

1 DCTO-2008-Q-0274 "Storage Tex Hardware Maintenance "

<b>REQUEST FOR QUOTATIONS (RFQ)</b> <i>(THIS IS NOT AN ORDER)</i>				PAGE OF 1		PAGES 12	
1. RFQ NO. DCTO-2008-Q-0300		2. DATE ISSUED August 25, 2008		3. REQUISITION NO. N/A		4. TYPE OF MARKET X Open _ Set Aside _ Open with Subcontracting Set Aside	
5A. ISSUED BY:  Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 <sup>th</sup> Street N.W., Suite 971 North Washington, D.C. 20001				6. DELIVERY <b>Immediately upon notification of contract award.</b>			
5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Frederick Dorsey Phone (202) 727-0017, Fax (202) 727-1679 Frederick.dorsey@dc.gov				7. DELIVERY METHOD  <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER <i>(See Schedule)</i>			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER  <b>ALL PROSPECTIVE RESPONDENTS</b>				9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED  Office of the Chief Technology Officer 441 4 <sup>th</sup> Street, NW, Suite 1030 South Washington, DC 20001			
8B. TAX ID NO. OF QUOTER:							
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:  <b>September 15, 2008 2:00 P.M. EST.</b> <b>(BID ROOM ONLY) 441 4<sup>th</sup> Street. N.W.</b> <b>Suite 703 South</b>			11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy)				
			11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:				
<b>12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS</b>							
<b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price quotations as outlined in this solicitation, submit one (1) original and three (3) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 <sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.							
<b>Terms and Conditions: SEE ATTACHED.</b>							
<b>13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)</b>							
ITEM NO. (A)	SUPPLIES/SERVICES (B)			QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<b>See attached Statement of Work</b>						
0001	Provide STK Hardware maintenance and service for its equipment located at OCTO Data Center 3919 Benning Road N.E. Washington D.C. and OCTO Data Center 222 Massachusetts Ave N.W. Base performance period of (1) Year from date of award.			1	Lot	\$	\$
	As Per Technical Submittal To support the complete SOW						
	In accordance with the approved project approach.						
0002	Option (1) For One year from date of award As per SOW LI (1)			1	Lot	\$	\$
0003	Option (2) For One year from date of award As per SOW LI (1)			1	Lot	\$	\$
0004	Option (3) For One year from date of award As per SOW LI (1)			1	Lot	\$	\$
0005	Option (4) For One year from date of award As per SOW LI (1)			1	Lot	\$	\$
<b>TOTAL AMOUNT</b>							\$
14. NAME AND ADDRESS OF QUOTER <i>(Street, city, county, State and ZIP Code)</i>				15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <b>NOT</b> ACCEPTABLE)			16. DATE OF QUOTATION
				17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>			18. TELEPHONE NO. <i>(Include area code)</i>

**1. GENERAL TERMS AND CONDITIONS**

This is a Request for Quotations (RFQ) issued under the small purchase procedures outlined in Title 27, District of Columbia Municipal Regulations, Chapter 18, Section 1802.3. The terms Quote/Quoter and Offer/Offeror are used interchangeably in this RFQ, as are the terms RFQ and solicitation, and the terms submission, quote and proposal, and the terms contract and Purchase Order (PO). Quotations submitted are Offers that the District can accept by issuing a PO. This RFQ is issued in the Open Market for All Qualified Offerors to respond. The District will apply preferences in evaluating submissions from District-certified LSDBEs. If you are unable to submit a quote, please so indicate on this form and return it.

- 1.1 The District may award a single contract resulting from this solicitation to the responsible offeror(s) whose offer(s) conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors specified elsewhere in this solicitation.
- 1.2 The District may award contracts on the bases of initial offers received, without discussion. Therefore, each initial offer should contain the Offeror's best terms from a standpoint of cost or price, technical and other factors.

