

REQUEST FOR TASK ORDER PROPOSAL (RFTOP) (THIS IS NOT AN ORDER) OFFEROR TO COMPLETE BLOCKS 11 and 13 - 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>874.1</u> Schedule)			PAGE OF PAGES (incl. Cover) 1 28	
2. SOLICITATION NO. DCHC-2008-T-6323		3. DATE ISSUED 04/29/2008	4. REQUISITION NO.	5. CONTRACT NUMBER DCHC-T-2008-T-6323	6. OFFER DUE DATE 2:00 P.M. 05/082008	
7A. ISSUED BY Office Of Contracting and Procurement 441 4th Street, NW, 700 South Washington, DC 20001				7B. SOLICITATION INFORMATION NAME: LaDousca Yvonne Mitchell PHONE: 202-724-4021 FAX: 202-727-0245 E-MAIL yvonne.mitchell@dc.gov		
8A ADMINISTERED BY DC Department of Health Health Emergency Preparedness and Response Administration 64 New York Avenue, NE Washington, DC 20002				8B DELIVER TO: DC Department of Health Health Emergency Preparedness and Response Administration 64 New York Avenue, NE Washington, DC 20002		
9. DELIVER BY (Date) 9(a). <input type="checkbox"/> FOB DESTINATION 9(b). <input checked="" type="checkbox"/> OTHER (See Schedule) Please See Section F.3				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, D.C. 20002 202-442-9231		
11. OFFEROR To Potential Offerors				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. _____		
11(a) DUNS NO.		11(b) FEDERAL TAX ID 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)	
0001	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 qualified Contractor with experience as a Project Manager in the area of public health planning, fatality management, and meeting development and management for the purpose of disseminating information to the District’s Faith-based Community, District Funeral Directors, and University Student Health Center in the area of Pandemic Influenza Preparedness, Fatality Management, and Public Health Emergencies.

B.2 The District contemplates the award of a labor hour task order to be issued against the Contractor’s GSA Schedule 874 contract.

B.3 PRICE SCHEDULE – LABOR HOUR

B.3.1 BASE YEAR

Contract Line Item No. (CLIN)	Line Item Description	Qty	Unit Price	Number of Hours	Total Price
0001	Project Manager - Public Health Planning and Fatality Management Emergencies as described in C.3.	1	\$ _____ per hr	424 hrs	\$ _____
Total for Base Year					\$ _____

B.3.2 OPTION YEAR ONE

Contract Line Item No. (CLIN)	Line Item Description	Qty	Unit Price	Number of Hours	Total Price
1001	Project Manager - Public Health Planning and Fatality Management Emergencies as described in C.3.	1	\$ _____ per hr	2080 hrs	\$ _____
Total Option Year One					\$ _____

B.3.3 OPTION YEAR TWO

Contract Line Item No. (CLIN)	Line Item Description	Qty	Unit Price	Number of Hours	Total Price
2001	Project Manager - Public Health Planning and Fatality Management Emergencies as described in C.3.	1	\$_____ per hr	2080 hrs	\$_____
Total Option Year Two					\$_____

B.3.4 OPTION YEAR THREE

Contract Line Item No. (CLIN)	Line Item Description	Qty	Unit Price	Number of Hours	Total Price
3001	Project Manager - Public Health Planning and Fatality Management Emergencies as described in C.3.	1	\$_____ per hr	2080 hrs	\$_____
Total Option Year Three					\$_____

B.3.5 GRAND TOTAL

Period of Performance	Price
Base Year (B.3.1)	\$_____
Option Year One (B.3.2)	\$_____
Option Year Two (B.3.3)	\$_____
Option Year Three (B.3.4)	\$_____
Grand Total	\$_____

SECTION C
SPECIFICATIONS/STATEMENT OF WORK

C.1 SCOPE:

C.1.1 The District of Columbia Department of Health (DC DOH), Health Preparedness and Response Administration (HEPRA) is seeking a qualified Contractor with experience as Project Manager in the area of public health planning, fatality management, and meeting development and management for the purpose of engaging the District’s Faith-based Community, District Funeral Directors, and University Student Health Center in the area of Pandemic Influenza Preparedness, Fatality Management, and Public Health Emergencies.

C.1.2 As the Project Manager, the Contractor shall work with the COTR to develop and provide a facilitator for a series of meetings with the following objectives:

- a. Develop and prescript messages for the purpose of community outreach during a Mass Fatality event or an influenza pandemic as described in Pandemic Influenza Supplement for Medical Surge Capacity and Capability (Applicable documents #3);
- b. Improve cultural competence of religions and customs regarding death and management of the deceased for the purpose of mass fatality management;
- c. Identify the religions practiced by District residents and their associated customs and rituals;
- d. Develop of training information for first responders;
- e. Meet with representatives of the District’s Board of Funeral and District Funeral Directors to discuss Public Health Fatality Management;
- f. Determine Emergency Preparedness Training needs of District Funeral Directors; and
- g. Discuss Pandemic Influenza Readiness with District University Student Health Centers, and determine each participant Pandemic Influenza Readiness needs.

