

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)			PAGE	OF PAGES	
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1. RFQ NO. DCTO-2008-Q-0320	2. DATE ISSUED September 05, 2008	3. REQUISITION NO.	4. TYPE OF MARKET Open _xx_ Set Aside __ Open with Subcontracting Set Aside		
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., Suite 971 North Washington, D.C. 20001		6. DELIVERY Immediately upon notification of contract award.			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Melford Brown, Contract Specialist, Phone (202) 727-0229, fax (202) 727-1679 melford.brown@dc.gov		7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER CBEs		9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Office of Chief Technology Officer 441 4 th Street, N.W. Suite 930s Washington DC 20001			
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: September 12, 2008, 2:00PM		11A. PLEASE STATE YOUR CBE 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					
<p>Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E) and/or 13(F), 14, 15, 16, 17, and 18. Address and deliver to: Melford Brown, Email: melford.brown@dc.gov</p> <p>Terms and Conditions: This is a Request For Quotations (RFQ). Quotations submitted are Offers that the District can accept by issuing a Purchase Order (PO). If you are unable to submit a quote, please so indicate on this form and return it. This RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation. By submitting a quote, Quoter is representing that (1) all items being requested in block 13 of this RFQ are of domestic origin unless otherwise indicated by Quoter; (2) Quoter is an authorized seller to the District for the items being requested; and (3) Quoter can meet the deadline specified in Block 6 of this RFQ. 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 OCP HOME then Solicitation Attachments.</p>					
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 SCHEDULE B				
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)	

SCHEDULE B SUPPLIES/SERVICES AND PRICE

Form:

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
1	Fidelis XPS Command Post + Appliance Upgrade		each	1		\$	\$
	Fidelis XPS Command Post + Appliance Upgrade						
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
2	Upgrade from DataSafe Software Scanner, 32-...		each	1		\$	\$
	Upgrade from DataSafe Software Scanner, 32-bit to Fidelis XPS 1000 Direct Appliance						
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
3	Quickstart Program Includes one Fidelis XPS ...		each	1		\$	\$
	Quickstart Program Includes one Fidelis XPS Direct Appliance, one Command Post (which is upgraded to Command Post +), Installation and Training						
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
4	Fidelis XPS Mail Appliance		each	1		\$	\$
	Fidelis XPS Mail Appliance						
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
5	Maintenance and Support Services, 8x5 ...		each	1		\$	\$
	Maintenance and Support Services, 8x5 Support, Next business day hardware support for FSS-100 for one year						

Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
6	Maintenance and Support Services, 8x5 support...		each	1		\$	\$
Maintenance and Support Services, 8x5 support, Next business day hardware support for FSS-CP+ for one year.							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
7	Maintenance and Support Services, 8x5 support...		each	1		\$	\$
Maintenance and Support Services, 8x5 support, Next business day hardware support for FSS-1000 for one year.							
Item	Description	Part Number	Unit	Qty	Need By	Unit Price	Extended Amount
8	Multimode fiber to Copper Gigabit Virtual ...		each	2		\$	\$
Multimode fiber to Copper Gigabit Virtual Inline Bypass Device							
						Total	\$

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.

1.a Contract Award

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

1.b Initial Offers

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

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The period of performance shall be from date of award or through December 31, 2008.

3. CONTRACTING OFFICER (CO)

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

Annie R. Watkins
Contracting Officer
Office of Contracting and Procurement
441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252
Fax: (202) 727-1679

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. 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:

Office of Chief Technology Officer
441 4th Street, N.W. Suite 960N
Washington DC 20001
1-202-727-2277

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 recommended;
- (c) Description, unit, 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 and
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill and supported with approved District timesheets.