

REQUEST FOR QUOTATIONS <i>(THIS IS NOT AN ORDER)</i>		The Notice of Small Business Purchase Set-Aside on the reverse of this form <input type="checkbox"/> is <input type="checkbox"/> is not applicable.			PAGE OF PAGES 1   25	
1. SOLICITATION NO. DCAA-2008-Q-0027	2. DATE ISSUED July 9, 2008	3. REQUEST/PURCHASE REQUEST NO. RQ416496	4. COMMODITY GROUP AND CLASS	RATING		
5A. ISSUED BY Office of Contracting and Procurement 441 4 <sup>th</sup> Street NW., Suite 700 South Washington, DC 20001			6. DELIVER BY <i>(Date)</i> <i>Ddate of Award</i>			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i>  Fax (202) 727-8843			7. DELIVERY  <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE			9. DESTINATION <i>(Consignee and address, including ZIP code)</i>  Office of Partnerships & Grants Services 1350 Pennsylvania Avenue N.W., Suite 324 Washington, DC 20004			
8a. Vendor Tax ID #			9b. Duns Number			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE 2:00 PM on July 15, 2008.		11. BUSINESS CLASSIFICATION <i>(Check appropriate boxes)</i>  <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> DISADVANTAGED <input type="checkbox"/> RESIDENT-OWNED				
<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 services. 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)	TOTAL AMOUNT (f)	
	SEE ATTACHED STATEMENT OF WORK  Submits Bids by 2:00 p.m. on July 15, 2008 to:  Andrei G. Howze, Contract Specialist Office of Contracting and Procurement 441 4 <sup>th</sup> Street, N.W., Suite 700 South Washington, D.C. 20001 (ph) 202-727-5840 (fax) 202-727-8843					
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> Government Tax ID number			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>	



**GOVERNMENT OF THE DISTRICT OF COLUMBIA**

*Adrian M. Fenty, Mayor*

**Office of Partnerships and Grant Services**

SCOPE OF WORK

**Implementation and Monitoring of Operational and Financial  
Capacity-Building Action Plans (CAPs)  
for Year One and Year Two  
Effi Barry HIV/AIDS Capacity-Building Initiative Participants**

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**C.1 SCOPE:**

The Mayor's Office of Partnerships and Grant Services (OPGS) seeks the services of a contractor to manage Phase III- Capacity-Building Action Plans (CAPs) of its Capacity-Building Initiative. Phase III requires a contractor to provide technical assistance to thirty-nine (39) pre-selected local nonprofit organizations participating in the Effi Barry HIV/AIDS program by supporting them in the implementation and compliance of their financial and operational CAPs.

The estimated number of hours needed to complete this project is as follows:

- Review of operational corrective action plans (CAPs) provided by OPGS and prepare schedule of onsite technical assistance for 39 organizations – approximately 2 hours per organization (78) hours
- Review of financial CAPs provided by OPGS and prepare schedule of onsite technical assistance for 39 organizations – approximately 2 hours per organization (78) hours
- On-site technical assistance to comply with the operational CAPs for 39 organizations - approximately seven (7) hours per organization (273 hours)
- On-site technical assistance to comply with the financial CAPs for 39 organizations - approximately seven (7) hours per organization (273 hours)
- On-site followup session with 39 organizations to assess the progress of the completion of their CAPs – approximately two (2) hours per organization (78 hours)

Total Hours = 780

The Office of Partnerships and Grant Services (OPGS) reserves the right to award this contract in whole or in part. OPGS also reserves the right to approve any subcontractors/consultants hired by the prime contractor for this contract.

