

1. RFQ NO. DCTO-2008-Q-0301	2. DATE ISSUED August 27, 2008	3. REQUISITION NO.	4. TYPE OF MARKET <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside <input type="checkbox"/> Open with Subcontracting Set Aside
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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 Immediately upon notification of contract award.
	7. DELIVERY METHOD  <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)

5B. FOR INFORMATION CALL: <i>(Name and telephone no.) (No collect calls)</i> Leon T. Borroum, Contract Specialist, Phone (202) 724-2353, fax (202) 727-1679 Quentin.blanchard@dc.gov	
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8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER  <b>ALL CERTIFIED CBE OFFERORS</b>	9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED  Office of the Chief Technology Officer 441 4 <sup>th</sup> Street, NW, Suite 960N Washington, DC 20001
8B. TAX ID NO. OF QUOTER:	

10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: September 5, <b>2008</b> , 2:00 PM (BID ROOM ONLY) 441 4 <sup>th</sup> Street. N.W. Suite 703	11A. PLEASE STATE YOUR CBE 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:

**12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS**

**Instructions to Quoters:** 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 signed 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 only 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.

**Terms and Conditions:** SEE ATTACHED.

**13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)**

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<b>See attached Statement of Work</b>				
0001	<b>Financial Analyst</b>				
0001AA	Financial Analytical Services IAW the SOW	240	hours	\$	\$
0001AB	Financial Analytical Services IAW the SOW	240	hours		

<b>GRAND TOTAL AMOUNT</b>	\$
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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 Set Aside Market for certified CBE Offerors. The District will apply preferences in evaluating submissions from District-certified CBEs. 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 or multiple contracts 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. **Award will be made to the offeror proposing a qualified candidate with the lowest price.**

## 2. PERIOD OF PERFORMANCE AND CONTRACT TYPE

The contract awarded from this solicitation will be a firm fixed price and labor hour contract. **The period of performance is from date of award through September 30, 2008.**

## 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  
Contracting Officer  
Government of the District of Columbia  
Office of Contracting and Procurement  
Information Technology Group  
441 Fourth St., NW, Suite 971 North  
Washington, DC 20001  
Phone: (202) 727-0252 (main)  
Phone: (202) 727-5274 (direct)  
Fax: (202) 727-1679  
E-mail: [annie.watkins@dc.gov](mailto:annie.watkins@dc.gov)  
Website: [ocp.dc.gov](http://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.

#### **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. The Contracting Officer's Technical Representative (COTR) is:

Name: Jonathan McLaughlin  
441 4<sup>th</sup> St. NW, Suite 930 South  
Washington, D.C. 20001  
Telephone: (202) 727- 9310

#### **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. 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 the property of the District.
- 7.2 The contractor shall ensure that all work is performed on District premises unless otherwise approved in writing by the contracting officer.
- 7.2.2 The contractor is responsible for assuring that personnel have high end laptops with Window XP Professional and compatible pda to receive government email and necessary communication equipment. Unless otherwise specified, Contractor staff shall work onsite at the designated District site during normal business hours.

## **8. 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. 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.

## STATEMENT OF WORK

### 1.0 BACKGROUND

The mission of the District Government is to manage essential services in a continually more efficient and responsive manner, employing high-quality professionals and implementing smart policies, procedures and metrics that reflect the great potential our city possesses. Above all, starting with the Mayor, government will be held accountable to its stakeholders: The citizens of the District of Columbia. The District Government must be transparent and accountable to its stakeholders. To this end, OCTO has requested a Statement of Work (SOW) for various Subject Matter Experts (SMEs) to assist with the above-mentioned activities. **This SOW is for the financial analysis, including financial controls and processes.**

### 2.0 SCOPE

The work effort described in this SOW will be performed by a financial analyst over six weeks as follows:

1. Prepare data collection requirements to be executed by the core team
2. Analyze and take immediate steps to address gaps
3. Analyze and address near-term financial processes and controls, as well as prepare long-term recommendations
4. With the core team and potentially other assigned personnel/agencies, develop best practices in regards to the financial activities
5. Help lay the foundation of future project and financial controls and reporting consistent with stated direction of CTO and PMO Deputy.

