixed labor rates. The fixed labor rates include all wages, overhead, general and administrative expenses and profit. The maximum amount of this contract is determined after award. The contractor shall not exceed this amount without authorization from the Contracting Officer in the form of a modification to this contract. The contractor shall not be reimbursed for cost exceeding the ceiling amount without approval.

3. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by Contracting Officers. The name, address and telephone number of the Contracting Officer is:
Annie R. Watkins, CPM, CPPB
Contracting Officer
Office of Contracting and Procurement
OCTO
441 - 4th Street, N.W., 9th Floor
Washington, DC 20001
202/727-5274
202/727-1679 fax
annie.watkins@dc.gov
Website: ocp.dc.gov

4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the Contracting Officer, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

5. ADVISORY AND ASSISTANCE SERVICES

The contract is a “nonpersonal services contract”. It is therefore, understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

6. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

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

7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

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

7.2 In addition, the Contractor shall:

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

7.2.2 The District reserves the right to interview and otherwise verify qualifications of proposed contractor staff and reject any proposed candidates who do not meet District's requirements. Candidate Consultant expertise and relevant background and skills is the primary consideration. Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.

7.2.3 The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".

7.2.4 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.

7.2.5 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.

7.2.6 Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.

7.2.7 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.

7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.

7.2.9 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.

7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.

7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.

7.2.12 The COTR is responsible for the technical administration of the contract and advising the Contracting Officer (CO) as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in writing by the CO. The COTR for this requirement is:

Darryl Carter
HSMP Program Manager
Office of the Chief Technology Officer

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

7.2.14 The Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the CO, and may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

7.2.15 The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.

8. HIRING OF EMPLOYEES

By accepting this order or contract, the Contractor agrees that the District, at its discretion, after completion of order or contract period, may hire the individual performing services as a result of this order or contract, without restriction, penalties or fees.

9. INVOICE PAYMENT

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

Name:	OCTO Agency CFO Accounts Payable Division
Address:	441 4th Street, NW Suite 930S Washington, D.C. 20001
Telephone:	(202) 727-2277
Fax:	202-727-1216
E-mail:	octo.accountspayable@dc.gov

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

(a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

(b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is also recommended;

(c) Description, price, quantity, dates and the percent (%) of work actually performed;

(d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;

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

(f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

(g) Name, title, phone number of person preparing the invoice;

(h) Name, title, phone number and mailing address of person; and authorized signature.

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

10. EVALUATION FACTORS

10. EVALUATION FACTORS

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

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

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

10.2 MINIMUM REQUIREMENTS (Candidates must meet all minimum requirements to be eligible to be considered for award)

(a) Hold a Bachelor's Degree in Computer Science, Information Systems, Public Administration, Business Administration, or other related field. Graduate level training in a related field is preferred;
(b) 5 years of overall MIS experience with a pattern of increasing responsibilities and accomplishments;
(c) 6 years of COTS application experience with a pattern of increasing responsibilities and accomplishments;

(d) 3 years experience in requirements analysis, data modeling and system design;

(e) Excellent oral and written communication skills, including the ability to communicate technical subjects to non-technical persons;

10.3 TECHNICAL CRITERIA (70 Points)

10.3.1 KNOWLEDGE AND EXPERIENCE (50 points)

(a) Candidate has three (3) or more years of verifiable participation in the vendor selection and vendor implementation process for various health and human services COTS Implementation initiatives. Participate in all aspects of the project, including monitoring performance against milestones and review spend plans (10 points)

(b) Candidate has two (3) or more years of full Systems Development Life Cycle (SDLC) implementation experience communicating and leading in a team environment gathering, coordinating requirements from a variety of users and application developers; conducting fit/gap analysis; translating needs analysis data into functional application designs; and understanding, analyzing and documenting (Visio, MS Word, PowerPoint, etc.) business processes, Functional/Technical Specification Documents, Application User Manuals, and Functional/Technical Specification Documents customizing.(10 points)

(c) Candidate has three (3) or more years of high level participation in the creation of detailed project plans to include budgets, hours and cost estimates; verifies actual with projected level. (10 points)

