GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF THE CHIEF FINANCIAL OFFICER
OFFICE OF TAX AND REVENUE

TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer:

Name: _____ Title:_____

Soc. Sec. No.:_____

Federal Identification No.: _____

Contract No.: _____

Unemployment Insurance Account No.:_____

I hereby certify that:

1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

		Current	Not Current	Not Applicable
District:	Sales and Use	( )	( )	( )
	Employer Withholding	( )	( )	( )
	Ball Park Fee	( )	( )	( )
	Corporation Franchise	( )	( )	( )
	Unincorporated Franchise	( )	( )	( )
	Personal Property	( )	( )	( )
	Real Property	( )	( )	( )
	Individual Income	( )	( )	( )

The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities. The penalty for making false statements is a fine not to exceed $5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code § 47-4106.

This affidavit must be notarized and becomes void if not submitted within 90 days of the date notarized.

_____ _____
Signature of Authorizing Agent Title

_____
Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____Month and Year

Notary Public: _____

My Commission Expires:_____

Office of Contracting & Procurement
Government of the District of Columbia

COST / PRICE DISCLOSURE CERTIFICATION

RFP Number: _____Closing Date: _____

Caption: _____Total Proposed Amount: _____

The undersigned _____
_____
(please print name and title of offeror's authorized signatory) hereby certifies that, to the best of my knowledge, the cost and pricing data (i.e. at the time of price agreement this certification represents that all material facts of which prudent buyers and sellers would reasonably expect to affect price negotiations in any significant manner) submitted was accurate, complete, and current as of _____ (date of RFP closing or conclusion of negotiations as appropriate) . The undersigned further agrees that it is under a continuing duty to update cost or pricing data through the date that negotiations, if any, with the District are completed. The undersigned further agrees that the price, including profit or fee, will be adjusted to exclude any significant price increases occurring because the cost or pricing data was inaccurate, incomplete or not current. (See D.C. Procurement Regulations, 27 DCMR, Chapter 6, Section 699, Chapter 16, Section 1624; and Section 32 of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, December 1984, as amended).

Signed: _____ Date:_____

Title: _____

Company: _____

Address: _____

_____

DUNS #:_____

Phone: _____

Fax: _____

COST/PRICE DATA REQUIREMENTS

1. GENERAL INFORMATION:

1.1 Offerors submitting cost/price proposals, in response to a District Request For Proposal (RFP), sole source procurement, change order, or contract modification exceeding $500,000 in total value, must include a complete cost and pricing data breakdown (i.e., data that is verifiable and factual) for all costs identified in the proposal, and relevant to the performance of the contract. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to the Offeror has been submitted, either actually, or by specific identification, to the District. If not available at the time of submission, as later information comes into the Offeror's possession, it should be promptly submitted to the District in a manner that clearly demonstrates its relationship to, and effect on, the Offeror's cost/price proposal. This requirement continues up to the date of final agreement on price and/or other issues, as agreed upon between the parties.

1.2 There is a clear distinction between submitting cost or pricing data and merely making available books, records and other documents without identification or context. By submitting a cost/price proposal, the Offferor, if selected for negotiation, grants the Contracting Officer, or an authorized representative, the right to examine, at any time before award, those books, records, documents, and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as a basis for pricing, that will permit an adequate evaluation of the proposed cost/price.

1.3 The cost/price proposal will represent the offeror's understanding of the RFP's requirements and the offeror's ability to organize and perform those requirements effectively and efficiently. The evaluation of the Offeror's cost/price proposal will be based on an analysis of the realism and completeness of the cost data, the conformity of the cost to the offeror's technical data and the proposed allocation of labor-hours and skill sets. Pertinent cost information, including but not limited to Defense Contract Auditing Agency (DCAA) and/or the Department of Labor (DOL) recommended rates for direct labor, overhead, general and administrative expense (G&A), etc., as necessary and appropriate, must be used to arrive at the most probable cost to be incurred by the Offeror. If the District considers the proposed costs to be unrealistic, the Offeror should adjust its proposed costs accordingly. Any inconsistency, whether real or apparent, between promised performance and cost or price should be explained in the cost/price proposal. The burden of proof for cost credibility rests with the Offeror.

1.4 The Offeror must submit its cost/price proposal in hard copy as well as on a diskette, which is in a format (i.e. MS Office, Lotus 1-2-3, etc.) specified and/or provided by the Agency Contracting Officer in the solicitation package. All cost/price proposals should provide a cost summary by all cost elements, cross-referenced to supporting documentation. See Table No. (1.4).

1.5 The following information shall be included in this section, for the prime contractor and each proposed subcontractor:

(a) A properly completed “Cost/Price Disclosure Certification.’

(a) Identification of any estimates, along with the rationale and methodology used to develop them, including judgmental factors used in projecting future costs, based on known data, and the timing, nature and extent of any material contingencies.

(c) Disclosure of any other activities or likely events which could materially impact specific costs (i.e., existing large material and supply inventories, management/ownership changes, new technologies, collective bargaining agreements, etc.)

(d) Disclosure of any and all awarded and pending contracts with the District of Columbia, including contract number(s), amount, type (fixed price, cost reimbursement, etc.), agency, and a brief description of services.

(e) Source of approval and the latest date of approval of the offeror’s Accounting system.

Table (1.4)

Example Cost Summary Format

Cost Item	Task 1			Task 2			Task 3			Task 4, etc.			Base Year Total
Direct Labor Categories • Employee A • Employee B • Employee C Total Labor Hours	R	H	D	R	H	D	R	H	D	R	H	D	
Total Labor Dollars													
Fringe Benefit													
Labor Overhead *													
Total Direct Labor													
Other Direct Costs • Equip. & Supplies • Materials • Travel • Other													
Subcontractors • Sub A • Sub B													
ODC Overhead *													
Total ODC & Subcontractors													
G&A													
Fee/Profit													
Total Price													

H = Hours R = Rate D = Dollars (Rate X Hours = Dollars)

Note:Provide cost information similar to the above format for each option/out-year

** Note: Small, field-based trade providers typically have a labor or combined overhead cost components. Larger, more diversified providers may have separate labor, and/or ODC or combined overhead component.*

2. SUPPORTING COST DATA:

2.1 The Offeror shall provide, for each cost element, a narrative description, in sufficient detail, to demonstrate price reasonableness, credibility and reliability. The Offeror shall provide its assumptions and methodologies used to estimate each cost element (significant item and quantity estimates, labor hour expenditure patterns and mix, etc.). The following information shall be included in this section:

2.1.1. The Offeror's total estimated costs plus its fee (if applicable) for providing all of the requirements of the RFP, as proposed in their technical proposal. Offerors should support their best estimates of all costs (direct, indirect, profit, etc.) to be incurred in the performance of the contract.

2.1.2. When proposing multiyear/option year pricing, the estimated proposed costs shall include a breakdown of all cost elements for the base year as well as each option/out-year. Labor, other direct costs, indirect costs and profit shall each be clearly identifiable. If different from the Defense Contract Auditing Agency (DCAA) or Department Of Labor (DOL) recommended rates, the Offeror shall provide a thorough explanation for the variation(s) of rates.

2.1.3. The Cost Summary Format (Table1.4) provides a format for the Offeror to submit to the District a pricing proposal of estimated cost by line item, along with supporting documentation that is adequately cross-referenced and suitable for cost realism analysis. A cost-element breakdown shall be attached for each proposed line item and must reflect any other specific requirements established by the Contracting Officer. When more than one contract line item is proposed, a summary of the total amount covering all line items must be furnished for each cost element.

2.1.4. If the Offeror has an agreement with a federal, state, or municipal government agency on the use of a Forward Pricing Rates Agreement (FPRA) or other rate agreement for labor, fringe benefits, overhead and/or general and administrative expense, the Offeror must identify the agreement, provide a copy and describe its nature, terms and duration.

3. SPECIFIC COST ELEMENTS:

A well-supported cost/price proposal reduces the effort needed for review and facilitates informed negotiations. The following are the minimum criteria that constitute an acceptable cost/price proposal:

3.1 **Direct labor:** A task-phased annual breakdown of labor rates and labor hours by category or skill level, including the basis for the rates and hours estimated (i.e., payroll registers, wage determinations, collective bargaining agreements, historical experience, engineering estimates, etc.).

3.1.1 The Offeror shall use the following Table No. (3.1.1) to exhibit its total labor hours by prime contractor and subcontractor(s). A separate table should be completed for each year (base and out-years).

