

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   1	
1. SOLICITATION NO. <b>DCCF-2009-Q-3324</b>	2. DATE ISSUED 09/14/2009	3. REQUEST/PURCHASE REQUEST NO.	4. COMMODITY GROUP AND CLASS	RATING		
5A. ISSUED BY <b>Office of Contracting and Procurement 441 4<sup>th</sup> Street NW., Suite 700 South Washington, DC 20001</b>			6. DELIVER BY (Date) <i>days from date of award</i>			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) <b>Edwin Nwaefulu (202) 724-4946 or Edwin.nwaefulu@dc.gov</b>			7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE <b>Potential Offerors</b>			9. DESTINATION (Consignee and address, including ZIP code) <b>Department of Employee Services 609 H St NE #551 Washington, DC 20002 Attn: Judith Phillips @ 202-698-3767</b>			
8a. Vendor Tax ID #			9b. Duns Number			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE <b>2:00 PM (Date)</b> <b>9/23/2009</b>		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <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)	AMOUNT (f)
01	<p>The Department of Employment Services (DOES) need a Consultant (s) to provide career transitional assistance for Federal civilian employees, of the Department of Defense (DOD), military spouses and military employees who are eligible for retirement but do not plan to leave the workforce and employees of military contractors dislocated as a result of the Base Realignment and Closure (BRAC) 2005 recommendations.</p> <p>Please submit Quote to : Office of Contracting and Procurement 441 4<sup>th</sup> Street, N.W., Suite 700 South Washington, D.C. 20001 (ph) 202-724-3668 (fax) 202-727-0245</p>		3 Copies of Proposal  C.3, & see <u>Section F.3</u>	Job  1	See Attachments & <u>Section B</u> , <u>Section C.3</u> , <u>C.3.2</u> , <u>F.3</u> , & <u>M.4</u>	Fixed Firm Price  \$ _____
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS  %	20 CALENDAR DAYS  %	30 CALENDAR DAYS  %	CALENDAR DAYS  %	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

**SECTION B: SUPPLIES OR SERVICES AND PRICE**

**B.1** The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Employment Services (DOES) need a Contractor (s) to provide career transitional assistance for Federal civilian employees, of the Department of Defense (DOD), military spouses and military employees who are eligible for retirement but do not plan to leave the workforce and employees of military contractors dislocated as a result of the Base Realignment and Closure (BRAC) 2005 recommendations, as described in Section C.3.1.

**B.2** The District contemplates award of a firm fixed price contract. The period of performance shall be from the date of award until **December 31, 2009**, with an Option to extend the period based on funding availability and at the District’s discretion.

**B.3 PRICE SCHEDULE – FIRM FIXED PRICE**

**B.3.1 BASE YEAR OF PERFORMANCE**

Contract Line Item No. (CLIN)	Item Description	Total Price (\$)
<p><b>0001</b> <b>(C.3.2)</b></p>	<p>Seeks a Consultant (s) to provide Career Transitional Assistance for Federal civilian employees, of the Department of Defense (DOD), military spouses and military employees who are eligible for retirement but do not plan to leave the workforce and employees of military contractors dislocated as a result of the Base Realignment and Closure (BRAC) 2005 recommendations.</p> <p>Transition services will include but not be limited to:</p> <p>Administering employee interest, skills and values surveys through the utilization and interpretation of the Myers Briggs Type Indicator (MBTI), Strong Interest Inventory (SII), Campbell Interest (CII), Self Directed Search (SDS), Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B) and other career assessments to assist clients realize their skills and talents.</p>	<p>\$ _____</p>

## **SECTION C: SPECIFICATIONS/WORK STATEMENT**

### **C.1 SCOPE:**

The Government of the District of Columbia, Office of Contracting and Procurement, on behalf of the Department of Employment Services (DOES) need a Consultant (s) to provide career transitional assistance for Federal civilian employees, of the Department of Defense (DOD), military spouses and military employees who are eligible for retirement but do not plan to leave the workforce and employees of military contractors dislocated as a result of the Base Realignment and Closure (BRAC) 2005 recommendations, as described in Section C.3.1.

### **C.2 BACKGROUND**

The Secretary of Defense announced the Defense Base Realignment and Closure (BRAC) recommendations in May 2005. The primary objective of the BRAC process is to realign base structures to meet our post cold war force structure, to examine and implement opportunities for greater jointness between the Services, and to transform the infrastructure to meet the future needs of the military.

The District of Columbia is directly impacted by these recommendations because it hosts six (6) of the BARC 2005 targeted installations; Walter Reed Army Medical Center, Bolling Air Force Base, Naval District Washington, Potomac Annex, Anacostia Annex and leased space DC. The recommendations estimate that approximately 13, 200 civilian and military employees will be affected by this action.

### **C.3 REQUIREMENTS**

**C.3.1** The Consultant shall provide career services to federal employees using the approach mandated by the Workforce Investment Act (WIA) core, intensive and training. The Consultant shall include in the response a description of career/ transition services to be delivered at the Transitional One Stop Career Centers, which will be located on the Walter Reed installation and the Naval Criminal Investigative Service Headquarters located at Naval District Washington.

