

REQUEST FOR QUOTATIONS (RFQ) <i>(THIS IS NOT AN ORDER)</i>				PAGE OF 1	PAGES 1
1. RFQ NO. DCTO-2010-Q-0005	2. DATE ISSUED October 14, 2009	3. REQUISITION NO.	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 th Street N.W., Suite 700 South Washington, D.C. 20001		6. DELIVER BY (Date) NOVEMBER 30, 2009		7. DELIVERY <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)	
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Lindel Reid, Contract Specialist, phone (202) 741-0834, fax (202) 727-1679		8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER ALL PROSPECTIVE QUOTERS Office of the Attorney General for the District of Columbia Office of the Chief Information Officer 441 4 th Street, N.W., Suite 1145 South Washington, DC 20001 Attn: Lawrence E. Nelson			
8B. TAX ID NO. OF QUOTER:		9. DESTINATION (Consignee and address, including ZIP code)			
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE: 4:00PM, Monday, October 19, 2009		11A. PLEASE STATE YOUR CBE CERTIFICATION NUMBER BELOW			
		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					
<p>Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E) and/or 13(F), 14, 15, 16, 17, 18, and e-mail <u>signed</u> quotation to lindel.reid@dc.gov. 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.</p> <p>Terms and Conditions: This is a single-award Request For Quotations (RFQ). Quotations submitted are Offers that the District can accept by issuing a Purchase Order (PO). This RFQ is an <u>open market</u> procurement. The District will apply percentage preferences applicable to each Certified Business Enterprise (CBE) that submits a quote in determining the lowest evaluated quotation for purposes of award. The District will award to the Quoter that submits the lowest evaluated quotation for all line items in this RFQ. If you are unable to submit a quote, please so indicate on this form and return it. This RFQ does not commit the District to pay any costs incurred in the preparation of the submission of this quotation. By submitting a quote, Quoter is representing that (1) all items being requested in block 13 of this RFQ are of domestic origin unless otherwise indicated by Quoter; and (2) Quoter can meet the deadline specified in Block 6 of this RFQ. 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.</p>					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	QTY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Scan, Code and Index Confidential Paper Documents in accordance with the attached Statement of Work.	130,000	Pg.	\$ _____	\$ _____
0002	Optional Scanning Pricing (Provide Labor Category(s) and Hourly Labor Rates)				
0002A	Labor Category: _____		Hr.		
0002B	Labor Category: _____		Hr.		
0002C	Labor Category: _____		Hr.		
0002D	Labor Category: _____		Hr.		
	Questions may be referred to Lindel Reid, Contract Specialist by email at lindel.reid@dc.gov .			GRAND TOTAL	\$ _____
<p>Instructions to Quoters: Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, and e-mail quote to lindel.reid@dc.gov. This is the <u>only</u> authorized method of submitting a quote for this RFQ. All quotes must be received no later than 4:00 pm Monday, October 19, 2009.</p>					
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code) Government Tax ID number		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 ATTORNEY GENERAL FOR THE DISTRICT OF COLUMBIA
CONFIDENTIAL PAPER DOCUMENT CONVERSION**

STATEMENT OF WORK

C.1 SCOPE

The Office of Contracting and Procurement, on behalf of the Office of the Attorney General (OAG) seeks a contractor to assist OAG in converting confidential paper documents to electronic format and providing training to OAG staff on the use of electronic documents in connection with agency's defense of several mass demonstration lawsuits.

- The OAG in-house e-Discovery tool is Concordance Image.
- As a result of a court mandate, OAG has a large volume of confidential paper documents that must be converted to electronic format. While on site, the vendor shall scan, code the documents, index them appropriately, and provide training to OAG employees on use of the coded, electronic versions.
- OAG requires a vendor to: (1) assess the volume and condition of the documents involved in these cases; (2) convert the documents into electronic unloadable format into Concordance; (3) code the documents with case-specific, searchable terms; and (4) provide training to up to six OAG employees regarding use of the electronic documents.
- The contractor shall complete its assessment of the process for scanning as well as complete its consultation with OAG attorneys regarding appropriate coding by November 20, 2009. The contractor shall complete scanning and coding by November 30, 2009. The contractor shall complete training of up to six OAG employees by November 26, 2009.

C.1.1 Applicable Documents

Item No.	Title	Date	Location
1	OAG Retention Schedule	February 24, 1987	441 4 th Street, NW Suite 1060N

C.1.2 Definitions

Scanning: The process of feeding a hard copy document into a scanner to produce a photographic, electronic image of the document.

Coding: The process of selecting key words or other identifiable data from which a user can retrieve a particular document or documents.

Indexing: The process of scanning/capturing a document by discovery type based on an established profile.

C.2 BACKGROUND

OAG currently has approximately 130,000 pages of confidential paper documents that require conversion to electronic format. This conversion will allow OAG to more readily organize and use particular records and will free much-needed office space. In addition, this will also reduce the amount of time attorneys spend performing administrative tasks. Finally, converting the confidential paper documents to electronic format will enable OAG to better and more efficiently comply with the requirements of electronic discovery pursuant to the Federal Rules of Civil Procedure.

