



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**Office of Contracting and Procurement**

POTENTIAL SUPPLIERS

**Solicitation No.:** DCHC-2011-Q-8558

**Caption:** TEMPORARY SERVICES

**Issuance Date:** December 30, 2010

**Due Date:** January 10, 2011

**SET-ASIDE-** CERTIFIED BUSINESS ENTERPRISE (CBE) VENDOR(S)  
ONLY

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The District of Columbia, Department of Health- Health Emergency Preparedness and Response Administration (HEPRA) seeks a contractor to provide Temporary Services, to support the purpose of Administrative and grants management assistance.

The bid should be prepared according to the instructions listed below:

**1. PROPOSAL SUBMISSION REQUIREMENTS**

Bidders shall submit a signed original copy. The District will not 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. **Each bid shall be submitted in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No: DCHC-2011-Q-8558"**

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. BID SUBMISSION DATE AND TIME**

**Bids must be submitted no later than 2:00 p.m., local time on Monday, January 10, 2011.**

**3. PROPOSAL SUBMISSION**

**If via Mail to:**  
**Office of Contracting and Procurement**  
441 4<sup>th</sup> Street, N.W.  
Suite 703 South, Bid Counter Room  
Washington, DC 20001  
**Attention: Nicole Matthews**

**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).

Attachments

REQUEST FOR QUOTE

STATEMENT OF WORK

PRICE SCHEDULE

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		TYPE OF MARKET OPEN <b>XXX CBE</b> SET-ASIDE DCSS GSA			PAGE OF PAGES <b>1</b>   <b>2</b>	
1. REQUEST NO. RQ718558	2. DATE ISSUED 12/30/2010	3. REQUEST/PURCHASE REQUEST NO. DCHC-2011-Q-8558		4. NIGP COMMODITY CODE 961-30-23	CAPTION Temporary Support Staffing Services	
5A. ISSUED BY OFFICE OF CONTRACTING AND PROCUREMENT 441 4 <sup>TH</sup> STREET, N.W. SUITE 700 SOUTH WASHINGTON, DC 20001				6. DELIVER BY (Date) PLEASE PROVIDE A DELIVERY DATE***		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Nicole Matthews 202-724-2122 FAX NO. 727-0245 Email: nicole.matthews@dc.gov				7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION      OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE  All Prospector Offeror(s)				9. DESTINATION (Delivery Address) District of Columbia Government- Department of Health- Health Emergency Preparedness and Response Administration (HEPRA)		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) 1/10/2011 @2:00am		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				
<b>IMPORTANT:</b> 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.						
<b>12. SCHEDULE (Include applicable Federal, State and local taxes)</b>						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
1	<p>The Department of Health- Health Emergency Preparedness and Response Administration (HEPRA) seeks a qualified contractor to provide temporary staffing services for the following position:</p> <p>(1) Administrative/Grant Assistant</p> <p>Period of Performance: Date of Award through September 30, 2011.</p> <p>See attached Statement of Work for Job Requirements and Qualifications.</p> <p>Please submit attached Price Schedule</p> <p>*Prices shall be in accordance with DOL Wage Determination No.: 2005-2103, Revision 10 dated 6/15/2010</p> <p>THIS PROCUREMENT MAY RESULT IN A MULTIPLE AWARD.</p> <p>Bidder(s) shall be licensed, bonded insured. Bidder(s) shall submit copies of their licensed, bonded and insured documents with</p>	<p>1500 (NTE) TOTAL AMOUNT OF HOURS</p>	HR			

Request for Quotation. Failure to submit Documents will be cause for rejection of bid. SORRY, NO LATE BIDS WILL BE ACCEPTED UNDER ANY CIRCUMSTANCES.					
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER ( <i>Street, city, county, State and ZIP Code</i> )		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER ( <i>Type or print</i> )		18. TELEPHONE NO. ( <i>Include area code</i> )	

STANDARD FORM 18 (Rev. 10-83)  
Prescribed by GSA  
FAR (48 CFR) 53.215-1(A)

**B.3 Price Schedule**

CLIN	Item Description	Quantity	Unit	Pay Rate	Health & Welfare Benefit	Estimated Total Hours per employee	Profit	Estimated Taxes	Load Rate
1001	Administrative/Grant Assistant	1	HR			1500		10.43%	

\*\*Taxes shall be incorporated in vendors loaded rate.

