

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)				PAGE OF 1	PAGES 11
1. RFQ NO. RQ363490	2. DATE ISSUED October 4, 2007	3. REQUISITION NO. RQ363490	4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside LSDBE <input type="checkbox"/> Open with Subcontracting Set Aside		
5A. ISSUED BY: Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 th Street N.W., Suite 971 North Washington, D.C. 20001			6. DELIVERY Immediately upon notification of contract award.		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Mark Valliere, Contract Specialist, Phone (202) 741-0831, fax (202) 727-6394 mark.valliere@dc.gov			7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL CERTIFIED LSDBE OFFERORS			9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Office of the Chief Technology Services 441 4 th Street, NW, Room 930 S Washington, DC 20001 Deliver to: James Q. Powell		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: October 19, 2007 2:00 PM		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy) 11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS					
<p><u>Instructions to Quoters:</u> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price proposals as outlined in this solicitation, submit one (1) original and four (2) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.</p> <p><u>Terms and Conditions:</u> SEE ATTACHED.</p>					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	See attached Statement of Work				
0001	Senior Systems Administrator (Base Period)	1000	Hours	\$	\$
0002	Option Period One	1000	Hours		
0003	Option Period Two	1000	Hours		
0004	Option Period Three	1000	Hours		
0005	Option Period Four	1000	Hours		
TOTAL AMOUNT					\$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES NOT ACCEPTABLE)		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

1. GENERAL TERMS AND CONDITIONS

This is a Request For Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Set Aside Market for certified LSDBE Offerors. The District will apply preferences in evaluating submissions from District-certified LSDBEs. If you are unable to submit a quote, please so indicate on this form and return it.

2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a labor hour contract. The period of performance for the base period will be 1000 hours from date of award with the option to renew for four (4) additional option periods of 1,000 hours each, 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. The quoter/offeror shall submit a price for the base period and each option period. If the District exercises this option, the extended contract shall be considered to include this option provision. The price for the option period shall be as specified in the contract. The total duration of this contract, including the exercise of any options under this clause, shall not exceed twenty-four (24) months.

3. CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by contracting officers. The name, address and telephone number of the Contracting Officer is:

William E. Sharp
Contracting Officer
Government of the District of Columbia
Office of Contracting and Procurement

Information Technology Group
441 Fourth St., NW, Suite 971 North
Washington, DC 20001
Phone: (202) 727-0252 (main)
Phone: (202) 727-8983 (direct)
Fax: (202) 727-1679
E-mail: SharpW@ocp.dcgov.org
Website: <http://ocp.dc.gov>

4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

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

5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor's compliance or noncompliance with the contract. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the contract, of ensuring that the work conforms to the requirements of this contract and such other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. 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.

6. ADVISORY AND ASSISTANCE SERVICES

The contract is a "nonpersonal services contract". It is therefore, understood and agreed that the Contractor and/or the Contractor's employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own

management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

7. DELIVERY OF WORK PRODUCT/INSTRUCTIONS FROM COTR

- 7.1** The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.
- 7.2** In addition, the Contractor shall:
- 7.2.1** Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;
- 7.2.2** Provide to personnel performing work under this contract high-end laptops with Window XP Professional and necessary communication equipment. Contractor shall also provide space, equipment, storage, personnel, and systems in the Contractor's offices as necessary to support the work hereunder. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.
- 7.2.3** The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person's name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the OTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
- 7.2.4** Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.
- 7.2.5** Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.
- 7.2.6** Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- 7.2.7** Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.

- 7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.
- 7.2.9 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- 7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.

8. HIRING OF EMPLOYEES

By accepting this order or contract, the Contractor agrees that the District, at its discretion, after completion of order or contract period, may hire the individual performing services as a result of this order or contract, without restriction, penalties or fees.

9. INVOICE PAYMENT

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. The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later on a monthly basis or as otherwise specified in the order or by the COTR. 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 this solicitation. The address of the CFO is:

Name: OCTO Agency CFO
Accounts Payable Division
Address: 441 4th Street, NW
Suite 930S
Washington, DC 20001
Telephone: (202) 727-2277
Fax: 202-727-1216
E-mail: octo.accountspayable@dc.gov

To constitute a proper invoice, the Contractor shall submit the following information:

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is also recommended;
- (c) Description, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

10. EVALUATION FACTORS

10.1 The District intends, but is not obligated, to make a single award to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified in the solicitation. 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. The Technical Rating Scale is as follows:

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Fails to meet minimum requirements; <i>e.g.</i> , 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.