**2. PERIOD OF PERFORMANCE AND CONTRACT TYPE**

The contract awarded from this solicitation will be a firm fixed price contract. The period of performance for the base period will be (1) year from date of award. With the option to renew for Four (4) additional option periods of (1) year 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. The quoter/offeror shall submit a price for the base period and each option period. 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 Five (5) years.

**3. CONTRACTING OFFICER (CO)**

Contracts will be entered into and signed on behalf of the District, or Purchase Orders issued on behalf of the District, only by Contracting Officers. The name, address and telephone number of the Contracting Officer is:

Annie R. Watkins, CPM, CPPB  
Contracting Officer  
Office of Contracting and Procurement  
OCTO  
441 - 4th Street, N.W., 9th Floor  
Washington, DC 20001  
202/727-5274  
202/727-1679 fax  
[annie.watkins@dc.gov](mailto:annie.watkins@dc.gov)  
Website: ocp.dc.gov

**4. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER**

The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract. The Contractor 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, or a valid changed PO is issued by the Contracting Officer. In the event the Contractor 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.

**4.5 BLANK**

**5. CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

The COTR is responsible for general administration of the contract and advising the Contracting Officer as to the Contractor'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 other responsibilities and authorities as may be specified in the contract. The COTR for this contract shall be designated upon award of the contract. The COTR shall not have authority to make any changes in the specifications or scope of work or terms and conditions of the contract. The Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer; may be denied compensation or other relief for any additional work performed that is not so authorized; and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.

## **6. ADVISORY AND ASSISTANCE SERVICES**

The contract is a “nonpersonal services contract”. It is therefore, understood and agreed that the Contractor and/or the Contractor’s employees: (1) shall perform the services specified herein as independent Contractors, not as employees of the government; (2) shall be responsible for their own management and administration of the work required to bear sole responsibility for complying with any and all technical, schedule, financial requirements or constraints attendant to the performance of this contract; (3) shall be free from supervision or control by any government employee with respect to the manner or method of performance of the service specified; but (4) shall, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of the CO, or the duly authorized representative of the CO as is necessary to ensure accomplishment of the contract objectives.

## **7. DELIVERY OF WORK PRODUCT/INSTRUCTION FROM COTR**

- 7.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional instructions that the District COTR may direct. During performance under this contract and/or at completion of work, the Contractor shall provide orderly hand-over of work products and deliverables to the District COTR, including all documentation, electronic or otherwise, created during performance of the contract. All work product produced under the contract is at all times the property of the District.
- 7.2 In addition, the Contractor shall:
  - 7.2.1 Ensure that all work is performed on District premises, unless otherwise approved in writing by the COTR;
  - 7.2.2 Be specifically responsible for assuring that personnel have high end laptops with Window XP Professional and necessary communication equipment. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.
  - 7.2.3 The Contractor shall provide weekly timesheets, in the formats supplied by the District, reporting all time worked by person’s name, days worked, and time worked. Each person is billable only to a maximum of eight (8) hours per day, 40 hours per week unless written prior approval has been issued by the COTR. Contractor must provide timely, necessary information to allow the District to calculate “earned value”.
  - 7.2.4 Establish and document project goals and optional strategies for their implementation. Support analyses with graphical drawings, charts, and other presentation instruments.
  - 7.2.5 Collect and document project constraints for cost, schedule, and quality. Obtain approval from the Contracting Officer for proposed scope changes.

