

1. RFQ NO. DCTO-2008-Q-0305	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 th Street N.W., Suite 971 North Washington, D.C. 20001	6. DELIVERY Immediately upon notification of contract award.
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5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Leon T. Borroum, Contract Specialist, Phone (202) 724-2353, fax (202) 727-1679 Quentin.blanchard@dc.gov	7. DELIVERY METHOD <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)
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8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL CERTIFIED CBE OFFERORS	9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED Office of the Chief Technology Officer 441 4 th Street, NW, Suite 960N Washington, DC 20001
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8B. TAX ID NO. OF QUOTER:	
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10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: September 5, 2008, 2:00 PM (BID ROOM ONLY) 441 4 th 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:
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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 4th 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)
	See attached Statement of Work				
0001	Financial Manager				
0001AA	Financial Managerial Services IAW the SOW	280	hours	\$	\$
GRAND TOTAL AMOUNT					\$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)		15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <u>NOT</u> ACCEPTABLE)			16. DATE OF QUOTATION
		17. NAME AND TITLE OF SIGNER (Type or print)			18. TELEPHONE NO. (Include area code)

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 will 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. **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
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.

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: Yusuf Acar
441 4th St. NW, Suite 930 South
Washington, D.C. 20001
Telephone: (202) 727- 8699

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.

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 30th 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
Office of the Chief Technology Officer
IT Financial Manager**

Office of the Chief Technology Officer – Citywide IT Security Program

C.1 Background

C.1.1 The District of Columbia Office of the Chief Technology Officer (OCTO) and the Citywide IT Security (CWITS) Program has a requirement to create and staff a centralized Information Technology Security staff. CWITS has identified several positions to be filled to create the centralized security team. This statement of work is for an IT Financial Manager

C.2 SCOPE OF WORK

C.2.1 The contractor shall provide support to the Citywide IT Security (CWITS) Program, for the District of Columbia as a Financial Manager in the planning, implementation, and deployment of Citywide Information Security Program financial activities. Activities shall include financial management responsibilities, but are not limited to, the following key areas:

- a. Contract value tracking and reporting
- b. Program capital budget
- c. Budget allocation schedules
- d. Yearly, monthly spending plans
- e. Monthly budget reviews
- f. Earned value analysis
- g. Project staffing plans
- h. Risk analysis

C.3 DISTRICT RESPONSIBILITIES

The District of Columbia will provide the contractor with working area, desks, computers with Microsoft office or equivalent packages, and basic supplies commensurate with this personnel resource.

C.4 SELECTION CRITERIA

C.4.1 CWITS management will select the most qualified contractor staffing nominee based upon comparative analysis of the following qualification requirements, specialized experience, and interpersonal and technical skill criteria.

A. Interpersonal Skills:

- Applicant must possess excellent interpersonal skills to effectively and efficiently execute the tasks associated with the position. Communications and presentation of financial information to all management levels is required.

B. Technical Skills:

- The applicant must possess clearly demonstrated experience as a financial analyst for Information Technology projects to include:
 - Development of project budgets,
 - Financial tracking, reporting and analysis of project financial performance
 - Managing procurement in support of project needs
 - Development of annual operational budgets based on direction and guidance of organizational leadership
 - Demonstrated ability to make strong recommendations to management based on analysis of financial project data

C. Qualification Requirements:

All applicants must possess a BS or equivalent technical training and 5 - 8 years experience in the IT industry, financial background, and a PMP certificate.

D. Specialized Experience:

The applicant must possess the ability to develop and maintain project and program level spending plans. Prepare detailed, written reports with cost estimates and presentations including the results of analysis, risk mitigation, and adherence to approved spending plan. Prepare and document technical and economic data to support the acquisition of technology equipment, development software and support services for the information security group. Requires the ability to perform analysis from different perspectives, to include, but not limited to: earned value, cost-benefit, and fiscal accountability. The contractor shall be proficient in Microsoft Excel and other financial tracking databases and systems. The contractor will have the capability to work in a fast paced environment and manage multiple tasks simultaneously. The ability to work independently or in a team environment is required. Specialized experience is in or directly related to the line of work of the position to be filled.

C.5 TASKS TO BE PERFORMED

C.5.1 The contractor will assist the DC Government in preparing the following project deliverables and coordinate with staff and contractors to complete the following financial management responsibilities: Submission of weekly status reports, Preparation of financial reports, Summarize and forecast the program's financial position and Monitor and control the program's budget

C.6 ASSUMPTIONS

C.6.1 The Contractor shall follow the procedures and rules of the Government of the District of Columbia, and additional procedures that the District representative may direct from time-to-time. During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative. Neither OCTO nor the District Government will reimburse or approve any travel or incurred expenses of the contractor to and from the regularly assigned work location.

C.7 SCHEDULE

The hours required for this project are based on a 40-hour workweek. Actual hours worked will not exceed contractual hours; however, the Program Office can adjust hours as required to effectively manage the project.

C.8 POINT OF CONTACT

C.8.1 The contractor's Project Manager shall be the principal point of contact for the contractor. The Contracting Officer's Technical Representative (COTR) in the Office of the Chief Technology Officer shall be the principal point of contact for the District. The COTR, unless this Representative expressly assigns a Designee, is responsible for all matters pertaining to the contract performance. All invoices shall be submitted for certification to the COTR. The COTR shall not supervise contractor employees nor take actions or make decisions reserved to the authority of the Contracting Officer. The Contracting Officer shall be responsible for any contractual actions including those affecting modifications of the terms and conditions of the contract.

Contracting Officer's Technical Representative

Mr. Yusuf Acar
441 4th Street, NW, Suite 1040 South
Washington, DC 20001
Telephone Number: (202) 727-8699
E-Mail: yusuf.acar@dc.gov