Table (3.1.1)

Annual Labor Summary

Item	Task 1	Task 2	Task 3	Task 4	Base Year Total
Labor Category, Prime • Employee A • Employee B • Employee C Labor Category, Sub. • Employee D • Employee E • Employee F Labor Category, Consultant • Employee G • Employee H					
Total Labor Hours by Task					

Note: Do not include wage rates in this table

3.1.2 A standard of 40 hours/week, 1,920 hours/year is recommended. If another standard is used, it should be precisely defined. Any deviation from the above labor-hour projection without substantiation may form the basis to reject the response to the RFP. The proposed labor-hours shall include prime contractor, subcontractor and consultant hours.

3.1.3 The Offeror shall also submit Table No. (3.1.4.b), depicting the labor mix percentages as proposed for the base year as well as the out-years and should match the personnel experience requirements specified in the RFP, Section **(to be referenced by the Contract Specialist),** under Personnel Experience. All of the RFP Key positions must be included within the Senior Staff categories. To provide a better understanding of this format, Table No. (3.1.4.a) is provided as an example.

3.1.4 The Offeror shall describe how the hourly direct labor rate was derived and indicate whether these rates are subject to any collective bargaining agreement(s), the Service Contract Act (SCA), Davis-Bacon, or any other special agreement which controls the labor rate indicated. When proposing price escalation for option/out-years, the Offerors must follow instructions provided under Economic Price Adjustments, Section H, of this RFP.

Table (3.1.4.a)

Summary of Proposed Annual labor Mix Category (with examples)

NAME (Note1)	LABOR MIX (Note 2)	OFFEROR'S LABOR CATEGORY (Note 3)	PERCENT OF TIME ON CONTRACT (Note 4)	PLANNED SOW ASSIGNMENT (Note 5)	STATUS (Note 6)
Able, Jackson	Sr. Staff Level 1	Program Director	PT/10%	N/A	PCE/E
Black, William E.	Sr. Staff Level 1	Psychiatrist	PT/20%	C.3	PCE/E
White, Pamela A.	Sr. Staff Level 2	Clinic Manager	PT/50%	C.4.1	PCE/P
Green, Robert T	Sr. Staff Level 3	Counseling Supvs.	PT/50%	C.4.2	PCE/P
Ross, Allen	Jr. Staff Level 1	Counselor	FT/100%	C.4.3	PCE/E

Note 1: Last name, first name, middle initial, grouped by task as specified in SOW. Attach resume for each name on list. The names on this list and the resumes are to be in the same order.

Note 2: Staff levels in each Labor Mix should be classified by the level of expertise and years of experience.

Note 3: Offerors internal labor category.

Note 4: State whether the individual is employed full time (FT) or part time (PT) and the planned percentage of the named person's production time that is to be applied as a direct charge to the contract.

Note 5: Identify by SOW paragraph(s) and task number, the major tasks to which the individual is expected to be assigned.

Note 6: Enter PCE if individual is to be a prime contractor employee; enter SCE if the individual is to be a subcontractor employee; enter CON if individual is to be a consultant. Enter E if employee as of the date of this proposal; enter P if the individual is a pending employee as of date of the proposal. Signed Commitment Agreements are required for all individuals with P status. A copy of each agreement is to be inserted behind the resume section in the technical proposal.

Table (3.1.4.b)

Summary of Proposed Annual labor Mix Category

NAME (Note1)	LABOR MIX (Note 2)	OFFEROR'S LABOR CATEGORY (Note 3)	PERCENT OF TIME ON CONTRACT (Note 4)	PLANNED SOW ASSIGNMENT (Note 5)	STATUS (Note 6)
Labor Category, Prime • Employee A • Employee B • Employee C • Employee D Labor Category, Sub. • Employee E • Employee F • Employee G Labor Category, Consultant • Employee H Employee I					

Last name, first name, middle initial, grouped by task as specified in SOW. Attach resume for each name on list. The names on this list and the resumes are to be in the same order.

Note 2: Staff levels in each Labor Mix should be classified by the level of expertise and years of experience.

Note 3: Offerors internal labor category.

Note 4: State whether the individual is employed full time (FT) or part time (PT) and the planned percentage of the named person's production time that is to be applied as a direct charge to the contract.

Note 5: Identify by SOW paragraph(s) and task number, the major tasks to which the individual is expected to be assigned.

Note 6: Enter PCE if individual is to be a prime contractor employee; enter SCE if the individual is to be a subcontractor employee; enter CON if individual is to be a consultant. Enter E if employee as of the date of this proposal; enter P if the individual is a pending employee as of date of the proposal. Signed Commitment Agreements are required for all individuals with P status. A copy of each agreement is to be inserted behind the resume section in the technical proposal.

3.2 **Indirect Costs:** The Offeror shall indicate it's proposed Fringe, Overhead and General & Administrative rates for each applicable fiscal or calendar year (as appropriate). The Offeror shall indicate if these rates are subject to a Forward Pricing Rate Agreement. If the proposed Indirect Rates differ from the Forward Pricing Rate Agreement, the Offeror shall provide an explanation. The Offeror shall provide its actual indirect rates for overhead, G&A and fringe benefits for at least the past three (3) years and shall explain the basis for any significant rate difference between the prior three year period and the rates proposed now.

3.3 **Other Direct Costs:** Other Direct Costs consists of materials, travel, reproduction, postage, telephone, supplies for the prime and all subcontracted effort. This includes all other direct costs associated with performance of the contract. Travel costs shall be in accordance with GSA Joint Travel Regulations for airfare, hotel, and per diem allowances. All other direct costs should be specifically identified and explained. If an allocated portion of a Direct cost is also included in an Offeror's indirect rate (such as General and Administrative), the Offeror should state so and list the types of expenses included in the indirect rate.

3.3.1 The Offeror should identify types, quantities, and costs of all materials and supplies proposed including a non-loaded priced listing of individual materials or supplies ordered, or a consolidated and priced bill of materials for the entire proposal. A thoroughly documented bill of materials includes part numbers, description, unit costs, quantity required, extended cost (including delivery charges) and basis for the proposed cost (price quotation, prior buy, signed purchase orders, etc.) plus any other non-recurring costs. Deliverable materials are items delivered as a part of the work product. Examples of this are copies and binders delivered to the Government as a report or software ordered for and installed on a computer in a District Government office.

3.3.2 The Offeror shall use the following Table (3.3.2) to exhibit its total other direct costs (ODC) by prime and subcontractor(s). A separate table should be completed for each year (base and out-years).

Table (3.3.2)

Other Direct Costs (ODC) Summary

Item	Task 1	Task 2	Task 3	Task 4	Base Year Total
Supplies and Materials Office Equipment Travel • Airfare • Hotel • Meals & Incidentals • Ground Transportation Telecommunications Occupancy • Rent • Utilities • Building Maintenance Transportation Client Care Cost • Food • Medical • Clothing • Personal Hygiene Other					
Total ODC by Task					

Note: *State each individual cost element being proposed. Describe in the narrative section of the cost proposal, how each cost element is derived and why it is being proposed. (Not all cost elements in the table above will apply to each solicitation. The above table should be tailored to the requirements of the RFP.)*

3.4 **Subcontracting Costs:** Each subcontract must be addressed separately. For any subcontract exceeding $25,000 the cost/price proposal must show the names, quantities, prices, deliverables, basis for selection, and degree of competition used in the selection process. The subcontractor's cost or pricing data should be included along with the prime Offeror's proposal. If available, the Offeror should also include the results of its review and evaluation of the subcontract proposals. The Offeror shall provide copies of any cost or price analyses of the subcontractor costs proposed.

3.5 **Start-up Costs:** As appropriate, the Offeror shall identify all start up costs associated with this effort.

3.6 **Other Historical Data:** All offerors with current or past experience (within three to five years) for similar requirements, as described herein, must submit, as a part of their cost data, the following:

(a) Contract Number.

(b) Government agency (federal, state, District, municipal) the contract was awarded by.

(c) Name and phone number of the Contracting Officer.

(d) Name and phone number of the Contract Administrator.

(e) Name and phone number of the Contracting Officer's Representative (if applicable) and the Contract Administrator.

(f) Period of Performance of the Contract.

(g) Total amount of contract(s)

In addition to the above data, the following table (No. 3.6) will be completed and submitted with the cost data:

Table (3.6)

Format for Historical Data

	Proposed Contract			**Delivered Contract ***		
	Number Of Hours**	Contract Value	Average Hr Rate	Number Of Hours**	Contract Value	Average Hr Rate
Direct Labor						
Loaded Labor***						

* Should include any increased scope officially added to contract.
** If provided different number of hours, the difference should be explained.
*** Loaded labor should include all loading and profit. If significant material (i.e., greater than 5%) is included in the contract, data shall be presented both with and without material cost.