- 7.2.6 Throughout the performance of the above items, coordinate with District employees and other consultants/Contractors employed by the District.
- 7.2.7 Provide sufficient support after submission of deliverables and work products, as necessary to clarify the contents of deliverables to the District.
- 7.2.8 Develop, obtain approval for, and execute a quality control plan. Provide periodic senior management supervision of the work in this contract in order to provide quality control of the Contractor's work. Report findings to District representative with proposed actions. Provide this service at least every two weeks during the terms of the contract.
- 7.2.9 Continuously monitor the status of Contractor's work hereunder and update status, providing District management timely information regarding possible problems and proposed action required to mitigate such problems.
- 7.2.10 Prepare and present weekly reports, throughout the performance of the Contractor's work, setting out current and upcoming activities, decisions required and issues of concern.
- 7.2.11 Provide reporting and communications in copies and form requested by the designated District representative.
- 7.2.12 The COTR is responsible for the technical administration of the contract and advising the Contracting Officer (CO) as to the Contractor'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 the contract and such other responsibilities and authorities as may be specified in writing by the CO. The COTR for this requirement is:
- Glenn Minter  
441 4<sup>th</sup> Street N.W.  
Washington, D.C. 20001  
202-478-5879
- 7.2.13 It is understood and agreed that the COTR **shall not have** the authority to make changes in the specifications/scope of work or terms and conditions of the contract.
- 7.2.14 The Contractor shall be held fully responsible for any changes not authorized in advance, in writing, by the CO, and may be denied compensation or other relief for any additional work performed that is not so authorized, and may also be required, at no additional cost to the District, to take all corrective action necessitated by reason of the unauthorized changes.
- 7.2.15 The Contracting Officer's Technical Representative (COTR), unless the representative expressly assigns a designee, is responsible for oversight and acceptance on all matters pertaining to the contract performance, other than those reserved to the Contracting Officer.

7.2.16 The District reserves the right to interview and otherwise verify qualifications of proposed contractor staff and reject any proposed candidates who do not meet District's requirements. Candidate Consultant expertise\_and relevant background and skills is the primary consideration.

Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.

**8. INSURANCE**

8.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverage prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided.

- (a) Commercial General Liability Insurance: \$1,000,000 limits per occurrence, District added as an additional insured.
- (b) Automobile Liability Insurance: \$1,000,000 per occurrence combined single limit.
- (c) Worker's Compensation Insurance: according to the statutes of the District of Columbia, including Employer's Liability, \$100,000 per accident for injury, \$100,000 per employee for disease, \$500,000 policy limit for disease.
- (d) Errors and Omissions Liability Insurance, \$1,000,000 limits per claim.

**9. INVOICE PAYMENT**

The District will make payments to the Contractor, 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. The District will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor. The Contractor shall submit proper invoices no later than on a monthly basis or as otherwise specified in the order or by the COTR. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical Representative (COTR) specified in this solicitation. The address of the CFO is:

OCTO Agency CFO  
Accounts Payable Division  
441 4<sup>th</sup> Street N.W. Suite 930 South  
Washington, D.C. 20001  
202-727-2277

To constitute a proper invoice, the Contractor shall submit the following information:

- (a) Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- (b) Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the Contractor is also recommended;
- (c) Description, price, quantity, dates and the percent (%) of work actually performed;
- (d) The original and two (2) copies of invoices for cost reimbursable expenses, if authorized by the contract;
- (e) Other supporting documentation or information, as required by the Contracting Officer;
- (f) Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;
- (g) Name, title, phone number of person preparing the invoice;
- (h) Name, title, phone number and mailing address of person; and authorized signature.
- (i) Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.

**10. EVALUATION FACTORS**

**10.1** The District intends, but is not obligated, to make a single award to the responsible Quoter whose quote is most advantageous to the District, based upon the evaluation criteria specified in the solicitation. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria. The Technical Rating Scale is as follows:

<u>Numeric</u>	<u>Adjective</u>	<u>Description</u>
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<b>Rating</b>		
0	Unacceptable	Fails to meet minimum requirements; <i>e.g.</i> , no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

For example, if a sub factor has a point evaluation of 0 to 10 points, and (using the Technical Rating Scale) the District evaluates as "good" the part of the proposal applicable to the sub factor, the score for the sub factor is 8 (4/5 of 8). The sub factor scores will be added together to determine the score for the factor level.