### C.1.1 Applicable Documents

Item No.	Title	Date
A	Basic participating organizations	NA
B	Basic capacity-Building skills training course descriptions	NA
C	Advance participating organizations	NA
D	Advance capacity-Building skills training course descriptions	NA

### C.1.2 Definitions

Capacity-Building Action Plan (CAP): a plan that identifies areas of weakness in an organization that require action on the part of that organization; in the case of this scope of work, the CAPs are to be designed by both financial and operational assessors

Technical Assistance: the act of assisting or the help supplied; in the case of this scope of work, assistance in the areas of financial and operational management

## C.2 BACKGROUND

The Office of Partnerships and Grant Services (OPGS) advances the Mayor’s policy priorities by providing resource development and technical assistance training to strengthen the capacity of District agencies, as well as faith-based and nonprofit organizations, to compete for all available competitive grants in order to offer needed services to local residents and stakeholders. Over the past six years, OPGS has provided the Strengthening Partners Initiative (SPI), a year-long, intensive, capacity-building program for area nonprofits and faith-based organizations.

The Effi Barry HIV/AIDS Capacity-Building Initiative is in its 2<sup>nd</sup> year, in partnership with the DC Department of Health, and is designed to strengthen the capacity of the District’s HIV/AIDS service providers. The initiative is composed of three technical assistance phases – Intensive Capacity-Building Skills Training; On-site Financial and Operational Assessments/Capacity Building Action Plans (CAPs); and On-site Technical Assistance for Implementation and Monitoring of CAPs; and other related project activities.

OPGS seeks the services of a contractor to provide technical assistance to 39 Effi Barry HIV/AIDS participant organizations to help them implement and comply with their financial and operational Capacity-Building Action Plans (CAPs) provided by OPGS.

The delivery of these services will further enhance the Effi Barry HIV/AIDS Capacity-Building Initiative participants’ capacity to fulfill their respective missions through a blend of sound fiscal management, strong governance, and strategic relationships to achieve program performance,

outcome, and sustainability. Additionally, it will result in better trained and more effective HIV/AIDS organizations necessary to provide these critical services to residents living in the District of Columbia.

### **C.3 SCOPE OF WORK (TASKS)**

This solicitation attempts to secure a relationship with a contractor who shall be responsible for providing technical assistance to 39 nonprofit organizations to help them implement and comply with their financial and operational CAPs.

The selected contractor shall perform the following tasks:

#### **C.3.1 Task One (1)**

##### **C.3.1.1 Review Capacity-Building Action Plans (CAPs) provided by OPGS for:**

###### **a. operational systems by:**

- i. identifying, as well as prioritizing, the operational Capacity-Building needs of each organization
- ii. meeting (bi-weekly) with OPGS Manager for Nonprofit and Faith-based Relations and/or her designee to identify and address issues, concerns, and challenges to ensure the operational assessments and the CAPs are comprehensive, understandable, and complete
- iii. providing timelines and suggested timeframes for execution of these CAPs
- iv. suggesting supplies, training, and/or tools needed to fulfill the CAPs

###### **b. financial systems by:**

- i. identifying, as well as prioritizing, the financial Capacity-Building needs of each organization
- ii. meeting (bi-weekly) with OPGS Manager for Nonprofit and Faith-based Relations and/or her designee to identify and address issues, concerns, and challenges to ensure the financial assessments and the CAPs are comprehensive, understandable, and complete
- iii. providing timelines and suggested timeframes for execution of these CAPs
- iv. suggesting supplies, training, and/or tools needed to fulfill the CAPs

#### **C.3.2 Task Two (2)**

##### **C.3.2.1 Provide on-site technical assistance to monitor and implement each organization's:**

###### **a. operational CAP by:**

- i. advising participants and monitoring their progress in implementing at least the top three (3) capacity-building needs as presented in their operational CAP in order to improve the delivery of HIV/AIDS services in the District of Columbia
- ii. following the timelines and timeframes provided from Task One
- iii. assisting participants in acquiring the suggested supplies, training, and/or tools needed to fulfill their CAPs (as provided from Task One)

b. financial CAP by:

- i. advising participants and monitoring their progress in implementing at least the top three (3) Capacity-Building needs as presented in their financial CAP in order to improve the delivery of HIV/AIDS services in the District of Columbia
- ii. following the timelines and timeframes provided from Task One
- iii. assisting participants in acquiring the suggested supplies, training, and/or tools needed to fulfill their CAPs (as provided from Task One)

C.3.3 Task Three (3)

C.3.3.1 Produce final report. This shall include:

- a. Schedules of on-site operational and financial assistance
- b. Copies of all capacity-building Action plans (CAPs)
- c. Report on implementation of CAPs, with schedule of on-site time spent with each organization

## C.4 PERIOD OF PERFORMANCE

The base period for conducting the implementation of the CAPs, operational and financial shall start the first day of the contract and end on **September 30, 2008**. All work regarding this contract, including reports on each of the tasks and copies of the CAPs, shall be submitted to OPGS by no later than **September 30, 2008**.

