

REQUEST FOR TASK ORDER PROPOSAL (RFTOP) (THIS IS NOT AN ORDER) OFFEROR TO COMPLETE BLOCKS 11 & 14 -18		1. THIS ACQUISITION IS <input type="checkbox"/> SET ASIDE SBE (_____ SBE Category) <input type="checkbox"/> SET ASIDE DCSS (_____ Schedule) <input checked="" type="checkbox"/> GSA SCHEDULE (<u>874</u> Schedule)			PAGE OF PAGES (incl. Cover) <div style="display: flex; justify-content: space-around;"> 1 31 </div>	
2. SOLICITATION NO. DCHC-2008-T-3526		3. DATE ISSUED April 29, 2008	4. REQUISITION NO. RQ393526	5. CONTRACT NUMBER	6. OFFER DUE DATE May 9, 2008	
7A. ISSUED BY Office Of Contracting and Procurement 441 4th Street, NW., 700 South Washington, DC 20001			7B. SOLICITATION INFORMATION NAME: Rebecca Young PHONE: 202-724-4064 FAX: 202-727-0245 E-MAIL: rebecca.young@dc.gov			
8A ADMINISTERED BY DC Department of Health Health Emergency Preparedness and Response Administration 64 New York Avenue N.E. Washington, DC 20002			8B DELIVER TO: DC Department of Health Health Emergency Preparedness and Response Administration 64 New York Avenue N.E. Washington, DC 20002			
9. DELIVER BY (Date) See Section F.2 9(a). <input type="checkbox"/> FOB DESTINATION 9(b). <input type="checkbox"/> OTHER (See Schedule)			10. PAYMENT WILL BE MADE BY Office of Chief Financial Officer Department of Health Attn: Accounts Payable 825 North Capital Street N.E., Suite 500 Washington, DC 20002 202-442-9231			
11. OFFEROR POTENTIAL OFFERORS 11(a) DUNS NO. _____ 11(b) FEDERAL TAX ID NO. _____			11(c) Certification (Check Appropriate Boxes) <input type="checkbox"/> Small <input type="checkbox"/> Local <input type="checkbox"/> Resident-Owned <input type="checkbox"/> Long Time <input type="checkbox"/> Enterprise Zone Certification No. _____			
IMPORTANT: If you are unable to provide a response, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by the offeror. Any representations and/or certifications attached to this Request for Task order Proposal must be completed by the offeror.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1	Please See Section B.3					
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %	
14. NAME AND ADDRESS OF OFFEROR (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER		16. DATE OF OFFER	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

**SECTION B:
SUPPLIES AND/OR SERVICES AND PRICE**

B.1 The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Department of Health (DOH), Health Emergency Preparedness and Response Administration (HEPRA) is seeking a Contractor to plan and execute a series of facilitated emergency preparedness exercises. This series of exercises include three facilitated workshops, three tabletop exercises, one drill and one functional exercise. The exercises shall test the public health capabilities set forth by the US Department of Health and Human Services (HHS) through its Cities Readiness Initiative (CRI), Strategic National Stockpile (SNS), Pandemic Influenza, and Hospital Preparedness Programs. The Contractor shall plan and execute facilitated exercises for participants including, but not limited to, DOH staff, partners from other District government agencies, members of the DC Medical Reserve Corps (MRC), hospital personnel, community- and school-based health center personnel, faith- and community-based leaders, and other DOH partners.

B.2 The District contemplates the award of a fixed price contract.

B.3 PRICE SCHEDULE – FIXED PRICE

B.3.1 BASE PERIOD

Contract Line Item No. (CLIN)	Line Item Description	Quantity	Unit of Measure	Total Price
0001	Facilitated Workshop as described in C.3.1.1	3	EA	\$ _____
0002	Tabletop Exercises as described in C.3.1.2	3	EA	\$ _____
0003	Drill as described in C.3.1.3	1	EA	\$ _____
0004	Functional Exercise as described in C.3.1.4	1	EA	\$ _____
Total for Base Year				\$ _____

B.3.2 OPTION YEAR ONE

Contract Line Item No. (CLIN)	Line Item Description	Quantity	Unit of Measure	Total Price
1001	Facilitated Workshop as described in C.3.1.1	3	EA	\$ _____
1002	Tabletop Exercises as described in C.3.1.2	3	EA	\$ _____
1003	Drill as described in C.3.1.3	1	EA	\$ _____
1004	Functional Exercise as described in C.3.1.4	1	EA	\$ _____
Total for Base Year				\$ _____

