

REQUEST FOR QUOTATION <i>(THIS IS NOT AN ORDER)</i>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY.		PAGE OF PAGES 1 2	
1. REQUEST NO. DCPO-2009-A-0014	2. DATE ISSUED 11/19/08	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS Group VI →	CODE	
5A. ISSUED Office Of Contracting And Procurement Simplified Acquisition Group VI 441 4 th Street, NW. 700 South Washington, DC 20001			6. DELIVER BY (Date)		
5B. FOR INFORMATION CALL: (Name and telephone no.)(No Collects) Franklin Poole/email: franklin.poole@dc.gov TEL: 202-724-2122 Fax: 202-727-0245			7. DELIVERY <input checked="" type="checkbox"/> FOB Destination <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS Prospective Bidder(s)			Destination: Department of Health 825 North Capitol St, NE, 3 rd FIRM 3112 Washington, DC Attn: Bryan Cheseman		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE COB (Date) 11/21/08 by 2:00 pm EST		11. BUSINESS CLASSIFICATION (Check appropriate boxes) DISADVANTAGED <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <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 quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	Bidder(s) shall provide current price for Grant Writing Services on an as needed basis in accordance with Section B – Supplies or Services and Price/Cost and Section C: Description, Specifications and Work Statement.				
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)			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)

Bidder shall state TAX ID No.: _____

District of Columbia Supply Schedule: _____

GSA Schedule: _____

Open Market Solicitation with Preference Points given to Small Local Business Development Enterprise.)

Period of Performance/Delivery Date: _____

Award Basis: The basis of award for the establishment of a Grant Writing Services BPA with various contractors may be Multi-Awards.

Notice, The district government requires all vendors to have an approved contract or purchase order in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract.

SECTION B - SUPPLIES OR SERVICE AND PRICE/COST

B.1 The District of Columbia Office of Contracting and Procurement, on behalf of the District of Columbia Department of Health, Community Health Administration and other DC Agencies is seeking a qualified contractor(s) to provide Grant Writing services on an as needed basis to provide consultants/subject matter experts and grant researchers to develop and write grant applications, progress reports and other performance documentation required by the agency's federal funders. Funding agencies include, but are not limited to, the Centers for Disease Control and Prevention; the Maternal Child Health Bureau, Human Resources and Services Administration, Department of Justice, and the National Institutes of Health.

B.1.2 The District will award Blanket Purchase Agreements (BPAs) to one or more contractors. Ordering officials will issue task orders against the BPAs on an as needed basis.

B.2. ORDERING CLAUSE

B.2.1. Any supplies and services to be furnished under this agreement must be ordered by issuance of delivery orders or task orders by the Contracting Officer or Ordering Official. Such orders may be issued during the term of this agreement.

B.2.2 All delivery orders or tasks order are subject to the terms and conditions of this agreement. In the event of a conflict between a delivery order or task order and this agreement, the agreement shall control.

B.2.3 If mailed, a delivery order or task order is considered "issued" when the District deposits the order in the mail. Orders may be issued by facsimile or by electronic commerce methods.

B.3 The District awards a fixed-price contract.

B.4 PRICE SCHEDULE

**B.4.1 PRICE SCHEDULE FOR GRANT WRITING SERVICES
(BASE YEAR)**

CLIN	Service Description Grant Writing Services	Unit	Unit Price
0001AA	Grant Writer	Hour	

**B.4.2 PRICE SCHEDULE FOR GRANT WRITING SERVICES
(OPTION YEAR 1)**

CLIN	Service Description Grant Writing Services	Unit	Unit Price
0001AA	Grant Writer	Hour	

**B.4.3 PRICE SCHEDULE FOR GRANT WRITING SERVICES
(OPTION YEAR 2)**

CLIN	Service Description Grant Writing Services	Unit	Unit Price
0001AA	Grant Writer	Hour	

B.4.3 PRICE SCHEDULE FOR GRANT WRITING SERVICES
(OPTION YEAR 3)

CLIN	Service Description Grant Writing Services	Unit	Unit Price
0001AA	Grant Writer	Hour	