In addition, any other data the offeror believes is necessary should be provided in this section.

Note: For data submitted in the above table for "delivered Contract", the Offeror shall indicate the date as of which, the submitted data is current.

Office of Contracting & Procurement

Government of the District of Columbia

SUMMARY EVALUATION OF CONTRACTOR/PROVIDER PAST PERFORMANCE

(Please Read The Attached instructions Prior To Completing This Form.)

CONTRACTOR/PROVIDER INFORMATION	MONITORING INFORMATION	1. CONTRACT NUMBER:
2. Name of Contractor: Name: Address: City: State: Zip Code: Telephone: Facsimile: E-mail: Point of Contact:	3. Contract Administrator/COTR: Name: Contract specialist Address: City: Sate: Zip Code: Telephone: Facsimile: Agency: E-mail:	**4. CLASSIFICATION** *(Chech boxes that apply)* ☒ a. Small Purchase ☐ f. Intra-District ☒ b. Contract Action ☐ g. MOU ☒ c. DC Supply Schedule ☐ h. COOP Purchase ☒ d. Delivery Order ☐ i. LSDBE ☒ e. Fed Supply Schedule ☐ j. Subcontract 5. DATE OF AWARD:
6. CONTRACTOR TAX IDENTIFICATION NUMBER:	7. Contract Monitor: Name: Address: Telephone: Facsimile: Agency: E-mail:	8. COST ON DATE OF AWARD:
9. CAPTION / DESCRIPTION:		10. FINAL CONTRACT COST:

11. CONTRACT PERIOD: (*Specify Month, Day, Year*)	12. PERIOD OF PERFORMANCE EVALUATION REVIEW: (*Specify Month, Day, Year*)
From _____ *To* _____	*From* _____ *To* _____

13. Evaluate the Contractor's adherence to the specific contract requirements or Scope of Work.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
14. Evaluate the quality of the Contractor's delivered item or final work product, or service.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
15. Evaluate the timeliness and adherence to interim and final delivery requirements and milestones.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
16. Evaluate the reliability of the Contractor.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
17. Evaluate the effectiveness of the Contractor's service delivery and interaction.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
18. Evaluate the accuracy, timeliness, and completeness of contractor's documentation.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
19. Evaluate contractor's technical performance and approach to the contract.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
20. Evaluate the ability of contractor to deliver or perform at the original price or budget.	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
21. Evaluate the effectiveness of Project Management. (Check only if applicable.)	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
Evaluate the Contractor's compliance with Safety Standards. (Check if Applicable) *(Required for construction contracts.*	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
23. Evaluate the Contractor's compliance with Labor Standards. *(Required for construction contracts.)*	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
24. Evaluate Contractor's facility(ies) (Check only if applicable. Note each location, if more than one).	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐
25. Provide an OVERALL PERFORMANCE EVALUATION RATING and add any additional comments. (*Attach separate sheet if necessary.*)	0. ☐	1. ☐	2. ☐	3. ☐	4. ☐	5. ☐

26. Evaluator ▶	a. Name:	b. Signature:	c. Date	d. Comments:
27.Contracting Officer Review ▶	a. Name:	b. Signature:	c. Date	d. Comments:

DISTRIBUTION [*FOR OCP USE ONLY*]:

- ☐ a. Procurement File
- ☐ b. Agency Chief Contracting Officer
- ☐ c. Chief Procurement Officer (CPO)
- ☐ d. OCP Headquarters (Quality Assurance)
- ☐ e. Contract Administrator/COTR)
- ☐ f. Contract Monitor
- ☐ g. Agency Director
- ☐ h. Agency Program
- ☐ i. Agency Chief Financial Officer
- ☐ j. D.C. Office of Inspector General
- ☐ k. D.C. Office of Local Business Development
- ☐ l. OTHER: _____

INSTRUCTIONS

GENERAL INSTRUCTIONS:

1. This form shall be generated to rate the performance of any contractor, provider, or supplier of goods and services to the District of Columbia.
2. The performance shall be summarized in the comments blocks included on the front of this form by checking the appropriate rating block, and adding any additional comments.
3. If there is not enough space to provide additional comments, please provide the comments on a separate sheet and attach that sheet to the form..
4. Please complete and transmit the attached form to your Agency Chief Contracting Officer in the Office of Contracting and Procurement (OCP), no less than three (3) weeks from the date that a contract ends; or the final delivery and receipt of goods and services pursuant to a contract; or upon the specific request of a representative of the Office of Contracting and Procurement.
5. Please evaluate the performance of the contractor in each area requested checking the appropriate block on the performance evaluation form in accordance with the Rating Schedule listed below:

RATING SCHEDULE

(0)	UNSATISFACTORY	The performance was substandard, and does not meet most contractual requirements. The contractual performance contained serious compliance problems for which the contractor's corrective actions appear or were ineffective.
(1)	POOR	The performance was simply marginal, and just barely met the contractual requirements. There are, or were, deficiencies in the overall performance that the contractor needs to address. Generally, there were several concerns with the contractor's performance, quality and service.
(2)	SATISFACTORY	The performance acceptably meets or met the contractual requirements. The performance was timely, in compliance with the contractual requirements. Generally, there were a few minor difficulties or problems for which corrective action were undertaken by the contractor and were successful.
(3)	GOOD	The performance on this contract was more than satisfactory and exceeded some of the contractual requirements. The performance was more than timely and the quality of service above compliance with the requirement. Generally, there was good satisfaction and happiness with the contractor performance, quality, and service.
(4)	VERY GOOD	The performance met and exceeded most of the contractual requirements, to the benefit of the government, resulting in a high standard of quality, timeliness, and overall customer satisfaction.. There were minimal difficulties with this contract for which all corrective actions undertaken by the contractor were met and fully implemented by the contractor.
(5)	OUTSTANDING	The performance of the contractor *ALWAYS* exceeds the contractual requirements, and was reflected by a continued pattern of an exceptional quality goods (or service, or work product); a continued pattern of advance delivery of goods or completion of services; a continued patterned of always performing at or below budget costs; and an unusual pattern of responsiveness to customer concerns; and an exceptionally high standard of demonstrated technical excellence. There were no contractor difficulties with this contract for which corrective action was required.

6. A written, detailed narrative SHALL be provided to support and sustain all ratings of UNSATISFACTORY or OUTSTANDING. Please attach additional sheets, if needed.

SPECIFIC INSTRUCTIONS: *(All items MUST be completed)*:

Block 1.	Insert the assigned, official contract number of the contract.
Block 2.	Enter the name, address, telephone and facsimile numbers, and the name of the point of contact of the contractor.
Block 3.	Enter the name, address, and telephone, facsimile and e-mail numbers of the Contract Administrator (CA) / Contracting Officer Technical Representative (COTR).
Block 4.	Enter the appropriate classification information on the contract, or purchase order. Check all that apply.
Block 5.	Enter the contract date of award.
Block 6.	Enter the contractor 's federal tax identification number that is listed in or on the contract document.
Block 7.	Enter a brief statement proving a caption or description of the nature of the contract.
Block 8.	Enter the name, address, and telephone and fax numbers of the Contract Monitor, or person completing this evaluation, if other than the CA/COTR.
Block 9.	Enter the initial, or agreed upon, price of the contract as listed in the contract or purchase order, exclusive of all modifications.
Block 10.	Enter the final cost of the contract, or what has been, or will be paid to the contractor, inclusive of all approved cost modifications.
Block 11.	Enter the actual stated contract period of the contract that is listed on the front of the contract document.
Block 12.	Enter the specific period for which the performance evaluation is being completed if the specific period is less the total period of the contract.
Block 13.	This item is intended to determine whether the contractor met, or is meeting, the specific requirements outlines in the scope of work that is listed in the contract.
Block 14.	This item is intended to determine the quality of the contractor goods, service, or work performance.
Block 15.	This item is intended to obtain an indication of the timeliness of performance. Ask the question: Did the contractor deliver or perform on time?
Block 16.	This item is intended to assess whether the customer believes the contractor is reliable enough to be used again by the District.
Block 17.	This item is intended evaluate how well the contractor interacted with the District. Was the contractor responsive, flexible, cooperative, and professional.
Block 18.	This item is intended to assess the contractor's consistency in submitting the complete documents for payment, and other administrative documents Including compliance on obtaining adequate liability insurance coverage where that requirement is applicable.
Block 19.	This item is intended to ascertain whether the vendor demonstrated originality and resourcefulness in handling issues addressed in a more traditional manner.
Block 20.	This item is intended to evaluate the contractor complied with the stated, or negotiated, contract cost.
Block 21.	This item addresses the extent, effectiveness, and overall management capability of the contractor. *(Primarily in service, consulting and construction contracts.)*
Block 22.	This item addresses the extent to which the contractor met compliance requirements for a safe work site. *(Primarily applicable in construction contracts).*
Block 23.	This item addresses the extent to which the contractor met compliance requirements for labor standards and laws.
Block 24.	This item is intended to evaluate whether the facilities that are provided by the contractor to the District met requirements, including whether the facilities were clean, and safe; and met all District housing and building code requirements, or had a Certificate of Occupancy, where applicable.
Block 25.	Provide an OVERALL PERFORMANCE RATING assessing on the contractor's performance. The rating must be consistent with the prior ratings.
Block 26.	The Evaluator completing this performance evaluation shall sign and enter the date of signature.
Block 27.	The Contracting Officer shall review, and shall sign and enter the date of signature.

