

REQUEST FOR QUOTATION <small>(THIS IS NOT AN ORDER)</small>		THIS RFQ <input checked="" type="checkbox"/> IS <input type="checkbox"/> IS NOT SET ASIDE FOR LSDBE FIRMS ONLY.	PAGE OF PAGES 1 12		
1. REQUEST NO. POBE-2008-Q-422281	2. DATE ISSUED 08//06/08	3. REQUISITION/PURCH. REQUEST NO.	4. COMMODITY GROUP AND CLASS Group VI →	CODE	
5A. ISSUED Office Of Contracting And Procurement Simplified Acquisition Group VI 441 4 th Street, NW. 700 South Washington, DC 20001		6. DELIVER BY (Date)			
5B. FOR INFORMATION CALL: (Name and telephone no.)(No Collects) Franklin Poole/ email -franklin.poole@dc.gov TEL: 202-724-2122 Fax: 202-727-0245		7. DELIVERY <input checked="" type="checkbox"/> FOB Destination <input type="checkbox"/> OTHER (See Schedule)			
8. TO: NAME AND ADDRESS: ALL PROSPECTIVE OFFEROR(S)		Destination: Department of Human Resources Office of Personnel 441 4 th Street, NW, Suite 320S Unit 4 Washington, DC 20001 Attn: Keith G. Warren			
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE ON OR BEFORE COB (Date) Friday, August 15, 2008 by 2:00 pm EST	11. BUSINESS CLASSIFICATION (Check appropriate boxes) DISADVANTAGED <input type="checkbox"/> SMALL <input type="checkbox"/> RESIDENT-OWNED <input type="checkbox"/> WOMEN-OWNED <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.					
12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	<p>Offeror(s) shall provide Firm Fixed for Design and Implementation Services in support of the City Wide Job Fair in accordance with the Statement of Work. See Attachment A – Statement of Work for further information.</p> <p>Offeror(s) shall refer to pages 3 thru 4 for proposal instructions</p> <p>Bidder shall state TAX ID No.: _____</p> <p>District of Columbia Supply Schedule _____</p> <p>GSA Schedule _____</p> <p>Open Market Solicitation with Preference Points given to Small Local Business Development Enterprise.)</p> <p>Period of Performance/Delivery Date: _____</p> <p>Award Basis: Lowest Price</p> <p><u>Bidder shall update the attach Master Supplier Information Collection Form. Please fax in to 202-727-9183 when complete.</u></p>	1	Job		

FISCAL YEAR (FY08) CLOSE OUT DELIVERY SCHEDULE

“RECEIPT OF ALL GOODS AND/OR SERVICES OBLIGATED UNDER THIS PURCHASE ORDER SHALL BE SHIPPED/RENDERED BY THE CONTRACTOR/VENDOR IN SUCH A FASHION TO ENSURE THAT THEY ARE RECEIVED BY AUTHORIZED REPRESENTATIVES OF THE AGENCY ON OR BEFORE SEPTEMBER 30,2008. SHIPMENTS MADE AFTER SEPTEMBER 30, 2008 WILL NOT BE ACCEPTED, BUT IF ACCEPTED WILL NOT HAVE PAYMENT AUTHORIZED; AND THE PURCHASE ORDER WILL BE SUBJECT TO A TERMINATION FOR DEFAULT”.

Notice, The district government requires all vendors to have an approved contract or purchase order in place prior to providing goods or services. Entering into contracts verbally or without appropriate authorization is prohibited. Any vendor who delivers services or goods to the District without a proper contract is doing so entirely at their own risk. The District does not pay for goods or services that were provided without the benefit of a properly executed contract.

13. DISCOUNT FOR PROMPT PAYMENT 	10 CALENDAR DAYS %	20 CALENDAR DAYS %	30 CALENDAR DAYS %	CALENDAR DAYS %
14. NAME AND ADDRESS OF QUOTER <i>(Street, city, county, State and ZIP Code)</i>	14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
	17. NAME AND TITLE OF SIGNER <i>(Type or print)</i>		18. TELEPHONE NO. <i>(Include area code)</i>	

PREPARE QUOTATION IN ACCORDANCE WITH INSTRUCTION LISTED BELOW

Quotation Submission Requirements

Three (3) original signed copies of the quotation, including price shall be submitted in a sealed envelope conspicuously marked: "Request for Quotation in response to Solicitation Number POBE-2008-Q-2281, City-Wide Job Fair Design Consultant." The quotation must be submitted on 8.5" by 11" paper and typewritten in accordance with the Statement of Work (Attachment A).

Price Quotation

This section shall be submitted under a separate cover entitled "Pricing." The pricing quotation shall be firm fixed price and shall include all costs.

Technical Quotation

This section shall be submitted under separate cover titled "Technical Quotation". The technical portion shall, at a minimum include:

- a. Resume of Proposed Project Manager that demonstrates the manager's qualifications and experience to provide the required services;
- b. A minimum of three (3) references from clients for which the offeror has provided similar services. Offeror shall have each reference complete a Contractor Performance Evaluation Form 4001 General Information (Attachment B);
- c. Names, dated, and size of events the Offeror has conducted at the Washington Convention Center; and
- d. Event designs created by the Offeror for clients similar to the District.

