

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



REQUEST FOR TASK ORDER PROPOSALS

**TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS)
TEMPORARY STAFFING SERVICES CONTRACTORS**

Solicitation No.: DCGD-2010-T-0022

Caption: Clerical Staff Support

Issuance Date: March 8, 2010

Due Date: March 13, 2010

The Government of the District of Columbia, Office of the Superintendent of Education (OSSE), Procurement Office (PO), is seeking services of a contractor to provide temporary staffing services. The Contractor shall provide the required services in accordance with the **Statement of Work, Attachment A**. The District intends to award a labor hour contract.

1. PROPOSAL SUBMISSION REQUIREMENTS

The Offeror's task order proposal shall consist of two parts, separately bound: Technical and Price, four (4) copies each. The Offeror shall submit the task order proposal in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. **DCGD-2010-T-0022**".

The Offeror's proposals must be submitted on 8.5" by 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted, unless otherwise directed in writing.

2. TECHNICAL PROPOSAL

The Offeror must submit its technical proposal under a separate cover titled "**Technical Proposal**". The offeror shall, at a minimum, include in its technical proposal:

- a. Resumes for the recommended Clerical Staff that meets the qualifications listed in the scope of work. Offeror must submit at least three (3) resumes.

- b. Description of the offeror's experience with providing temporary staffing services for a similar sized public jurisdiction, particularly any experience in providing staff with similar skills.

3. PRICE PROPOSAL

The Offeror must submit its proposed price under a separate cover titled "**Price Proposal**". The offeror shall submit a completed "**Attachment B – Price Schedule**". It shall include the proposed hourly rate for this procurement and the offeror's rate as listed in its DC Supply Schedule.

4. HAND DELIVERY, MAILING OR EMAILING OF SOLICITATION

Delivery or Mail to:

Office of Contracting and Procurement

810 First Street, NE

9th Floor

Washington, D.C. 20002

Attention: Heather Reynolds

EMAIL: heather.reynolds@dc.gov

5. PROPOSAL SUBMISSION DATE:

The closing date for receipt of proposals is Friday, March 12, 2010 at 2:00 p.m. local time.

6. EVALUATION FOR AWARD

The District intends to award a single contract as a result of this Request for Task Order Proposal (RFTOP). The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a price and technical standpoint.

7. PROPOSAL EVALUATION

The technical evaluation criteria set forth below have been developed by the program office and has been tailored to their requirements in this particular solicitation. The Offeror is informed that these criteria, (1) serve as the standard against which all

proposals will be evaluated and (2) serve to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation.

The Offeror's technical proposal and price proposal will be evaluated separately. The Offerors are advised that the technical and price proposals will be evaluated by the Government based on the criteria outlined below.

a. Technical Evaluation Criteria

This award will be based on the following technical evaluation factors (in descending order of importance):

- **Qualifications of Proposed Personnel (30 Points)** The Offeror submitted resumes for proposed staff that demonstrates extensive experience, necessary skills and qualifications to perform the required services.
- **Offeror's Past Performance Experience (30 Points).** Offeror has demonstrated that it has successfully provided similar temporary staffing services to similar clients.

b. Price Evaluation Criteria

The price evaluation will be objective. The offeror with the lowest realistic price will receive the maximum price points (**40 points**). All other proposals will receive a proportionately lower price score. The following formula will be used to determine each offeror's evaluated price score.

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

A description of each evaluation factor, point value and relative importance follows:

Total Possible Points:

Qualifications of Proposed Personnel	0-30 Points
Past Performance	0-30 Points
Price	<u>0-40 Points</u>
TOTAL	100 Points

8. TERM OF CONTRACT

The term of the task order shall be from date of award through September 30, 2010.

9. 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 is:

Name: Toshia Dark Berry
Agency: Office of the State Superintendent of Education
Higher Education Financial Services
Address 1150 5th Street, SE, 3rd Floor
Washington, DC 20003
Telephone: (202) 741-6482

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.

10. CONTRACTING OFFICER (CO)

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

Name of Contracting Officer: Elona Evans-McNeill
Address: 441 4th Street NW, Suite 700 South
Washington, DC 20001
Telephone: 202-727-0252

11. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- a.** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- b.** 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.
- c.** 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.

12. INDEPENDENT CONTRACTOR

The contract is a “non-personal 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.

13. 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 an individual who is performing services as a result of this order or contract, without restriction, penalties or fees.

14. ATTACHMENTS

Attachment A – Statement of Work
Attachment B – Price Schedule

**ATTACHMENT B
PRICE SCHEDULE**

The contractor shall provide a Staff Assistant as per the scope of work (Attachment A) and shall complete the price schedule as below:

Labor Category	Total Estimated Hours	Hourly Rate	Total
Clerical Staff Support (3)	720	\$_____	\$_____
Total			\$_____