

REQUEST FOR QUOTATIONS (RFQ) (THIS IS NOT AN ORDER)			PAGE OF 1	PAGES 7	
1. RFQ NO. DCTO-2008-Q-0357	2. DATE ISSUED 9-17-08	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		
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 Must be made by September 30, 2008			
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Quentin Blanchard, 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)			
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER		9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED The Office of the Chief Technology Officer 441 4 th Street, NW, Suite 960 N Washington, DC 20001			
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: September 22, 2008 , 2:00 PM (BID ROOM ONLY) 441 4 th Street. N.W. Suite 703		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:			
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 <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 th 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.					
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	Base Period Enterprise architect consulting services. Period of performance is from date of award through 12/31/2008	1000	Labor Hour	\$	\$
0002	Option 1 Enterprise architect consulting services.	1000	Labor Hour	\$	\$
0003	Option 2 Enterprise architect consulting services.	1000	Labor Hour	\$	\$
0004	Option 3 Enterprise architect consulting services.	1000	Labor Hour	\$	\$
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 NOT ACCEPTABLE)		16. DATE OF QUOTATION	
		17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

Office of the Chief Technology Officer
Government of the District of Columbia

Enterprise Architect

SCOPE OF WORK

1. SCOPE

The Office of the Chief Technology Officer (OCTO) is seeking an Enterprise Architect to work with multiple business units to develop and deploy a sustainable, flexible, and adaptive enterprise architecture.

2. PRIMARY RESPONSIBILITIES

- A. Define the upper-level strategy for all areas of enterprise architecture without the need for specialists in each area.
- B. Explain and defend various architectural strategies.
- C. Pick up work that has already been done and update and refine it to reflect both the District's current environment and the latest best practices.
- D. Use Telelogic's system architect to define and capture the architecture.

3. SKILLS AND EXPERIENCE REQUIRED OF ENTERPRISE ARCHITECT

- A. Ability to understand and articulate the multiple "legs" or disciplines of enterprise architecture.
- B. Ability to define the upper-level strategy for all areas of enterprise architecture without the need for specialists in each area.
- C. Demonstrated experience working across all facets of enterprise architecture.
- D. Ability to explain and defend various architectural strategies.
- E. Demonstrate an understanding of the issues around developing, marketing, and deploying an enterprise-wide architecture.
- F. Experience working with multiple business units to develop and deploy a sustainable, flexible, and adaptive enterprise architecture.
- G. Demonstrate expertise implementing and enterprise architecture in an organization of greater than 5,000 people.
- H. An understanding of various programming methods and business process re-engineering for an IT organization.
- I. Demonstrated experience in implementing an "architecture mind-set" within an IT organization.
- J. Ability to provide examples and referenceable work in enterprise architecture.

The position requires a bachelor's degree in a related area. The candidate should be familiar with a variety of program management concepts, practices, and procedures and rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected with coordination with the COTR.

5. PERIOD OF PERFORMANCE AND LEVEL OF EFFORT

The services under this purchase order will be paid on the labor hour contract basis, consistent with those rates provided in the contractor’s lowest proposal rate. The Contractor shall identify labor rate(s) for the contracted period.

The period of performance shall be for one thousand (1,000) hours from the date of award with three (3) Option Periods for up to one thousand (1,000) hours each.

ROLE	Qty	Period	Hours	Hourly Rate
Program Manager	1		1000	
OPTION 1	1		1000	
OPTION 2	1		1000	
OPTION 3	1		1000	

6. OPTION TO EXTEND THE TERM OF THE CONTRACT

The District may extend the term of this contract for a total of three (3) periods of one thousand (1,000) hours each or successive fractions thereof, by giving written notice to the Contractor before the expiration of the contract or previously executed option; provided that the District shall give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract or option expires. The preliminary notice does not commit the District to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of the option. The Contracting Officer may waive the thirty (30) day preliminary notices requirement by providing a written waiver to the Contractor prior to the expiration of the contract or previously executed option.

7. EVALUATION CRITERIA

OCTO/E-Gov will evaluate individual candidates for this position based on the following evaluation factors (listed in order of importance).