(d) Candidate has six (6) or more years managing the requirements gathering and analysis as needed. Responsible for building (or assuring building of) requirements documents. Participate in the procurement process for a Health and Human Services COTS implementation and consulting services (10points)

(e) Candidate holds a Bachelors degree or higher in Computer Science or equivalent field of study (e.g.: Information Systems, Public Administration, Business Administration, or other related field) (10 points)

10.3.2 INTERVIEW (20 points; to be evaluated in the interview for those candidates that make the competitive range)

(a) Candidate has performed Alternative Feasibility Studies and facilitated project Cost/Benefit Analysis as needed. (10 points)

(b) Candidate has knowledge of full life cycle software development and software management skills. (5 points)

(c) Candidate has excellent oral and written communication skills, including the ability to communicate technical subjects to non-technical persons. (5 points)

10.4 PRICE CRITERIA (30 Points)

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

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

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

10.5 **PREFERENCE POINTS (12 Points)**

10.6 **TOTAL (112 Points)**

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

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, as amended, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

11.1 GENERAL PREFERENCES

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

11.1.1 The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;

11.1.2 The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;

11.1.3 The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;

11.1.4 The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;

11.1.5 The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and

11.1.6 The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

` **11.2 MAXIMUM PREFERENCE AWARDED**

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

11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES

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

11.4 VENDOR SUBMISSION FOR PREFERENCES

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

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

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

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

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

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

12. ATTACHMENTS

Statement of Work (Attachment A)
Tax Certification (Affidavit (Attachment B)
Sample Resume (Attachment C)
First Source Employment (Agreement (Attachment D)
EEOC Policy (Attachment E)

13. Specific Requirement Instructions

(All respondents must **FOLLOW SPECFIC REQUIREMENT INSTRUCTIONS** to be eligible to be considered for award).

13.1 **Please submit one (1) original and three (3) copies of both the signed technical and price quotations in separately sealed envelopes (one technical and price) to the Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. Quoters must also submit with its quote, a sworn Tax Certification Affidavit (Attachment B).** All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical quotations should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation. **ONLY THE ORIGINAL RESUME(S) shall contain the candidate name. All other resumes shall be in accordance with the SAMPLE RESUME (Attachment C). THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ.**

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

13.3 By submitting a quote, Quoter is representing that the candidate proposed is available to commence work promptly upon the Quoter's receipt of a PO provided that a PO is received within twenty one (21) days of submission in response to this RFQ. By submitting a Quote, Quoter further represents that it understands that award decisions will be made based, in part, on the quality of the candidate proposed, and that if the candidate should not be available to commence work, for whatever reason, at the beginning of the period of performance, the District reserved the right to cancel the award and proceed with awarding to another Quoter whose candidate is available.

13.4 The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, http://ocp.dc.gov, and click on Solicitation Attachments.

13.5 The Qfferor shall provide no more than two (2) resumes as part of the response to this solicitation. Any firm that submits more then two (2) resumes with its response to this RFQ SHALL BE REMOVED FROM THE LIST OF QUALIFIED OFFERORS AND FURTHER CONSIDERATION. In addition, no resume shall be longer than three (3) pages in length. Each resume shall be submitted on 8 ½" x 11" bond paper with identical font and formatting.

13.6 ALL RESUME COPIES (EXCLUDING THE ORIGINAL COPY) MUST HAVE THE CANDIDATE'S NAME REMOVED AND NO REFERENCE TO YOUR COMPANY OR COMPANY LOGO. RESUMES SHALL BE IDENTIFIED AS CANDIDATE 1, CANDIDATE 2, OR CANDIDATE 3, ETC. A REFERENCE SHEET MATCHING THE CANDIDATE TO THE CORRESPONDING RESUME MUST BE INCLUDED WITH YOUR SUBMISSION. (SEE "SAMPLE RESUME" – ATTACHMENT C) FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN REJECTION OF YOUR QUOTATON.

13.7 Questions regarding this solicitation should be sent via email to the contract information on cover sheet of this document, and must be received no later than Wednesday, June 11, 2008, by 2:00 PM EST in order to be considered.

13.8 Any Amendment to this solicitation will be posted on the Office of Contracting and Procurement website at www.ocp.dc.gov.

END