

## REQUEST FOR QUOTATION (RFQ)

**TO:** ALL PROSPECTIVE OFFERORS

**FROM:** Steven H. Wishod/Leon Borroum  
Contracting Officer  
Office of Contracting and Procurement  
Office of the Chief Technology Officer  
441 4<sup>th</sup> Street NW, Suite 930 South  
Washington, DC 20001

**RFQ NO.:** RQ331641  
**CONTRACT NO.:** DCTO-2007-R-0054

**CAPTION:** Professional Services – PeopleSoft HCM Suite Program  
Manager -- (860 labor hour base period; (2) 500 labor hour  
option periods)

**Issue Date:** Friday, April 20, 2007

**Submission Date:** Friday, May 4, 2007

**Time:** 2:00 P.M. Eastern Time

**HARD COPY QUOTES ARE REQUIRED:**

**Submit one original and (2) copies. Please separate the technical proposal from the price proposal. ADDRESS AND DELIVER QUOTES TO:**

Office of Contracting and Procurement  
Office of the Chief Technology Officer  
Attn: Steven H. Wishod/Leon Borroum  
441 4<sup>th</sup> Street NW, Suite 703 South  
Bid Mail Room  
Washington, DC 20001

**Marked Solicitation No.:** RFQ RQ331641  
**Due Date:** Friday, May 4, 2007  
**Time:** 2:00 P.M. Eastern Time

The Office of Contracting and Procurement (OCP), on behalf of the Office of the Chief Technology Officer (OCTO) hereby submits this RFQ for contractor(s) to provide all services or supplies in accordance with the attached Statement of Work (SOW).

**DEADLINE FOR SUBMISSION OF INQUIRIES IS 2:00 pm, Thursday, April 26, 2007.**

## **DISTRICT OF COLUMBIA OFFICE OF THE CHIEF TECHNOLOGY OFFICER**

### **ERP Development PeopleSoft HCM Suite Project Manager**

#### **Statement of Work (March 2007)**

#### **C.1 Scope:**

The Office of the Chief Technology Officer (OCTO) is seeking an Enterprise Resource Planning (ERP) Development PeopleSoft Human Capital Management (HCM) Suite Project Manager. This position is responsible for leading the technical and functional ERP development activities associated with PeopleSoft 8.8.

#### **C.2 Background:**

The Office of the Chief Technology Officer (OCTO) of the Government of the District of Columbia, in collaboration with the procurement, budget and planning, human resources, property management and related agencies of the District government, has embarked on an ambitious program to upgrade and integrate the information systems that support administrative services for District government employees, local businesses and city residents. OCTO has devised a strategy for accomplishing this successive upgrading of the administrative services through implementation of secure, flexible technological architecture enabled by Enterprise Application Integration (EAI) middleware and anchored by data marts built on secure databases.

This effort will be accomplished through a series of inter-related ERP Development information technology (IT) projects that will be managed, and/or coordinated within OCTO. OCTO will collaborate with agencies to assure that the technological solutions are responsive to the ERP development operational plans and priorities of the cluster of service agencies and their partners within the District government and with community service providers.

#### **C.3 Requirements:**

##### **C.3.1 Minimum Requirements**

The contractor must provide a resource that meets the following requirements in order to be considered for the position:

- 4-year college degree (CIS, CS, MIS preferred) or a combination of education and work experience of equal value.
- Strong analytical and troubleshooting skills.
- Strong organizational and communication skills.
- Strong customer service skills.
- Must be detail oriented.
- Ability to meet scheduled target dates.
- Be a citizen or permanent resident of the United States

### **C.3.2 Resume Expertise Requirements**

**A candidate who meets the minimum qualifications (above) plus has a resume identifying expertise in the requirements below will be asked for an interview.**

Demonstrated experience, technical and functional leadership with the following Production Support activities:

#### **Manage the resources responsible for the essential technical tasks of a PeopleSoft system**

- Background job scheduling and control
- Error analysis
- Archiving techniques
- System security
- Configuring high availability

#### **Strong understanding of the resource requirements for upgrading the PeopleSoft system**

- Understanding the process of going live with PeopleSoft releases
- Purging the production client of transactional data
- Integrating the production system into the PeopleSoft landscape
- Execution of stress testing
- Developing stress tests
- Sizing check of profiles, memory, and CPU
- Installation and configuration checks

**In the interview, the District will assess the candidate based on the resume expertise requirements above as well as:**

- At least one full implementation of PeopleSoft HRMS V8.8 with team leadership of a medium to large team (5-8 people) within the last eighteen months.
- Demonstrated overall responsibility for one PeopleSoft HRMS V8.8 application implementation for a medium (20,000-25,000 employees) to large client (25,000+) within the last eighteen months.
- Deep understanding of the District's Human Resources, Payroll, Time & Attendance and Benefits Administration principles and business processes.