C.1.3 Definitions

The following definitions are applicable to this solicitation:

C.1.3.1 Pandemic Influenza – A pandemic is a global disease outbreak. A flu pandemic occurs when a new influenza virus emerges for which people have little or no immunity, and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

C.1.3.2 District Response Plan (DRP) – Provides the framework for District government entities to respond to public emergencies in the metropolitan Washington area. The DRP provides a unified command and control structure for District emergency response operations to ensure a coordinated and effective operation.

- a. The DRP describes how District agencies will work collaboratively within the District and with our regional and federal partners.
- b. The ultimate goal is to protect the public and respond efficiently and effectively to significant incidents that threaten life, property, public safety, and the environment in the District of Columbia.
- c. The DRP incorporates the concepts and processes of the National Incident Management System (NIMS) and the National Response Plan (NRP).

C.1.3.3 Emergency Support Functions (ESFs) – Areas of functional responsibility; the DRP identifies 16. Each ESF is headed by a primary District agency designated on the basis of its authorities, resources, and capabilities in the particular functional area. Each primary agency is supported by an array of agencies that have similar functional roles and responsibilities. These emergency support functions are:

- ESF #1: Transportation
- ESF #2: Communications
- ESF #3: Public Works and Engineering
- ESF #4: Firefighting
- ESF #5: Information and Planning
- ESF #6: Mass Care
- ESF #7: Response Support
- ESF #8: Health and Medical Services
- ESF #9: Urban Search and Rescue
- ESF #10: Hazardous Materials
- ESF #11: Food
- ESF #12: Energy
- ESF #13: Law Enforcement
- ESF #14: Long Term Recovery and Mitigation
- ESF #15: Media Relations and Community Outreach
- ESF #16: donations and Volunteer Management.

District response assistance is provided using some or all District ESFs as necessary. In addition, each District ESF is partnered with the federal agency that leads the corresponding Federal ESF under the National Response Plan.

C.1.3.4 Mass Fatality – Any incident resulting in more deaths than can be managed with locally available resources.

C.1.3.5 Natural Disease Processes – include but are not limited to Pandemic Influenza or Severe Acute Respiratory Syndrome (SARS)

C.1.3.6 Operational – Identifies the processes or series of actions needed for achieving a result.

C.1.3.7 Regulatory – Organizes and controls an activity or process by making it subject to rules or laws.

C.1.3.8 Public Health – Protection, safety, improvement, and interconnections of health and disease prevention among people, domestic animals and wildlife.

C.1.4 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, Department of Health and Human Services	Public Health Emergency Preparedness Cooperative Agreement (http://emergency.cdc.gov/planning/coopagreement/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/oepo/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/comp/panfluguide.pdf)	October 2007
4	DC Department of Health	Health and Medical Emergency Operation Plan (Attachment J)	February 2007

C.2 BACKGROUND

C.2.1 The mission of the Health Emergency Preparedness and Response Administration (HEPRA) is to coordinate the delivery of emergency medical services and trauma care to residents, workers, and visitors in the District of Columbia. The Administration's responsibilities also include emergency planning, training for emergency response, and operation of Department of Health Medical Command Posts during citywide emergencies. HEPRA is the administration within DOH responsible leading the ESF #8 response during public emergencies, and assists in the District's planned response to emergency health and medical crises through planning, preparedness, training, and operational programs.

C.2.2 In order to fulfill its mission and to meet requisite grant and emergency preparedness goals, under the Public Health Emergency Preparedness Cooperative Agreement (Applicable Documents #1) and in conjunction with the National Healthcare Preparedness Program Cooperative Agreement (Applicable Document #2), HEPRA regularly meets with and provides emergency preparedness related conferences and training for regional partners, stakeholders, members of the District of Columbia Healthcare system, and high level government and private sector officials, both civilian and military. HEPRA also is tasked with frequent collaborative and facilitative events throughout the year. The planning and facilitation of these meetings and events require a substantial investment of staff time and resources.

C.3 REQUIREMENTS

The Contractor shall serve as Project Manager, and provide planning, development, and facilitation of a series of meeting to include four roundtables, and one seminar related to Pandemic Influenza, Mass Fatality Management Planning, and Emergency Preparedness, including at a minimum the following objectives:

C.3.1 Kick-Off Meeting

As the Project Manager, the Contractor shall hold initial “kick-off” meeting with DOH/HEPRA within 15 days of award of contract. This meeting is the initial meeting between the Contractor, the COTR, and other pertinent project members to meet and discuss the project.

