

REQUEST FOR PROPOSAL			PAGE OF PAGES (incl. Cover) 1 3		
1. REQUEST NO. DCFA-2010-R-0261	2. DATE ISSUED March 25, 2010	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS →	CODE	
5A. ISSUED BY Office Of Contracting and Procurement 441 4th Street, NW. 700 South Washington, DC 20001			6. DELIVER BY (Date)		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Courtney Lattimore 202-724-4233			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE ALL PROSPECTIVE OFFERORS			9. DESTINATION (Consignee and address, including ZIP code) Metropolitan Police Department Canine Unit 4667 Blue Plains Dr SW Washington, DC 20032		
10. PLEASE FURNISH OFFERS TO ISSUING OFFICE ON OR BEFORE COB (Date) 4/1/10 2:00 PM	11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: 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 offeror. Any representations and/or certifications attached to this Request for Quotations must be completed by the offeror.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Canines The Metropolitan Police Department (MPD) Canine Unit seeks a Contractor to provide untrained canines for detection and patrol assignments. See Attachment A – Statement of Work Offeror shall refer to Pages 2-3 for proposal instructions.				
		Refer to Attachment B – Price Schedule			
13. DISCOUNT FOR PROMPT PAYMENT 		10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
		%	%	%	%
14. NAME AND ADDRESS OF OFFEROR (Street, city, county, State and ZIP Code)		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN PROPOSAL		16. DATE OF PROPOSAL	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

PREPARE PROPOSAL IN ACCORDANCE WITH INSTRUCTIONS LISTED BELOW

1. Quotation Submission Requirements

Three (3) original signed copies of the quotation, including price shall be submitted in a sealed envelope conspicuously marked: “**Request for Proposal in response to Solicitation Number DCFA-2010-R-0261, Canines**”. The proposal must be submitted on 8.5” by 11” paper and typewritten in accordance with the Statement of Work (**Section B**).

2. Price Quotation

Pricing shall be firm fixed price and shall include all costs. Unless otherwise directed in writing, the price quotation shall, at a minimum include:

- a. A signed completed Page 1; and
- b. Completed Attachment B;

3. Technical Quotation

This section shall be submitted under separate cover titled “**Technical Quotation**”. The technical portion shall, at a minimum, include:

- a. Responses to the following questions:
 - How long has the Offeror sold the breeds of canines required by the Statement of Work?
 - How long has the Offeror sold untrained canines for requirements similar to this requirement?
 - How long has the Offeror been in the business of selling untrained canines in general?
- b. A list of all projects/contracts/orders where the Offeror has provided a minimum of five (5) untrained canines for similar requirements in the past three (3) years. The list shall include services provided for federal, state and local governments as well as private organizations; and shall provide:
 - Customer Name (agency, bureau, private organization, etc.)
 - Customer Address
 - Project/Order Number
 - Period of Performance
 - Point of Contact
 - Point of Contact’s Address, Telephone Number and Email Address

- c. Past Performance evaluations completed by a minimum of three (3) of the references provided for 3b (See Attachment C). The Offeror shall send each reference the evaluation form and ask them to complete and submit it directly, via email, to courtney.lattimore@dc.gov by the solicitation closing date.

4. Evaluation for Award

The quotations shall be evaluated using the following ranking factors listed in descending order of importance:

4.1. Experience and Past Performance of Offeror – 40%

The Offeror has successfully provided similar services to previous clients within the last three (3) years. Offeror has demonstrated experience in providing untrained canines to entities with requirements similar to those of the District.

4.2. Price - 40%

5. Proposal Delivery (Hand or Electronic Mail)

Office of Contracting and Procurement
Bid Counter Room, Suite 703 South
441 4th Street, N.W.
Washington, D.C. 20001
Facsimile: (202) 727-8843
Attention: Courtney Lattimore

Quotes may be submitted electronically to courtney.lattimore@dc.gov with hard copy to follow in mail.

6. Quotation Submission Date

The closing date for receipt of quotation is **Thursday, April 1, 2010, by 2:00 p.m., EST**. Any questions regarding this solicitation should be submitted to Courtney Lattimore at courtney.lattimore@dc.gov no later than Tuesday, March 31, 2010 at 10:00 a.m.

7. Contract Term

The term of the proposed agreement shall be from date of award through one (1) year thereafter.

8. Attachments

Attachment A – Statement of Work
Attachment B – Price Schedule
Attachment C – Past Performance Evaluation