ATTACHMEN J.2

WD 05-2103 (Rev.-4) was first posted on www.wdol.gov on 07/10/2007
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REGISTER OF WAGE DETERMINATIONS UNDER | U.S. DEPARTMENT OF LABOR
THE SERVICE CONTRACT ACT | EMPLOYMENT STANDARDS ADMINISTRATION
By direction of the Secretary of Labor | WAGE AND HOUR DIVISION
| WASHINGTON D.C. 20210
|
|
|
| Wage Determination No.: 2005-2103
William W.Gross Division of | Revision No.: 4
Director Wage Determinations| Date Of Revision: 07/05/2007
_____|_____
States: District of Columbia, Maryland, Virginia

Area: District of Columbia Statewide
Maryland Counties of Calvert, Charles, Frederick, Montgomery, Prince George's, St Mary's
Virginia Counties of Alexandria, Arlington, Fairfax, Falls Church, Fauquier, King George, Loudoun, Prince William, Stafford
_____

Fringe Benefits Required Follow the Occupational Listing

OCCUPATION CODE - TITLE	MINIMUM WAGE RATE
01000 - Administrative Support And Clerical Occupations	
01011 - Accounting Clerk I	13.79
01012 - Accounting Clerk II	15.49
01013 - Accounting Clerk III	18.43
01020 - Administrative Assistant	23.59
01040 - Court Reporter	18.43
01051 - Data Entry Operator I	12.67
01052 - Data Entry Operator II	13.82
01060 - Dispatcher, Motor Vehicle	16.50
01070 - Document Preparation Clerk	13.29
01090 - Duplicating Machine Operator	13.29
01111 - General Clerk I	13.72
01112 - General Clerk II	15.32
01113 - General Clerk III	18.74
01120 - Housing Referral Assistant	21.66
01141 - Messenger Courier	10.23
01191 - Order Clerk I	14.74
01192 - Order Clerk II	16.29
01261 - Personnel Assistant (Employment) I	15.60
01262 - Personnel Assistant (Employment) II	18.43

01263 - Personnel Assistant (Employment) III 21.66
01270 - Production Control Clerk 21.29
01280 - Receptionist 12.72
01290 - Rental Clerk 15.60
01300 - Scheduler, Maintenance 15.60
01311 - Secretary I 17.03
01312 - Secretary II 18.39
01313 - Secretary III 21.66
01320 - Service Order Dispatcher 15.82
01410 - Supply Technician 23.59
01420 - Survey Worker 18.43
01531 - Travel Clerk I 12.07
01532 - Travel Clerk II 13.01
01533 - Travel Clerk III 13.99
01611 - Word Processor I 13.76
01612 - Word Processor II 15.60
01613 - Word Processor III 18.43
05000 - Automotive Service Occupations
05005 - Automobile Body Repairer, Fiberglass 25.26
05010 - Automotive Electrician 21.37
05040 - Automotive Glass Installer 20.14
05070 - Automotive Worker 20.14
05110 - Mobile Equipment Servicer 17.31
05130 - Motor Equipment Metal Mechanic 22.53
05160 - Motor Equipment Metal Worker 20.14
05190 - Motor Vehicle Mechanic 22.53
05220 - Motor Vehicle Mechanic Helper 16.81
05250 - Motor Vehicle Upholstery Worker 19.66
05280 - Motor Vehicle Wrecker 20.14
05310 - Painter, Automotive 21.37
05340 - Radiator Repair Specialist 20.14
05370 - Tire Repairer 14.43
05400 - Transmission Repair Specialist 22.53
07000 - Food Preparation And Service Occupations
07010 - Baker 13.18
07041 - Cook I 11.97
07042 - Cook II 13.28
07070 - Dishwasher 9.76
07130 - Food Service Worker 10.25
07210 - Meat Cutter 16.07
07260 - Waiter/Waitress 8.59
09000 - Furniture Maintenance And Repair Occupations
09010 - Electrostatic Spray Painter 18.05
09040 - Furniture Handler 12.78
09080 - Furniture Refinisher 18.39
09090 - Furniture Refinisher Helper 14.11
09110 - Furniture Repairer, Minor 16.31
09130 - Upholsterer 18.05
11000 - General Services And Support Occupations
11030 - Cleaner, Vehicles 9.67

11060 - Elevator Operator 9.79
11090 - Gardener 15.70
11122 - Housekeeping Aide 10.89
11150 - Janitor 10.89
11210 - Laborer, Grounds Maintenance 12.07
11240 - Maid or Houseman 10.84
11260 - Pruner 11.37
11270 - Tractor Operator 14.19
11330 - Trail Maintenance Worker 12.07
11360 - Window Cleaner 11.31
12000 - Health Occupations
12010 - Ambulance Driver 16.06
12011 - Breath Alcohol Technician 17.67
12012 - Certified Occupational Therapist Assistant 20.31
12015 - Certified Physical Therapist Assistant 19.99
12020 - Dental Assistant 16.90
12025 - Dental Hygienist 40.68
12030 - EKG Technician 24.34
12035 - Electroneurodiagnostic Technologist 24.34
12040 - Emergency Medical Technician 17.67
12071 - Licensed Practical Nurse I 18.60
12072 - Licensed Practical Nurse II 20.82
12073 - Licensed Practical Nurse III 21.79
12100 - Medical Assistant 14.23
12130 - Medical Laboratory Technician 18.04
12160 - Medical Record Clerk 14.96
12190 - Medical Record Technician 16.67
12195 - Medical Transcriptionist 16.46
12210 - Nuclear Medicine Technologist 28.93
12221 - Nursing Assistant I 9.75
12222 - Nursing Assistant II 10.96
12223 - Nursing Assistant III 12.99
12224 - Nursing Assistant IV 14.58
12235 - Optical Dispenser 16.67
12236 - Optical Technician 14.41
12250 - Pharmacy Technician 15.75
12280 - Phlebotomist 14.58
12305 - Radiologic Technologist 27.61
12311 - Registered Nurse I 24.92
12312 - Registered Nurse II 31.22
12313 - Registered Nurse II, Specialist 31.22
12314 - Registered Nurse III 37.77
12315 - Registered Nurse III, Anesthetist 37.77
12316 - Registered Nurse IV 45.28
12317 - Scheduler (Drug and Alcohol Testing) 18.04
13000 - Information And Arts Occupations
13011 - Exhibits Specialist I 18.55
13012 - Exhibits Specialist II 23.33
13013 - Exhibits Specialist III 28.11
13041 - Illustrator I 18.73