10.2 EVALUATION CRITERIA

10.3 TECHNICAL CRITERIA (70 points)

10.3.1 KNOWLEDGE AND EXPERIENCE (35 Points)

10.3.2 TECHNICAL RATING

EXPERIENCE (15 points)

Extensive experience (minimum of 5 years) managing, installing, configuring and administering Windows and Sun Solaris operating systems, database systems and software / web applications, along with providing technical and application support to users

- Responsible for monitoring, maintaining and administering the existing servers, hardware, interfaces and applications.
- Implements software and system upgrades.
- Recommends, designs, implements and manipulates Oracle and SQL database system software's and manages overall database operations including database backups.
- Evaluates client reporting requirements and designs reports to meet their needs.
- Provides technical support for development and production of the new system, which needs an interface to the existing systems.
- Provides system and desktop support to DCNET users.
- Works with the Customer Care group to process service orders.
- Responsible for maintaining and updating the DCNET website. Also create online reports to present data in user-friendly format.

Extensive experience troubleshooting on a variety of hardware and software typical to a telecommunication or network service provider's operations to include servers, PCs, office equipment, telecommunication services and network operation center networking applications

10.3.3 SKILLS (20 points)

- Demonstrable skill in the following applications, HandySoft's BizFlow, Sage's MAS 500 & Abra, and Veritas Backup Exec. Must have the ability to interact successfully with all levels of customer and management.
- Must have system administration skills
- Must have Oracle and SQL database experience.
- Must have Windows / UNIX administration experience.
- Must have T-SQL and Database Scripting knowledge.
- Must possess excellent communications skills.
- Must be detail-oriented.
- Must possess good technical understanding and troubleshooting skills.
- Must have the ability to understand technical requirements and specifications to make the best use of the existing platform.
- Must have the ability to suggest innovative improvements in service quality and procedures.
- Must possess a working knowledge of HTML, ASP, ASP.net and Java Script
- Proven ability to understand technical requirements and specifications to make the best use of the OSS platform and how it is applied to accomplish agency wide objectives

10.3.4 ANALYTICAL AND TROUBLESHOOTING SKILLS, AND COMMUNICATION SKILLS (10 points; to be evaluated in interview for those Offerors that make the competitive range.)

10.3.5 PAST PERFORMANCE OF CANDIDATE (15 points)

Please provide name, title and current phone number or e-mail address of at least three (3) references that can address each proposed candidates' past performance providing similar services, including an examination of the quality of services provided, timeliness in service delivery, business practices, and overall satisfaction of the candidate's performance. **(Past performance will be evaluated for those Offerors that make the competitive range). (SEE INSTRUCTIONS AT END OF THIS DOCUMENT)**

10.3.6 PAST PERFORMANCE OF OFFEROR (10 points)

Please provide name, title and current phone number or e-mail address of at least three (3) references that can address the Offeror's past performance in providing quality candidates for similar services, as well as an examination of the quality of services provided, timeliness in service delivery, business

practices, and overall satisfaction of the Offeror's performance.. Offerors who have no relevant past performance will receive a neutral score (*i.e.* 5 out of 10). **(Past performance will be evaluated for those Offerors that make the competitive range) (SEE INSTRUCTIONS AT END OF THIS DOCUMENT)**

10.4 PRICE CRITERIA (30 Points)

The price evaluation will be objective. The Offeror with the lowest 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 price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

10.5 PREFERENCE POINTS (12 Points)

10.6 TOTAL (112 Points)

11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, as amended, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

11.1 GENERAL PREFERENCES

For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:

- 11.1.1** The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;

- 11.1.2** The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.3** The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.4** The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.5** The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- 11.1.6** The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

11.2 MAXIMUM PREFERENCE AWARDED

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve (12) points on a 100 point scale for submissions in response to this RFQ.