### **C.3.3 Deliverable Requirements:**

#### **Documents: Printed plus Electronic copies Mandatory**

- Where documents are required from contractor, five (5) printed copies of written documents or other evidence of deliverables shall be provided to OCTO using standard Microsoft Office Suite applications (or other OCTO-established project management standards tools), unless otherwise agreed to. The deliverable shall also be accompanied by an electronic copy (on disk or CD or via email) of the document.
- If documents are prepared in PowerPoint or other graphical presentation, the deliverable shall include the required formats (printed + electronic copy of originals file) PLUS an additional electronic file which has been converted to a format suitable for electronic distribution (example PDF format).
- Copies shall be filed both with the OCTO Program Manager for incorporation into the overall program files and with the Contracts Management Officer as required for delivery verification.

**Record retention:**

- Electronic and paper documents, forms, survey instruments, background materials secured as part of this contract shall be considered the property of the District of Columbia.
- Contractor shall periodically review these resource materials with the COTR and establish file and retention plans.
- No later than fourteen (14) days before the closeout of the contract, the contractor shall review with the COTR all project-related materials and agree on a disposition plan for the contract closeout.

**Supervision:**

In fulfilling the requirements of this contract, the contractor shall

- Assure that the contractor’s staff receives ongoing supervision of the work on this contract by contractor’s senior management supervisor. The senior supervisor shall participate in periodic conferences with COTR and Program Manager in order to provide quality control of the contractor’s work. Meetings with District shall be at least monthly, unless otherwise specified by the District. At such meetings, the contractor’s senior supervisor shall report findings impacting achievement of project goals to District representative with proposed actions.
- Continuously monitor the status of work hereunder and update status, providing District management with timely information regarding possible problems and proposed action required to mitigate such problems.
- Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by contractor’s staff as required under the project management protocols. (see below)
- Assure that staff working under this contract provides weekly status report throughout the performance of the contractor’s work, setting out current and upcoming activities, decisions required and issues of concern. [Note: Timely, complete, and satisfactory provision by the contractor to the District of such reports shall be a condition precedent to payment of the contractor.]
- Assure that every two weeks, staff working under this contract provide progress updates to the COTR that enable an updating of the project plan reflecting progress in completing scheduled work.

**Period of Performance and Level of Effort:**

The services under this task order will be paid on a Labor Hour Contract basis, consistent with those rates provided in the Contractor’s price proposal.

<b>ROLE</b>	<b>Quantity</b>	<b>Period</b>	<b>Hours total</b>	<b>Rate</b>
PeopleSoft HCM Suite Manager-Base Period	1	5/14/07-9/30/07	860	TBD
PeopleSoft HCM Suite Manager- <b>Option 1</b>	1	10/1/07-12/31/07	500	TBD
PeopleSoft HCM Suite Manager- <b>Option 2</b>	1	1/1/08-3/31/08	500	TBD

*The District reserves the right to hire the incumbent at a time convenient to the District, thus canceling the hours remaining on the purchase order at the time of hire without penalty.*

## **Term of Contract**

The term of this contract will be from date of award up to 1860 hours of service. The base period, covering the initial award is 860 hours. The District reserves the right to exercise two (2) separate 500 hour options.

## **Option To Extend The Term Of The Contract**

*(OPTION 1 and OPTION 2 under Section: Period of Performance and Level of Effort)*

The District may extend the term of this contract for two (2) periods of approx (3) months (500 hrs) or successive fractions thereof, by giving written notice to the Contractor before the expiration of the contract; provided that the District shall 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 Contracting Officer may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contractor prior to expiration of the contract.

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 under Section:

**Period of Performance and Level of Effort** The total duration of this contract, including the exercise of any options under this clause, shall not exceed 18 months.

## **Proposal:**

**Contract Type** – Cost of labor detailed by discipline and hours and by activity (i.e., project task). The requirements shall be performed on a labor hour basis. The workday is considered to be 8 hours. The contractor will bill no more than eight (8) hours a day unless pre-approved by the District's Project Manager to work more than 8 hours a day.

Proposal should include the following rate:

Rate for onsite work where District provides space and supporting equipment (telephones, network access, etc.) NOTE: Rate includes provision of laptop computer by contractor for each contractor staff member assigned to the contract.

