GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER QUOTE

Solicitation No.: **DCCR-2010-Q-0005**

Caption: **Temporary Staffing Services**

Issuance Date: **November 19, 2009**
Closing Date: **November 30, 2009**

The Office of Contracting and Procurement (OCP) on behalf of the Department of Consumer and Regulatory Affairs is seeking a Contractor to provide temporary staffing on an as needed basis. See Attachment A- Statement of Work.

1. Price Proposal

This section shall include the total price for the entire project. The price proposal shall include each labor category, the hourly labor rate, the number of hours and a total price. Pricing shall be firm fixed price.

The Offeror shall provide pricing that is in accordance with the District of Columbia Supply Schedule for Temporary Services Contracts.

- The Offeror shall also complete and the Tax Certification Affidavit. See Attachment D.
- The Offeror shall provide a copy of their Certification of Liability Insurance with Request for Task Order Quote.

Pricing: (Please provide a soft copy of the DCSS master contract price sheet from the for the base year plus options years and the summary aggregate award sheet)

AGGREGATE GROUP AWARDS- Bidder must quote unit prices on each item within each group to receive consideration. Bidder(s) need only submit pricing for each Aggregate Award Group for which Bidders wish to be considered; the District contemplates awarding one or more contracts to the lowest responsive and responsible Bidders for each Aggregate Award Group.

2. Hand Delivery or Mailing of Solicitation

Deliver or Mail to:

Office of Contracting and Procurement
Bid Room /Bid Counter
441 4th Street, NW, Suite 703 South- Bid Room
Washington, DC 20001-2714

3. Proposal Submission Date

The closing date for receipt of proposal is Monday, November 30, 2009, by 2:00 p.m.

4. Evaluation for Award

The contract will be awarded to the responsible Bidder whose offer is most advantageous to the District. The District reserves the right to reject any of all bids determined to be inadequate or unacceptable.

5. Contract Type:

This will be a Firm Fixed Price Contract. The term of the contract shall be for one (1) year.

6. OPTION TO EXTEND THE TERM OF THE CONTRACT

6.1 The District may extend the term of this contract for a period of two (2) one-year option periods, or successive fractions thereof by written notice if the Contract 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 wavier to the Contracting Officer prior to expiration of the contract.

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

6.3 The price for the option period (s) shall be as specified in the contract.

441 4th Street, NW, Suite 700S, Washington, DC 20001, Phone: 202-727-0252, Fax: 202-727-0245

6.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed three (3) years.

Questions may be referred to Nicole Matthews, Contract Specialist at (202) 724-2122.

Elona Evans-McNeill
Contracting Officer

Attachments

Attachment A- Section B- Pricing
Attachment B- Section C- Description/Specification/Statement of Work
Attachment C- Section K- Representations, Certifications and Other Statements of Bidders
Attachment D- Tax Certification Affidavit
Attachment E- Staffing Position Descriptions
Attachment F- Employee Dress Code
Attachment G- Section F- Deliverables

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Solicitation No. DCCR-2010-Q-0005
Temporary Staffing Services

ATTACHMENT A

Temporary Staffing Price Sheet

TEMPORARY STAFFING SERVICES

Aggregate Group 1 - Administrative Support Personnel

CLIN	Description	Estimated Number of Employess	Pay Rate	Health & Welfare Benefits	Profit	Loaded Rate	Estimated Number of Hours per Employee	Estimated Total Number of Hours	Estimated Total Dollars
0001A	General Clerk IV	2					1700	3400	
0001B	General Clerk III	1					1700	1700	
0001C	Secretary III	2					1700	3400	
0001D	Production Control Clerk	1					1700	1700	
Aggregated Group 1 - Grand Total		6							

Aggregate Group 4 - Unskilled Laborers, Technicians and Inspectors

CLIN	Description	Estimated Number of Employess	Pay Rate	Health & Welfare Benefits	Profit	Loaded Rate	Estimated Number of Hours per Employee	Estimated Total Number of Hours	Estimated Total Dollars
0002A	General Maintenance /Abatement Team	4					1750	7000	
0002B	Environmental Technician	5					1750	7000	
0002C	Heavy Equipment Operator	3					1750	5250	
Aggregated Group 2 - Grand Total		12							

