



REQUEST FOR QUOTATION-1

Contracts & Procurement Services

Page 1 of 2 ISSUANCE DATE: March 21, 2011 RQ #: RQ729386
 CLOSING DATE: March 25, 2011 10:00 A.M.

VENDOR NAME:			
ADDRESS:		ATTN:	
PHONE #:		FAX #:	
DUN & BRADSTREET #:		FEDERAL ID #:	
PLEASE REPLY BY:	Friday, March 25, 2011 - 10 A.M.	QUESTIONS ? (Please Contact)	Anthonisha Felton 202 – 481-3799 - phone Anthonisha.felton@dc.gov - e-mail

YOU MUST USE THIS QUOTE SHEET OR YOUR BID WILL NOT BE CONSIDERED

ITEM/SKU NUMBER	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
CLIN 0001	The DC Office of the State Superintendent of Education (OSSE) has a requirement for Temporary Services – Nutrition Education Specialist/Nutritionist (See Attachment A - Statement of Work). Nutrition Education Specialist/Nutritionist (Loaded Hourly Rate)	928 (Total Estimated Hours)	\$ _____	\$ _____
CLIN 0002	Nutrition Education Specialist/Nutritionist (Loaded Hourly Rate) <u>REQUIREMENT:</u> See Attachment A – Statement of Work The Contractor shall provide a minimum of five (5) resumes of proposed qualified candidates for program selection. The Contractor shall complete the attached Price Schedule.	928 (Total Estimated Hours)	\$ _____	\$ _____

<p><u>ATTACHMENT(S):</u> Attachment A – Statement of Work Attachment B – Bill Rate Form Attachment C – Position Description</p> <p><u>DELIVERY ADDRESS:</u></p> <p>Office of the State Superintendent of Education (OSSE) 810 First Street NE 9th Floor Washington, DC 20002</p> <p><u>PERIOD OF PERFORMANCE:</u> Date of Award through September 30, 2011</p> <p>Please submit all (SIGNED) quotes to:</p> <p>Anthonisha Felton Contract Specialist OSSE Contracting and Procurement 810 First Street NE – 9th Floor Washington, D.C. 20002 Phone: 202-481-3799 Fax: 202-299-2126 Email: Anthonisha.felton@dc.gov</p>			
			TOTAL \$ _____

ALL SHIPPING MUST BE FOB DESTINATION

ARE YOU LSDBE CERTIFIED? Yes No (If “yes”, please attach certification)

NOTE: ALL BIDS MUST INCLUDE YOUR COMPANY’S STOCK NUMBER, AS WELL AS PACKING SIZES (i.e., 10 per box, 6 boxes per case) AND MUST BE BRAND NAME OR EQUAL DISCOUNT.

Percent Delivery Days

DISCOUNT FOR PROMPT PAYMENT OF LESS THAN 20 DAYS WILL NOT BE CONSIDERED IN EVALUATING QUOTATION

SUBMITTED BY: (Signature of Person Authorized to Sign)

TITLE:

DATE:

CONTRACTING OFFICER:

DATE:

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



REQUEST FOR QUOTATION

**TO: CERTIFIED BUSINESS ENTERPRISE (CBE)
TEMPORARY STAFFING SERVICES CONTRACTORS**

Solicitation No.: RQ729386

Caption: Temporary Services

Issuance Date: March 21, 2011

Due Date: March 25, 2011 – 10:00 am

The Government of the District of Columbia, Office of Contracting and Procurement on behalf of the Office of the Superintendent of Education (OSSE) is seeking the services of a contractor to provide temporary staffing services. The Contractor shall provide the required services in accordance with the **Statement of Work, Attachment A**. The District intends to award a labor hour contract.

1. PROPOSAL SUBMISSION REQUIREMENTS

Bidders shall submit a signed original copy. The District **will accept an email/facsimile** copy of a bid as an original bid. All items accepted by the District, all attachments and all documents containing the bidder's offer shall constitute the formal contract.

The original bid shall govern if there is a variance between the original bid and the copy submitted by the bidder. Each bidder shall return the complete solicitation as its bid.

The District may reject as non-responsive any bid that fails to conform in any material respect to the Request for Quote.

The District may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.

2. PROPOSAL SUBMISSION DATE AND TIME:

The closing date for receipt of bids is **Friday, March 25, 2011 at 10:00 a.m. local time.**

3. PROPOSAL SUBMISSION:

Hand Delivery or US Postal Mail to:

Office of Contracting and Procurement

810 First Street, NE

9th Floor

Washington, D.C. 20002

Attention: Anthonisha Felton

Via Email: anthonisha.felton@dc.gov

Via Fax: 202-299-2126

4. METHOD OF AWARD

The District reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.

The District intends, but is not obligated, to award a **single** contract resulting from this solicitation to the responsive and responsible bidder(s) who has/have the lowest bid(s).

The District may award a contract on the basis of initial bids received without discussions. Therefore, each initial offer should contain the bidder's best terms from a price and technical standpoint.

ATTACHMENTS

Attachment A – Statement of Work

Attachment B – Price Schedule

Attachment C – Position Description

Attachment D – Wage Determination

Attachment E – Standard Contract Provisions