Evaluation for Award

The quotations shall be evaluated using the following ranking factors listed in descending order of importance

Experience of Project Manager – 40%

Proposed Project Manager has experience in providing on-site management and support of large scale events. The Project Manager has knowledge of the Washington Convention Center site and regulations.

Experience and Past Performance of Offeror – 40%

The Offeror has provided event planning services for large scale events, including but not limited to event design, coordination, project management, and installation and support services. The Offeror has successfully planned and executed events with more than 10,000 attendees at the Washington Convention Center. The Offeror has presented designs from past events that demonstrate the Offeror's ability to provide the required services.

Price – 20%

Quotation Delivery (Hand or Express Mail)

Office of Contracting and Procurement
Bid Counter Room, Suite 703 South
441 4th Street, N.W.
Washington, D.C. 20001
Facsimile: 202- 727-0245
Attn: Franklin O. Poole

Quotes may be submitted electronically to franklin.poole@dc.gov with hard copy to follow

Quotation Submission Date

The closing date for receipt of quotation is Friday, August 15, 2008, by 2:00 p.m. EST. Any questions regarding this solicitation should be submitted to Franklin Poole at franklin.poole@dc.gov no later than Wednesday, August 12, 2008 at 10:00 a.m.

Contract Term

The term of the proposed agreement shall be from date of award through September 30, 2008.

ATTACHMENT A - STATEMENT OF WORK

1. SCOPE

The District of Columbia Government, Office of Contracting and Procurement (OCP), on behalf of The D.C. Department of Human Resources (DCHR), is requesting the services of a contractor to provide all labor, supervision, tools, materials, equipment, transportation and management necessary for design, installation and supporting the District of Columbia City-Wide Job Fair on September 23, 2008 at the Washington Convention Center.

2. BACKGROUND

DCHR is hosting a City-Wide Job Fair to acquaint jobseekers and the general public throughout the region on employment opportunities in the public and private sectors in the District of Columbia.

3. REQUIREMENTS

- 3.1 The Contractor shall design the exhibition layout for the City-Wide Job Fair to be held in Halls C at the Washington Convention Center including varying sizes, traffic flow and entrance area pursuant to the needs of the District. The Contractor shall provide a draft design and project schedule for the event within ten (10) business days after contract award.
- 3.2 The Contractor shall design, furnish and install between one hundred twenty (120) and one hundred fifty (150) exhibition booths including "pipe and drape" partitions, signage, furniture and electricity accessibility for individual booths. The final layout of the event is to be determined by the Contractor and approved by the Contracting Officer's Technical Representative (COTR) or his or her designee.
- 3.3 The Contractor shall provide a final detailed design of the event and a detailed timeline of decisions needed by the Contracting Officer's Technical Representative (COTR) or his or her designee within twenty-one (21) days business days of contract award for approval by the COTR.
- 3.4 The Contractor shall furnish and install exhibition booths, signage and other structures in accordance with the District's needs. The Contractor shall ensure that installation is completed by trained staff and in accordance with all the rules and regulations established by the Washington Convention Center.
- 3.5 The Contractor shall provide full-service space planning including, but not limited to, design drawings for event layout, installation, receipt and security of all products delivered to work site as well as general oversight responsibility.

- 3.6 The Contractor shall provide a detailed layout of exhibition booths that depicts the location of furniture and electrical feeds.
- 3.7 The Contractor shall ensure the installation of the exhibition booths, signage and entrance areas are in accordance with all Americans with Disabilities Act (ADA) codes and regulations.
- 3.8 The Contractor shall provide a project manager to work closely with DCHR representative to assist in the oversight of the project. The Project Manager shall be on-site at the Washington Convention Center for the set-up on September 22, 2008 and all day on the September 23, 2008.
- 3.9 The Contractor shall provide carpeting in main entrance and in all paths/halls as stipulated in the final event layout design as approved by the COTR or his or her designee.
- 3.10 In addition, the Contractor shall be responsible for the removal of all structures, signage and others items supplied by contractor. All removal must be completed by 11:59 pm, September 23, 2008.
- 3.11 The Contractor shall recommend and assist in the procurement of services including but not limited to security, emergency medical, janitorial, and electrical as needed and in accordance with WCC regulations and designated providers.
- 3.12 The Contractor shall ensure all work is completed in cooperation and coordination with DCHR and its partner agencies.
- 3.13 The Contractor shall hold weekly meetings, either in person or via telephone, with the COTR or his or her designee beginning sixty (60) days prior to the event and as needed through September 23, 2008.
- 3.14 The Contractor shall ensure time available for set-up and removal of materials is used as efficiently as possible to minimize overtime costs.