## **Contractor staff:**

- Senior Management Supervisor: Contractor will assign a senior manager as the Contractor's chief representative for this contract. This representative shall have the authority to make binding decisions for the organization. This representative will be in charge of all members of the Contractor team assigned to the project and will be the main contact. All correspondence, conferences, meetings and questions concerning the project directed to the Contractor and its subcontractors will be through this person. This representative will be personally available at all times during working hours from the beginning of the work through its completion.
- Cost Proposal: Travel is not reimbursable. It must be included in the hourly rate.
- Change in Personnel: Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. As noted under Qualifications (above), the District reserves the right to review, interview and/or approve any proposed replacement candidates.

- Contractor Team and Project Management: Unless otherwise provided by the District through the ASMP program and related project management structure, the contractor shall provide project management, administrative management and administrative support necessary for the work hereunder. This support shall be provided at no cost to the District, unless the District specifically pre-approves assignment of personnel dedicated to such tasks.

**Selection:**

**Evaluation for Award**

The following evaluation factors will be used to evaluate proposals submitted. The evaluation factors are listed in descending order of importance with the most important factor listed first and the least important listed last:

30%	Price
30%	PeopleSoft Components
30%	Skill sets (Technical/Functional knowledge and leadership, implementation experience, etc.)
10%	Interview

**Candidate Selection**

Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.

**Additional Terms and Conditions**

1. The contractor shall follow the procedures and rules of the Government of the District of Columbia, OCTO's purchase order and additional procedures that the District representative may direct from time -to-time.
2. During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
3. Unless otherwise approved, work must be performed on District premises.
4. Contractor shall be specifically responsible for assuring that personnel have laptops 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.
5. 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 prior approval has been granted by the COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value".
6. Contractor may not incur additional subcontractor costs without consent of District.
7. The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.
8. All invoices shall be submitted for certification to the COTR.

9. The COTR shall not supervise contractor employees, render final decisions, modify the terms and conditions of the contract, issue preliminary termination notices (show cause letters or cure notices), or terminate the contract. All such matters are under the authority of the Contracting Officer.
10. Work must be performed on District premises unless specifically authorized.
11. The contractor supplies its personnel with laptops.
12. Over time, over 8 hours a day and or over 40 hours a week is only authorized if approved in writing before it is worked. Official hours are from 8:30am – 5:30pm Monday through Friday.
13. Weekly status updates to project plans and hours are mandatory.
14. All rates include travel and living expenses.
15. MS Project will be used as the only project management tool.
16. Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.
17. District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only.
18. Bills must be presented to the Office of the Chief Technology Officer's (OCTO) Accounts Payable Department within 10 days of the month end.
19. Contractors shall follow all District/Program Management Office (PMO) standards.
20. The District must approve all subcontractors prior to the subcontractor commencing work under the contract.

### **Payment**

Payment shall be made to the address identified on each invoice.

Accounts Payable  
Office of the Chief Technology Officer  
441 4<sup>th</sup> Street, NW, Suite 930 South  
Washington, D.C. 20001

Telephone: 202-727-2277  
Fax: 202-727-1216  
E-mail: [octo.accountspayable@dc.gov](mailto:octo.accountspayable@dc.gov)

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

- o Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- o Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the contractor is also recommended;
- o Description, price, quantity, dates and the percent (%) of work actually performed;
- o The original and two (2) copies of invoices for cost reimbursable expenses;

- Other supporting documentation or information, as required by the Contracting Officer;
- Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- Name, title, phone number of person preparing the invoice;
- Name, title, phone number and mailing address of person; and Authorized signature.
- Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.
- District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only. The District timesheets will be provided electronically to the COTR.

**Contracting Officer**

Contracts may be entered into and signed on behalf of the District Government **only** by Contracting Officers. The name, address and telephone number of the Contracting Officer for this requirement is:

William Sharp  
Contracting Officer  
Office of Contracting and Procurement  
Office of the Chief Technology Officer  
441 4th Street NW, Suite 930 South  
Washington, DC 20001

Telephone: 202-727-2277  
Fax: 202-727-1679  
E-mail: [William.Sharp@dc.gov](mailto:William.Sharp@dc.gov)

**Contracting Officer's Technical Representative (COTR)**

The COTR is responsible for the technical analysis of the proposal and final recommendation for contract award. The COTR also informs the contracting officer (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 the contract and such other responsibilities and authorities as may be specified in writing by the CO. The CO will appoint the COTR upon contract award.