11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

11.4 VENDOR SUBMISSION FOR PREFERENCES

- 11.4.1** Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:
 - 11.4.1.1** Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or
 - 11.4.1.2** Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.
- 11.4.2** Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: LSDBE Certification Program
441 Fourth Street, N.W., Suite 970N
Washington, DC 20001

- 11.4.3** All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

12. ATTACHMENTS

Statement of Work (Attachment A)
Statement of Work (Attachment B)
Offerors Past Performance Questionnaire (Attachment C)
Candidate Past Performance Questionnaire (Attachment D)
Tax Certification Affidavit (Attachment E)

13. INSTRUCTIONS

13.1 Please submit one (1) original and four (4) copies of signed technical and price quotations in separately sealed envelopes to the Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. THIS IS THE ONLY AUTHORIZED METHOD OF SUBMITTING A QUOTE FOR THIS RFQ. All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical proposals should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation.

ALL RESUMES FORWARDED MUST HAVE THE CANDIDATES NAME REMOVED AND NO REFERENCE TO YOUR COMPANY. FURTHERMORE, RESUMES MUST BE GENERIC IN APPEARANCE WITH NO LOGOS OR BACKGROUNDS. PLEASE FORWARD RESUMES AS CANDIDATE 1, CANDIDATE 2 OR CANDIDATE 3 ETC. PLEASE PROVIDE A REFERENCE SHEET IDENTIFYING THE CANDIDATES TO THE CORRESPONDING RESUME.

COMPLETED OFFEROR / CANDIDATE PERFORMANCE QUESTIONNAIRES (ATTACHMENT C & D) MUST BE RECEIVED FROM REFERENCES NOT LATER THAN OCTOBER 19, 2007. QUESTIONNAIRES MAY BE FORWARDED VIA EMAIL OR FAX COPY (NOT BOTH) DIRECTLY TO THE DISCTRICT. OUR OFFICE FAX NUMBER IS [202-727-6394](tel:202-727-6394) OR REPLY TO EMAIL mark.valliere@dc.gov

- 13.2** Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.

- 13.3 By submitting a quote, Quoter is representing that the candidates proposed are available to commence work promptly upon the Quoter's receipt of a PO provided that a PO is received within twenty one (21) days of submission in response to this RFQ. By submitting a Quote, Quoter further represents that it understands that award decisions will be made based, in part, on the quality of the candidate proposed, and that if the candidate should not be available to commence work, for whatever reason, at the beginning of the period of performance, the District reserved the right to cancel the award and proceed with awarding to another Quoter whose candidate is available.
- 13.4 The Standard Contract Provisions for Use with District of Columbia Government Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, <http://ocp.dc.gov>, and click on Solicitation Attachments.

END

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: _____

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: _____

Computer Generated

OCP Form 4001 (Front)

(Rev. 3/2000)

INSTRUCTIONS

GENERAL INSTRUCTIONS:

- This form shall be generated to rate the performance of any contractor, provider, or supplier of goods and services to the District of Columbia.
- 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.
- 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..
- 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.
- 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.

Computer Generated

OCP Form 4001 (Back)

(Rev. 3/2000)

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



PAST PERFORMANCE QUESTIONNAIRE (INDIVIDUAL)

INSTRUCTIONS

This form is provided to document the past performance of (name of individual). The following standards shall be used in arriving at the rating. Upon completion of this form, please submit it as an e-mailed attachment to _____ at e-mail address _____ the subject line of the e-mail as “[Evaluated Vendor’s Name] – Past Performance Evaluation – (Solicitation Number- Solicitation Name). Thank you for assisting the Government of the District of Columbia in evaluating this Offeror's past performance.

<u>Numeric Rating</u>	<u>Adjective</u>	<u>Description</u>
0	Unacceptable	Individual's performance failed to meet minimum requirements/contract expectations; <i>e.g.</i> , no demonstrated capacity, major deficiencies which were not correctable
1	Poor	Individual's performance marginally met minimum requirements/contract expectations; had major deficiencies which were correctable.
2	Minimally Acceptable	Individual's performance marginally met minimum requirements/contract expectations; had minor deficiencies which were correctable.
3	Acceptable	Individual's performance met requirements/contract expectations; no deficiencies.
4	Good	Individual's performance met all requirements/contract expectations and exceeded some requirements/contract expectations; no deficiencies.
5	Excellent	Individual's performance exceeded most, if not all requirements/contract expectations; no deficiencies.