## **10.2 BLANK**

### **10.3 TECHNICAL CRITERIA (70 Points)**

#### **10.3.1 Corporate Technical Capability and Experience (40 Points)**

- (a) Offeror's proposed solution **MUST** include a detailed project approach and project schedule that meets or exceeds the requirements specified in line Items 1 - 16 of the solicitation. Technical Capability will consist of a 30 page or less document that demonstrates the company's capability and experience performing the specified requirements.

#### **10.3.2 Management of Operations (10 points)**

- (a) The offeror shall demonstrate its project management ability within its project approach and project schedule specifically addressing the areas in the statement of work, resource management, quality management, financial management, customer relationship management, and contract management to include the timely delivery, installation and maintenance of the requested equipment. - The District will evaluate the contractor's methodology and approach to determine if the methodology is feasible, logical, efficient and effective. The offeror's plan must include the type of equipment being offered, and explain why the offerors approach is advantageous to the District. The contractor must provide a plan for servicing and maintaining the equipment after the initial site visit. The contractor must provide monthly qualitative and quantitative reports per agency per month.

**10.3.3 Past Performance Information**

**(10 points)**

- (a) Past Performance Information: Past Performance contains three sub factors which are of equal importance to each other; (1) Quality of Service (2) Timeliness of Performance and (3) Business Practices/Customer Satisfaction. The offeror shall provide contract references (preferably, at least 3) both for itself and for any major subcontractor to enable the government to assess the quality of the offeror's /major subcontractor's past performance. A major subcontractor is a subcontractor that is expected to perform at least 25% of the work under this contract. The referenced contracts shall be similar in scope, magnitude and complexity to that contemplated in this RFP. The contracts must have been completed within the last three years or (if still ongoing) have been performed for at least one year. The following information shall be included for each contract:
- d. Name and address of contracting activity, state or local government agency or commercial customer.
  - e. Contract type (fixed price/cost reimbursement)
  - f. Contract Value
  - g. Brief description of service required under the contract, including performance location(s) and performance period.
  - h. Name and telephone number of individual (administrative contracting officer/program manager) able to provide information about offeror's past performance.

**10.3.4 Understanding the Requirements**

**(5 points)**

- (a) The offeror shall demonstrate its expertise in providing Maintenance on the manufacturers' equipment and at a minimum, address all the requirements outlined in the SOW.

**10.3.5 Business Organization and Affiliation with the OEM**

**(5 points)**

- (a) The offerors must provide the full name and address of its organization, including the parent company if you are a subsidiary. Specify the branch office or other subordinate element that will perform, or assist in performing work herein. Indicate whether it operates as a partnership, corporation, or individual. Include the State in which incorporated or license to operate. Indicate the numbers of years the organization has been in existence. Additionally, list the company's core competencies. Include any appropriate certifications, and/or awards that the organization has received in the past three (3) years. **Indicate the number of years the organization has been performing the listed core competencies and how long the offeror has been affiliated with the OEM.** List the type and name of the organizations where services have been provided.

**10.4 PRICE CRITERIA**

**(30 Points)**

The price evaluation will be objective. The Offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each Offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times 30 = \text{Evaluated price score}$$

**10.5 PREFERENCE POINTS (12 Points)**

**10.6 TOTAL (112 Points)**

**11.0 PREFERENCES FOR LOCAL BUSINESSES, DISADVANTAGED BUSINESSES, RESIDENT-OWNED BUSINESSES, SMALL BUSINESSES, LONGTIME RESIDENT BUSINESSES, OR LOCAL BUSINESSES WITH PRINCIPAL OFFICES LOCATED IN AN ENTERPRISE ZONE**

Under the provisions of the "Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005" (the Act), Title II, Subtitle N, of the "Fiscal Year 2006 Budget Support Act of 2005", D.C. Law 16-33, effective October 20, 2005, as amended, the District shall apply preferences in evaluating bids or proposals from businesses that are small, local, disadvantaged, resident-owned, longtime resident, or local with a principal office located in an enterprise zone of the District of Columbia.