13042 - Illustrator II 23.42
13043 - Illustrator III 28.82
13047 - Librarian 25.45
13050 - Library Aide/Clerk 12.52
13054 - Library Information Technology Systems Administrator 22.99
13058 - Library Technician 17.88
13061 - Media Specialist I 16.58
13062 - Media Specialist II 18.55
13063 - Media Specialist III 20.68
13071 - Photographer I 14.67
13072 - Photographer II 17.18
13073 - Photographer III 21.52
13074 - Photographer IV 26.05
13075 - Photographer V 29.15
13110 - Video Teleconference Technician 16.58
14000 - Information Technology Occupations
14041 - Computer Operator I 16.72
14042 - Computer Operator II 18.71
14043 - Computer Operator III 20.86
14044 - Computer Operator IV 23.18
14045 - Computer Operator V 25.66
14071 - Computer Programmer I (1) 21.60
14072 - Computer Programmer II (1) 26.37
14073 - Computer Programmer III (1) 27.62
14074 - Computer Programmer IV (1) 27.62
14101 - Computer Systems Analyst I (1) 27.62
14102 - Computer Systems Analyst II (1) 27.62
14103 - Computer Systems Analyst III (1) 27.62
14150 - Peripheral Equipment Operator 16.72
14160 - Personal Computer Support Technician 23.18
15000 - Instructional Occupations
15010 - Aircrew Training Devices Instructor (Non-Rated) 34.39
15020 - Aircrew Training Devices Instructor (Rated) 42.72
15030 - Air Crew Training Devices Instructor (Pilot) 50.66
15050 - Computer Based Training Specialist / Instructor 31.26
15060 - Educational Technologist 29.09
15070 - Flight Instructor (Pilot) 50.66
15080 - Graphic Artist 24.95
15090 - Technical Instructor 23.87
15095 - Technical Instructor/Course Developer 29.19
15110 - Test Proctor 19.04
15120 - Tutor 19.04
16000 - Laundry, Dry-Cleaning, Pressing And Related Occupations
16010 - Assembler 8.95
16030 - Counter Attendant 8.95
16040 - Dry Cleaner 12.21
16070 - Finisher, Flatwork, Machine 8.95
16090 - Presser, Hand 8.95
16110 - Presser, Machine, Drycleaning 8.95
16130 - Presser, Machine, Shirts 8.95

16160 - Presser, Machine, Wearing Apparel, Laundry 8.95
16190 - Sewing Machine Operator 12.30
16220 - Tailor 13.01
16250 - Washer, Machine 9.81
19000 - Machine Tool Operation And Repair Occupations
19010 - Machine-Tool Operator (Tool Room) 18.95
19040 - Tool And Die Maker 23.05
21000 - Materials Handling And Packing Occupations
21020 - Forklift Operator 17.26
21030 - Material Coordinator 21.29
21040 - Material Expediter 21.29
21050 - Material Handling Laborer 12.65
21071 - Order Filler 13.21
21080 - Production Line Worker (Food Processing) 17.28
21110 - Shipping Packer 14.46
21130 - Shipping/Receiving Clerk 14.46
21140 - Store Worker I 10.44
21150 - Stock Clerk 14.35
21210 - Tools And Parts Attendant 17.26
21410 - Warehouse Specialist 17.26
23000 - Mechanics And Maintenance And Repair Occupations
23010 - Aerospace Structural Welder 25.68
23021 - Aircraft Mechanic I 24.46
23022 - Aircraft Mechanic II 25.68
23023 - Aircraft Mechanic III 26.97
23040 - Aircraft Mechanic Helper 16.61
23050 - Aircraft, Painter 23.42
23060 - Aircraft Servicer 18.71
23080 - Aircraft Worker 19.90
23110 - Appliance Mechanic 20.60
23120 - Bicycle Repairer 14.43
23125 - Cable Splicer 24.98
23130 - Carpenter, Maintenance 20.36
23140 - Carpet Layer 18.70
23160 - Electrician, Maintenance 25.37
23181 - Electronics Technician Maintenance I 22.08
23182 - Electronics Technician Maintenance II 23.44
23183 - Electronics Technician Maintenance III 24.70
23260 - Fabric Worker 17.90
23290 - Fire Alarm System Mechanic 21.46
23310 - Fire Extinguisher Repairer 16.50
23311 - Fuel Distribution System Mechanic 22.81
23312 - Fuel Distribution System Operator 19.38
23370 - General Maintenance Worker 20.91
23380 - Ground Support Equipment Mechanic 24.46
23381 - Ground Support Equipment Servicer 18.71
23382 - Ground Support Equipment Worker 19.90
23391 - Gunsmith I 16.50
23392 - Gunsmith II 19.18
23393 - Gunsmith III 21.46

23410 - Heating, Ventilation And Air-Conditioning Mechanic 21.96
23411 - Heating, Ventilation And Air Contditioning Mechanic (Research Facility) 23.13
23430 - Heavy Equipment Mechanic 21.46
23440 - Heavy Equipment Operator 21.46
23460 - Instrument Mechanic 21.46
23465 - Laboratory/Shelter Mechanic 20.36
23470 - Laborer 14.27
23510 - Locksmith 19.76
23530 - Machinery Maintenance Mechanic 21.77
23550 - Machinist, Maintenance 21.52
23580 - Maintenance Trades Helper 15.10
23591 - Metrology Technician I 21.46
23592 - Metrology Technician II 22.61
23593 - Metrology Technician III 23.72
23640 - Millwright 23.30
23710 - Office Appliance Repairer 21.00
23760 - Painter, Maintenance 20.36
23790 - Pipefitter, Maintenance 22.76
23810 - Plumber, Maintenance 20.99
23820 - Pneudraulic Systems Mechanic 21.46
23850 - Rigger 21.46
23870 - Scale Mechanic 19.18
23890 - Sheet-Metal Worker, Maintenance 21.46
23910 - Small Engine Mechanic 20.05
23931 - Telecommunications Mechanic I 25.22
23932 - Telecommunications Mechanic II 26.58
23950 - Telephone Lineman 24.43
23960 - Welder, Combination, Maintenance 21.46
23965 - Well Driller 21.46
23970 - Woodcraft Worker 21.46
23980 - Woodworker 16.50
24000 - Personal Needs Occupations
24570 - Child Care Attendant 11.58
24580 - Child Care Center Clerk 16.15
24610 - Chore Aide 9.58
24620 - Family Readiness And Support Services Coordinator 12.95
24630 - Homemaker 16.75
25000 - Plant And System Operations Occupations
25010 - Boiler Tender 24.98
25040 - Sewage Plant Operator 20.23
25070 - Stationary Engineer 24.98
25190 - Ventilation Equipment Tender 17.56
25210 - Water Treatment Plant Operator 20.23
27000 - Protective Service Occupations
27004 - Alarm Monitor 17.66
27007 - Baggage Inspector 11.51
27008 - Corrections Officer 19.83
27010 - Court Security Officer 23.26
27030 - Detection Dog Handler 17.66

27040 - Detention Officer 19.83
27070 - Firefighter 22.39
27101 - Guard I 11.51
27102 - Guard II 17.66
27131 - Police Officer I 23.94
27132 - Police Officer II 26.60
28000 - Recreation Occupations
28041 - Carnival Equipment Operator 12.35
28042 - Carnival Equipment Repairer 13.30
28043 - Carnival Equpment Worker 8.40
28210 - Gate Attendant/Gate Tender 13.01
28310 - Lifeguard 11.59
28350 - Park Attendant (Aide) 14.56
28510 - Recreation Aide/Health Facility Attendant 10.62
28515 - Recreation Specialist 18.04
28630 - Sports Official 11.59
28690 - Swimming Pool Operator 16.85
29000 - Stevedoring/Longshoremen Occupational Services
29010 - Blocker And Bracer 20.55
29020 - Hatch Tender 20.55
29030 - Line Handler 20.55
29041 - Stevedore I 19.18
29042 - Stevedore II 21.64
30000 - Technical Occupations
30010 - Air Traffic Control Specialist, Center (HFO) (2) 34.71
30011 - Air Traffic Control Specialist, Station (HFO) (2) 23.94
30012 - Air Traffic Control Specialist, Terminal (HFO) (2) 26.36
30021 - Archeological Technician I 17.06
30022 - Archeological Technician II 19.03
30023 - Archeological Technician III 23.76
30030 - Cartographic Technician 24.85
30040 - Civil Engineering Technician 22.19
30061 - Drafter/CAD Operator I 17.92
30062 - Drafter/CAD Operator II 20.06
30063 - Drafter/CAD Operator III 22.36
30064 - Drafter/CAD Operator IV 27.51
30081 - Engineering Technician I 20.19
30082 - Engineering Technician II 22.67
30083 - Engineering Technician III 25.37
30084 - Engineering Technician IV 31.43
30085 - Engineering Technician V 38.44
30086 - Engineering Technician VI 46.51
30090 - Environmental Technician 21.36
30210 - Laboratory Technician 22.36
30240 - Mathematical Technician 26.31
30361 - Paralegal/Legal Assistant I 20.03
30362 - Paralegal/Legal Assistant II 24.82
30363 - Paralegal/Legal Assistant III 30.35
30364 - Paralegal/Legal Assistant IV 36.73
30390 - Photo-Optics Technician 24.85