Aggregate Group 3 - Paralegal / Legal Assistant

CLIN	Description	Estimated Number of Employess	Pay Rate	Health & Welfare Benefits	Profit	Loaded Rate	Estimated Number of Hours per Employee	Estimated Total Number of Hours	Estimated Total Dollars
0003A	Paralegal / Legal Assistant	2					1750	3500	
Aggregated Group 4 - Grand Total		2							

Total Contract Summary

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Temporary Staffing Services

AGRGREGATE GROUP	BASE YEAR	OPTION YEAR ONE (1)	OPTION YEAR TWO (2)	GRAND TOTAL
Aggregate Group 1- Administrative Support				
Aggregate Group 2- Unskilled Laborers and Technicians				
Aggregate Group 3- Paralegal/Legal Assistant				

ATTACHMENT B

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Department of Consumer and Regulatory Affairs (DCRA) is seeking a Contractor(s) to provide all of the Management, Supervision and Temporary Support/Staffing Personnel Services for various offices within DCRA as specified in Attachment (A) – Pricing Schedule.

C.1.1 APPLICABLE DOCUMENTS

N/A

C.1.2 DEFINITIONS

C.1.2.1 Temporary Support Staff: Temporary Support Staff hired by the Contractor to perform temporary support work pursuant to this Request for Task Order Quote.

C.1.2.2 Working Manager: The assigned manager responsible for the day to day operations, management and supervision of the Aggregate Group.

C.2 BACKGROUND

The mission of the Department of Consumer and Regulatory Affairs is to protect the health, safety, and welfare of District residents and those who work in our national capitol jurisdiction. DCRA facilitates sound business practices and safe development by ensuring adherence to District health and safety codes and its business, occupational, and professional licensing requirements.

DCRA is a revenue-generating agency for the District of Columbia government which requires administrative staff inclusive of clerical, secretarial, word processors, personnel assistants, courier drivers, computer operators, grounds maintenance workers, environmental technicians, heavy equipment operator, inspectors, paralegal/legal assistants, technical writer, exhibits specialist and graphic artist for daily operations. There are four (4) administrations that require administrative support and labor to carry out their mission: Building Land Regulation Administration, Building Permit Licensing Administration, Operations, and the Office of the Director. There are numerous programs and offices under these administrations that require the labor listed below.

C.3 REQUIREMENTS

C.3.1 The Contractor shall provide Management, Supervision and Temporary Support/Staffing Personnel Services for various positions within DCRA as specified in Attachment A – Pricing Schedule.

C.3.2 The Contractor shall provide Temporary Support Staff that meet the staffing personnel qualifications as outlined in Attachment E – Position Descriptions.

C.3. 3 The Contractor shall provide management, supervision and temporary support/staffing personnel during core DCRA operational hours. DCRA core hours are Monday to Friday 8:15 a.m. through 4:45 p.m., excluding holidays.

C.3.4 The Contractor shall provide weekly time sheet(s) for each Temporary Support Staff person stating the total hours worked each day with a weekly total to the COTR every Friday by 12:00 p.m.

C.3.5 The COTR shall assign work to the Contractor for each Aggregate Group.

C.3.6 The Contractor shall ensure that Temporary Support Staff maintain professional attire for DCRA the business environment. See Attachment F – Employee Dress Code.

C.3.7 The District of Columbia shall pay the Contractor for each work hour each Temporary Support Staff worked.

C.3.8 Temporary Support Staff shall not supervise any District employee.

C.3.9 The District will not supervise Temporary Support Staff and in the event that the District is not satisfied with the Temporary Support Staff, the Contractor, at the request of the District, will immediately remove that Temporary Support Staff replacing him/her with a new Temporary Suppor Staff.

ATTACHMENT C

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF BIDDERS

K.1 TYPE OF BUSINESS ORGANIZATION

K.1.1 The Bidder, by checking the applicable box, represents that

(a) It operates as:

___ A corporation incorporated under the laws of the State of: _____
___ An individual,
___ A partnership,
___ A nonprofit organization, or
___ A joint venture.