### 3.0 PROJECT DELIVERABLES

The deliverables during the project will be as follows:

1. List of data collection requirements
2. Analysis of current financial controls and processes
3. Prioritized list of recommendations, from immediate near-term to strategic long-term
4. Weekly status reports/meeting minutes
5. Reports (as needed)

### 4.0 DELIVERABLE ACCEPTANCE CRITERIA

The general criteria for deliverable acceptance shall be in accordance with the following:

- a. This project will not be deemed complete until all of the deliverables as identified in section 3.0 are complete and approved by OCTO.
- b. The contractor shall produce all deliverable products as specified in the statement of work (SOW), unless otherwise instructed by OCTO, in writing.
- c. Written documents shall be delivered as follows: **three (3) original copies and one (1) electronic copy unless otherwise specified for the applicable deliverable.** The copy shall be in Microsoft Word or PowerPoint and transmitted on an electronic medium such as e-mail, CD-ROM, or diskette. Planning documents (Project Management Plan, Status Reports, etc.) shall be a combination of Microsoft Word, Microsoft Excel and Microsoft Project. Presentations shall be in Microsoft PowerPoint.
- d. OCTO shall have seven (7) business days to review each deliverable and accept or reject the deliverable in writing, with a written description of all discrepancies for correction by the contractor. The contractor shall resubmit corrected deliverables to OCTO within five (5) working days

## **6.0 QUALITY ASSURANCE AND STATUS REPORTING**

The Contractor shall provide verbal and written communications in the form (and number of copies) requested by the designated District representative. Timely, complete and satisfactory provision of such reports by the Contractor to the District shall be a condition precedent to payment of the contractor. The Contractor shall:

- a. Complete tasks, milestones and/or deliverables identified in the statement of work and project plan and document progress in progress reports and relevant Quality Assurance Plan documents.
- b. Schedule key project staff to attend, either in person or via teleconferencing, weekly status meetings (or on other schedule, as appropriate) with the OCTO representatives.
- c. Continuously communicate status of the work relative to the approved schedule. The Contractor shall notify the OCTO Project Manager of any potential problems in meeting scheduled deliverable dates.
- d. Prepare written weekly status reports for the OCTO Project Manager. The report shall include a list of accomplishments during the reporting period, including completed and work in progress items; accomplishments planned for the next reporting period; identification of issues requiring management attention, including notification of any potential schedule slippage for deliverables and causes, as well as proposed corrective action.
- e. Provide weekly timesheets and summary of hours expended and remaining by Task.

## **7.0 PAYMENT**

This is a labor hour contract. The contractor may invoice no more than once a month.

## **8.0 GENERAL TERMS AND CONDITIONS**

Weekly status updates to project plans and hours are mandatory.

- A Vendor provides, at no cost to the District, personnel with their own laptops and workstations that are compatible with the District LAN system. All laptops that are used on the District network are required to have up to date anti-virus software.
- B Rates will include travel and living expenses.
- C Follow direction of OCTO Project Manager, unless the representative expressly assigns a designee.
- D Promptly implement directives from the District's authorized representative to make minor modifications, additions and/or deletions to any portion of this scope of work. However, immediately advise the District in writing of any cost or schedule impact that may result from such District-issued directives. If Contractor determines that there is additional cost or schedule slippage resulting from the directive, Contractor shall not act upon the directive, and shall not deviate from the approved plan, until the District issues a written change order. Contractor shall not act upon any verbal directive that materially changes any aspect of this scope of work, irrespective of the source of such directive.
- E Under time-and-material work
  - a. The contractor shall provide a report every two weeks, indicating Contractor's estimated costs to date, estimated cost to complete (ETC) and Contractor's estimate of the cost of the work at completion (EAC).

- F The District may direct Contractor to remove any Contractor staff that District finds unacceptable, and Contractor shall immediately remove (and replace with new individual(s) satisfactory to District, if requested) such personnel.
- G Prepare detailed agenda and minutes of meeting for all meetings called by Contractor. Such agendas shall identify in detail the specific items planned for discussion, and shall be distributed to proposed attendees well in advance of affected meetings. Such minutes are to set out responsible parties for action items; particularly decisions required by the District, including deadlines therefore, and the minutes shall record decisions made and the basis for each such decision.
- H Any and all Contractor-produced work products and deliverables, including all documents, graphics and software that are produced by Contractor in connection with this scope of work become the exclusive property of the Government of the District of Columbia. Contractor, by acceptance of this scope of work, provides an exclusive and indefeasible license and copyright for unlimited use, copy and distribution by the District of subject work products and deliverables, in hard copy and/or soft copy (e.g. electronic, magnetic recording, etc.) form. Contractor shall deliver to the District camera-ready hard copies and soft copies (on 3.5" diskette, CD-ROM, or electronically) of all such work products and deliverables within 5 business days of completion.