B.4.5 PRICE SCHEDULE FOR GRANT WRITING SERVICES
(OPTION YEAR 4)

CLIN	Service Description Grant Writing Services	Unit	Unit Price
0001AA	Grant Writer	Hour	

SECTION C: DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

STATEMENT OF WORK

**Community Health Administration (CHA)
Grant Writer Services**

C.1 SCOPE:

DC Department of Health (DOH), Community Health Administration and other DC Agencies seeks to retain the services of contractor(s) that shall provide consultants/subject matter experts and grant researchers to develop and write grant applications, progress reports and other performance documentation required by the agency's federal funders. Funding agencies include, but are not limited to, the Centers for Disease Control and Prevention; the Maternal Child Health Bureau, Human Resources and Services Administration, Department of Justice, and the National Institutes of Health.

C.1.1 APPLICABLE DOCUMENTS

Document Type	Title	Due Date
Program Guidance	Titles will vary, as issued by each funding agency	N/A

C.1.2 DEFINITIONS

C.1.2.1 Grants.gov: A storefront web portal for use in electronic collection of data (forms and reports) for Federal grant-making agencies through the Grants.gov site. (www.grants.gov).

C.1.2.2 Grants.gov Tracking Number: A number set used by Grants.gov which is used to identify each application it receives.

C.1.2.3 Federal Grant: is an award of financial assistance from a Federal agency to a recipient to carry out a public purpose of support or stimulation authorized by a law of the United States. A grant is not used to acquire property or services for the Federal government's direct benefit.

C.1.2.4 Application Package: A group of specific forms and documents for a specific funding opportunity which are used to apply for a grant.

C.1.2.5 Funding Opportunity Announcement: A publicly available document by which a Federal agency makes known its intentions to award discretionary grants or cooperative agreements, usually as a result of competition for funds. Funding opportunity announcements may be known as program announcements, notices of funding availability, solicitations, or other names depending on the agency and type of program.

C.1.2.6 Grace Period: This period reflects the number of days after the closing date that Grants.gov will continue to accept applications for a grant opportunity. It also represents the day (Closing Date + Grace Period) that applicants will no longer be able to download the application package. This value is entered by an agency when creating a grant opportunity and is not visible to grant applicants.

C.2 BACKGROUND

The DC Department of Health has more than 90 percent of the agency's funding is derived from grants and program entitlements it obtains from the federal government. The Community Health Administration principally receives funding from two Federal agencies: the Maternal and Child Health Bureau, Human Resources and Services Administration, Department of Health and Human Services; and the Centers for Disease Control and Prevention.

Further, in November of 1999 Congress passed the Federal Financial Assistance Management Improvement Act of 1999, also known as Public Law 106-107 (P.L. 106-107). The purposes of the Act were to (1) improve the effectiveness and performance of Federal financial assistance programs, (2) simplify Federal financial assistance application and reporting requirements, (3) improve the delivery of services to the public, and (4) facilitate greater coordination among those responsible for delivering services. The result was the creation of Grants.gov, a single website for all federal grant opportunities. As part of the Public Law 106 -107, Grants.gov now serves as a central online system to find and apply for grants across the federal government. Applications are now prepared and submitted electronically via the Grants.gov site. Additionally, when an agency receives a grant or cooperative agreement award, the site lists general terms and conditions, such as Office of Management and Budget Circulars, agency regulations, and implementing government-wide requirements. Consequently, the time required to perform the data collection and monitoring for existing grants as well as the research and writing functions required to prepare concise applications suitable for electronic submission, has become increasingly difficult for program staff. Therefore, CHA has made the decision to outsource some of its grant writing activities.

