



Office of Contracting &
Procurement



Government of the
District of Columbia

REQUEST FOR QUOTATIONS/TASK ORDER PROPOSALS

SOLICITATION NO.: DCGD-2009-0040

CAPTION: SLED DATA QUALITY SPECIALIST

CLOSING DATE: APRIL 10, 2009

CLOSING TIME: 2:00 P.M. EST

CONTRACT SPECIALIST: JANET SPEVAK

PHONE NO.: 202-535-1757

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



REQUEST FOR TASK ORDER PROPOSALS

TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS)
IT SERVICES CONTRACTORS

Solicitation No.: DCGD-2009-T-0040

Caption: State-wide Longitudinal Education Data Warehouse (SLED) Data
Quality Specialist

Issuance Date: March 31, 2009

Due Date: April 10, 2009

The Government of the District of Columbia, Office of the State Superintendent of Education (OSSE) on behalf of the Office of Chief Information Officer, is seeking services of a contractor to provide one (1) Data Quality Specialist for its State-wide Longitudinal Education Data Warehouse Program. The Contractor shall provide the required services in accordance with the **Statement of Work, Attachment A**. The District intends to award a labor hour contract.

1. PROPOSAL SUBMISSION REQUIREMENTS

The Offeror's task order proposal shall consist of two parts, separately bound: Technical and Price, four (4) copies each. The Offeror shall submit the task order proposal in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCGD-2009-T-0040".

The Offeror's proposals must be submitted on 8.5" by 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted, unless otherwise directed in writing.

2. TECHNICAL PROPOSAL

The Offeror must submit its technical proposed solution to this section under a separate cover titled "**Technical Proposal**". The Offeror shall, at a minimum, include in its technical proposal:

- a. Resumes for the recommended Data Quality Specialist that meet the qualifications listed in Attachment A. Offerors must submit at least three (3) resumes.
- b. Description of the Offeror's experience with providing IT staffing services for a similar sized public jurisdiction, particularly any experience in providing skilled Data Quality Specialists.

3. PRICE PROPOSAL

The Offeror must submit its proposed price under a separate cover titled "**Price Proposal**". The Offeror shall submit a completed "**Attachment B – Price Schedule**". It shall include the proposed hourly rate for this procurement and the Offeror's rate as listed in its DC Supply Schedule.

4. HAND DELIVERY OR MAILING OF SOLICITATION

Delivery or Mail to:

Office of Contracting and Procurement

441 4th Street, N.W.

Suite 703 South, Bid Counter Room

Washington, D.C. 20001

Attention: Janet Spevak

5. PROPOSAL SUBMISSION DATE:

The closing date for receipt of proposals is April 10, 2009 at 2:00 p.m. local time.

6. EVALUATION FOR AWARD

The District intends to award a single contract as a result of this Request for Task Order Proposal (RFTOP). The contract will be awarded to the responsible Offeror whose offer is most advantageous to the District, based upon the evaluation criteria specified below. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a contract on the basis of initial offers received without discussions. Therefore, each initial offer should contain the Offeror's best terms from a price and technical standpoint.

7. PROPOSAL EVALUATION

The technical evaluation criteria set forth below have been developed by the program office and has been tailored to their requirements in this particular solicitation.

The Offeror is informed that these criteria, (1) serve as the standard against which all proposals will be evaluated and (2) serve to identify the significant matters which the Offeror should specifically address in complying with the requirements of this solicitation.

The Offeror's technical proposal and price proposal will be evaluated separately. The Offerors are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below:

a. Technical Evaluation Criteria

This award will be based on the following technical evaluation factors (in descending order of importance):

- **Qualifications of Proposed Personnel (25 Points).**

The Offeror has submitted at least three (3) resumes for proposed Data Quality Specialist that demonstrate that the personnel have extensive experience, necessary skills and qualifications to perform the required services.

- **Offeror's Past Performance Experience (25 Points).**

Offeror has demonstrated that it has successfully provided similar temporary staffing services to similar clients. The Offeror has demonstrated knowledge and skills that strengthens the offeror's capability to successfully provide candidates that possess the capabilities, credentials and experience requirements described in Sections 5 of Attachment A.

- **Interview (30 Points)**

A candidate who meets the minimum qualifications and has skills on his/her resume related to the tasks listed in Section 3 of Attachment A will be scheduled for interview.