**11.1 GENERAL PREFERENCES**

**For evaluation purposes, the allowable preferences under the Act for this procurement are as follows:**

- 11.1.1** The addition of three points on a 100 point scale for a small business enterprise (SBE) certified by the Small and Local Business Opportunity Commission (SLBOC) or the Department of Small and Local Business Development (DSLBD), as applicable;

- 11.1.2** The addition of five points on a 100 point scale for a resident-owned business enterprise (ROB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.3** The addition of ten points on a 100 point scale for a longtime resident business (LRB) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.4** The addition of two points on a 100-point scale for a local business enterprise (LBE) certified by the SLBOC or the DSLBD, as applicable;
- 11.1.5** The addition of two points on a 100-point scale for a local business enterprise with its principal office located in an enterprise zone (DZE) and certified by the SLBOC or the DSLBD, as applicable; and
- 11.1.6** The addition of two points on a 100-point scale for a disadvantaged business enterprise (DBE) certified by the SLBOC or the DSLBD, as applicable.

**11.2 MAXIMUM PREFERENCE AWARDED**

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act for this procurement is twelve (12) points on a 100 point scale for submissions in response to this RFQ.

**11.3 PREFERENCES FOR CERTIFIED JOINT VENTURES**

When the SLBOC or the DSLBD, as applicable, certifies a joint venture, the certified joint venture will receive preferences as a prime Contractor for categories in which the joint venture and the certified joint venture partner are certified, subject to the maximum preference limitation set forth in the preceding paragraph.

**11.4 VENDOR SUBMISSION FOR PREFERENCES**

- 11.4.1** Any vendor seeking to receive preferences on this solicitation must submit at the time of, and as part of its bid or proposal, the following documentation, as applicable to the preference being sought:
  - 11.4.1.1** Evidence of the vendor's or joint venture's certification by the SLBOC as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of all relevant letters of certification from the SLBOC; or

**11.4.1.2** Evidence of the vendor's or joint venture's provisional certification by the DSLBD as an SBE, LBE, DBE, DZE, LRB, or RBO, to include a copy of the provisional certification from the DSLBD.

**11.4.2** Any vendor seeking certification or provisional certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development  
ATTN: LSDBE Certification Program  
441 Fourth Street, N.W., Suite 970N  
Washington, DC 20001

**11.4.3** All vendors are encouraged to contact the DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

## **12. ATTACHMENTS**

Statement of Work (Attachment A)  
Tax Certification Affidavit (Attachment B)  
First Source Employment Agreement (Attachment C)  
EEOC Compliance Forms (Attachment D)

## **13. INSTRUCTIONS**

**13.1** Please submit one (1) original and three (3) copies of both the signed technical and price quotations in separately sealed envelopes (one technical and price) to the Office of Contracting and Procurement, 441 4<sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. Quoters must also submit with its quote, a sworn Tax Certification Affidavit (Attachment B). All quotes must be received no later than the date and time stated in block 10 of the RFQ form. Technical quotations should include candidate resumes as well as company capability statements and all other information that the District would need for its evaluation.

**13.2** Issuance of this RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation.

**13.3** The Offeror selected for award MUST provide certificate of insurance as described in Section 8 of this document within (10) Ten working days of award. If the Offeror can not provide the certificate of insurance the District may remove the Offeror from the list of eligible respondents. And award to the next most advantageous Offer.

**13.4** The Standard Contract Provisions for Use with District of Columbia Government

Supplies and Services Contracts, March 2007, are hereby incorporated by reference and made a part of this RFQ and the resultant PO. For a copy, go to OCP's website, <http://ocp.dc.gov>, and click on Solicitation Attachments.

**13.5 Blank**

**13.6 Blank**

**13.7 Questions regarding this solicitation should be sent via email to the contract information on cover sheet of this document, and must be received no later than Monday, September 08, 2008, by 12:00 Noon EST in order to be considered.**

**13.8 Any Amendment to this solicitation will be posted on the Office of Contracting and Procurement website at [www.ocp.dc.gov](http://www.ocp.dc.gov).**

END