

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET <input checked="" type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE DCSS <input type="checkbox"/> GSA			PAGE OF PAGES 1 2	
1. REQUEST NO. RQ695713	2. DATE ISSUED June 11, 2010	3. REQUEST/PURCHASE REQUEST NO.	4. NIGP COMMODITY CODE 9625800	CAPTION Instructional Home Run Baseball Summer Camp		
5A. ISSUED BY <i>Office of Contracting and Procurement</i> SERVICES GROUP 441 4th Street, N. W.700 South Washington D.C. 20001			6. DELIVER BY (Date)			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Name:Denise Burton-Johnson Phone; 202-724-4755 Fax; 202-727- 0245 E-Mail denise.burton@dc.gov			7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION (Delivery Address) Departments of Parks and Recreation 3149 16th Street, NW Washington, DC 20010			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) June 16, 2010 2:00p.m.		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, 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 quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1	The Department of Parks and Recreation (DPR), Summer Program Division has a need for Instructional Home Run Baseball Summer Camp at King Greenleaf Community Center 201 N Street SW Washington DC starting June 28, 2010 for 6 weeks Monday through Friday between the hours of 9:00am – 12:00noon. Instructional Home Run Baseball Summer Camp	1				
13. DISCOUNT FOR PROMPT PAYMENT		20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS		
		%	%	%		
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			16. DATE OF QUOTATION			
					18. TELEPHONE NO. (Include area code)	

STATEMENT OF WORK

Scope:

The Government of the District of Columbia, Office of Contracting and Procurement (OCP), on behalf of the Department of Parks and Recreation (DPR), Summer Program Division has a need for Instructional Home Run Baseball Summer Camp at King Greenleaf Community Center 201 N Street SW Washington DC. The period of performance is June 28, 2010 for 6 weeks Monday through Friday between the hours of 9:00am – 12:00noon.

Requirements:

The Contractor shall:

- a. Have knowledge and experience in Instructional home run baseball Summer.
- b. Maintain attendance records for each participant to be made available to DPR upon request. In
- c. addition, all participants must be registered in Active net.
- d. Provide all data collected through the program to DPR as part of the quarterly reporting discussed
- e. below.
- f. Evaluate the Program(s) quarterly for submission to DPR. These evaluations will be a significant determinant in whether a continuation of this contract is justified.
- g. Maintain any areas designated for its use in a clean and orderly condition after program activities are concluded.
- h. Provide snacks and food for participants, to include water, cups, and water bottles.
- i. Provide t-shirts and caps for the participants.
- j. Provide necessary supplies and equipment for the baseball instruction.
- k. Reimburse the District of Columbia for any damages to assigned space or facility caused by the contractor, its employees and/or representatives.
- l. Provide certification of liability insurance coverage to operate program(s) onsite.
- m. Obtain criminal background checks for all staff as required by the *Criminal Background Checks for the Protection of Children Congressional Review Emergency Act of 2005*. Volunteers must be certified as required by DPR. Any employee or volunteer of Junior Tennis Champions Center must pass a criminal background check prior to the start of the program.
- n. Provide DPR with a list employees and/or volunteers working on this program. Once these names have been provided,

- o. Pick up Criminal Background Check Forms from DPR to take to the Metropolitan Police Department, located at 300 Indiana Avenue, NW.
- p. .
- q. Formally recognize DPR as a partner in promotional materials including the acknowledgement of DPR's contributions in promotional materials and the use of the DPR logo (with advance approval from the Office of Communications) in promotional materials as it pertains to the partnership between the contractor and DPR.
- r. Provide at least two (2) weeks notice in the event that programs must be cancelled (this notice is not applicable to changes in DPR's programmatic requirements, emergencies or inclement weather).
- s. Ensure that no photographs of minors or depiction of their likeness is included in any publication without obtaining prior written consent from the child's parent or legal guardian.
- t. Collaborate with DPR on publicity efforts to promote the partnership, mentoring program, program activities and special events.

Responsibilities of DPR:

- A. Collaborate with the contractor on the programming to be conducted as set forth in Section II, A, and insure that adequate recreational space is available
- B. Provide the contractor and volunteers with access to the facility, including space as deemed necessary by DPR in which to conduct administrative functions related to these programs;
- C. Provide access to the DPR log book maintained at the facility's front desk for students, staff and volunteers to sign-in each week day for the program(s);
- D. Collaborate with the contractor on promoting the partnership, and special events;
- E. Provide DPR's logo and name (with advance approval from the Office of Communications) as necessary to promote the partnership at sponsored programs, activities and events;
- F. Recognize the contractor as a partner;
- G. DPR reserves the right to modify the days and hours of operation at its facility in the event of an emergency or unanticipated event.