

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**

Information Technology Group



**TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE CONTRACTORS**

**REQUEST FOR TASK ORDER PROPOSALS**

**Solicitation No.:** DCTO-2009-T-0076  
**Caption:** IP Video Security System – FY06 Buffer Zone Protection Program  
**Issuance Date:** January 14, 2009

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Metropolitan Police Department, Office of the Chief Information Officer (MPD - OCIO), is seeking a Contractor to furnish and install an IP Video Security System in accordance with Attachment A - Statement of Work (SOW) and your District of Columbia Supply Schedule contract.

**Site visits are scheduled January 28, 2009, from 10:00 a.m. to 1:00p.m. (Sites 1 and 2) and from 2:00p.m. to 5:00p.m. (Sites 3 and 4).** Vendors interested in attending shall contact the Contract Specialist, Lindel Reid, via email at [lindel.reid@dc.gov](mailto:lindel.reid@dc.gov) not later than January 27, 2009. Interested parties will meet in the 2<sup>nd</sup> floor, lobby of the Metropolitan Police Department, Headquarters, 300 Indiana Avenue, N.W., (Site 1), on the date of the site visit. The vendor shall visit three (3) additional sites within the District of Columbia as follows:

**Site Visits January 28, 2009**

- **Site 1** – MPD, Headquarters, 2<sup>nd</sup> floor lobby, 300 Indiana Avenue, N.W.
- **Site 2** - Union Station, Brentwood Rail Yard, 100 Block of Massachusetts Avenue, N.E.
- **Site 3** - Dalecarlia Water Treatment Facility (Palisades), NW Quadrant of DC.
- **Site 4** - World Bank IMF Complex, NW Quadrant of DC.

The task order proposal should be prepared according to the instructions listed below.

## **1. Proposal Submission Requirements**

The task order proposal shall consist of two parts: Technical and Price, four (4) copies each. Proposal shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCTO-2009-T-0076, IP Video Security System – FY06 Buffer Zone Protection Program."

All proposals must be submitted on 8.5" x 11" paper and typewritten and should be no longer than 30 pages in length. Telephonic and telegraphic proposals will not be accepted unless otherwise directed in writing.

## **2. Technical Proposal**

This section shall be submitted under a separate cover titled "**Technical Proposal**". The technical portion shall, at a minimum:

- a. Demonstrate the offeror's understanding of the requirements.
- b. Describe the offeror's technical and management approach to accomplish the requirements within the required time frame.
- c. Describe the offeror's qualifications to perform the requirements of the contract, including technical approach and past performance.
- d. Describe the offeror's ability to support the full life cycle of the equipment, in addition to the design and installation, and support during a 1-year warranty period and any additional support and maintenance agreements proposed by the offeror.
- e. Identify the milestones or work breakdown structures.
- f. Describe which portions of the effort will be subcontracted, if any.
- g. Identify deliverables.
- h. Describe the number of hours by skill category required to accomplish the work effort for each time, milestone or work breakdown structure.
- i. Identify the skill categories to be utilized, including specific roles and qualifications of staff, and submit resumes of all key personnel.
- j. Complete the Experience Questionnaire (Attachment B) for all similar contracts completed during the past three (3) years.

The District, utilizing the Past Performance Evaluation form (Attachment C), will solicit Past Performance Evaluations from a minimum of three (3) references provided by the Offeror in the Experience Questionnaire (Attachment B). The information obtained from the completed Past Performance Evaluation forms (Attachment C) will facilitate the District's evaluation of the Offeror's quality of services provided, timeliness in service delivery, business practices and overall satisfaction with the Offeror's performance relevant to the Offeror's delivery of required services as described in the SOW.

The District will only discuss Past Performance information directly with the prospective prime contractor that is being reviewed and with the previous customers.

In the event of unfavorable past performance evaluations or ratings, ratings of 0 or 1 as described on page 2 of the Past Performance Evaluation form (Attachment C), the Offeror will be provided an opportunity to prepare a response to the unfavorable evaluation.