B.3.3**GRAND TOTAL**

Period of Performance	Price
Base Period (B.3.1)	\$ _____
Option Year One (B.3.2)	\$ _____
Grand Total	\$ _____

SECTION C
SPECIFICATIONS/STATEMENT OF WORK

C.1 SCOPE

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Department of Health (DOH), Health Emergency Preparedness and Response Administration (HEPRA) is seeking a Contractor to plan and execute a series of facilitated emergency preparedness exercises. This series of facilitated exercises include three facilitated workshops, three tabletop exercises, one drill and one functional exercise. The exercises shall test the public health capabilities set forth by the US Department of Health and Human Services (HHS) through its Cities Readiness Initiative (CRI), Strategic National Stockpile (SNS), Pandemic Influenza, and Hospital Preparedness Programs. The Contractor shall plan and execute facilitated exercises for participants including, but not limited to, DOH staff, partners from other District government agencies, members of the DC Medical Reserve Corps (MRC), hospital personnel, community- and school-based health center personnel, faith- and community-based leaders, and other DOH partners.

C.1.1 Applicable Documents

The following documents are applicable to this procurement and incorporated by this reference:

No.	Document Type	Name	Version
1	Centers for Disease Control and Prevention	Public Health Emergency Preparedness Cooperative Agreement http://emergency.cdc.gov/planning/coop_agreement/pdf/fy07announcement.pdf	September 2007
2	Department of Health and Human Services, Assistant Secretary for Preparedness and Response	National Healthcare Preparedness Program Cooperative Agreement http://www.hhs.gov/aspr/opeco/hpp/2007_hpp_guidance.pdf	August 2007
3	Department of Health and Human Services, Assistant Secretary for Preparedness and Response	Pandemic Influenza Supplement for Medical Surge Capacity and Capability https://www.dshs.state.tx.us/comprep/bt_hosp/panfluguide.pdf	October 2007
4	Department of Homeland Security	Homeland Security Exercise and Evaluation Program (HSEEP) Volumes I-IV https://hseep.dhs.gov/pages/1001_HSEEP7.aspx	February 2007

C.1.2 Definitions

The following documents are applicable to this procurement:

- C.1.2.1 After Action Report (AAR)** – An AAR captures observations of an exercise and makes *recommendations* for post-exercise improvements.
- C.1.2.2 Cities Readiness Initiative (CRI)** - The Cities Readiness Initiative (CRI) is a pilot program to aid cities in increasing their capacity to deliver medicines and medical supplies during a large-scale public health emergency such as a bioterrorism attack or a nuclear accident
- C.1.2.3 Controller and Evaluator (C/E) Handbook** - The C/E Handbook contains detailed information about the exercise scenario, and describes the roles and responsibilities of individual controllers and evaluators. It is distributed to only those individuals specifically designated.
- C.1.2.4 Drill** – An operations-based exercise usually employed to validate a single, specific operation or function in a single agency or organizational entity.
- C.1.2.5 Exercise plan (EXPLAN)** – The EXPLAN is the foundational planning document from which all other plans and exercise documentation are developed. This plan will be viewed by key leadership and stakeholders as well as the exercise design team.
- C.1.2.6 Evaluation Plan (EVALPLAN)** – The EVALPLAN provides guidance and instruction regarding assessing exercise performance. An EVALPLAN may include observation methodology to be used as well as essential materials required to execute their specific functions (such as evaluation forms for specific functions).
- C.1.2.7 Functional Exercise** – An operations-based exercise designed to validate plans and evaluate individual capabilities, multiple functions, activities within a function, or interdependent groups of functions.
- C.1.2.8 Homeland Security Exercise and Evaluation Program (HSEEP)** – HSEEP is a capabilities and performance-based exercise program which provides a standardized policy, methodology, and terminology for exercise design, development, conduct, evaluation, and improvement planning.
- C.1.2.9 Hotwash** - A meeting conducted after an exercise with exercise participants to identify and document lessons-learned, strengths, and weaknesses.
- C.1.2.10 Improvement Plan (IP)** – The IP is the means by which the lessons learned from the exercise are converted into concrete, measurable steps that will result in improved response capabilities.
- C.1.2.11 Master Scenario Events List (MSEL)** - The MSEL is a chronological listing of the events and injects that drive exercise play. It links simulation to action by the orderly infusion of an event or message that will prompt players to implement a policy or take an action.