C.2.1 OAG serves as legal counsel to District of Columbia agencies. It represents the District of Columbia in virtually all litigation filed in the courts of the District of Columbia and the courts of the United States. Historically, OAG has maintained paper files. However, federal and local courts now require the parties to electronically file court records. Further, in December 2006, the Federal Rules of Civil Procedure were amended to clarify the requirements of the parties relating to electronic discovery. The District of Columbia also must defend complex cases that can involve tens of thousands pages of documents per case, creating space and organizational issues. OAG's conversion from paper to electronic files will enable it to meet the demands of the 21st Century legal office and reduce the amount of file storage space necessary.

C.2.2 As stated above, OAG has approximately 130,000 pages of paper records which require conversion to electronic format. Maintaining such a large volume of paper has reduced the amount of office space available for usage and has made it difficult to locate and retrieve necessary files. Electronic documents, in a management system, will also permit the District to more efficiently comply with its discovery obligations in large, complex cases. OAG has never conducted a large-scale conversion of paper documents to electronic format.

C.3 REQUIREMENTS

C.3.1 The Contractor shall possess a keen knowledge of Concordance, the document management system used by OAG.

C.3.2 The Contractor shall possess a keen knowledge of coding electronic documents to make them searchable.

C.3.3 The Contractor shall possess a keen knowledge of maximizing the advantages of coding and formatting of electronic documents for litigation purposes.

- C.3.4** The Contractor shall have scanning capacity to put tens of thousands of pages of hard copy documents into electronic format within two weeks.
- C.3.5** The Contractor shall train up to six OAG employees how to use the electronic, coded documents.
- C.3.6** The Contractor shall visually inspect each of OAG' file rooms that contains records to be scanned and indexed to estimate the number of pages that must be scanned and indexed.
- C.3.7** The Contractor shall meet with an OAG contact to determine the division's particular need for and substance of coding of documents by **November 1, 2009**. These meetings shall take place at 441 4th Street, NW, Washington, DC 20001.
- C.3.8** The Contractor shall scan the electronic documents and code them in a searchable format by **November 30, 2009**.
- C.3.9** The Contractor shall train up to twenty (20) OAG employees regarding uploading data, use of e-Discovery tool (Concordance), including searching, of the electronic versions of the documents. The Contractor shall also demonstrate ways to maximize electronic format and coded nature of the documents for litigation purposes by **November 28, 2009**.

REQUIRED TASKS	SKILLS/LABOR CATEGORY	ESTIMATED TIME	ANTICIPATED SCHEDULE	DELIVERABLE
1. Provide OAG with a recommended document conversion schedule	Project Manager	2 hours	Within 5 days of Award	Written Recommendation
1.a. Inspect all OAG file rooms to estimate number of pages requiring scanning		2 hours	Within 8 days of Award	Inspect all file rooms
1.b Meet with identified employee divisions to determine the types of documents created, maintained and used by division and appropriate coding terms.		2 hours	Within 8 days of Award	Meet with all identified division employees
1.c. Scan and code documents		100 hours	Within 15 days of Award	Complete scan of documents
2. Train up to 6 employees on identified software, Concordance	Trainer	4 hours	Within 25 days of Award	6 identified employees receive training

C.4 INSURANCE REQUIREMENTS

The Contractor shall procure and maintain insurance for Information Technology services, identifying the District as an additional named insured, with the exception of comprehensive automobile liability insurance.

C.5 INVOICE PAYMENT

C.5.1 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.

C.5.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

C.6 INVOICE SUBMITTAL

C.6.1 The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section C.7. 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 Section C.9 below. The address of the CFO is:

Office of Finance and Resource Management
441 4th Street, N.W., Suite 890 North
Washington, DC 20001
Phone: 202 727-0333

C.6.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

C.6.2.1 Contractor's name, Federal tax ID and invoice date (Contractors shall date invoices on the date of mailing or transmittal);

C.6.2.2 Contract number and invoice number;

C.6.2.3 Description, price, quantity and the date(s) that the supplies or services were delivered or performed.

C.6.2.4 Other supporting documentation or information, as required by the Contracting Officer;

C.6.2.5 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

- C.6.2.6** Name, title, phone number of person preparing the invoice;
- C.6.2.7** Name, title, phone number and mailing address of person (if different from the person identified in C.6.2.6 above) to be notified in the event of a defective invoice; and
- C.6.2.8** Authorized signature.

C.7 PAYMENT

C.7.1 The District will pay the full amount due the Contractor under this contract after:

- a) Completion and acceptance of all work; and
- b) Presentation of a properly executed invoice.

C.8 CONTRACTING OFFICER (CO)

Contracts may be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

Kenneth Morrow
Contracting Officer
Information Technology Group
Office of Contracting and Procurement
441 – 4th Street, N.W., Suite 700 South
Washington, DC 20001
202/724-3959

C.9 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- C.9.1** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
- C.9.2** 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.
- C.9.3** 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.

C.10 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

C.10.1 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 is:

Lawrence E. Nelson
Chief Information Officer
Office of the Attorney General for the District of Columbia
441 4th Street, N.W., Suite 1145 South
Washington, D.C. 20001
Phone: 202 442-9854

C.11 TERM OF CONTRACT

The term of the contract shall be for the period date of award through November 30, 2009.