30461 - Technical Writer I 20.69
30462 - Technical Writer II 25.30
30463 - Technical Writer III 30.61
30491 - Unexploded Ordnance (UXO) Technician I 22.06
30492 - Unexploded Ordnance (UXO) Technician II 26.69
30493 - Unexploded Ordnance (UXO) Technician III 31.99
30494 - Unexploded (UXO) Safety Escort 22.06
30495 - Unexploded (UXO) Sweep Personnel 22.06
30620 - Weather Observer, Combined Upper Air Or Surface Programs (2) 22.14
30621 - Weather Observer, Senior (2) 23.98
31000 - Transportation/Mobile Equipment Operation Occupations
31020 - Bus Aide 11.99
31030 - Bus Driver 17.54
31043 - Driver Courier 12.71
31260 - Parking and Lot Attendant 9.06
31290 - Shuttle Bus Driver 13.89
31310 - Taxi Driver 13.98
31361 - Truckdriver, Light 13.89
31362 - Truckdriver, Medium 17.09
31363 - Truckdriver, Heavy 18.40
31364 - Truckdriver, Tractor-Trailer 18.40
99000 - Miscellaneous Occupations
99030 - Cashier 10.03
99050 - Desk Clerk 10.45
99095 - Embalmer 21.77
99251 - Laboratory Animal Caretaker I 10.47
99252 - Laboratory Animal Caretaker II 10.85
99310 - Mortician 27.25
99410 - Pest Controller 14.54
99510 - Photofinishing Worker 11.59
99710 - Recycling Laborer 15.73
99711 - Recycling Specialist 18.72
99730 - Refuse Collector 14.01
99810 - Sales Clerk 11.87
99820 - School Crossing Guard 11.37
99830 - Survey Party Chief 19.76
99831 - Surveying Aide 12.28
99832 - Surveying Technician 18.78
99840 - Vending Machine Attendant 12.61
99841 - Vending Machine Repairer 16.37
99842 - Vending Machine Repairer Helper 12.61

ALL OCCUPATIONS LISTED ABOVE RECEIVE THE FOLLOWING BENEFITS:

HEALTH & WELFARE: $3.16 per hour or $126.40 per week or $547.73 per month

VACATION: 2 weeks paid vacation after 1 year of service with a contractor or

successor; 3 weeks after 5 years, and 4 weeks after 15 years. Length of service includes the whole span of continuous service with the present contractor or successor, wherever employed, and with the predecessor contractors in the performance of similar work at the same Federal facility. (Reg. 29 CFR 4.173)

HOLIDAYS: A minimum of ten paid holidays per year, New Year's Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas Day. (A contractor may substitute for any of the named holidays another day off with pay in accordance with a plan communicated to the employees involved.) (See 29 CFR 4174)

THE OCCUPATIONS WHICH HAVE PARENTHESES AFTER THEM RECEIVE THE FOLLOWING BENEFITS (as numbered):

1) Does not apply to employees employed in a bona fide executive, administrative, or professional capacity as defined and delineated in 29 CFR 541. (See CFR 4.156)

2) AIR TRAFFIC CONTROLLERS AND WEATHER OBSERVERS - NIGHT PAY & SUNDAY PAY: If you work at night as part of a regular tour of duty, you will earn a night differential and receive an additional 10% of basic pay for any hours worked between 6pm and 6am. If you are a full-time employed (40 hours a week) and Sunday is part of your regularly scheduled workweek, you are paid at your rate of basic pay plus a Sunday premium of 25% of your basic rate for each hour of Sunday work which is not overtime (i.e. occasional work on Sunday outside the normal tour of duty is considered overtime work).

HAZARDOUS PAY DIFFERENTIAL: An 8 percent differential is applicable to employees employed in a position that represents a high degree of hazard when working with or in close proximity to ordinance, explosives, and incendiary materials. This includes work such as screening, blending, dying, mixing, and pressing of sensitive ordance, explosives, and pyrotechnic compositions such as lead azide, black powder and photoflash powder. All dry-house activities involving propellants or explosives. Demilitarization, modification, renovation, demolition, and maintenance operations on sensitive ordnance, explosives and incendiary materials. All operations involving regrading and cleaning of artillery ranges.

A 4 percent differential is applicable to employees employed in a position that represents a low degree of hazard when working with, or in close proximity to ordance, (or employees possibly adjacent to) explosives and incendiary materials which involves potential injury such as laceration of hands, face, or arms of the employee engaged in the operation, irritation of the skin, minor burns and the like; minimal damage to immediate or adjacent work area or equipment being used. All operations involving, unloading, storage, and hauling of ordance, explosive, and incendiary ordnance material other than small arms ammunition. These differentials are only applicable to work that has been specifically designated by the agency for ordance, explosives, and incendiary material differential pay.

** UNIFORM ALLOWANCE **

If employees are required to wear uniforms in the performance of this contract (either by the terms of the Government contract, by the employer, by the state or local law, etc.), the cost of furnishing such uniforms and maintaining (by laundering or dry cleaning) such uniforms is an expense that may not be borne by an employee where such cost reduces the hourly rate below that required by the wage determination. The Department of Labor will accept payment in accordance with the following standards as compliance:

The contractor or subcontractor is required to furnish all employees with an adequate number of uniforms without cost or to reimburse employees for the actual cost of the uniforms. In addition, where uniform cleaning and maintenance is made the responsibility of the employee, all contractors and subcontractors subject to this wage determination shall (in the absence of a bona fide collective bargaining agreement providing for a different amount, or the furnishing of contrary affirmative proof as to the actual cost), reimburse all employees for such cleaning and maintenance at a rate of $3.35 per week (or $.67 cents per day). However, in those instances where the uniforms furnished are made of "wash and wear" materials, may be routinely washed and dried with other personal garments, and do not require any special treatment such as dry cleaning, daily washing, or commercial laundering in order to meet the cleanliness or appearance standards set by the terms of the Government contract, by the contractor, by law, or by the nature of the work, there is no requirement that employees be reimbursed for uniform maintenance costs.

The duties of employees under job titles listed are those described in the "Service Contract Act Directory of Occupations", Fifth Edition, April 2006, unless otherwise indicated. Copies of the Directory are available on the Internet. A links to the Directory may be found on the WHD home page at http://www.dol.gov/esa/whd/ or through the Wage Determinations On-Line (WDOL) Web site at http://wdol.gov/.

REQUEST FOR AUTHORIZATION OF ADDITIONAL CLASSIFICATION AND WAGE RATE {Standard Form 1444 (SF 1444)}

Conformance Process:

The contracting officer shall require that any class of service employee which is not listed herein and which is to be employed under the contract (i.e., the work to be performed is not performed by any classification listed in the wage determination), be classified by the contractor so as to provide a reasonable relationship (i.e., appropriate level of skill comparison) between such unlisted classifications and the classifications listed in the wage determination. Such conformed classes of employees shall be paid the monetary wages and furnished the fringe benefits as are determined. Such conforming process shall be initiated by the contractor prior to the performance of contract work by such unlisted class(es) of employees. The conformed classification, wage rate, and/or fringe benefits shall be retroactive to the commencement date of the contract. {See Section 4.6 (C)(vi)} When multiple wage determinations are included in a contract, a separate SF 1444 should be prepared for each wage determination to which a class(es) is to be

conformed.

The process for preparing a conformance request is as follows:

1) When preparing the bid, the contractor identifies the need for a conformed occupation) and computes a proposed rate).

2) After contract award, the contractor prepares a written report listing in order proposed classification title), a Federal grade equivalency (FGE) for each proposed classification), job description), and rationale for proposed wage rate), including information regarding the agreement or disagreement of the authorized representative of the employees involved, or where there is no authorized representative, the employees themselves. This report should be submitted to the contracting officer no later than 30 days after such unlisted class(es) of employees performs any contract work.

3) The contracting officer reviews the proposed action and promptly submits a report of the action, together with the agency's recommendations and pertinent information including the position of the contractor and the employees, to the Wage and Hour Division, Employment Standards Administration, U.S. Department of Labor, for review. (See section 4.6(b)(2) of Regulations 29 CFR Part 4).

4) Within 30 days of receipt, the Wage and Hour Division approves, modifies, or disapproves the action via transmittal to the agency contracting officer, or notifies the contracting officer that additional time will be required to process the request.

5) The contracting officer transmits the Wage and Hour decision to the contractor.

6) The contractor informs the affected employees.

Information required by the Regulations must be submitted on SF 1444 or bond paper.