- C.1.2.12 Strategic National Stockpile Program** – The Centers for Disease Control and Prevention Strategic National Stockpile (SNS) has large quantities of medicine and medical supplies to protect the American public if there is a public health emergency (terrorist attack, flu outbreak, and earthquake) severe enough to cause local supplies to run out. Once Federal and local authorities agree that the SNS is needed, medicines will be delivered to any state in the U.S. within 12 hours. Each state has plans to receive and distribute SNS medicine and medical supplies to local communities as quickly as possible.
- C.1.2.13 Tabletop Exercises** – A discussion-based exercise designed to validate plans and procedures by utilizing a hypothetical scenario to drive participants’ discussions.
- C.1.2.14 Workshop** – A discussion-based exercise designed to achieve a specific goal or build a product (e.g. exercise objectives, standard operating procedures, policies, and plans).
- C.1.2.15 Facilitated Exercises** – A discussion-based exercise designed to identify strengths, weaknesses and opportunities for growth within an organization.

C.2 BACKGROUND

- C.2.1** The Department of Health (DOH) promotes and protects the health, safety and quality of life of residents, visitors and those doing business in the District of Columbia. The DOH responsibilities include identifying health risks; educating the public; preventing and controlling diseases, injuries and exposure to environmental hazards; promoting effective community collaborations; and optimizing equitable access to community resources. In accordance with the District Response Plan, the DOH is also responsible for the provision of health and medical services during a public health emergency as the Primary District Agency for the Emergency Support Function #8 (ESF #8) – Health and Medical Services. ESF# 8 provides for a coordinated and effective District of Columbia government approach to providing health and medical assistance in the immediate aftermath of a public emergency that impedes routine health and medical services provided within the District of Columbia.
- C.2.2** The Health Emergency Preparedness and Response Administration (HEPRA) is the Administration within the DOH responsible for leading the ESF #8 response. As DOH’s emergency preparedness agency, HEPRA works to ensure that DOH and its partners are prepared to respond to city-wide medical and public health emergencies, such as those resulting from terrorist attacks or accidents that result in a large number of casualties. To achieve this mission, HEPRA develops and exercises emergency preparedness plans, policies, and procedures; develops and implements emergency preparedness and response training for DOH staff and its partners; and coordinates the health and medical response from appropriate District, regional, federal, and private agencies during emergencies.
- C.2.3** To ensure DOH is adequately prepared to respond to public health emergencies, HEPRA must develop and implement an exercise program that tests and validates emergency response plans, policies, agreements, and procedures.

C.3 REQUIREMENTS

The Contractor shall perform the requirements discussed in C.3.1 through C.3. for each of the facilitated exercises listed below. The Contractor shall utilize the information including regulations, standards, guidance, recommendations, and other relevant information contained in the Applicable Documents identified in Section C.1.1 to perform the requirements.

- a. Facilitated Workshops
 - 1. Departmental Continuity of Operations Workshop
 - 2. Regional CRI Response Workshop
 - 3. Pandemic Influenza Workshop with community-based health centers
- b. Tabletop Exercises
 - 1. Interagency CRI Response Tabletop
 - 2. Public Information Officer/Media Pandemic Influenza Tabletop
 - 3. Pandemic Influenza Mass Fatality Tabletop with community and faith-based communities
- c. Drill
 - 1. Laboratory Packaging and Shipping of Specimen Drill
- d. Functional Exercise
 - 1. CRI Functional Exercise focusing on hospitals, community-based health centers, and university-based health centers

C.3.1 Design, Conduct, and Evaluate Facilitated Training Exercises

C.3.1.1 The Contractor shall design, conduct, and evaluate each of the facilitated emergency preparedness exercises (C.3 above) to test public health preparedness capabilities in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) (Applicable Document 4) and the concepts and exercise objectives specified in the planning meetings (C.3.1.2.1)

C.3.1.2 Exercise Related Documents

The Contractor shall develop the following exercise related documents in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP) (Applicable Document 4). The Contractor shall submit each exercise related document for the review and approval of the COTR.

C.3.1.2.1 Evaluation Plan (EVALPLAN)

C.3.1.2.1.1 The Contractor shall submit a draft EVALPLAN in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 60 days before each exercise

C.3.1.2.1.2 The Contractor shall submit a final EVALPLAN in electronic MS-Word format and hand deliver five printed hard copies to the COTR, within 30 days before each exercise.