## C.5 PAYMENT

The total contract will be based on the estimated number of hours as described in C.1 Scope:

- Review of operational corrective action plans (CAPs) provided by OPGS and prepare schedule of onsite technical assistance for 39 organizations – approximately 2 hours per organization (78) hours
- Review of financial CAPs provided by OPGS and prepare schedule of onsite technical assistance for 39 organizations – approximately 2 hours per organization (78) hours

- On-site technical assistance to comply with the operational CAPs for the 39 organizations - approximately seven (7) hours per organization (273 hours)
- On-site technical assistance to comply with the financial CAPs for 39 organizations - approximately seven (7) hours per organization (273 hours)
- On-site followup session with 39 organizations to assess the progress of the completion of their CAPs – approximately two (2) hours per organization (78 hours)

Total Hours = 780

## **TECHNICAL EVALUATION CRITERIA**

This award will be based on the following evaluation factors, listed in order of importance:

- Past performance in the design and delivery of Operational Assessments/Capacity-Building Action Plans (CAPs), preferably in the emerging nonprofit and public sectors; operational assessment skills should include previous experience with: organizational development and improvement; performance-based professional development and training; coaching and mentoring staff; and meeting facilitation
- Past performance in the design and delivery of Financial Assessments/Capacity-Building Action Plans (CAPs), preferably in the emerging nonprofit and public sectors; financial assessment skills should include previous experience with: accounting system design, installation, and reviews; nonprofit financial reporting assistance; nonprofit budget reviews and assistance; IRS recognition of tax exempt status assistance; preparation of Forms 990; general purpose and OMB circular A-133 audits; and grant application preparation and review
- Past experience in support of the Government of the District of Columbia’s nonprofit operational and financial Capacity-Building services to local emerging and small nonprofits and faith-based organizations
- Proven ability and sensitivity working with small HIV/AIDS-focused service providers, as well as diverse cultural and gender groups in the District of Columbia.
- MBA or MA in related field preferred. Related fields include, but are not limited to, research and evaluation, organizational development, curriculum development, executive leadership development, or nonprofit management
- Sample operational and financial assessments/reports for small nonprofit and/or faith-based organizations, preferably in the HIV/AIDS service area
- List of three previous clients (preferably government and nonprofit sectors) with address, email, and phone number
- Resumes of key personnel

## **DELIVERABLES**

<b>Clin</b>	<b>Deliverable</b>	<b>Quantity</b>	<b>Format/Method of Delivery</b>	<b>Due Date</b>	<b>Payment Schedule</b>
001	Project Updates		Meetings, phone, and electronic	Every two weeks	NA
002	Review of operational CAPS of on-site technical assistance to comply C.1	1	Hard and soft copies	Two weeks after initiation of contract	15% total contract cost
003	Review of financial CAPS of on-site technical assistance to comply C.1	1	Hard and soft copies	Two weeks after initiation of contract	15% total contract cost
004	Provide on-site technical assistance to 39 organizations	1	Hard and soft copies	Three weeks after initiation of contract	30% total contract cost
004	Report On-site follow-up session with thirty nine (39) organizations to assess the progress of the completion of their CAPs	1	Hard and soft copies	Four weeks after initiation of contract	20% total contract cost
005	Draft of Project Report	1	Hard and soft copies	Six weeks after initiation of contract	NA
006	Final Report	1	Hard and soft copies	Seven weeks after initiation of contract	20% total contract cost