### **3. Price Proposal**

This section shall be submitted under a separate cover titled **"Price Proposal"**. It shall include the total price for the entire project, and shall be broken down by the task activities or phases as set forth in the statement of work. Pricing shall be a firm fixed price and shall identify all costs. Unless otherwise directed in writing, the price shall, at a minimum include:

- a. The skill categories and hourly rate.
- b. Identify the total number of hours and hourly rate for each skill category.
- c. Identify the total price, and include a summary of all items proposed.
- d. Copy of Offeror's DC Supply Schedule price list.

Offerors shall also complete and return the Tax Certification Affidavit. (Attachment D)

### **4. Hand Delivery or Mailing of Solicitation**

**Deliver or Mail to:**

Office of Contracting and Procurement  
Bid Room/Bid Counter

441 4<sup>th</sup> Street, N.W., Suite 703 South  
Washington, D.C. 20001

## **5. Proposal Submission Date**

The closing date for receipt of proposals is **Wednesday, February 4, 2009, by 2:00 p.m.** local time.

## **6. Evaluation for Award**

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

## **7. Proposal Evaluation**

The technical evaluation criteria set forth below has been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The offeror is informed that these criteria (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the offeror should specifically address in complying with the requirements of this solicitation.

The offerors' technical proposal and price proposal shall be evaluated separately. Offers are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below.

### **Technical Evaluation Criteria**

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

- **Knowledge and Experience (40 Points)**
  - Offeror has demonstrated experience designing and installing Internet Protocol (IP) CCTV camera systems for Metropolitan police departments or other similar organizations using desired Pelco equipment – (20 points)
  - Offeror's Project Leader possesses five (5) years or more experience managing similar projects – (20 points)

- **Project Approach (10 Points)** – The Offeror’s technical approach reflects a clear understanding of the project requirements. The offeror has provided logically clear processes for project implementation. The offeror has provided a sound approach for project and site management.

The District may invite the offeror to an oral presentation and interview. The interview will consist of standard questions asked of each offeror and specific questions regarding their specific proposal, as well as additional information that the offeror may choose to provide to further clarify its ability to provide the equipment and services desired.

- **Proposed Personnel (10 Points)** – Offeror has submitted resumes demonstrating that proposed personnel have experience designing and installing Internet Protocol (IP) CCTV camera systems for Metropolitan police departments or similar organizations. Offeror has proposed sufficient personnel to complete the task requirements within a six (6) to nine (9) week period.
- **Past Performance (10 Points)** – The Offeror has demonstrated that it has successfully provided similar services to similar clients.

**Offeror must complete and submit with proposal, the attached Experience Questionnaire (Attachment B) listing all contracts in which the offeror or its major subcontractors or joint venture partners have performed similar work in the past (3) years. Work is similar, if the function, responsibilities, and duties of the offeror are essentially the same as the required services described in the Statement of Work.**

**TOTAL POSSIBLE POINTS:**

<b>Knowledge and Experience</b>	<b>40 Points</b>
<b>Project Approach</b>	<b>10 Points</b>
<b>Proposed Personnel</b>	<b>10 Points</b>
<b>Past Performance</b>	<b>10 Points</b>
<b>Price</b>	<b>30 Points</b>

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<b>TOTAL</b>	<b>100 Points</b>
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## 8. Determination of Points for Price

Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest price will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Grand Total of Lowest Proposal Price Offered}}{\text{Grand Total of Proposal Being Evaluated}} \times 30 = \text{Evaluated Price Score}$$

## 9. Attachments

Attachment A – Statement of Work  
Attachment B – Experience Questionnaire  
Attachment C – Past Performance Evaluation Form  
Attachment D – Tax Certification Affidavit

10. This will be a fixed price task order based on fixed hourly labor rates. The period of performance will be from the date of award through nine (9) weeks thereafter.

Questions may be referred to Lindel Reid, Contract Specialist, by email at [lindel.reid@dc.gov](mailto:lindel.reid@dc.gov). Questions regarding the solicitation must be received no later than 4:00 p.m. on Monday, February 2, 2009, in order to be considered.

Kenneth Morrow  
Contracting Officer

Enclosures