C.3.1.2.2 Exercise Plan (EXPLAN)

C.3.1.2.2.1 The Contractor shall develop a draft template for the Exercise Plan (EXPLAN) and pre-fill specified sections with standard information (as determined by DOH subject matter

experts). The contractor shall submit the EXPLAN template in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 60 days before each exercise.

C.3.1.2.2.2 The contractor shall edit and submit the final draft EXPLAN template in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 30 days before each exercise.

C.3.1.2.3 Master Scenario Events List (MSEL)

C.3.1.2.3.1 The Contractor shall draft the Master Scenario Events List (MSEL) in collaboration with DOH subject matter experts. The contractor shall submit the draft MSEL in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 60 days before each exercise.

C.3.1.2.3.2 The Contractor shall finalize the Master Scenario Events List (MSEL) in collaboration with DOH subject matter experts. The contractor shall submit the final draft MSEL in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 30 days before each exercise.

C.3.1.2.4 Controller and Evaluator (C/E) Handbook

C.3.1.2.4.1 The Contractor shall submit the draft C/E handbook in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 60 days before each exercise.

C.3.1.2.4.2 The Contractor shall submit a draft C/E handbook in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 30 days before each exercise

C.3.1.2.5 Evaluation Form

C.3.6.4.1 The Contractor shall develop and submit the draft evaluation forms in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 60 days before each exercise.

C.3.6.4.2 The Contractor shall submit the final draft evaluation forms in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 30 days before each exercise.

C.3.1.2.6 After Action Report

C.3.1.2.6.1 The Contractor shall develop and submit a draft After Action Report in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 30 days after each exercise.

C.3.1.2.6.2 The Contractor shall develop and submit the final After Action Report in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 15 days after draft Action Report.

C.3.1.2.7 Improvement Plan

C.3.1.2.7.1 The Contractor shall develop an Improvement Plan based on the finalized After Action Report. The contractor shall submit the draft Improvement Plan in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 20 days after submission of final Action Report.

C.3.1.2.7.2 The Contractor shall submit the final Improvement Plan in electronic MS-Word format and hand deliver five printed hard copies to the COTR, 10 days after submission of final Action Report.

C.3.1.2.8 Work Plan

C.3.1.2.8.1 The Contractor shall develop a draft work plan for each of the facilitated emergency preparedness exercises identified in C.3 above. The work plan shall at a minimum include the tasks required to successfully complete the requirements described in C.3 providing the timelines for completion and the responsible party. The Contractor's draft work plan shall be delivered electronically by way of Email and CD-ROM in Microsoft Project 2003 format, and deliver five (5) printed hard copies to the COTR 10 days after contract award.

C.3.1.2.8.2 The Contractor shall develop a final work plan for each of the facilitated emergency preparedness exercises identified in C.3 above. The work plan shall at a minimum include the tasks required to successfully complete the requirements described in C.3 providing the timelines for completion and the responsible party. The Contractor's draft work plan shall be delivered electronically by way of Email and CD-ROM in Microsoft Project 2003 format, and deliver five (5) printed hard copies to the COTR 20 days after contract award.

C.3.1.2.9 Exercise Participant Feedback form

C.3.1.2.9.1 The Contractor shall develop and submit the draft exercise participant feedback forms in electronic MS-Word 2003 format and hand deliver five printed hard copies to the COTR, 30 days before each exercise.

C.3.1.2.9.2 The contractor shall submit the final exercise participant feedback forms in electronic MS-Word 2003 format and hand deliver five printed hard copies to the COTR, 15 days before each exercise.

C.3.1.3 Exercise Related Planning Meetings

The Contractor shall schedule the following exercise-related planning meetings as specified by HSEEP (Applicable Document #4) according to the date and time for each exercise, as specified by the COTR. The list of meeting participants shall be specified by the Contracting Officer's Technical Representative (COTR).

- a. Concepts and Objectives
- b. Initial Planning Conference
- c. Mid-term Planning Conference
- d. Final Planning Conference
- e. Master Scenario Events List Conference, and
- f. After Action Planning Conference.

C.3.1.3.1 The Contractor shall record, produce, and distribute minutes via email for all exercise-related meetings, including the Hotwash and After-Action Conference, within seven (7) business days of each meeting.

C.3.1.3.2 The Contractor shall prepare, send, and track invitations and confirmations for each of the exercise related meetings attend each of the exercise related planning meetings including verification other District agencies participation.