A. Skills, Experience, and Knowledge (maximum of 70 points)

- Documented experience working with multiple business units to develop and deploy a sustainable, flexible, and adaptive enterprise architecture **(25 points)**
- Ability to understand and articulate the multiple “legs” or disciplines of enterprise architecture **(10 points)**
- Ability to define the upper-level strategy for all areas of enterprise architecture without the need for specialists in each area **(15 points)**
- Demonstrate expertise implementing and enterprise architecture in an organization of greater than 5,000 people **(10 points)**
- Experience using Telelogic’s system architect to define and capture the architecture **(10 points)**

B. Cost (maximum of 30 points)

C. Scoring

Rating	Score
Unacceptable	0
Poor	1
Insufficient	2

Acceptable	3
Good	4
Excellent	5

The weight percentages will be applied to each category score to derive the final candidate score.

8. PROPOSAL

Contract Type – Cost of labor detailed by discipline and hours and by activity (i.e., project task). The requirements shall be performed on a labor hour basis.

Proposal should include rate for onsite work where District provides space and supporting equipment (telephones, network, access, etc.) NOTE: Rate includes provision by contractor of laptop computer and all software necessary to carry out assigned tasks for the contractor staff member assigned to this contract. Contractor will also incur costs for public transportation as required by contractor staff member to attend meetings as needed. Travel is not reimbursable.

- **Qualifications:** Contractor shall provide resumes of no more than two (2) candidates for the open position. Resume should include supplementary information necessary to prove that proposed personnel meet the qualification requirements. Supplementary information should include detail regarding number of years of experience and level of mastery of key skills identified in the position’s responsibilities description.
- **Change in Personnel:** Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. The District reserves the right to review, interview and/or approve any proposed replacement candidates.
- **Contractor Team and Project Management:** The contractor shall provide administrative management and administrative support necessary for the work hereunder. This support shall be provided at no cost to the District.

9. ADMINISTRATIVE CONCERNS

- The contractor will follow the procedures and rules of the Government of the District of Columbia, OCTO’s PO 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.
- The Contractor shall perform all tasks at 441 4th Street, NW, Washington DC, or at any other District locations as directed by OCTO.
- The contractor will 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 prior approval has been granted by the Deputy CTO.
- Vendor may not incur additional subcontractor costs without consent of District.
- 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.
- All invoices will be submitted on a monthly basis for certification to the COTR.
- All invoices shall be submitted The District will direct the contractor as to the normal business hours of operation and will adjust the hours as necessary during the contract period to meet business needs. The current normal hours of operations are Monday through Friday, excluding District holidays from 8:30AM to 5:30PM.

10. ADVISORY AND ASSISTANCE SERVICES

The contract is a “non-personal 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, pursuant to the government’s right and obligation to inspect, accept or reject work, comply with such general direction of OCTO’s duly authorized representative as is necessary to ensure accomplishment of the contract objectives.

By accepting this order or contract the vendor agrees, that the District, at its discretion, after completion of this order or contract period, may hire an individual who is performing services as a result of this order or contract, without restriction, penalties, or fees.

11. ADMINISTRATIVE CONCERNS

Contracting Officer

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this requirement is:

Annie Watkins
Contracting Officer
Office of Contracting and Procurement
Office of the Chief Technology Officer
441 4th Street NW, Suite 930 South
Washington, DC 20001
Telephone: 202-727-0084
Fax: 202-727-1679
E-mail: Annie.Watkins@dc.gov

12. PAYMENT

Payment shall be made to the address identified on each invoice.

Accounts Payable
Office of the Chief Technology Officer
441 4th Street, NW, Suite 930 North
Washington, D.C. 20001
Telephone: 202-727-2277
Fax: 202-727-1216
E-mail: octo.accountspayable@dc.gov

12.1 Payment Procedures

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

- 12.1.1 Contractor's name and invoice date (Contractors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);
- 12.1.2 Contract number and Encumbrance Code (PO Number). Assignment of an invoice number by the contractor is also recommended;
- 12.1.3 Description, price, quantity, dates, and the percent (%) of work actually performed;
- 12.1.4 Other supporting documentation or information, as required by the Contracting Officer;
- 12.1.5 Name, title, telephone number, and complete mailing address of the responsible official to whom payment is to be sent;
- 12.1.6 Name, title, phone number of person preparing the invoice;
- 12.1.7 Name, title, phone number, and mailing address of person; and Authorized signature.
- 12.1.8 Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill, with approved District timesheets.
- 12.1.9 District timesheets must be submitted weekly by the following Monday using the District's timesheet forms only. The District timesheets will be provided electronically to the COTR.