(b) If the Bidder is a foreign entity, it operates as:

___ An individual,
___ A joint venture, or
___ A corporation registered for business in _____
(Country)

K.2 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the bidder for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Bidder_____Date_____

Name_____Title_____

Signature_____

Bidder ____has ____has not participated in a previous contract or subcontract subject to the Mayor's Order 85-85. Bidder____ has ____has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed sub-bidders. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor's Order.)

K.3 BUY AMERICAN CERTIFICATION

The Bidder hereby certifies that each end product, except the end products listed below, is a domestic end product (as defined in Paragraph 23 of the SCP, "Buy American Act"), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.4 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each Bidder shall check one of the following:

_____ No person listed in Clause 13 of the SCP, "District Employees Not To Benefit" will benefit from this contract.

_____ These person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

_____

_____

K.5 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the Bidder is considered to be a certification by the signatory that:

1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any Bidder or competitor relating to:

(i) those prices
(ii) the intention to submit a contract, or
(iii) The methods or factors used to calculate the prices in the contract.

2) The prices in this Contract have not been and will not be knowingly disclosed by the Bidder, directly or indirectly, to any other Bidder or competitor before Contract opening unless otherwise required by law; and

3) No attempt has been made or will be made by the Bidder to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

(b) Each signature on the bid is considered to be a certification by the signatory that the signatory:

1) Is the person in the Bidder's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or

2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

_____

(Insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the Bidder's organization)

As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above.

(c) If the Bidder deletes or modifies subparagraph (a) (2) above, the Bidder must furnish with its bid a signed statement setting forth in detail the circumstances of the disclosure.

K.7 TAX CERTIFICATION

Each Bidder must submit with its bid, a sworn Tax Certification Affidavit. See Attachment D.

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 _____

Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number

Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent _____ **Title** _____

The penalty for making false statement 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.

ATTACHMENT E

STAFFING POSITION DESCRIPTIONS

01118 GENERAL CLERK IV

Uses some subject-matter knowledge and judgement to complete assignments consisting of numerous steps that vary in nature and sequence. Selects from alternative methods and refers problems not solvable by adapting or interpreting substantive guides, manuals, or procedures. Typical duties include: assisting in a variety of administrative matters; maintaining a wide variety of financial or other records; verifying statistical reports for accuracy and completeness; and handling and adjusting complaints. May also direct lower level clerks. Positions above level IV are excluded. Such positions (which may include supervisory responsibility over lower level clerks) require workers to use a thorough knowledge of an office's work and routine to: 1) choose among widely varying methods and procedures to process complex transactions; and 2) select or devise steps necessary to complete assignments. Typical jobs covered by this exclusion include administrative assistants, clerical supervisors, and office managers.

01117 GENERAL CLERK III

Work requires a familiarity with the terminology of the office unit. Selects appropriate methods from a wide variety of procedures or makes simple adaptations and interpretations of a limited number of substantive guides and manuals. The clerical steps often vary in type or sequence, depending on the task. Recognized problems are referred to others. DCRA's Scan Center, General Services Division, Provides a variety of services that are essential to the day-to-day operations of the Department programs. Service includes but are not limited to receiving, prepping, answer phones, scanning, indexing, and verification of records. Performs other duties assigned.

Secretary III (01313)

This position provides principal secretarial support in an office, usually to one individual, and, in some cases, to the subordinate staff of that individual. The Secretary maintains a close and highly responsive relationship to the day-to day activities of the supervisor and guidance, and performs various clerical and secretarial duties requiring knowledge of office routine and an understanding of the organization, programs, and procedures related to the work of the office. Computers may exist in the environment, requiring working knowledge of certain office software programs. Organizational structure is complex and is divided into subordinate groups that usually differ from each other as to subject matter, function, etc. Supervisor usually directs staff through intermediate supervisors. Internal procedures and administrative controls are formal. An entire organization division may contain a variety of subordinate groups that meet the LS-2 definition. Therefore, it is not unusual for one LS-1 supervisor. Secretary III advises individuals outside the organization on the executive's views on major policies or current issues facing the organization; contacts or responds to contact from high ranking outside officials (e.g., city or state officials, members of congress, presidents of national or international firms, etc.) in unique situations. These officials may be relatively inaccessible, and each contact typically must be handled differently, using judgment and discretion.