If the element is not applicable, indicate with “N/A.” If no data has been obtained or additional comments are provided, please note in this column.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
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PAST PERFORMANCE RATING FORM						
NAME OF INDIVIDUAL EVALUATED:						
NAME OF COMPANY EMPLOYED WITH:						
ADDRESS OF COMPANY:						
TYPE OF SERVICES PERFORMED:						
NAME OF EVALUATOR	EVALUATOR'S COMPANY/AGENCY			DATE EVALUATION PROVIDED		
CONTACT TELEPHONE NUMBER:	CONTRACT VALUE		PERIOD OF PERFORMANCE			
Performance Element	Excellent	Good	Acceptable	Minimally Acceptable	Poor	Unacceptable
1. TECHNICAL PERFORMANCE (Quality of Product/Service) (5) <i>Excellent</i> - (Met all performance requirements by 20% or more. Highly effective corrective actions.) (4) <i>Good</i> - (Met all performance requirements by 5% or more. Effective corrective actions.) (3) <i>Acceptable</i> - (Met all performance requirements. Satisfactory corrective actions.) (2) <i>Minimally Acceptable</i> - (Did not meet Technical Requirements. Inadequate corrective action plans.) (1) <i>Poor</i> - Most performance requirements not met. Recovery not likely.) (0) <i>Unacceptable</i> - No performance requirements met.						

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PAST PERFORMANCE RATING FORM, continued						
Performance Element	Excellent	Good	Acceptable	Minimally Acceptable	Poor	Unacceptable
<p>2. COST CONTROL</p> <p>(5) <i>Excellent</i> - (Significant reduction in cost/price while meeting all contract requirements.)</p> <p>(4) <i>Good</i> - (Reduction in overall cost/price while meeting all contract objectives.)</p> <p>(3) <i>Acceptable</i> - (Met overall cost/price estimates and met all contract requirements.)</p> <p>(2) <i>Minimally Acceptable</i> - (Did not meet cost/price estimates. Inadequate corrective action plans.)</p> <p>(1) <i>Poor</i> - (Significant cost/price overruns. No obvious cost/price control measures.)</p> <p>(0) <i>Unacceptable</i> - No performance requirements met.</p>						
<p>3. SCHEDULE (Timeliness)</p> <p>(5) <i>Excellent</i> - (Significantly exceeded delivery requirements. Highly effective corrective actions.)</p> <p>(4) <i>Good</i> - (On-time deliveries/some early deliveries. Quickly resolved delivery schedule.)</p> <p>(3) <i>Acceptable</i> - (On-time deliveries. Minor problems that did not effect delivery schedule.)</p> <p>(2) <i>Minimally Acceptable</i> - (Some late deliveries. No corrective actions.)</p> <p>(1) <i>Poor</i> - (Many late deliveries. Negative cost/price impact. Not likely to recover.)</p> <p>(0) <i>Unacceptable</i> - No performance requirements met.</p>						

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PAST PERFORMANCE RATING FORM, continued						
Performance Element	Excellent	Good	Acceptable	Minimally Acceptable	Poor	Unacceptable
<p>4. SCHEDULE (Timeliness)</p> <p>(5) <i>Excellent</i> - (Highly professional and responsive. Significantly exceeded expectations.)</p> <p>(4) <i>Good</i> - (Professional and responsive. Exceeded expectations. High User satisfaction.)</p> <p>(3) <i>Acceptable</i> - (Professional and reasonably responsive. Met expectations. Adequate user satisfaction.)</p> <p>(2) <i>Minimally Acceptable</i> - (Less professionalism and responsiveness. Low User satisfaction. No attempts to improve.)</p> <p>(1) <i>Poor</i> - (Delinquent responses. No cooperative spirit. Unsatisfied Users. Unable to improve.)</p> <p>(0) <i>Unacceptable</i> - No performance requirements met.</p>						
<p>5. COMMUNICATION</p> <p><i>(For example: Did the individual work and communicate well with contracting officers, contracting officer's technical representatives, end users, other contractors, subcontractors, and in-house staff?)</i></p>						
<p>6. UNDERSTANDING OF REQUIREMENTS</p> <p><i>(For example: Did the individual show an understanding of the scope of the requirements and an appreciation of the complexity of the requirements? And did the individual effectively identify flaws, inconsistencies and other inaccuracies in your technical direction?)</i></p>						