**Please be advised that Office of Contracting and Procurement Contracting Officer can at any time verify an employee's pay rate to ensure compliances with DOL & vendor's quoted price.**

KQ718558

**DISTRICT OF COLUMBIA GOVERNMENT  
DEPARTMENT OF HEALTH  
HEALTH EMERGENCY PREPAREDNESS AND RESPONSE ADMINISTRATION**

**GRANTS AND ADMINISTRATIVE SUPPORT STAFF  
STATEMENT OF WORK**

**C.1 SCOPE**

The Government of the District of Columbia, the Office of Contracting and Procurement (OCP) on behalf of the Department of Health (DOH), the Health Emergency Preparedness and Response Administration (HEPRA) is seeking to secure the services of support staff for the purposes of administrative and grants management assistance for fiscal year 2011 (FY11).

The period of performance shall be one year from date of award ~~with one option year.~~

**C.1.1 APPLICABLE DOCUMENTS**

Not Applicable.

**C.1.2 ACRONYMS**

CDC: Centers for Disease Control and Prevention  
DOH: DC Department of Health  
HEPRA: Health Emergency Preparedness and Response Administration  
PHER: Public Health Emergency Response

**C.2 BACKGROUND**

The Health Emergency Preparedness and Response Administration (HEPRA) is the Administration within the DOH responsible for leading the ESF #8 response. As DOH's emergency preparedness agency, HEPRA works to ensure that DOH and its partners are prepared to respond to city-wide medical and public health emergencies, such as those resulting from terrorist attacks or natural disasters that result in a large number of casualties. To achieve this mission, HEPRA develops and exercises emergency preparedness plans, policies, and procedures; develops and implements emergency preparedness and response training for DOH staff and its partners; and coordinates the health and medical response from appropriate District, regional, federal, and private agencies during emergencies.

**C.3 REQUIREMENTS**

C.3.1 The support staff shall meet the following experience and educational requirements.

- C.3.1.1 The support staff shall have at least a Bachelors degree from an accredited college or university.
- C.3.1.2 The support staff shall experience in public health specifically to the H1N1 pandemic.
- C.3.1.3 The support staff shall be knowledgeable of the Centers for Disease Control and Prevention (CDC) Public Health Emergency Response (PHER) grant.
- C.3.1.4 The support staff shall be familiar with the grant budget and financial process.
- C.3.1.5 The support staff shall be knowledgeable of Microsoft Office products, specifically Word, Excel, PowerPoint, and Project.
- C.3.2 The support staff shall perform the following duties and responsibilities.
  - C.3.2.1 The support staff shall routinely develop and update CDC Grant Master Tracker for weekly budget review pertaining to PHER funds.
  - C.3.2.2 The support staff shall conduct reviews and provide summaries for DOH/HEPRA regarding pandemic influenza planning and operating procedures.
  - C.3.2.3 The support staff shall provide drafts of grant-related correspondence and reports to DOH/HEPRA staff.
  - C.3.2.4 The support staff shall support management of all PHER grant-related documentation.
  - C.3.2.5 The support shall assist with coordination and implementation of pandemic influenza activities and events.
  - C.3.2.6 The support staff shall report to the DOH/ HEPRA Bioterrorism Coordinator regarding progress on tasks.

**C.4 DELIVERABLE TIMELINE**

No.	Deliverable	Quantity	Format and Method of Delivery	Due Date
C.3.2.1	Revise CDC Grant Master Tracker	1	1 electronic version in MS Word compatible with Microsoft Word 2003 and 10 paper hard copies	Weekly
C.3.2.6	Report progress on tasks to the Bioterrorism Coordinator	1	In person meeting	Weekly