C.3.1.4 Exercise Support

C.3.1.4.1 The Contractor shall identify and secure venues to conduct each of the exercise venue, supply audiovisual requirements, and provide hospitality for presenters and participants. Suitable exercise venues shall be determined by the targeted number of participants, as specified by DOH/HEPRA, and must be approved by COTR.

C.3.1.4.2 The Contractors shall provide on-going administrative/management support to include advice, technical assistance, briefing/presentation graphics, and organization of logistical issues related to the exercises.

C.3.1.5 Reporting Requirements

C.3.1.5.1 The Contractor shall develop and provide each of the exercise related documents described in C.3.1.2, meeting minute notes as described in C.3.1.3, and related exercise support documents as described in C.3.1.4

C.3.1.5.2 The Contractor shall provide a monthly written progress reports at each monthly meetings with DOH and submit to the COTR. The Contractor shall submit the monthly progress reports in electronic MS-Word 2003 format and hand deliver five printed hard copies to the COTR, monthly through the duration of the task order.

**SECTION D
PACKAGING AND MARKING**

See GSA Contract

SECTION E
INSPECTION AND ACCEPTANCE

**SECTION F
DELIVERIES OR PERFORMANCE**

F.1 TERM OF TASK ORDER

The term of the task order shall be for a base period from the date of award through August 1, 2008 and one (1) one-year option period.

F.2 OPTION TO EXTEND THE TERM OF THE TASK ORDER

F.2.1 The District may extend the term of this contract for a period of one (1) one-year option periods, 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.

F.2.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

F.3 DELIVERABLES

The Contractor shall perform its tasks and requirements in order to produce the required deliverables for each exercise and submit to the COTR identified in G.9.1 in accordance with the table below. The Contractor shall prominently and visibly display the official District of Columbia Stars and Bars logo bearing name of the Mayor, the official DOH logo (Attachment J.7) and the local public health logo on each final deliverable.

No.	Deliverable	Format and Method of Delivery	Due Date
1	Draft Evaluation Plan (EVALPLAN) template as described in C.3.1.2.1.1	1 electronic in MS Word 2003; 5 hard copies	60 days before each exercise
2	Final Evaluation Plan as described in C.3.1.2.1.2	1 electronic in MS Word	30 days before each exercise

		2003; 5 hard copies	
3	Draft Exercise Plan (EXPLAN) template as described in C.3.1.2.2.1	1 electronic in MS Word 2003; 5 hard copies	60 days before each exercise
4	Final Exercise Plan (EXPLAN) as described in C.3.1.2.2.2	1 electronic in MS Word 2003; 5 hard copies	30 days before each exercise
5	Draft Master Scenario Events List (MSEL) as described in C.3.1.2.3.1	1 electronic in MS Word 2003; 5 hard copies	60 days before each exercise
6	Final Master Scenario Events List (MSEL) as described in C.3.1.2.3.2	1 electronic in MS Word 2003; 5 hard copies	30 days before each exercise
7	Draft Controller and Evaluator Handbook as described in C.3.1.2.4.1	1 electronic in MS Word 2003; 5 hard copies	60 days before each exercise
8	Final Controller and Evaluator Handbook as described in C.3.1.2.4.2	1 electronic in MS Word 2003; 5 hard copies	30 days before each exercise
9	Draft evaluator forms as described in C.3.1.2.5.1	1 electronic in MS Word 2003; 5 hard copies	60days before each exercise
10	Final evaluator forms as described in C.3.1.2.5.2	1 electronic in MS Word 2003; 5 hard copies	30 days before each exercise
11	Draft After Action Report as described in C.3.1.2.6.1	1 electronic in MS Word 2003; 5 hard copies	30 days after each exercise
12	Final After Action Report as described in C.3.1.2.6.2	1 electronic in MS Word 2003; 5 hard copies	15 days after submission of draft After Action Report
13	Draft Improvement Plan as described in C.3.1.2.7.1	1 electronic in MS Word 2003; 5 hard	20 days after submission of final draft After

