

REQUEST FOR QUOTATIONS (RFQ) <i>(THIS IS NOT AN ORDER)</i>				PAGE OF 1	PAGES 25
1. RFQ NO.726262	2. DATE ISSUED March 8, 2011	3. REQUISITION NO. 726262	4. TYPE OF MARKET Open <input checked="" type="checkbox"/> Set Aside Open with Subcontracting Set Aside		
5A. ISSUED BY:  Government of the District of Columbia (District) Office of Contracting and Procurement District Department of Transportation 2000 14 <sup>th</sup> Street, NW, 6 <sup>th</sup> Floor Washington, D.C. 20009			6. DELIVER BY (Date) <b>NO LATER THAN SIX MONTHS FROM DATE OF PURCHASE ORDER.</b>		
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Jeralyn Johnson Contract Specialist, phone (202) 671-2277, fax (202) 671-0664			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER  <b>ALL PROSPECTIVE QUOTERS</b>			9. DESTINATION <i>(Consignee and address, including ZIP code)</i>		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:  <b>2:00PM, on March 22, 2011</b>		11A. PLEASE STATE YOUR CBE CERTIFICATION NUMBER BELOW			
		11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
<b>12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS</b>					
<p><b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, and 13A and e-mail <u>signed</u> quotation to <a href="mailto:jonalyn.johnson@dc.gov">jonalyn.johnson@dc.gov</a>. 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><b>Terms and Conditions:</b> This is a single-award Request For Quotations (RFQ). Quotations submitted are Offers that the District can accept by issuing a Purchase Order (PO). This RFQ is an <u>open market</u> procurement. The District will apply percentage preferences applicable to each Certified Business Enterprise (CBE) that submits a quote in determining the lowest evaluated quotation for purposes of award. The District will award to the Quoter that submits the lowest evaluated quotation for all line items in this RFQ. If you are unable to submit a quote, please so indicate on this form and return it. This RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation. By submitting a quote, Quoter is representing that (1) all items being requested in block 13 of this RFQ are of domestic origin unless otherwise indicated by Quoter; and (2) Quoter can meet the deadline specified in Block 6 of this RFQ. <b><u>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, <a href="http://ocp.dc.gov">http://ocp.dc.gov</a>, and click on Solicitation Attachments.</u></b></p>					
<b>13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)</b>					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QTY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001 GRAND TOTAL	Assist the DDOT Training Program manager in the development and maintenance of all aspects of the DDOT Training Program. See Attachment A Specifications/Work Statement	667	Hour	\$ _____	\$ _____
<p><b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(A), and e-mail quote to <a href="mailto:jonalyn.johnson@dc.gov">jonalyn.johnson@dc.gov</a>. This is the <u>only</u> authorized method of submitting a quote for this RFQ. All quotes must be received no later than 2:00 pm, March 22, 2011.</p>					
14. NAME AND ADDRESS OF QUOTER <i>(Street, city, county, State and ZIP Code)</i> Government Tax ID number		15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <b>NOT</b> ACCEPTABLE)		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		18. TELEPHONE NO. <i>(Include area code)</i>	

**REQUEST FOR QUOTATION (RFQ)**

***TRAINING SPECIALIST FOR THE DISTRICT DEPARTMENT OF TRANSPORTATION***

The Office of Contracting and Procurement (OCP) on behalf of the District Department of Transportation, hereby submits this request for quotation for a contractor to provide all services or supplies in accordance with the attached Statement of Work. . Please submit your proposal for providing the services and price quotation to the attention of Jeralyn Johnson, Office of Contracting and Procurement, District Department of Transportation, 2000 14<sup>th</sup> Street, NW, 6<sup>th</sup> Floor, Washington, DC 20009 by **2:00 p.m. on March 22, 2011. Please submit to jeralyn.johnson@dc.gov.**

**1. SERVICES/SUPPLIES REQUIRED**

Work shall be performed in accordance with the SOW attached hereto and such SOW shall be made a part of any resultant purchase order (PO) awarded to the successful bidder.

**2. PURCHASE ORDER/REQUISITION No.: RQ726262**

**3. PERIOD OF PERFORMANCE:**

The period of performance shall be for a period not to exceed 6 months from the date of award.