When preparing a conformance request, the "Service Contract Act Directory of Occupations" (the Directory) should be used to compare job definitions to insure that duties requested are not performed by a classification already listed in the wage determination. Remember, it is not the job title, but the required tasks that determine whether a class is included in an established wage determination. Conformances may not be used to artificially split, combine, or subdivide classifications listed in the wage determination.

Office of Contracting & Procurement
Government of the District of Columbia

COST / PRICE DISCLOSURE CERTIFICATION

RFP Number: _____Closing Date: _____

Caption: _____Total Proposed Amount: _____

The undersigned _____
_____
(please print name and title of offeror's authorized signatory) hereby certifies that, to the best of my knowledge, the cost and pricing data (i.e. at the time of price agreement this certification represents that all material facts of which prudent buyers and sellers would reasonably expect to affect price negotiations in any significant manner) submitted was accurate, complete, and current as of _____ (date of RFP closing or conclusion of negotiations as appropriate) . The undersigned further agrees that it is under a continuing duty to update cost or pricing data through the date that negotiations, if any, with the District are completed. The undersigned further agrees that the price, including profit or fee, will be adjusted to exclude any significant price increases occurring because the cost or pricing data was inaccurate, incomplete or not current. (See D.C. Procurement Regulations, 27 DCMR, Chapter 6, Section 699, Chapter 16, Section 1624; and Section 32 of the Standard Contract Provisions for Use with District of Columbia Government Supply and Services Contracts, December 1984, as amended).

Signed: _____ Date:_____

Title: _____

Company: _____

Address: _____

_____

DUNS #:_____

Phone: _____

Fax: _____

COST/PRICE DATA REQUIREMENTS

1. GENERAL INFORMATION:

1.1 Offerors submitting cost/price proposals, in response to a District Request For Proposal (RFP), sole source procurement, change order, or contract modification exceeding $500,000 in total value, must include a complete cost and pricing data breakdown (i.e., data that is verifiable and factual) for all costs identified in the proposal, and relevant to the performance of the contract. The requirement for submission of cost or pricing data is met when all accurate cost or pricing data reasonably available to the Offeror has been submitted, either actually, or by specific identification, to the District. If not available at the time of submission, as later information comes into the Offeror's possession, it should be promptly submitted to the District in a manner that clearly demonstrates its relationship to, and effect on, the Offeror's cost/price proposal. This requirement continues up to the date of final agreement on price and/or other issues, as agreed upon between the parties.

1.2 There is a clear distinction between submitting cost or pricing data and merely making available books, records and other documents without identification or context. By submitting a cost/price proposal, the Offferor, if selected for negotiation, grants the Contracting Officer, or an authorized representative, the right to examine, at any time before award, those books, records, documents, and other types of factual information, regardless of form or whether such supporting information is specifically referenced or included in the proposal as a basis for pricing, that will permit an adequate evaluation of the proposed cost/price.

1.3 The cost/price proposal will represent the offeror's understanding of the RFP's requirements and the offeror's ability to organize and perform those requirements effectively and efficiently. The evaluation of the Offeror's cost/price proposal will be based on an analysis of the realism and completeness of the cost data, the conformity of the cost to the offeror's technical data and the proposed allocation of labor-hours and skill sets. Pertinent cost information, including but not limited to Defense Contract Auditing Agency (DCAA) and/or the Department of Labor (DOL) recommended rates for direct labor, overhead, general and administrative expense (G&A), etc., as necessary and appropriate, must be used to arrive at the most probable cost to be incurred by the Offeror. If the District considers the proposed costs to be unrealistic, the Offeror should adjust its proposed costs accordingly. Any inconsistency, whether real or apparent, between promised performance and cost or price should be explained in the cost/price proposal. The burden of proof for cost credibility rests with the Offeror.

1.4 The Offeror must submit its cost/price proposal in hard copy as well as on a diskette, which is in a format (i.e. MS Office, Lotus 1-2-3, etc.) specified and/or provided by the Agency Contracting Officer in the solicitation package. All cost/price proposals should provide a cost summary by all cost elements, cross-referenced to supporting documentation. See Table No. (1.4).

1.5 The following information shall be included in this section, for the prime contractor and each proposed subcontractor:

(a) A properly completed “Cost/Price Disclosure Certification.’

(a) Identification of any estimates, along with the rationale and methodology used to develop them, including judgmental factors used in projecting future costs, based on known data, and the timing, nature and extent of any material contingencies.

(c) Disclosure of any other activities or likely events which could materially impact specific costs (i.e., existing large material and supply inventories, management/ownership changes, new technologies, collective bargaining agreements, etc.)

(d) Disclosure of any and all awarded and pending contracts with the District of Columbia, including contract number(s), amount, type (fixed price, cost reimbursement, etc.), agency, and a brief description of services.

(e) Source of approval and the latest date of approval of the offeror’s Accounting system.

Table (1.4)

Example Cost Summary Format

Cost Item	Task 1			Task 2			Task 3			Task 4, etc.			Base Year Total
Direct Labor Categories • Employee A • Employee B • Employee C Total Labor Hours	R	H	D	R	H	D	R	H	D	R	H	D	
Total Labor Dollars													
Fringe Benefit													
Labor Overhead *													
Total Direct Labor													
Other Direct Costs • Equip. & Supplies • Materials • Travel • Other													
Subcontractors • Sub A • Sub B													
ODC Overhead *													
Total ODC & Subcontractors													
G&A													
Fee/Profit													
Total Price													

H = Hours R = Rate D = Dollars (Rate X Hours = Dollars)

Note:Provide cost information similar to the above format for each option/out-year

** Note: Small, field-based trade providers typically have a labor or combined overhead cost components. Larger, more diversified providers may have separate labor, and/or ODC or combined overhead component.*

2. SUPPORTING COST DATA:

2.1 The Offeror shall provide, for each cost element, a narrative description, in sufficient detail, to demonstrate price reasonableness, credibility and reliability. The Offeror shall provide its assumptions and methodologies used to estimate each cost element (significant item and quantity estimates, labor hour expenditure patterns and mix, etc.). The following information shall be included in this section:

2.1.1. The Offeror's total estimated costs plus its fee (if applicable) for providing all of the requirements of the RFP, as proposed in their technical proposal. Offerors should support their best estimates of all costs (direct, indirect, profit, etc.) to be incurred in the performance of the contract.

2.1.2. When proposing multiyear/option year pricing, the estimated proposed costs shall include a breakdown of all cost elements for the base year as well as each option/out-year. Labor, other direct costs, indirect costs and profit shall each be clearly identifiable. If different from the Defense Contract Auditing Agency (DCAA) or Department Of Labor (DOL) recommended rates, the Offeror shall provide a thorough explanation for the variation(s) of rates.

2.1.3. The Cost Summary Format (Table1.4) provides a format for the Offeror to submit to the District a pricing proposal of estimated cost by line item, along with supporting documentation that is adequately cross-referenced and suitable for cost realism analysis. A cost-element breakdown shall be attached for each proposed line item and must reflect any other specific requirements established by the Contracting Officer. When more than one contract line item is proposed, a summary of the total amount covering all line items must be furnished for each cost element.

2.1.4. If the Offeror has an agreement with a federal, state, or municipal government agency on the use of a Forward Pricing Rates Agreement (FPRA) or other rate agreement for labor, fringe benefits, overhead and/or general and administrative expense, the Offeror must identify the agreement, provide a copy and describe its nature, terms and duration.

3. SPECIFIC COST ELEMENTS:

A well-supported cost/price proposal reduces the effort needed for review and facilitates informed negotiations. The following are the minimum criteria that constitute an acceptable cost/price proposal:

3.1 **Direct labor:** A task-phased annual breakdown of labor rates and labor hours by category or skill level, including the basis for the rates and hours estimated (i.e., payroll registers, wage determinations, collective bargaining agreements, historical experience, engineering estimates, etc.).

3.1.1 The Offeror shall use the following Table No. (3.1.1) to exhibit its total labor hours by prime contractor and subcontractor(s). A separate table should be completed for each year (base and out-years).

Table (3.1.1)

Annual Labor Summary

Item	Task 1	Task 2	Task 3	Task 4	Base Year Total
Labor Category, Prime • Employee A • Employee B • Employee C Labor Category, Sub. • Employee D • Employee E • Employee F Labor Category, Consultant • Employee G • Employee H					
Total Labor Hours by Task					

Note: Do not include wage rates in this table

3.1.2 A standard of 40 hours/week, 1,920 hours/year is recommended. If another standard is used, it should be precisely defined. Any deviation from the above labor-hour projection without substantiation may form the basis to reject the response to the RFP. The proposed labor-hours shall include prime contractor, subcontractor and consultant hours.