		copies	Action Report
14	Final Improvement Plan as described in C.3.1.2.7.2	1 electronic in MS Word 2003; 5 hard copies	10 days after submission of final draft After Action Report
15	Draft Work Plan as described in C.3.1.2.8.1	1 electronic via email and 1 CD-ROM in MS Project 2003; 5 hard copies	10 days after contract award
16	Final Work Plan as described in C.3.1.2.8.2	1 electronic via email and 1 CD-ROM in MS Project 2003; 5 hard copies	10 days after submission of draft Work Plan
17	Draft Exercise Participants feedback forms as described in C.3.1.2.9.1	1 electronic in MS Word 2003; 5 hard copies	30 days before each exercise
18	Final Exercise Participants feedback forms as described in C.3.1.2.9.2	1 electronic in MS Word 2003; 5 hard copies	15 days before each exercise
19	Exercise related Planning Meeting Minutes as described in C.3.1.3	1 electronic in MS Word 2003; 5 hard copies	Within 5 days of the meeting
20	Exercise Venues Listing as described in C.3.1.4.1	1 electronic in MS Word 2003; 5 hard copies	20 days from contract award
21	Monthly progress reports as described in C.3.1.5.2	1 electronic in MS Project 2003; 5 hard copies	Monthly through duration of contract

**SECTION G
CONTRACT ADMINISTRATION DATA**

G.1 INVOICE PAYMENT

G.1.1 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.

G.1.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

G.2.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4. 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 Section G.9 below. The address of the CFO is:

Name: Tammie Robinson
Office of Chief Financial Officer
Address: Department of Health
825 North Capitol Street, NE – 5th Floor
Washington D.C. 20002
Telephone: 202-442-9231

G.2.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.2.1 Contractor's name, federal tax ID and invoice date (Contractors shall date invoices as of the date of mailing or transmittal);

G.2.2.2 Contract number and invoice number;

G.2.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

G.2.2.4 Other supporting documentation or information, as required by the Contracting Officer;

G.2.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

G.2.2.6 Name, title, phone number of person preparing the invoice;

G.2.2.7 Name, title, phone number and mailing address of person (if different from the

person identified in G.2.2.6 above) to be notified in the event of a defective invoice; and

G.2.2.8 Authorized signature.

G.3 **RESERVED**

G.4 **PAYMENT**

G.4.1 Unless otherwise specified in this contract, payment will be made on partial deliveries of goods and services accepted by the District if:

(a) The amount due on the deliveries warrants it; or

(b) Payments based upon Section B (Price Schedules) and Section F (Deliverables).

G.5 **ASSIGNMENT OF TASK ORDER PAYMENTS**

G.5.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this task order to a bank, trust company, or other financing institution.

G.5.2 Any assignment shall cover all unpaid amounts payable under this task order, and shall not be made to more than one party.

G.5.3 Notwithstanding an assignment of task order payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____,
make payment of this invoice to _____
(name and address of assignee).

G.6 **THE QUICK PAYMENT CLAUSE**

G.6.1 **Interest Penalties to Contractors**

G.6.1.1 The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code §2-221.01 et seq., for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before:

- a. the 3rd day after the required payment date for meat or a meat product;
- b. the 5th day after the required payment date for an agricultural commodity; or
- c. the 15th day after the required payment date for any other item.

G.6.1.2 Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 **Payments to Subcontractors**

G.6.2.1 The Contractor must take one of the following actions within 7 days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under a contract:

- a. Pay the subcontractor for the proportionate share of the total payment received from the District that is attributable to the subcontractor for work performed under the contract; or
- b. Notify the District and the subcontractor, in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any lower-tier subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of 1% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before:

- a. the 3rd day after the required payment date for meat or a meat product;
- b. the 5th day after the required payment date for an agricultural commodity; or
- c. the 15th day after the required payment date for any other item.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District of Columbia is a party. The District of Columbia may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.7 **RESERVED**

G.8 **CONTRACTING OFFICER (CO)**

Contracts and Task Orders 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:

James H. Marshall
Office of Contracting and Procurement
441 4th Street, NW Suite 700 South
Washington, DC 20001
(202) 727-724-4197
jim.marshall@dc.gov

G.9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.9.1** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this task order.
- G.9.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this task order, unless issued in writing and signed by the Contracting Officer.
- G.9.3** 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 task order price to cover any cost increase incurred as a result thereof.

G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

- G.9.1** The COTR is responsible for general administration of the task order and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the task order. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the task order, of ensuring that the work conforms to the requirements of this task order and such other responsibilities and authorities as may be specified in the task order. The COTR for this task order is:

Artensie Flowers
Department of Health
Health Emergency Preparedness and Response Administration
64 New York Avenue N.E., Suite 5000
Washington, DC 20002
202-671-0706 (office)
Artensie.flowers@dc.gov

- G.9.2** The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the task order.
- G.9.3** 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.

