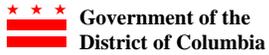




**GOVERNMENT OF THE DISTRICT OF COLUMBIA
OFFICE OF CONTRACTING AND PROCUREMENT**

**Office of Contracting
& Procurement**



**Government of the
District of Columbia**

PROCUREMENT ANNOUNCEMENT

The Government of the District of Columbia is soliciting bids for the following:

CAPTION: Review Grant Proposals

MARKET TYPE: OPEN

ADVERTISING/ISSUANCE DATE: April 1, 2009

REQUEST FOR QUOTATIONS:

RFQ NUMBER: DCHC-2009-Q-5276

CLOSING DATE: April 6, 2009

CLOSING TIME: 2:00 P.M.

**DISTRICT OF COLUMBIA
DEPARTMENT OF HEALTH
Community Health Administration**

**STATEMENT OF WORK
GRANT PROPOSALS REVIEWERS**

**SECTION B
SUPPLIES OR SERVICES AND PRICES**

- B.1** SUPPLIES OR SERVICES AND PRICE/COST
 - B.1.1** The Office of Contracting and Procurement (OCP) on behalf of the District of Columbia (District) Department of Health, Community Health Administration (CHA) is seeking the services of a Contractor to provide subject matter experts (SME) from various disciplines to review grant proposals submitted in response to request for applications (RFAs) issued by DOH/CHA.
- B.2** CONTRACT TYPE
 - B.2.1** The District intends to award a firm fixed price contract.
- B.3** PRICE SCHEDULE
 - B.3.1** BASE YEAR PERIOD OF PERFORMANCE

Contract Line Item No. (CLIN)	Description	# of Proposals	Price per Proposal	Total Price
0001	Review grant proposals submitted in response to request for applications issued by DOH/CHA, as described in C.3	415		

C.1 Scope

The Department of Health (DOH), Community Health Administration (CHA), Office of Grants Management and Program Evaluation seeks a qualified provider to provide subject matter experts (SME) in various disciplines to review grant proposals, submitted in response to request for applications (RFAs) issued by DOH/CHA.

The various disciplines include:

1. Maternal, Adolescent, and Child Health
2. Primary Care
3. Nutrition, Obesity, and Physical Fitness
4. Health Professional Training
5. Chronic Diseases (Asthma, Cancer, Diabetes)
6. Tobacco Cessation
7. Violence Prevention
8. Refugee Health
9. Cardiovascular Disease
10. Traumatic Brain Injury
11. Perinatal Health

C.1.1 Applicable Documents

Not Applicable

C.1.2 Definitions

Grant Reviewer- a person who has expertise in the area(s) applicable to a particular grant program, can effectively analyze grant applications against criteria, and can clearly express his or her evaluation in writing.

C.2 Background

The mission of the Community Health Administration is to improve health outcomes for targeted populations by promoting coordination within the health care system, by enhancing access to prevention, medical care and support services, and by fostering public participation in the design and implementation of programs for District of Columbia women, infants, children (including children with special health care needs) and other family members. The Administration includes the following bureaus:

1. Nutrition and Physical Fitness Bureau
2. Perinatal and Infant Health Bureau
3. Child, Adolescent and School Health Bureau

4. Bureau of Cancer and Chronic Disease Prevention
5. Bureau of Primary Health Care
6. Pharmaceutical Procurement & Distribution Bureau

C.2.1 Location of Services

Reviewers shall review the applications independently at their own location and as a group in locations provided by the Community Health Administration. The applications to be reviewed will be available from the Department of Health located at 825 North Capitol Street, N.E., Washington, D.C., 20002.

C.3 Requirements

The reviewers shall perform the following tasks:

C.3.1 Reviewers shall read applications to determine how closely the applicants proposed program conforms to the specified evaluation criteria included in the request for applications (RFAs).

C.3.2 Reviewers shall provide written evaluative comments based on professional knowledge measured against published criteria.