3.1.3 The Offeror shall also submit Table No. (3.1.4.b), depicting the labor mix percentages as proposed for the base year as well as the out-years and should match the personnel experience requirements specified in the RFP, Section **(to be referenced by the Contract Specialist),** under Personnel Experience. All of the RFP Key positions must be included within the Senior Staff categories. To provide a better understanding of this format, Table No. (3.1.4.a) is provided as an example.

3.1.4 The Offeror shall describe how the hourly direct labor rate was derived and indicate whether these rates are subject to any collective bargaining agreement(s), the Service Contract Act (SCA), Davis-Bacon, or any other special agreement which controls the labor rate indicated. When proposing price escalation for option/out-years, the Offerors must follow instructions provided under Economic Price Adjustments, Section H, of this RFP.

Table (3.1.4.a)

Summary of Proposed Annual labor Mix Category (with examples)

NAME (Note1)	LABOR MIX (Note 2)	OFFEROR'S LABOR CATEGORY (Note 3)	PERCENT OF TIME ON CONTRACT (Note 4)	PLANNED SOW ASSIGNMENT (Note 5)	STATUS (Note 6)
Able, Jackson	Sr. Staff Level 1	Program Director	PT/10%	N/A	PCE/E
Black, William E.	Sr. Staff Level 1	Psychiatrist	PT/20%	C.3	PCE/E
White, Pamela A.	Sr. Staff Level 2	Clinic Manager	PT/50%	C.4.1	PCE/P
Green, Robert T	Sr. Staff Level 3	Counseling Supvs.	PT/50%	C.4.2	PCE/P
Ross, Allen	Jr. Staff Level 1	Counselor	FT/100%	C.4.3	PCE/E

Note 1: Last name, first name, middle initial, grouped by task as specified in SOW. Attach resume for each name on list. The names on this list and the resumes are to be in the same order.

Note 2: Staff levels in each Labor Mix should be classified by the level of expertise and years of experience.

Note 3: Offerors internal labor category.

Note 4: State whether the individual is employed full time (FT) or part time (PT) and the planned percentage of the named person's production time that is to be applied as a direct charge to the contract.

Note 5: Identify by SOW paragraph(s) and task number, the major tasks to which the individual is expected to be assigned.

Note 6: Enter PCE if individual is to be a prime contractor employee; enter SCE if the individual is to be a subcontractor employee; enter CON if individual is to be a consultant. Enter E if employee as of the date of this proposal; enter P if the individual is a pending employee as of date of the proposal. Signed Commitment Agreements are required for all individuals with P status. A copy of each agreement is to be inserted behind the resume section in the technical proposal.

Table (3.1.4.b)

Summary of Proposed Annual labor Mix Category

NAME (Note1)	LABOR MIX (Note 2)	OFFEROR'S LABOR CATEGORY (Note 3)	PERCENT OF TIME ON CONTRACT (Note 4)	PLANNED SOW ASSIGNMENT (Note 5)	STATUS (Note 6)
Labor Category, Prime • Employee A • Employee B • Employee C • Employee D Labor Category, Sub. • Employee E • Employee F • Employee G Labor Category, Consultant • Employee H Employee I					

Last name, first name, middle initial, grouped by task as specified in SOW. Attach resume for each name on list. The names on this list and the resumes are to be in the same order.

Note 2: Staff levels in each Labor Mix should be classified by the level of expertise and years of experience.

Note 3: Offerors internal labor category.

Note 4: State whether the individual is employed full time (FT) or part time (PT) and the planned percentage of the named person's production time that is to be applied as a direct charge to the contract.

Note 5: Identify by SOW paragraph(s) and task number, the major tasks to which the individual is expected to be assigned.

Note 6: Enter PCE if individual is to be a prime contractor employee; enter SCE if the individual is to be a subcontractor employee; enter CON if individual is to be a consultant. Enter E if employee as of the date of this proposal; enter P if the individual is a pending employee as of date of the proposal. Signed Commitment Agreements are required for all individuals with P status. A copy of each agreement is to be inserted behind the resume section in the technical proposal.

3.2 **Indirect Costs:** The Offeror shall indicate it's proposed Fringe, Overhead and General & Administrative rates for each applicable fiscal or calendar year (as appropriate). The Offeror shall indicate if these rates are subject to a Forward Pricing Rate Agreement. If the proposed Indirect Rates differ from the Forward Pricing Rate Agreement, the Offeror shall provide an explanation. The Offeror shall provide its actual indirect rates for overhead, G&A and fringe benefits for at least the past three (3) years and shall explain the basis for any significant rate difference between the prior three year period and the rates proposed now.

3.3 **Other Direct Costs:** Other Direct Costs consists of materials, travel, reproduction, postage, telephone, supplies for the prime and all subcontracted effort. This includes all other direct costs associated with performance of the contract. Travel costs shall be in accordance with GSA Joint Travel Regulations for airfare, hotel, and per diem allowances. All other direct costs should be specifically identified and explained. If an allocated portion of a Direct cost is also included in an Offeror's indirect rate (such as General and Administrative), the Offeror should state so and list the types of expenses included in the indirect rate.

3.3.1 The Offeror should identify types, quantities, and costs of all materials and supplies proposed including a non-loaded priced listing of individual materials or supplies ordered, or a consolidated and priced bill of materials for the entire proposal. A thoroughly documented bill of materials includes part numbers, description, unit costs, quantity required, extended cost (including delivery charges) and basis for the proposed cost (price quotation, prior buy, signed purchase orders, etc.) plus any other non-recurring costs. Deliverable materials are items delivered as a part of the work product. Examples of this are copies and binders delivered to the Government as a report or software ordered for and installed on a computer in a District Government office.

3.3.2 The Offeror shall use the following Table (3.3.2) to exhibit its total other direct costs (ODC) by prime and subcontractor(s). A separate table should be completed for each year (base and out-years).

Table (3.3.2)

Other Direct Costs (ODC) Summary

Item	Task 1	Task 2	Task 3	Task 4	Base Year Total
Supplies and Materials Office Equipment Travel • Airfare • Hotel • Meals & Incidentals • Ground Transportation Telecommunications Occupancy • Rent • Utilities • Building Maintenance Transportation Client Care Cost • Food • Medical • Clothing • Personal Hygiene Other					
Total ODC by Task					

Note: *State each individual cost element being proposed. Describe in the narrative section of the cost proposal, how each cost element is derived and why it is being proposed. (Not all cost elements in the table above will apply to each solicitation. The above table should be tailored to the requirements of the RFP.)*

3.4 **Subcontracting Costs:** Each subcontract must be addressed separately. For any subcontract exceeding $25,000 the cost/price proposal must show the names, quantities, prices, deliverables, basis for selection, and degree of competition used in the selection process. The subcontractor's cost or pricing data should be included along with the prime Offeror's proposal. If available, the Offeror should also include the results of its review and evaluation of the subcontract proposals. The Offeror shall provide copies of any cost or price analyses of the subcontractor costs proposed.

3.5 **Start-up Costs:** As appropriate, the Offeror shall identify all start up costs associated with this effort.

3.6 **Other Historical Data:** All offerors with current or past experience (within three to five years) for similar requirements, as described herein, must submit, as a part of their cost data, the following:

(a) Contract Number.

(b) Government agency (federal, state, District, municipal) the contract was awarded by.

(c) Name and phone number of the Contracting Officer.

(d) Name and phone number of the Contract Administrator.

(e) Name and phone number of the Contracting Officer's Representative (if applicable) and the Contract Administrator.

(f) Period of Performance of the Contract.

(g) Total amount of contract(s)

In addition to the above data, the following table (No. 3.6) will be completed and submitted with the cost data:

Table (3.6)

Format for Historical Data

	Proposed Contract			**Delivered Contract ***		
	Number Of Hours**	Contract Value	Average Hr Rate	Number Of Hours**	Contract Value	Average Hr Rate
Direct Labor						
Loaded Labor***						

* Should include any increased scope officially added to contract.
** If provided different number of hours, the difference should be explained.
*** Loaded labor should include all loading and profit. If significant material (i.e., greater than 5%) is included in the contract, data shall be presented both with and without material cost.

In addition, any other data the offeror believes is necessary should be provided in this section.

Note: For data submitted in the above table for "delivered Contract", the Offeror shall indicate the date as of which, the submitted data is current.