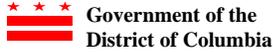




Office of Contracting &  
Procurement



**REQUEST FOR QUOTATIONS/TASK ORDER PROPOSALS**

**SOLICITATION NO.: DCGD-2009-T-0049**

**CAPTION: State-wide Longitudinal Education Data  
Warehouse (SLED) Business Objects  
Administrator and Developer**

**CLOSING DATE: April 06, 2009**

**CLOSING TIME: 2:00 P.M.**

**CONTRACT SPECIALIST: Anthonisha Felton**

**PHONE NO.: 202-481-3799**

**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-0049

**Caption:** State-wide Longitudinal Education Data Warehouse (SLED) Business  
Objects Administrator and Developer

**Issuance Date:** April 01, 2009

**Due Date:** April 06, 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) Business Objects Administrator and Developer 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-0049".

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 Business Objects Administrator and Developer 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 Business Objects Administrators and Developers.

**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 4<sup>th</sup> Street, N.W.  
Suite 703 South, Bid Counter Room  
Washington, D.C. 20001  
Attention: Anthonisha Felton

**5. PROPOSAL SUBMISSION DATE:**

The closing date for receipt of proposals is April 06, 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.

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## 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 Business Objects Administrators and Developers 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:

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### 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>
<b>TOTAL</b>	<b>100 Points</b>

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**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.

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The COTR for this contract is:

Name: Mahamudal Huda  
Agency: Office of the State Superintendent of Education  
Address: Van Ness Elementary School  
1150 5<sup>th</sup> 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: Kenneth Morrow  
Address: Office of Contracting and Procurement  
441 4th Street NW, Suite 700 South  
Washington, DC 20001  
Telephone: 202- 724-3959

#### **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

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**ATTACHMENT B  
PRICE SCHEDULE  
BASE PERIOD**

The contractor shall provide ONE (1) SLED Business Objects Administrator and Developer as per the scope of work (Attachment A) and shall complete the price schedule as below:

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Labor Category	Hourly Rate	Total Estimated Hours	Total
Business Objects Administrator and Developer	\$_____	1000	\$_____
<b>Total</b>			<b>\$_____</b>

**PRICE SCHEDULE  
OPTION PERIOD ONE**

The contractor shall provide ONE (1) SLED Business Objects Administrator and Developer as per the scope of work (Attachment A) and shall complete the price schedule as below:

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Labor Category	Hourly Rate	Total Estimated Hours	Total
Business Objects Administrator and Developer	\$_____	1000	\$_____
<b>Total</b>			<b>\$_____</b>

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**PRICE SCHEDULE  
OPTION PERIOD TWO**

The contractor shall provide ONE (1) SLED Business Objects Administrator and Developer as per the scope of work (Attachment A) and shall complete the price schedule as below:

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Labor Category	Hourly Rate	Total Estimated Hours	Total
Business Objects Administrator and Developer	\$_____	1000	\$_____
<b>Total</b>			<b>\$_____</b>

**PRICE SCHEDULE  
OPTION PERIOD THREE**

The contractor shall provide ONE (1) SLED Business Objects Administrator and Developer as per the scope of work (Attachment A) and shall complete the price schedule as below:

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Labor Category	Hourly Rate	Total Estimated Hours	Total
Business Objects Administrator and Developer	\$_____	1000	\$_____
<b>Total</b>			<b>\$_____</b>

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**PRICE SCHEDULE  
OPTION PERIOD FOUR**

The contractor shall provide ONE (1) SLED Business Objects Administrator and Developer as per the scope of work (Attachment A) and shall complete the price schedule as below:

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Labor Category	Hourly Rate	Total Estimated Hours	Total
Business Objects Administrator and Developer	\$ _____	1000	\$ _____
<b>Total</b>			\$ _____

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# **Statewide Longitudinal Education Data Warehouse (SLED)**

## **Business Objects Administrator and Developer**

### **Scope of Work - I**

#### **1 Background**

The Office of the State Superintendent of Education (OSSE) of the Government of the District of Columbia has embarked on an ambitious program to upgrade and modernize the data management discipline in the Office of the Chief Information Officer. OSSE has devised a strategy for accomplishing this successive upgrading of the client services through implementation of secure, flexible technological architecture enabled by an overall Enterprise Application strategy implementing the State Longitudinal Education Data warehouse.