C.3.2 Work Plan

C.3.2.1 Submit to COTR a project work plan within 30 days of award of contract, to cover, at a minimum, the requirements discussed in Section C.3.

C.3.2.2 Develop, and submit to COTR a work plan for each meeting which shall include the pre-meeting, meeting day, and post-meeting logistical activities at least two weeks before each meeting.

C.3.2.3 Meet with the COTR at a minimum two weeks before each meeting, or as needed, to finalize all details and discuss any outstanding issues.

C.3.2.4 The Project Manager shall handle all inquiries concerning meetings.

C.3.3 Pre-Meeting Planning

C.3.3.1 The Project Manager shall schedule all meetings and list the sites, which are accessible by public transportation and provide parking, for no more than one day and for no more than 40 attendees with COTR approval 2 weeks before each meeting

C.3.3.2 The Project Manager shall provide the associated logistics support and hospitality including, at a minimum, the following:

- a. any audiovisual needs for meetings;
- b. room setup and cleanup;
- c. meeting agendas and objectives;
- d. participant evaluation form to elicit participant feedback on each meeting;
- e. duplicate, assemble, deliver, and distribute all event materials, including a copy of the District Health and Medical Emergency Operation Plan (Applicable Document #4);
- f. prepare, print, and disseminate of Name Tags, ID badges, and place cards for each meetings.

C.3.4 Meeting Registration and Other Duties

C.3.4.1 The Project Manager shall, at a minimum,

- a. identify the participants for all meetings in coordination with COTR.
- b. develop and disseminate Save-the-Date information two weeks before each meeting;
- c. develop and disseminate registration materials, including a registration form to capture demographic data two weeks before each meeting.
- d. provide a web-based format for accepting registration forms and confirming meeting registrations;
- e. prepare meeting confirmations either through e-mail or a web-based application.
- f. shall personally contact any designated VIPs, as identified by COTR, for the purpose of registration, identification equipment and supplies needed for speaking, and or participation in meeting, and follow-up for “last minute” modifications; and
- g. shall contact invitees who have not RSVP'd for confirmation of attendance or regrets, no later than two weeks before each meeting.

C.3.5 Meeting Day

C.3.5.1 The Project Manager shall at a minimum:

- a. deliver all meeting materials approved by the COTR to site, ensuring that all attendees are provided all meeting materials;
- b. sign-in all attendees the day of the meeting and provide all day-of logistical support;
- c. provide parking for meeting attendees when not provided by site;
- d. provide note takers for all meetings, transcribing notes and providing a copy of meeting minutes to COTR.
- e. provide staff to make certain all meetings, handle all logistical issues, and ensure an optimal participant experience.
- f. ensure that all objectives have been fulfilled and needed data collected to for all After-Action Reports.

C.3.6 Post Meeting

C.3.6.1 The Project Manager shall compile and provide after each meeting, a participant database for all meetings; with pertinent demographic information to the COTR.

C.3.6.2 The Project Manager shall develop and submit two weeks after each meeting an after-meeting report that shall include is but not limited to (1) meeting objectives, (2) data collected for each identified objective, (3) next steps, (4) participant feedback, and (5) database of all meeting participants.

C.3.6.3 The Project Manager shall develop and submit at 30 days before the end of the contract period a draft After Action Report that includes but is not limited to a summation of all meetings, lessons learned, a compiled database of all attendees, and next steps.

C.3.6.4 Submit a final After Action Report one week before the contract end.

C.3.7 Key Personnel

The Contractor shall set forth its personnel to perform the required tasks under this contract by names and reporting relationships. The resumes of all key personnel shall be included. The hours that each will devote to the contract shall be provided in total and broken down by task.

**SECTION D
PACKAGING AND MARKING**

See GSA Contract

SECTION E
INSPECTION AND ACCEPTANCE

See GSA Contract

**SECTION F
DELIVERIES OR PERFORMANCE**

F.1 TERM OF TASK ORDER

The term of the task order shall be for a period of one year period from the date of award specified on the cover page of the contract.

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 three (3) 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 four (4) years.