**SECTION H
SPECIAL CONTRACT REQUIREMENTS**

See GSA Contract

**SECTION I
CONTRACT CLAUSES**

See GSA Contract

SECTION J
LIST OF ATTACHMENTS

- J.1** Contractor's GSA Contract
- J.2** Wage Determination No. 2005-2103, Revision No. 4, dated July 5, 2007
- J.3** Contractor's Technical Proposal dated
- J.4** Tax Certification Affidavit
- J.5** Cost/Price Data Requirement Package
- J.6** Past Performance Evaluation Forms
- J.7** District and Department of Health Logos

SECTION K
REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Not Applicable to this Task Order

**SECTION L
INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS**

L.1 REQUEST FOR PROPOSAL AWARD

L.1.1 Most Advantageous to the District

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

L.1.2 Initial Offers

The District may award a contract on the basis 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.

L.2 PROPOSAL FORM, ORGANIZATION AND CONTENT

One original and six (6) copies of the written proposals shall be submitted in two parts, titled "Technical Proposal" and "Price Proposal". Proposals shall be typewritten in 12 point font size on 8.5" by 11" bond paper. Telephonic and telegraphic proposals will not be accepted. Each proposal shall be submitted in a sealed envelope conspicuously marked:

**"Proposal in Response to Solicitation No. DCHC-2008-T-6722
Series of Training Exercises to Test Emergency Response Plan"**

The Offeror's proposal(s) shall be organized and presented in the two separate volumes, Volume I, Technical Proposal, and Volume II, Price Proposal.

Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, **EVALUATION FACTORS FOR AWARD**. The Offeror shall respond to each factor in a way that will allow the District to evaluate the Offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program services and service delivery. The information requested below for the technical proposal shall facilitate evaluation and best value source selection for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise representation of the requirements in Section C.

L.2.1 Volume I - Technical Proposal Instructions

L.2.1.1 Technical Approach and Expertise

L.2.1.1.1

Narratives

- a. Describe the Offeror’s overall understanding of the requirements as described in C.3
- b. Describe the Offeror’s understanding of the Applicable Documents (C.1.1.1) and their integration into the development of each training course; and
- c. Describe the Offeror’s approach and methodology to successfully complete the requirements in C.3

L.2.1.1.2

Attachments

- a. Resumes for staff members to perform work under this task order
- b. Conceptual work plan as described in C.3.1.2

L.2.1.2

Past Performance

L.2.1.2.1

Narratives

- a. The Offeror shall provide a narrative to demonstrate experience in planning, conducting, and evaluating public health emergency preparedness exercises in accordance with Federal and State requirements for bioterrorism and emergency preparedness and describe past performances providing services similar in size and scope as the services described in C.3.

L.2.1.2.2

Attachments

- 1. List all companies, states and federal agencies that your company has performed these services
- 2. Provide 3 completed Performance Evaluation Forms (Attachment J.6) from 3 entities named in 1 above.

L.2.2

VOLUME II – PRICE PROPOSAL INSTRUCTIONS

The Offeror shall complete and include a Price Proposal as Volume II.

L.2.2.1

A completed Section B.3, Price Schedule of the Request for Task Order Proposal.

L.2.2.3

A completed Cost/Price Data Certification (Attachment J.5)

L.3

PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, AND LATE WITHDRAWALS

L.3.1

Proposal Submission

Proposals must be submitted no later than the date specified in the Request for Proposal. Proposals, modifications to proposals, or requests for withdrawals that are received in the designated District office after the exact local time specified above, are "late" and shall be considered only if they are received before the award is made and one (1) or more of the following circumstances apply:

- a. The proposal or modification was sent by registered or certified mail not later than the fifth (5th) calendar day before the date specified for receipt of offers;
- b. The proposal or modification was sent by mail and it is determined by the Contracting Officer that the late receipt at the location specified in the solicitation was caused solely by mishandling by the District.
- c. The bid is the only bid received.

L.4 HAND DELIVERY OR MAILING OF PROPOSALS

DELIVER OR MAIL TO

Office of Contracting and Procurement
Bid Room
441 4th Street, NW
Suite 703 South
Washington, D. C. 20001
Attention: Rebecca Young

L.5 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective Offeror has any questions relative to this solicitation, the prospective offeror shall submit the question in writing to the Contact Person, identified on page one, in writing. The prospective Offeror shall submit questions no later than May 5, 2008. The District will not consider any questions received later than May 5, 2008. The District will furnish responses promptly to all prospective Offerors. An amendment to the solicitation will be issued if that information is necessary in submitting offers, or if the lack of it would be prejudicial to any other prospective Offerors. Oral explanations or instructions given before the award of the Request for Proposal will not be binding.