4. INSPECTION AND ACCEPTANCE

The District will review all services and deliverables to determine acceptability. If neither the services nor deliverables conform to the contract requirements or District standards, the District may require the Contractor to correct these services at no increase in the contract amount. When defects in services or deliverables cannot be corrected by performance, the District may require the Contractor to take necessary action to ensure that future performance conforms to contract requirements. If the Contractor fails to promptly perform the services again or take the necessary action to ensure future performance in conformity to contract requirements, the District may (1) by contract or otherwise, perform the services and charge the Contractor any cost incurred, or (2) terminate the contract for default.

5. DISTRICT RESPONSIBILITY

All work is to be performed at the Washington Convention Center, 801 Mount Vernon Place, NW, Washington D.C. 20001. The WCC and the COTR will provide the Contractor with required access site location from 7 a.m. on September 22, 2008 through 11:59 p.m. on September 23, 2008.

The District will hold site visits before the event to be determined upon the award of the contract. During visits, the Contractor will have an opportunity to inspect the site and thoroughly discuss the conditions and details of the project, prior to design submission.

6. DELIVERABLES

SOW Section	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
3.1	Draft design and project schedule for event	1	Electronic or Mail Format	10 business days after contract award	COTR
3.3	Final design and project schedule for event	1	Electronic or Mail Format	21 business days after contract award	COTR

Contractor Performance Evaluation Form 4001 General Information (Supplies & Services)

CONTRACT INFORMATION		
Agency Name:		
Agency Director/Contact Name:	Phone #:	Email :
Contracting Officer Name:	Phone #:	Email :
COTR Name:	Phone #:	Email :
Contract Specialist Name:	Phone #:	Email :
Fax #:		
Commodity Buying Group:		

	Item	Description
1.	Caption/Description:	
2.	Contract Type:	
3.	NIGP Code:	
4.	Solicitation Number:	
5.	Contract Number:	
6.	Contract Award Amount:	
7.	Contract Period:	
8.	Recurring Contract:	
9.	Multi-Year:	
10.	Contract Year:	
11.	Market type:	
12.	LSDBE:	
13.	Not for Profit:	
14.	Tax ID Number:	
15.	Business Name: (Awardee official Name)	
16.	Contractor Name:	
17.	Email Address:	
18.	Address:	
19.	City, State Zip Code:	
20.	Telephone Number:	
21.	Fax Number:	

EVALUATOR INFORMATION

Person Completing Initial Evaluation: Title:

Address: City:

State: State Zip Code:

Telephone No.: (XXX-XXX-XXXX): Fax No.: (XXX-XXX-XXXX)

Email Address: AJAY - ajay

Evaluation Review Period: Start Date: End Date:

Contractor Performance Evaluation Form 4001 Rating (Supplies & Services)

Ratings: Assign each category a rating of 0 (Unsatisfactory), 1(Poor), 2 (Fair), 3 (Good), 4 (Excellent), 5(Outstanding), N/A (Not applicable). See Rating Schedule for guidance. Each rating must be accompanied by comments.

Rating Schedule

- (N/A) "Not applicable" indicates that the rating factor does not apply.
- "Unsatisfactory" indicates that the contractor did not meet contractual requirements. The performance involved major compliance problems for which the Contractor's corrective actions were ineffective.
- (0) "Poor" indicates that the contractor barely met the contractual requirements and the performance was marginal.
- (1) "Fair" indicates that the contractor met the contractual requirements. There were some minor problems for which successful corrective action was undertaken.
- (2) "Good" indicates that the contractor's performance was effective and even exceeded some of the contractual requirements with only minor problems identified overall.
- (3) "Excellent" indicates that the contractor was in compliance with all contractual requirements, and that minimal difficulties were met with full and complete implementation of corrective action where necessary.
- (4) "Outstanding" indicates that the contractor's performance exceeded all contractual requirements, and that no corrective actions were necessary.
- (5)

CATEGORIES

- | | |
|---------------------|--------------------------------------|
| Quality | Timeliness |
| Cost Control | Management/Business Relations |

QUALITY

Adherence to the specific contract requirements or Scope of Work

N/A
 0
 1
 2
 3
 4
 5

Comments:

Quality of Delivered item of final work product or service

N/A 0 1 2 3 4 5

Comments:

Technical performance and approach to the contract

N/A 0 1 2 3 4 5

Comments:

Accuracy, timeliness and completeness of documentation

N/A 0 1 2 3 4 5

Comments:

TIMELINESS

Adherence to interim and final delivery requirements and milestones

N/A 0 1 2 3 4 5

Comments:

COST CONTROL

Ability to perform or deliver at the original price or budget

N/A 0 1 2 3 4 5

Comments:

MANAGEMENT/BUSINESS RELATIONS

Reliability

N/A 0 1 2 3 4 5

Comments:

Effectiveness of service delivery and interaction

N/A 0 1 2 3 4 5

Comments:

Effectiveness of Project Management

N/A 0 1 2 3 4 5

Comments:

Overall customer satisfaction

N/A 0 1 2 3 4 5

Comments:

CONCLUSION

16. Total Points:

Evaluation Rating:

17. Did the evaluator consider input from the contracting officer, program personnel, end-users and others affected by the contract? Yes No

If no, provide explanation:

18. Person Completing Initial Evaluation:

Title: Date(mm/dd/yyyy):