C.3 REQUIREMENTS

C.3.1 The DOH/CHA is seeking qualified contractor(s) to provide consultants/subject matter experts to write, prepare and complete applications, annual reports and progress reports, for the following programs:

Granting Agency	Program Name	Service Level	Due Date
HRSA/MCHB D70MC10295	State Implementation Grants for Integrated Community Systems/CSHCN	Continuation Application and Progress Report	February 09
HRSA/MCHB H49MC00115	Eliminating Disparities in Perinatal Health	Continuation Application and Progress Report	December 08
HRSA/MCHB H49MC00117	Eliminating Disparities in Perinatal Health	Continuation Application and Progress Report	December 08
HRSA/MCHB B04MC08942	Maternal and Child Health Title V Block Grant	Continuation and Annual Report ; Grant Writer needed from February 2009 until application submission	July 9, 2009
HRSA/MCHB H98MC03864	Universal Newborn Hearing Screening	Continuation Application and Progress Report	January 09
CDC 1UR3DD000417	Enhance the Tracking & Surveillance Systems for EHDl	Continuation Application and Progress Report	March 09
HRSA/MCHB H21MC09183	Grants for Traumatic Injury Biomechanics and their Severity(R01)	Grant Application; Grant writer needed December, 08	February 09

Additional program reports and documents may be added, as required, by the federal agency funders.

C.3.2 Agency submission formats vary. Therefore, the grant writers provided by the contractor shall demonstrate previous experience in submitting grants to the agencies listed above. They shall also demonstrate previous experience in the preparation of federal grant applications and annual reports, in the electronic submission format required by Grants.gov.

C.3.3 The grant writer shall complete the above applications and reports in accordance with the guidelines contained in the guidance and forms for the specified program. The grant writer shall:

- Meet with key DC Department of Health staff, and when required, community groups and other stakeholders, as defined by CHA, to collect information, develop concepts in order to prepare professional well-written applications and/or reports.

- Participate, as necessary, in community forums and advisory board meetings designed to solicit public input on the use of grant funds, to understand the communities need for maternal and child health services and to garner public comment on applications and/or reports.
- Attend meetings, as scheduled, with CHA leadership to obtain information, draft reports and applications and to provide status reports.
- Revise drafts and develop a final acceptable product that incorporates all the changes approved by CHA leadership. The final version of the application and annual report shall be delivered no later than the date to be determined by the designated program staff person responsible for the grant. The final product shall consist of both an electronic and hard copy of the application or report.
- Edit draft applications and reports developed by staff.

C.3.3.1 Specific requirements for the Title V Block Grant:

- Attend Title V Grant Review meetings with CHA leadership and HRSA representatives.
- Prepare summary of Title V Block Grant Review meeting and recommendations. Prepare final modifications to the application/annual report for submission to HRSA.

C.3.4 Application and report documents prepared by the consultant shall meet the following review criteria: completeness of data; concise detailed reporting of CHA programs and/or services provided, as well as, well developed concepts and program plans for future MCPA health services. All products produced by the grant writers shall be grammatically correct and free of errors.

C.3.5 Government Furnished Property/Information

The contractor shall have access to all CHA data, both electronic and paper records. To insure security of client records, the DOH shall generally require the consultant to perform data collection and review tasks in DOH controlled workspaces. The DOH may provide space to contractor personnel where interaction with DOH staff is necessary or when temporary workspace is necessary (e.g., during on-site records review).

C.3.6 Rights in Data

All data, deliverables, intellectual property and information developed or acquired under this contract shall be the sole property of the DOH.

Consultant personnel shall adhere to DOH HIPPA (Health Insurance Portability and Accountability Act of 1996) policies and procedures designed to protect the security and confidentiality of health information which may be collected in the course of conducting its program activities. A copy of that policy will be provided upon contract execution.

C.4 DELIVERABLES

CLIN	Deliverable	Qty	Format and Method of Delivery	DUE DATE
1	Work Plan and Schedule based on Grant Program Guidance	1 per grant application/report	Hard Copy in MS Word Format	Within 5 days of notification of grant writing assignment
2	Draft document	1	Actual submission format will be determined by program guidance; Electronic and Hard Copy in MS Word format to Program for review	Established in the work plan based on grant program guidance
3	Revised document	1	Actual submission format will be determined by program guidance; Electronic and Hard Copy in MS Word format to Program for review	Established in the work plan based on grant program guidance
4	Final document	1	Actual submission format will be determined by program guidance; Electronic and Hard Copy in MS Word format to Program for review	Established in the work plan based on grant program guidance

C.5 INSPECTION AND ACCEPTANCE

The inspection and acceptance requirements for the resultant contract shall be governed by clause number six (6) Inspection of Services, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated March 2007.