- Respond to routine telephone request that have standard answers; refer calls and visitors to appropriate staff. Control mail and assure timely staff response, and send form letters.
- As instructed, maintain supervisor's calendar, make appointments, and arrange for meeting rooms:
- Review materials prepared for supervisor's approval for typographical accuracy and proper format
- Read publications, regulations, and directives and take action or refer those that are important to the supervisor and staff"
- Prepare special or one-time reports, summaries, or replies to inquiries, selecting relevant information forma variety of sources such as reports, documents, correspondence, other offices, etc., under general directions;
- Advise secretaries in subordinate offices on new procedures; request information needed from the subordinate office(s) for periodic or special conferences, reports, inquiries, ect. and shifts clerical staff to accommodate workload needs.

01270 - Production Control Clerk

Introduction

This position is located in the Department of Consumer and Regulatory Affairs (DCRA), Office of Information Systems (OIS).

Duties and Responsibilities

Compiles and records production data for agency establishments to compare records and reports on volume of production, consumption of material, quality control, and other aspects of production, performing any combination of the following duties: Compiles and records production data from such documents as customer orders, work tickets, product specifications, and individual worker production sheets, following prescribed recording procedures and using typewriter and other devices. Calculates such factors as types and quantities of items produced, materials used, amount of cases, frequency of defects, and worker and department production rates, using adding machine or calculator. Writes production reports based on data compiled, tabulated and computed, following prescribed formats. Maintains files of documents used and prepared. Compiles from specifications detailed production sheets or work tickets for use by production workers as guides in assembly or manufacture of products. Prepares written work schedules based on established guidelines and priorities. Compiles records for accuracy. Charts production, using chart or graph, based on statistics compiled for reference by production and management personnel. Sorts and distributes material to workers.

Housing Regulation Administrator
Laborer/Ground Maintenance 11210
Contract Employee

Major Duties

Ground Laborer complies with the District of Columbia Housing Code (14 DCMR). Ground laborers conduct inspections to determine if property owners are in compliance with maintenance requirements of residential properties and premise thereof where noncompliance is found. Ground laborer takes appropriate action to obtain abatements.

Performs any combination of the following duties:

-Do appropriate landscaping on properties assigned daily

-Maintains the cleanliness of all assigned case assignments

-Maintain the grass, weeds and any debris on properties to enhance neighborhood to ensure health and safety of areas requiring attention.

-Performs duties requiring cleaning and maintenance of ground areas

-Lift equipment and or supplies in order to ensure trucks are equipped before going into the field.

-Perform emergency duties as assigned.

29090 ENVIRONMENTAL TECHNICIAN

Conducts tests and field investigations to obtain data for use by environmental, engineering and inspection personnel in determining sources and methods of abatement

Prepares drawings when necessary to describe in detail housing code deficiencies and repairs necessary

Monitors the progress of repairs and new construction and conduct final inspections of work to approve full or partial payment contractors

Develops cost estimates of repair and new construction required

Recommend alternative solutions to resolving outstanding violations when routine methods may have an adverse impact on the life, safety, health and welfare of tenants and property in and around the location of violations.

Conducts inspection of premise to determine extent of deviation from Housing Regulation in response to request for variances and make recommendation to the Attorney Advisor to approve or disapprove request.

Reviews the work of subordinate staff to ensure accuracy and conformity to construction practices, rules and regulations, and Departmental policies and procedures

Responsible for recording, monitoring and providing periodic reports regarding the collection and disbursement of funds under the DC Code 42.3131.01 program

Assigns casework and assist in maintaining work schedules of subordinate staff

Records data, and prepares summaries and charts for review. Set monitoring equipment to provide flow of information. Installs, operates, and performs routine maintenance on gas and fluid flow systems, chemical reaction

Assesses emergency abatement as required

23440 HEAVY EQUIPMENT OPERATOR

Operates heavy equipment such as cranes, clamshells, power shovels, motor graders, heavy loaders, carryalls, bulldozers, rollers, scrapers, and large industrial tractors with pan or scrapper attachments. Equipment is used to excavate, load or move dirt, gravel or other materials. Operator may read and interpret grade and slope stakes and simple plans. May grease, adjust and make emergency repairs to equipment.