F.3 DELIVERABLES

Number	Deliverables	Quantity	Format	Due Date
1	Project work plan as described in Section C.3.2.1.	1	Electronic Copy formatted in Microsoft Word via email	Within 30 days of award of contract
2	Meeting work plans as described in Section C.3.2.2.	1 Per Meeting	Electronic Copy formatted in Microsoft Word via email	2 weeks before each meeting
3	List of all meetings scheduled meeting sites as described in Section C.3.3.1.	1	Electronic Copy formatted in Microsoft Word via email	2 weeks before each meeting
4	Develop and provide all meeting agendas as described in Section	40 each meeting	Electronic Copy formatted in	2 weeks before each meeting

	C.3.3.2(c).		Microsoft Word	
5	Develop and provide meeting evaluation form as described in Section C.3.3.2(d).	40 each meeting	Electronic Copy formatted in Microsoft Word	2 weeks before each meeting
6	Prepare, print, and disseminate name tags, ID badges, and place cards as described in Section C.3.3.2(f).	40 each meeting	Electronic Copy formatted in Microsoft Word	2 weeks before each meeting
7	Develop and disseminate Safe-the-Date information as described in Section C.3.4.1(b)	40 each meeting	Electronic Copy formatted in Microsoft Word	2 weeks before each meeting
8	Develop and disseminate registration materials as described in Section C.3.4.1(c).	40 each meeting	Electronic Copy formatted in Microsoft Word	2 weeks before each meeting
9	Provide a web-based format for accepting registration forms and confirming meeting registrations as described in Section C.3.4.1(d).	1 for each meeting	Electronic	2 weeks before each meeting
10	Provide and deliver all meeting materials as described in Section C.3.5.1(a).	40	Hard Copy	TBD
11	Submit an after-meeting report as described in Section C.3.6.2.	1 Per Meeting	Electronic Copy formatted in Microsoft Word via email	2 weeks before each meeting
12	Develop and submit a draft After Action Report that includes but is not limited to a summation of all meetings, lessons learned, a compiled database of all attendees, and next steps Section C.3.6.3.	1	Electronic Copy formatted in Microsoft Word via email	30 days before the end of the contract
13	Submit a final After Action Report as described in Section C.3.6.4	1	Electronic Copy formatted in Microsoft Word via email	1 week before end 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 the Controller/Agency Fiscal Officer
Address: 825 North Capitol Street, NE
Suite 5000
Telephone: Washington, DC 20001

- 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;
- (b) Submission of hourly time sheets, approved by the COTR; 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) 724-4197 (desk)
(202) 727-0245 (fax)
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:

Karla J. Abney, MSN, CNS, APRN-BC
HRSA BT Coordinator
Health Emergency Preparedness and Response Administration (HEPRA)
64 New York Avenue NE - Suite 5000
Washington DC 20002
(202) 671-0804
(202) 671-0707 (fax)

- 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** Tax Certification Affidavit
- J.4** Cost/Price Data Requirement Package
- J.5** Past Performance Evaluation Forms
- J.6** Contractor's Technical Proposal dated
- J.7** DC Department of Health and Medical Emergency Operation Plan (February 2007)

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

L.1.1 Most Advantageous to the District

The District intends to award a single contract resulting from this solicitation to the responsible Contractor(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 Contractor'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-6323"

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

L.2.1 Contractors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, **EVALUATION FACTORS FOR AWARD**. The Contractor shall respond to each factor in a way that will allow the District to evaluate the Contractor's response. The Contractor 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.2.2 Volume I - Technical Proposal Instructions

L.2.2.1 Technical Expertise and Approach

The information contained in this section shall facilitate the evaluation of the Offeror's technical expertise and approach to successfully fulfill the requirements.

L.2.2.1.1 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 Public Health Mass Fatality Plan; and
- c. Describe the Offeror's approach and methodology to successfully complete the requirements in C.3

L.2.2.1.2 Attachments

- a. Resumes for Key Personnel C.3.7.
- b. Sample Conceptual work plan as described in C.3.

L.2.2.2 Past Performance

L.2.2.2.1 Narratives

- a. Describe the Offeror's past performances providing services similar size and scope services as those described in C.3.

L.2.2.2.2 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.2.2.3 Certifications

Offerors shall provide the following in the technical proposal:

L.2.2.3.1 Tax Certification Affidavit (Attachment J.4)

L.2.2.3.2 GSA Scheduled Contract

L.2.3 VOLUME II – PRICE PROPOSAL INSTRUCTIONS

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

Price Proposal shall contain the following:

L.2.3.1 A completed Section B.3.

L.2.3.3 The Contractor shall complete and provide the Cost/Price Data and Certification provided in 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; or
- 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: LaDousca Yvonne Mitchell, Contract Specialist

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 April 20, 2007. The District will not consider any questions received later than April 20, 2007. 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 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.

L.10 TAX CERTIFICATION

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, incorporated herein as Attachment J.2.

**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 – 80 POINTS		
EVALUATION FACTOR/ SIGNIFICANT SUBFACTOR	POINT VALUE	RELATIVE IMPORTANCE
Technical Approach and Expertise	50	Technical Approach and Expertise (50 Points). The Offeror has comprehensive knowledge and expertise in public health planning and fatality management; comprehensive technical approach and technical expertise; sample work plan; resumes of key personnel.
Past Performance and Experience	30	Offeror’s Experience and Past Performance (30 Points). Offeror has demonstrated that it has successfully provided similar services to similar clients.
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