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



OVERALL EVALUATION SCORE (Note: This must be consistent with the individual scores)						
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Comments

Please provide any comments regarding your performance element ratings in the appropriate spaces below. Please add additional pages as necessary.

**Solicitation No. DCTO-2007-R-
DC-NET: Senior Systems Administrator**

SECTION B – SUPPLIES OR SERVICES AND PRICE

B.1. The District contemplates award of a Fixed Price Labor Hour Contract.

B.2. The District will purchase its requirements of the articles or services included herein from the Contractor. The estimated quantities stated herein reflect the best estimates available. The estimate shall not be construed as a representation that the estimated quantity will be required or ordered, or that conditions affecting requirements will be stable. They shall not be construed to limit the quantities which may be ordered from the Contractor by the District or to relieve the Contractor of his/her obligation to fill all such orders.

B.2.1 BASE PERIOD BEGINNING FROM DATE OF AWARD UP THROUGH 1,000 HOURS PER POSITION

ITEM NUMBER	ITEM DESCRIPTION	QTY	LABOR HOURS	UNIT PRICE	TOTAL PRICE
0001	DC-NET: Sr. Systems Administrator	1	1,000	\$	\$
				TOTAL	\$

B.2.2. OPTION PERIOD ONE

ITEM NUMBER	ITEM DESCRIPTION	QTY	LABOR HOURS	UNIT PRICE	TOTAL PRICE
0002	DC-NET: Sr. Systems Administrator	1	1,000	\$	\$
				TOTAL	\$

B.2.3. OPTION PERIOD TWO

ITEM NUMBER	ITEM DESCRIPTION	QUANTITY	LABOR HOURS	UNIT PRICE	TOTAL PRICE
0003	DC-NET: Sr. Systems Administrator	1	1,000	\$	\$
				TOTAL	\$

**Solicitation No. DCTO-2007-R-
DC-NET: Senior Systems Administrator**

B.2.4 OPTION PERIOD THREE

ITEM NUMBER	ITEM DESCRIPTION	QTY	LABOR HOURS	UNIT PRICE	TOTAL PRICE
0004	DC-NET: Sr. Systems Administrator	1	1,000	\$	\$
				TOTAL	\$

B.2.5 OPTION PERIOD FOUR

ITEM NUMBER	ITEM DESCRIPTION	QTY	LABOR HOURS	UNIT PRICE	TOTAL PRICE
0005	DC-NET: Sr. Systems Administrator	1	1,000	\$	\$
				TOTAL	\$

C.1 SCOPE OF WORK

C.1.1 The District of Columbia Government, Office of the Chief Technology Officer (OCTO) is responsible for the design, build, and operational management of DC-NET. OCTO is in search of a contractor to provide inside (ISP) and outside (OSP) plant engineering design services to the DC-NET program.

C.1.2 Operational Support Systems (OSS) is responsible for Sun Solaris, Windows and applications administration for all systems used in DC-NET. They are also responsible working with the various DC-NET teams to fill their system requirements. Using generally accepted software product lifecycle practices the systems operations team manages the life of an application through customization, modification, upgrades and replacement of new and existing software applications.

C.2 General Requirements

C.2.1 Specific tasks will vary, however, this document is meant to serve as a summary or introduction to the known duties that must be handled. The contractor will be responsible for the following tasks/duties:

C.2.1.1 Maintains the existing systems and databases, install and configure upgrades to the hardware and software applications, along with providing technical support to system users. Receives general supervision from higher level supervisory or management staff.

C.2.1.1.1 Works closely with the team building the Operational Support Systems platform deployed by DCNET.

