

09/25/09

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

Information Technology Group



TO: GSA FEDERAL SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCTO-2009-T-0197
Caption: Rad Network Program Management
Issuance Date: September 25, 2009
Due Date: October 26, 2009

The District of Columbia Department of Fire and Emergency Medical Services (Fire and EMS) is seeking a GSA Schedule 70 or MOBIS Contractor to provide strategic planning and program management support for the National Capital Region (NCR) Radiation Detection and Alert System.

The task order proposal should be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts: Technical and Price, five (5) copies each. Proposal shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCTO-2009-T-0197, Rad Network Program Management."

All proposals must be submitted on 8.5" x 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled "**Technical Proposal**". The technical portion shall, at a minimum, address the following:

- a. Describe the offeror's experience in the National Capitol Region IT Community, Public Safety Community, and projects and experience with Radiation Detection Technology.

- b. Describe offeror's project leadership experience managing similar projects.
- c. Describe the experience of offeror's team members in the methodology as expressed in the Statement of Work. The offeror's methodology should clearly state what each team member is expected to contribute.
- d. Describe offeror's technical approach to accomplish the projects requirements. Offeror must demonstrate a clear understanding of the project requirements. Specifically, the offeror should discuss the methodology and approach to provide applications which can be integrated with the current and future browser base applications. The offeror shall be able to provide a sound approach for project and site management.
- e. Provide a detailed resume for each of the offeror's proposed staff. Each resume should clearly identify areas/experiences in the candidates' background and qualifications that meet or exceed the requirements for each position.
- c. Describe the offeror's experience with providing similar or like kind contracts during the past three (3) years. Provide at least three relevant references, including name, address, title, phone and fax numbers and email address.
- d. Describe which portions of the effort will be subcontracted, if any.
- e. Identify deliverables as specified in the Statement of Work.

3. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". It shall include the total price for the entire project, and shall be broken down by the task activities or phases as set forth in the statement of work. Pricing shall be a firm fixed price and shall identify all costs. Unless otherwise directed in writing, the price shall, at a minimum include:

- a. A breakdown of the labor categories and hourly labor rates from which the total fixed price was derived.
- b. Completed Price Schedule, Attachment B.
- c. Copy of Offeror's GSA Federal Supply Schedule price list.
- d. Offerors shall also complete and return the Tax Certification Affidavit. (Attachment C)

4. Term of Contract

The term of the contract shall be for one (1) year from the date of award. **Please note:** Services beyond the base year are subject to the availability of funds.

5. Option to Extend the Term of the Contract

The District may extend the term of this contract for a period of one (1) one-year option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will 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 Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer 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.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

6. Hand Delivery or Mailing of Solicitation

Deliver or Mail to:

Office of Contracting and Procurement
Bid Room/Bid Counter
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001

7. Proposal Submission Date

The closing date for receipt of proposals is **Monday, October 26, 2009, by 2:00 p.m.** local time.

8. Evaluation for Award

The contract will be awarded to the responsible offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should

contain the offeror's best terms from a fixed price basis and technical standpoint.

9. Proposal Evaluation

The technical evaluation criteria set forth below has been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The offeror is informed that these criteria (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the offeror should specifically address in complying with the requirements of this solicitation.

The offerors' technical proposal and price proposal shall be evaluated separately. Offers are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below.

Technical Evaluation Criteria

Award will be based on the following technical evaluation factors (in descending order of importance):

Price	40 Points
Proposed Personnel	30 Points
Knowledge and Experience	20 Points
Past Performance	10 Points

TOTAL POSSIBLE POINTS	100 Points
------------------------------	-------------------

10. Determination of Points for Price

Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest price will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Grand Total of Lowest Proposal Price Offered}}{\text{Grand Total of Proposal Being Evaluated}} \times 30 = \text{Evaluated Price Score}$$

11. Attachments

- Attachment A – Statement of Work
- Attachment B – Price Schedule
- Attachment C – Tax Certification Affidavit
- Attachment D – W9

Questions may be referred to John Holmes II, Contract Specialist, by email at john.holmes@dc.gov. Questions regarding the solicitation must be received no later than 4:00 p.m. on Wednesday, October 14, 2009, in order to be considered.

John P. Varghese
Contracting Officer

Enclosures