The interview team will assess the candidate on the requirements listed under Section 3 of Attachment A and the following factors:

Relevant Experience and Past Performance

- Experience or working knowledge of data analysis, data management, and/or quality assurance
- Experience preparing statistical reports for stakeholders.
- Experience working in a public education setting (classroom or administration), or in education research or policy

Relevant Skills

- Proficiency with Microsoft Word, Excel, PowerPoint, and Access.
- Fundamental research skills and knowledge of databases.
- Ability to thrive in a team environment.
- Strong analytical and problem solving skills.

Written and oral communication

- Excellent interpersonal, oral, and written skills and ability to work with all levels of management, both internally and with agencies.
- Strong attention to detail, dependability, cooperation and integrity.

b. Price Evaluation Criteria (20 Points)

The price evaluation will be objective. The offeror with the lowest realistic price will receive the maximum price points (**20 points**). All other proposals will receive a proportionately lower price score. The following formula will be used to determine each Offeror's evaluated price score.

$$\frac{\text{Lowest price proposal}}{\text{Price of proposal being evaluated}} \times \text{Weight} = \text{Evaluated price score}$$

A description of each evaluation factor, point value and relative importance follows:

Total Possible Points:

Qualifications of Proposed Personnel	25 Points
Past Performance	25 Points
Interview	30 Points
Price	<u>20 Points</u>
TOTAL	100 Points

8. 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. This base period is for 1000 hours of services from date of award with four Option Periods of 1,000 hours each.

The District reserves the right to hire the incumbent at a time convenient to the District, thus canceling the hours remaining on the purchase order at the time of hire without penalty.

The District reserves the right to hire or cease requiring the services of any incumbent at a time convenient to the District, thus canceling the hours remaining on the purchase order at the time of termination or hire without penalty.

9. OPTION TO EXTEND THE TERM OF THE CONTRACT

The District may extend the term of the contract for a period of four (4) - one thousand (1000) hour periods or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract expires. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

If the District exercises this option, the extended contract shall be considered to include this option provision.

The price for the option periods shall be as specified in the contract.

The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5000 hours.

10. 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 is:

Name: Mahamudal Huda
Agency: Office of the State Superintendent of Education
Address: Van Ness Elementary School
1150 5th Street SE
Washington, DC 20001
Telephone: (202) 481-3484

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.

11. CONTRACTING OFFICER (CO)

Contracts will 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:

Name of Contracting Officer: John Varghese
Address: Office of Contracting and Procurement
441 4th Street NW, Suite 700 South
Washington, DC 20001
Telephone: 202-727-5274

12. AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- a.** The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.
 - b.** 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.** 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.
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13. INDEPENDENT CONTRACTOR

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 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.

14. HIRING OF EMPLOYEES:

By accepting this order or contract, the contractor agrees that the District, at its discretion, after completion of 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.

15. ATTACHMENTS

Attachment A – Statement of Work
Attachment B – Price Schedule

**ATTACHMENT B
PRICE SCHEDULE
BASE PERIOD**

The contractor shall provide ONE (1) SLED Data Quality Specialist as per the scope of work (Attachment A) and shall complete the price schedule as below:

Labor Category	Hourly Rate	Total Estimated Hours	Total
Data Quality Specialist	\$ _____	1000	\$ _____
Total			\$ _____

**PRICE SCHEDULE
OPTION PERIOD ONE**

The contractor shall provide ONE (1) SLED Data Quality Specialist as per the scope of work (Attachment A) and shall complete the price schedule as below:

Labor Category	Hourly Rate	Total Estimated Hours	Total
Data Quality Specialist	\$ _____	1000	\$ _____
Total			\$ _____

**PRICE SCHEDULE
OPTION PERIOD TWO**

The contractor shall provide ONE (1) SLED Data Quality Specialist as per the scope of work (Attachment A) and shall complete the price schedule as below:

Labor Category	Hourly Rate	Total Estimated Hours	Total
Data Quality Specialist	\$ _____	1000	\$ _____
Total			\$ _____

**PRICE SCHEDULE
OPTION PERIOD THREE**

The contractor shall provide ONE (1) SLED Data Quality Specialist as per the scope of work (Attachment A) and shall complete the price schedule as below:

Labor Category	Hourly Rate	Total Estimated Hours	Total
Data Quality Specialist	\$ _____	1000	\$ _____
Total			\$ _____

**PRICE SCHEDULE
OPTION PERIOD FOUR**

The contractor shall provide ONE (1) SLED Data Quality Specialist as per the scope of work (Attachment A) and shall complete the price schedule as below:

Labor Category	Hourly Rate	Total Estimated Hours	Total
Data Quality Specialist	\$_____	1000	\$_____
Total			\$_____