**Solicitation No. DCTO-2007-R-
DC-NET: Senior Systems Administrator**

- C.2.1.1.2** Administers and manages the operating systems of all Sun Solaris and Windows servers along with managing the applications and their configuration.
- C.2.1.1.3** Knowledge of Implementing software and system upgrades.
- C.2.1.1.4** Recommends, designs, implements and manipulates Oracle and SQL database system softwares and manages overall database operations including database backups.
- C.2.1.1.5** Provides technical support for development and production of the new system, which needs an interface to the existing systems.
- C.2.1.1.6** Provides system and desktop support to DCNET users.
- C.2.1.1.7** Applies a wide variety of computer programming languages. (i.e. HTML, ASP, ASP.Net, JavaScript).
- C.2.1.1.8** Manages the database scripting environment in addition to developing new scripts as required.
- C.2.1.1.9** Troubleshoots a wide variety of computer or communication equipment, including servers, storage area network, modems, etc.
- C.2.1.1.10** Monitors and maintains local and wide area networks integrated with DC-NET.
- C.2.1.1.11** Recommends, designs, implements and installs Sun Solaris and Windows system hardware and software updates and patches.
- C.2.1.1.12** Troubleshoots server problems to ensure functional operation; perform minor repairs on computer equipment.
- C.2.1.1.13** Works with OCTO data-center on server related issues.
- C.2.1.1.14** Administers Sage Software' MAS 500 and ABRA applications.
- C.2.1.1.15** Administers HandySoft's BizFlow, DC NET Business Process Management System.
- C.2.1.1.16** Setup and run HandySoft's BizFlow training sessions.
- C.2.1.1.17** Setup and run Sage Software' MAS500 and ABRA training sessions.

**Solicitation No. DCTO-2007-R-
DC-NET: Senior Systems Administrator**

C.2.1.1.18 Performs daily/weekly Windows systems backup using Veritas Backup Exec.

C.3 Specific Requirements

C.3.1 Maintains the existing systems and databases, install and configure upgrades to the hardware and software applications, along with providing technical support to system users. Receives general supervision from higher level supervisory or management staff.

C.3.2 Takes direction from the Manager of OSS on specific system development requirements related to support of new and/or existing hardware and software applications necessary for DC-NET operations.

C.4 Required Skills

C.4.1 Must have a Bachelor's degree in Computer Science and 5-10 years related experience. Software, development and administration, System Administration, Oracle / SQL Server implementation and administration experience. Experience in Telecom is required:

C.4.1.1 Must have system administration skills.

C.4.1.2 Must have the ability to interact successfully with all levels of customer and Telecom Operations management.

C.4.1.3 Must have a minimum of 5 years experience in Sun Solaris and Windows Systems administration.

C.4.1.4 Must have experience with Veritas Backup Exec or Veritas Net Backup.

C.4.1.5 Must have scripting experience (JavaScript, VB Script, Stored Procedure and DTS scripting)

C.4.1.6 Must possess good technical understanding and troubleshooting skills.

C.4.1.7 Must possess exceptional technical understanding and troubleshooting skills.

**Solicitation No. DCTO-2007-R-
DC-NET: Senior Systems Administrator**

- C.4.1.8** Must have the ability to understand technical requirements and specifications to make the best use of the OSS servers and applications and how it is applied.
- C.4.1.9** Must have the ability to suggest innovative improvements in service quality and procedures.
- C.4.1.10** Must have a complete understanding of event correlation and fault management techniques.
- C.4.1.11** Must possess experience in OSS Administration.
- C.4.1.12** Must have a working knowledge of HTML, ASP and ASP.Net.
- C.4.1.13** Must have knowledge of HandySoft's BizFlow administration; design experience in BizFlow a plus.
- C.4.1.14** Knowledge of Sage ABRA & MAS 500 administration.
- C.4.1.15** Must have web administration and web development skills.
- C.4.1.16** Must have the ability to create online reports to present data in an user-friendly format.
- C.4.1.17** Must have the designing, managing and implementing experience of Oracle and SQL database system softwares
- C.4.1.18** Must have the ability to build system interfaces