**C.3.2** Transition services will include but not be limited to:

- a. Administering employee interest, skills and values surveys through the utilization and interpretation of the Myers Briggs Type Indicator (MBTI), Strong Interest Inventory (SII), Campbell Interest (CII), Self Directed Search (SDS), Fundamental Interpersonal Relations Orientation-Behavior (FIRO-B) and other career assessments to assist clients realize their skills and talents.

- b. The development of Individual Employment Plans
- c. The development of self marketing materials such as targeted federal resumes, cover letters, Knowledge, Skills and Abilities (KSA's),and Executive Core Qualifications (ECQ'S),
- d. Conduct Federal career success seminars, workshops and training to include career exploration, self assessment, job search assistance, interview preparation, salary negotiations, dress for success and image consulting.
- e. Provide Federal career counseling and consultation with individual clients via email, telephone and one-on-one appointments.
- f. Provide Career Fair Management to include recruitment of employers, event planning, logistics coordination, outreach, event management and event evaluation.
- g. Develop and maintain strategic relationships with federal, state, and local government agencies and non-profit organizations.
- h. Assist BRAC affected clients to develop individual strategies for matching skills/competencies to Federal positions that provide an optimum match.
- i. The contractor shall maintain individual files for each BRAC impacted employee containing Individual Employment Plans, resumes, job search data, cover letters, participation in workshops and seminars. This data shall be maintained in dcnetworks.org (VOS).
- j. Provide DOES with monthly status reports to include the following:
  - a. Number of employees served
  - b. Location of services
  - c. Type of service provided and method of delivery
  - d. Number of job placements
  - e. Customer satisfaction surveys
  - f. Problems encountered
  - g. Recommended corrective action

**F.3 DELIVERABLES**

<b>Ref.</b>	<b>Deliverable</b>	<b>Qty.</b>	<b>Format/Method of Delivery</b>	<b>Delivery Date</b>
Section C.3	<i>Proposal</i>	3	8.5 x 11 Hard Copy (HC)	5 days After Contract Award.
			1 CD Rom	

**F.3.1 PERIOD OF PERFORMANCE**

The period of the performance shall be from the date of award to December 31, 2009.

**V. ESTIMATED COST**

The estimated cost being requested is from the date of award until December 31, 2009, with an Option to extend the period based on funding availability and at the District’s discretion.

**VI. INSTRUCTIONS**

The services to be provided under this RFQ will become available to impacted workers upon opening date of Transitional One Stop Career Center.

**1. Organizational Qualifications**

- a. Must have a proven history of providing career management, transition and placement services for other clients
- b. Past or current experience with other BRAC initiatives is highly favorable

**2. Staff Qualifications**

- a. The contractor shall maintain an individual personnel file for each staff person containing the employment application, personal and professional references, applicable credentials, personnel actions and documentation of all training received.
- b. The contractor shall provide orientation and training for all staff members with respect to administrative procedures, and or other relevant policies and procedures.
- c. The contractor shall submit a current organizational chart displaying organizational relationships and responsibilities.

#### **M.4 EVALUATION CRITERIA**

Proposal will be evaluated based on the following technical and price factors listed below:

- 1. History and Experience of Respondent Organization 40 points**
  - a. Have proven expertise and experience in providing career transition assistance to federal employees
  - b. Have knowledge and expertise within and about the District of Columbia’s regional labor market and its unique high demand occupations
  
- 2. Program Design and Services 30 points**
  - a. Have expertise in providing national Federal specific information and assistance to affected employees
  - b. Have expertise in outreach efforts to include national locations identified by BRAC 2005
  - c. Have expertise in implementing a communication and support program to inform impacted employees of their career options.
  - d. Have a highly effective customer satisfaction ratings
  
- 3. Project Outcomes 15 points**
  - e. Have a proven expertise in creating unique solutions to challenges created by previous BRAC or similar initiatives
  - f. Have the ability to maintain communications with national employers, interest groups, and state and local governments
  
- 4. Price 15 points**
  - a. Outline how they account for expenses and safeguard against misuse of funds
  - b. Identify which employee supervises the financial aspects of operations
  - c. Clearly outlines proposed costs and outcomes by explaining and justifying the need for proposed costs in the Budget Narrative Form.

## **SECTION G: CONTRACT ADMINISTRATION DATA**

### **G.1 INVOICE PAYMENT**

**G.1.1** The District will make payments to the Consultant, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

**G.1.2** The District will pay the Consultant on or before the 30<sup>th</sup> day after receiving a proper invoice from the Consultant.

### **G.7 CONTRACTING OFFICER (CO)**

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:

**Jim Marshall, Contracting Officer**  
**Office of Contracting and Procurement**  
**441 4<sup>th</sup> Street, NW, Suite 700S**  
**Washington, DC 20001**  
**Telephone: 202-724-4197**

### **G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

**G.8.1** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

**G.8.2** The Consultant 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.

**G.8.3** In the event the Consultant 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.

### **G.9 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

**G.9.1** The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Consultant'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

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other responsibilities and authorities as may be specified in the contract. The COTR for this contract is:

**Judith Phillips**  
**BRAC Project Coordinator**  
**Department of Employee Services**  
**609 H St NE #552**  
**Washington, DC 20002**  
**Telephone: 202-698-3767**