C.3.4 Reviewers shall keep deliberations confidential.

C.3.4 Reviewers shall be precluded from reviewing any application for which they may have a potential conflict of interest, including reviewing priority areas to which they or their affiliated organizations have applied.

C.3.5 The reviewers shall individually assign points to each application based on the quality of the responses to meet the scoring criteria.

C.3.6 Reviewers shall be required to participate in a consensus meeting to discuss their scores and provide a consensus opinion of whether an application should be funded and rank the applications.

C.4 Contractor Responsibility

C.4.1 For each potential reviewer to be provided to DOH, the contractor shall provide a resume, detailing the skills, knowledge and expertise which makes this individual is qualified to serve as a reviewer.

C.5 Government Responsibility

C.5.1 For each potential reviewer, DOH will evaluate each candidate to determine:

C.5.1.1 Expertise (appropriate level of knowledge and experience);and

C.5.1.2 Diversity (gender, ethnicity, geographic representation of our target communities, etc.).

C.5.2 DOH will provide all materials, including, but not limited to proposal/application documents and any supporting materials submitted by applicants, scoring sheets, and workspace in which reviewers may need to conduct consensus discussions.

C.5.3 DOH reserves the right to reject any reviewer it deems not appropriate for a given assignment, and request a replacement.

Section D Deliveries and Performance

D.1 Term of the Contract

The term of the contract shall be Date of Award thru September 30, 2009.

D.2 Deliverables

N0.	Deliverable	Qty/ Format/ Method of Delivery	Due Date
1	Written critique of proposals reviewed(C.3.2)	One hard copy (Word format)	Within 7 days of completion of review
2	Completed score sheet (C.3.5)	One hard copy (Word/format)	Within 7 days of completion of review

SECTION E CONTRACT ADMINISTRATION

E.1 Contracting Officer

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

James H. Marshall, Contracting Officer
441 4th Street, NW, #700 south
Washington, DC 20001
Telephone: 202-724-4197

E.2 Authorized Changes by the Contracting Officer

E.2.1 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

E.2.2 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 Contracting Officer.

E.2.3 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.

E.3 Contracting Officer's Technical Representative (COTR)

E.3.1 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 is:

Charles Nichols
Department of Health
825 North Capitol Streets, N.E.
Washington, DC 20002

E.3.2 The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract.

E.3.3 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.

F.0 Instructions to Offerors

F.1 Award

The District intends to award a single contract resulting from this solicitation to the responsible Offeror whose offer conforming to the solicitation will be the best value to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered. A description of how the District will evaluate offers is found in Section 6.

F.2 Proposal Submission

Offerors shall provide and submit electronically price proposal to dwight.hayes@dc.gov no later than 2:00 P.M. Monday April 6, 2009. The email subject line shall state "Price Proposal in Response to Request For Quotation No. DCHC-2009-Q-5276 Review Grant Proposals"

F.2.1 Price Proposal

- a. Completed Section B Price Schedule

G Evaluation for Award

Preference for Local Businesses, Disadvantaged Businesses, Resident Business Ownerships or Businesses Operation in an Enterprise Zone

a. General Preferences

Under the provisions of D.C. Law 13-169, "Equal Opportunity for Local, Small, or Disadvantaged Business Enterprises Amendment Act of 2000",

the District shall apply preferences in evaluating offers from businesses that are local, disadvantaged, resident business ownership or located in an enterprise zone of the District of Columbia.

Preference Points	0 –12	
Small Business Enterprise (SBE)	3	
Resident Owned Business (ROB)	3	
Longtime Resident Business (LRB)	10	
Local Business Enterprise (LBE)	2	
Disadvantaged Business Enterprise located in an Enterprise Zone	2	
Disadvantaged Business Enterprise (DBE)	2	

$$\frac{\text{Lowest Price Proposal}}{\text{Price of Proposal Being Evaluated}} \times (20) = \text{Evaluated Price Score}$$