L.6 PROPOSALS WITH OPTION YEARS

The offeror shall include option year prices in its price proposal. An offer may be determined to be unacceptable if it fails to include option year pricing.

L.7 SIGNING OF OFFERS

The Contractor shall sign the offer and print or type its name on the offer. Erasures or other changes must be initialed by the person signing the offer. Offers signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

L.8 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation by (a) signing and returning the amendment; (b) by identifying the amendment number and date in the space provided for this purpose in Section K of the solicitation; or (c) by letter or telegram including mailgrams. The District must receive the acknowledgment by the date and time specified for receipt of offers. Offerors' failure to acknowledge an amendment may result in rejection of the offer.

L.9 STANDARDS OF RESPONSIBILITY

The prospective Contractor must demonstrate to the satisfaction of the District the capability in all respects to perform fully the Request for Proposal requirements, therefore, the prospective Contractor must submit the documentation listed below, within five (5) days of the request by the District.

- L.9.1** Furnish evidence of adequate financial resources, credit or the ability to obtain such resources as required during the performance of the Request for Proposal.
- L.9.2** Furnish evidence of the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments.
- L.9.3** Furnish evidence of the necessary organization, experience, accounting and operational control, technical skills or the ability to obtain them.
- L.9.4** Furnish evidence of compliance with the applicable District licensing, tax laws and regulations.
- L.9.5** Furnish evidence of a satisfactory performance record, record of integrity and business ethics.
- L.9.6** Furnish evidence of the necessary production, construction and technical equipment and facilities or the ability to obtain them.
- L.9.7** If the prospective Contractor fails to supply the information requested, the Contracting Officer shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the Contracting Officer shall determine the prospective Contractor to be non-responsible.

TAX CERTIFICATION

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.4.

**SECTION M
EVALUATION FACTORS FOR AWARD**

M.1 EVALUATION FOR AWARD

A contract will be awarded to the responsible offeror(s) whose offer is most advantageous to the District, based upon the evaluation criteria specified below. 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.

M.2 TECHNICAL RATING

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 6 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 4.8 (4/5 of 6). The sub factor scores will be added together to determine the score for the factor level.

M. 3 EVALUATION CRITERIA

The objective of the source selection process is to identify and select the Offeror that has successfully demonstrated the ability to successfully meet the District's needs in the manner most advantageous to the District, all factors considered.

M.3.1 The technical evaluation criteria set forth below have been developed by agency technical personnel and have been tailored to the requirements of this particular solicitation. The Contractor is informed that these criteria will serve as the standard against which all proposals will be evaluated and serve to establish the evaluation criteria including the evaluation factors and significant sub factors which the Contractor should specifically

address in complying with the requirements of the solicitation as described in Section C and instructions and notices to Offerors described in Section L.

M.3.2 The relative probabilities of the Offeror to accomplish the requirements of the solicitation will be evaluated based on the specific information requested in L.22 in accordance with the evaluation factors described below. The Contractor should respond to each factor and significant sub factor in a way that will allow the District to evaluate the Contractor’s response. The scoring for each evaluation factor will be based on the District’s determination of the degree to which the Offeror satisfies the requirements within the evaluation factor and significant sub factors. Deficiencies and weaknesses identified in the proposal as well as the District’s risk will also be considered. The evaluation factors and significant sub factors, point value and relative importance follows.

M.3.3 The price evaluation will be objective. The offeror with the lowest cost/price 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 cost/price score:

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

M.4 EVALUATION FACTORS

TECHNICAL EVALUATION FACTORS		
0 – 100 POINTS		
EVALUATION FACTOR/ SIGNIFICANT SUBFACTOR	POINT VALUE	RELATIVE IMPORTANCE
Technical Approach and Expertise	0 - 40	Technical Approach and Expertise is equally as important as Price and more important than Past Performance/Previous Experience and Price
Past Performance and Previous Experience	0 - 40	Past Performance/Previous Experience is less important than Technical Approach and Price
PRICE POINTS		
0 – 20 Points		
Price	20	Price is equally as important as Technical Approach and Expertise and more important than Past Performance/Previous Experience