C.6 TERM OF CONTRACT

The term of the contract shall be for a period of one year from date of award.

C.7 OPTION TO EXTEND THE TERM OF THE CONTRACT

C.7.1 The District may extend the term of this contract for a period of (4) four (1) one year option periods, 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.

C.7.2 If the District exercises this option, the extended contract shall be considered to include this option provision.

C.7.3 The price for the option period shall be as specified in the contract.

C.7.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed (5) five years.

C.8 DELIVERABLES

Deliverables shall be as outlined on each task order.

C.9 INVOICE PAYMENT

C.9.1 The District will make payments to the Contractor(s), upon the submission of proper invoices, at the prices stipulated in this contract, for accepted supplies delivered and/or services performed, less any discounts, allowances or adjustments provided for in this contract.

C.9.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

C.10 INVOICE SUBMITTAL

C.10.1 The Contractor(s) shall submit proper invoices on a monthly basis or as otherwise specified in each task order. Invoices shall be prepared in duplicate and submitted to the ordering agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in each task order.

C.10.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

- a). Contractor's name, federal tax ID and invoice date (Contractors shall date invoices as of the date of mailing or transmittal);
- b). Contract number and invoice number;
- c). Description, price, quantity and the date(s) that the supplies or services were delivered or performed;
- d). Other supporting documentation or information, as required by the Contracting Officer;
- e). Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- f). Name, title, phone number of person preparing the invoice;
- g). Name, title, phone number and mailing address of person (if different from the person identified in C.11.2.f above) to be notified in the event of a defective invoice; and,
- h). Authorized signature.

C.11 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor(s) shall be bound by the Wage Determination No. 2005-2103, Revision No. 6, dated May 29, 2008, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 *et seq.*) and incorporated herein as part of this solicitation. The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

C.12 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated March 2007 ("SCP"), are incorporated as part of the contract resulting from this solicitation. To obtain a copy of the SCP go to www.ocp.dc.gov, click on OCP Policies under the heading "Information", then click on "Standard Contract Provisions – Supplies and Services Contracts".

C.13 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

C.14 RIGHTS IN DATA

C.14.1 “Data,” as used herein, means recorded information, regardless of form or the media on which it may be recorded. The term includes technical data and computer software. The term does not include information incidental to contract administration, such as financial, administrative, cost or pricing, or management information.

C.14.2 All data first produced in the performance of this Contract shall be the sole property of the District. The Contractor hereby acknowledges that all data, including, without limitation, computer program codes, produced by Contractor for the District under this Contract, are works made for hire and are the sole property of the District; but, to the extent any such data may not, by operation of law, be works made for hire, Contractor hereby transfers and assigns to the District the ownership of copyright in such works, whether published or unpublished. The Contractor agrees to give the District all assistance reasonably necessary to perfect such rights including, but not limited to, the works and supporting documentation and the execution of any instrument required to register copyrights. The Contractor agrees not to assert any rights in common law or in equity in such data. The Contractor shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

C.14.3 The District will have restricted rights in data, including computer software and all accompanying documentation, manuals and instructional materials, listed or described in a license or agreement made a part of this contract, which the parties have agreed will be furnished with restricted rights, provided however, notwithstanding any contrary provision in any such license or agreement, such restricted rights shall include, as a minimum the right to:

C.14.4 Copy computer programs for safekeeping (archives) or backup purposes; and modify the computer software and all accompanying documentation and manuals or instructional materials, or combine it with other software, subject to the provision that the modified portions shall remain subject to these restrictions.

- C.14.5** The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.
- C.14.6** Nothing contained in this clause shall imply a license to the District under any patent, or be construed as affecting the scope of any license or other right otherwise granted to the District under any patent.

C.15 SUBCONTRACTS

The Contractor(s) hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the Contracting Officer. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the Contractor shall remain liable to the District for all Contractor's work and services required hereunder.