**4. BASIS FOR AWARD:**

- 4.1** The Contracting Officer will award the PO based upon the following criteria listed from the most to least important order of priority:

- 4.1.1 Firm-Fixed Price;
- 4.1.2 Contractor's Qualifications:
  - 4.1.2.1 The offeror's specialized experience and technical expertise;
  - 4.1.2.2 The offeror's understanding of the Statement of Work and its ability to accomplish the work in this Request for Quotation by the delivery date as demonstrated in his technical proposal, proposed personnel and resources. The COTR reserves the right to conduct an interview as part of the evaluation process.
  - 4.1.2.3 The quality and demonstrated capabilities of key personnel. The experience and education of staff member(s) to be assigned to the project; and
  - 4.1.2.4 The extent to which personnel from the referenced projects are proposed on this project;
- 4.1.3 Contractor's Past Performance:
  - 4.1.3.1 The relevancy of the past performance experience examples provided by the Offeror;
  - 4.1.3.2 The extent to which the Contractor's experience and past performance on the same or similar projects demonstrates a likelihood of successfully performing all of the tasks set forth in section, 2.2; and
- 4.1.4 The quality of references provided by the identified contact personnel.

## 5. PROPOSAL PREPARATION

- 5.1 Offerors must submit information that demonstrates their ability to meet the evaluation criteria.
- 5.2 Offerors should submit a firm-fixed unit price and estimated man-hours by labor category as their price proposal.

## 6. CONTRACTING OFFICER (CO):

Contracts will be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the CO is:

*Kathy Hatcher  
District Department of Transportation  
Office of Contracting and Procurement  
Address: 2000 14<sup>th</sup> Street, NW; 6<sup>th</sup> Floor  
Telephone: (202) 671-2270*

## 7. AUTHORIZED CHANGES BY THE CO

- 7.1 The CO is the only person authorized to approve changes in any of the requirements of this contract.
- 7.2 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 CO.
- 7.3 In the event the Contractor effects any change at the instruction or request of any person other than the CO, 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.

**8. CO'S TECHNICAL REPRESENTATIVE (COTR):**

**8.1** The COTR is responsible for general administration of the contract and advising the CO 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 is:

Name: Ms. Taji Anderson  
Title: DDOT Training Officer  
Agency: District Department of Transportation  
Address: 2000 14<sup>th</sup> Street, NW,  
5<sup>th</sup> Floor – Office of the Director  
Washington, DC 20009  
Telephone: (202) 671-2554

**8.2** The COTR shall not have authority to make any changes in the specifications or SOW or terms and conditions of the contract/PO.

**8.3** The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the CO; 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.

**9. COMPENSATION AND PAYMENT:**

**9.1** For satisfactory performance and delivery of the services and deliverables set forth in the attached SOW, the contractor shall be paid in accordance with the price specified in the contractor's Price Proposal.

**9.2** The District will make payments in accordance with the terms of the PO upon the submission of a proper invoice less any discounts, allowances or adjustments provided for in the PO.

**9.3** The District will pay the Contractor within 45 days after receiving a proper invoice from the Contractor.

**10. INVOICE SUBMITTAL:**

**10.1** The contractor shall submit proper invoices on a monthly basis or as otherwise specified in

this contract. Invoices shall be prepared in triplicate and submitted to the agency Chief Financial Officer (CFO) with a concurrent copy to the COTR specified in paragraph 6 of this RFQ. The address of the CFO is:

*Name: Office of the Associate Chief Financial Officer*  
*Address: Accounts Payable*  
*2000 14<sup>th</sup> Street, NW-6<sup>th</sup> Floor*  
*Washington, DC 20009*

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

- 10.1.1** Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- 10.1.2** contract, formal agreement or PO and invoice numbers;
- 10.1.3** description, price, quantity (if supplies), service delivery date(s) and the percent of work actually performed;
- 10.1.4** other supporting documentation or information, as required by the CO or COTR;
- 10.1.5** name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- 10.1.6** name, title, phone number of person preparing the invoice;
- 10.1.7** name, title, phone number and mailing address of person; and
- 10.1.8** authorized signature.

**ATTACHMENT(S)**

- A. Scope of Work
- B. U.S. Department of Labor Wage Determination No. 2005-2103, Revision No. 10, dated 6-15-2010
- C. Way to Work Amendment Act of 2006 - Living Wage Fact Sheet
- D. Way to Work Amendment Act of 2006 - Living Wage Notice