29364 PARALEGAL/LEGAL ASSISTANT IV

At this level, assists in the evaluation, development and litigation of cases by performing the following duties:

Examines and evaluates information in case files, for case litigation worthiness and appropriate titles of law;

Determines the need for additional information, independent surveys, evidence, and witnesses, and plans a comprehensive approach to obtain this information;

Through on-site visits, interviews, and review of records on operations, looks for and evaluates the relevance and worth of evidence;

Selects, summarizes, and compiles comparative data to examine and evaluate respondent's deficiencies in order to provide evidence of illegal practices or patterns;

Reviews economic trends and forecasts at the national and regional level to evaluate the impact of successful prosecution and potential remedial provisions of ongoing investigations and litigation;

Identifies types of record keeping systems and types of records maintained which would be relevant. Gathers, sorts, and interprets data from various record systems including computer information systems;

Interviews potential witnesses for information and prepares witnesses for court appearances;

Develops statistics and tabulations, such as standard deviations, regression analyses, and weighting, to provide leads and supportive data for case litigation. Prepares charts, graphs, and tables to illustrate results;

Analyzes data, develops recommendations and justifications for the attorney(s) who will take the matter to court. Continues to work with the attorney(s) during the progress of the case, obtaining and developing further evidence and exhibits, providing administrative assistance, and maintaining custody of exhibits, documents, and files;

May appear in court as a witness to testify concerning exhibits prepared supporting plaintiff's case.

DEPARTMENT OF CONSUMER AND REGULARTORY AFFAIRS

EMPLOYEE DRESS CODE

POLICY

Employees of the Department of Consumer and Regulatory Affairs (DCRA) generally interact with customers, clients and the general public in the performance of their duties. Therefore, each DCRA employee is expected to present a positive image through a professional, neat and clean appearance. Appropriate attire and grooming reflect professionalism and an efficiently operated agency.

The purpose of this policy is to prescribe general standards of dress for DCRA employees by describing appropriate business attire. Allowances have been made, where appropriate, for employees whose duties may vary and for other factors.

Employees who report to work inappropriately dressed, as defined in this policy, shall be required to change to attire that is deemed appropriate, as defined in this policy. The period of absence from duty shall be treated as leave without pay.

SCOPE

The DCRA employee dress code policy shall apply to each employee. Employee dress code provisions set forth in any collective bargaining agreement may supersede provisions of the DCRA employee dress code policy.

GUIDELINES

A. Appropriate Business Attire

DCRA employees are expected to dress in appropriate business attire, namely suits, ties, shirts or blouses, pants or skirts, sport coats and blazer-style jackets, slacks, dresses, turtlenecks and sweaters.

B. Inappropriate Business Attire

Dress items that are considered inappropriate at all times include beach wear, tank tops, backless or strapless shirts, halter tops, clothing that is designed for exercise or dance, sweat shirts and sweat pants, warm-up or jogging suits, shorts, leggings, tights, cut-off shorts or pants, jeans, spandex pants, biker shorts, leotards, midriff tops and micro mini skirts or dresses.

C. Exceptions

Jeans, collared sport shirts and sweatshirts may be considered appropriate attire for certain DCRA field personnel. However, torn or dirty jeans or collared sport shirts and sweatshirts with wording, slogans or depictions of objects, persons or other creature shall be considered inappropriate attire.

D. **General Guidelines**

Each supervisor is responsible for determining the appropriate attire for his/her subordinate(s).

This employee dress code policy is not intended to be an employment contract and is subject to change at any time.

ATTACHMENT G

SECTION F - DELIVERABLES

Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
Weekly Time Sheets for each employee	various	Paper format	Due on Friday of each work week by 12:00 noon	COTR – reference Section G.9.1