

1. RFQ NO.	2. DATE ISSUED	3. REQUISITION NO.	4. TYPE OF MARKET
DCTO-2008-Q-0337	September 10, 2008		<input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> 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 GOODS OR SERVICES MUST BE DELIVERED ON OR BEFORE SEPTEMBER 30, 2008
	7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER (See Schedule)

5B. FOR INFORMATION CALL: (Name and telephone no.) Quentin Blanchard, Contract Specialist, Phone (202) 724-2353, fax (202) 727-1679, quentin.blanchard@dc.gov	DESTINATION <input checked="" type="checkbox"/> FOB <input type="checkbox"/> OTHER (See Schedule)
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8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL CERTIFIED CBE OFFERORS	9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Department of Health – MAA (Sr Deputy Director) 825 North Capitol St NE 5th Floor Rm 5135-MAA Washington, DC 20002
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8B. TAX ID NO. OF QUOTER:	
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10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: September 15, 2008, 2:00 PM (BID ROOM ONLY) 441 4 th Street. N.W. Suite 703	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:
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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 Attachment				
GRAND 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 <u>NOT</u> ACCEPTABLE)		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
1	<p>OptiPlex 755 Minitower Intel® Core™ 2 Duo Processor E6550 (2.33GHz, 4M, VT, 1333MHz FSB) Operating System(s) Genuine Windows Vista® Business Downgrade, XP Pro Installed, English File System NTFS File System for all Operating Systems Memory 1.0GB DDR2 Non-ECC SDRAM, 667MHz, (1DIMM) Keyboard Dell USB Keyboard, No Hot Keys Monitors Dell 19 inch E198FP Flat Panel, Analog Video Card Integrated Video, Intel® GMA3100</p> <p>Boot Hard Drives 80GB SATA 3.0Gb/s and 8MB Data Burst Cache™ Floppy Drive and Media Reader 1.44MB 3.5 Inch Floppy Drive Mouse Dell USB 2-Button Optical Mouse with Scroll, Black Basic Systems Management Mode Intel® v Pro™ Secure Advanced Hardware Enabled Systems Management Removable Media Storage Devices 48X32 DRW/DVD Combo, Cyber link Power DVD™ Speakers Dell™ A225 Speakers, Black Resource CD and DVD Resource CD and DVD contains Diagnostics and Driver for Dell OptiPlex System Dell Energy Smart Dell Energy Smart Enable Hardware Support Services 3 Year Pro Support for IT and 3 Year NBD Onsite Service Installation Support Services No Onsite System Setup Quick Reference Guide Quick Reference Guide, Dell OptiPlex 755 Ship Packaging Options Shipping Material for System, Minitower Labels Vista Basic Downgrade Relationship Desktop</p>	20	EACH		
2	<p>Latitude D630 Intel® Core™ 2 Duo T7250 (2.00GHz) 2M L2 Cache, 800MHz Dual Core Operating System Genuine Windows Vista® Business Downgrade, XP Pro Installed, English LCDs 14.1 inch Wide Screen WXGA LCD Panel Memory 1.0GB, DDR2-667 SDRAM, 1 DIMM Internal Keyboard Internal English Keyboard Graphics Intel® Integrated Graphics Media Accelerator X3100 Hard Drives 80GB Hard Drive, 9.5MM, 5400RPM Touchpad Options Standard Touchpad Floppy Drive No Floppy Drive AC Adapter 90W A/C Adapter Module Bay Devices 24X CD-RW/DVD w/ Cyber link Power DVD Wireless LAN (802.11) Intel® 3945 802.11a/g Dual-Band Mini Card System Documentation Resource CD and DVD contains Diagnostics and Drivers for XP and Vista Batteries 9 Cell Primary Battery Carrying Cases Large Nylon Carrying Case Hardware Support Services 3 Year Pro Support for IT and 3 Year NBD Onsite Service Complete Care Accidental Damage Service 3 Year Complete Care Accidental Damage Protection Ship Group US - System Documentation, Power Cord OS Labels Vista Basic Label</p>				
3	HP Office jet Pro L7680 All in one	10	each		
4	HP Scan jet N9120 Document Flatbed	4	each		

RFQ No. DCTO-2008-Q-0337 MAA Equipment & Software

5	1 LOG-910000323/Cordeless Laser Mouse 2 FEL-98915/Split Keyboard 30 FEL-99081/Surge Protectors 1 FEL-99081/Legal Tray brother 1 FEL- 38485/Shedder 2 CNM-ICMF4150/Scanner 1 MPN: 900175/Vision Tek Radeon HD 2400 1 430473/5 Port	2,879.29	each		
6	10 ADOBE ACROBAT PROFESSIONAL LICENSE (WIN) v9.0 E-CERTIFICATE @\$202.90 each = \$\$2,029.00 CD ADOBE ACROBAT PROFESSIONAL LICENSE (WIN) MEDIA KIT v9.0 CD	2,060	each		
7	SPSS® Base 16.0 for Windows & SPSS Regression Models™ 16.0 for Windows® No Maintenance	2	each		

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

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a firm fixed price and labor hour contract. **The period of performance is from date of award through September 30, 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
Government of the District of Columbia
Office of Contracting and Procurement
Information Technology Group
441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252 (main)
Phone: (202) 727-5274 (direct)
Fax: (202) 727-1679
E-mail: annie.watkins@dc.gov
Website: ocp.dc.gov

4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

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

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

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

Name: Linda Johnson
Department of Health - MAA
825 North Capitol Street NE
5th Floor Room 5135
Washington, D.C. 20002

6. ADVISORY AND ASSISTANCE SERVICES

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

7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR

- 7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia. 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 the property of the District.
- 7.2 The contractor shall ensure that all work is performed on District premises unless otherwise approved in writing by the contracting officer.
- 7.2.2 The contractor is responsible for assuring that personnel have high end laptops with Window XP Professional and compatible to receive government email and necessary communication equipment. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.

8. 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. 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.