The Office of the chief Information Officer is the OSSE division that manages this agency-wide enterprise solution effort. This initiative will encompass, but not be limited to, business process engineering, system replacements, system enhancements, new systems selection, custom enhancements of existing applications, system integration, and IT oversight, affecting the management of data and the delivery of reports

#### **2 General Requirements**

In order to achieve the complex and ambitious program employing enterprise application and system integration technologies, the District requires the services of skilled technologists to augment District staff. These technologists will support the District staff in completing specific tasks and milestones within an overall project schedule developed and maintained.

Specifically OSSE requires assistance in completing complex business process analysis, requirements gathering and analyses, to document business processes, assess existing software functionality and delineate requirements for existing and new system(s). Requirements tasks may include research on commercial and government “off the shelf” systems potentially available for District use and completion of comparative analysis of functionality of potential system(s) against identified requirements. Completed requirements documents should be of sufficient detail to allow the District to apply solid decision making criteria and processes.

Priority focus of systems activities is on integration of existing systems to support the development of the SEDS Advanced Reporting and the accompanying SLED Longitudinal Analysis. Candidates preferred to have demonstrated experience in working in complex organizations and technology environments showing both ability to exercise independent judgment and ability to work effectively in complex collegial and operational environments. Experience in government sector technology strategies involving enterprise-wide integration planning architectures is preferred. Experience in the health, social services, education, Courts and justice systems services and information system environment is highly preferred.

Contractor agrees to assure availability of staff to support the project timelines. Contractor will provide advance notice of any planned change in personnel on the contract. Replacement personnel must be interviewed and approved by the District.

#### **3 General Terms**

- Work must be performed on District premises unless specifically authorized
- Laptop with minimum Pentium 4 processor or equivalent; 1+ GIG of memory; WinXP, current version of MS Office, Visio Professional, MS Project; CD read/write capability
- Limited minor expenses may be billed with prior approval of the CIO.

- Person is billable a maximum of 8 hours a day and 40 hours a week unless an authorized exception has been approved by the CIO. (The “normal business hours” of OSSE are determined to be 8:30 AM to 5:30 PM with a one-hour lunch.)
- Weekly status updates to project plans and hours are mandatory
- Rates include local travel. Specific prior authorization may be approved for out-of-town travel associated with approved project activities.
- Monthly bills must be broken down by rate, person, hours, and task as an attachment to each bill
- Vendor will follow all District / PMO standards
- Vendor must provide timely, necessary information to allow the District to calculate “earned value”

#### **4 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 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.

#### **5 SPECIFIC REQUIREMENTS:**

OSSE requires the services of consultants under this procurement as detailed in the table in section 7.

Specific areas of expertise and general roles for each required by the District to support the OSSE include the following:

##### **5.1 Business Objects Administrator and Developer**

As the Business Objects Administrator, the contractor will help the District of Columbia solve critical business needs by performing as an administrator of the Business Objects (BO) suite of products. A BO Administrator’s primary responsibilities will be to install, configure, and administer the various components of Business Objects (BO). The individual will maintain the security of the application. The individual will troubleshoot BO problems and tune for performance. The BO Administrator will also participate in the development effort of the Business Intelligence (BI) solution. Responsibilities in this area include the integration of the BI solution into the SEDS and SLED integrated environments, customization of the BO Server products to improve the look and feel of the application, and the development of universes and reports. The Business Objects Administrator will work under general guidance of the Director of Data Management and will report to application project managers for specific tasks associated with the project plans. Other activities may involve assisting the Business Requirements Analyst with gathering and documenting requirements.

- Administration

- Install, configure and administer BO XI server products.
- Install, configure and use BO XI administration tools.
- Install, configure and administer BO XI desktop products.
- Install and configure BO upgrades and patches.
- Install, configure and administer LDAP.
- Administer BO on various Microsoft Windows platforms, including Windows Server 2003 and Windows 2000.
- Create and maintain user accounts.
- Provide expertise in the area of user security.
- Configure and maintain proper relationship with LDAP repository.
- Monitor and provide recommendation on system usage and performance.
- Development
  - Customize the server products to improve the look and feel of the application.
  - Customize the server products to integrate with the current portal.
  - Develop and maintain universes in BO XI.
  - Develop and maintain reports in BO XI.

### **Required Skills and Experience:**

- Business Objects
  - 5+ years of experience with installing, configuring and administering Business Objects server products; most recent experience must be using BO XI.
  - 5+ years of experience with installing, configuring and administering Business Objects desktop products; most recent experience must be using BO XI.
  - 3+ years of user administration with BO Supervisor.
  - 5+ years of universe and report creation.
  - Experience integrating LDAP.
  - Experience in server product customization.
- Operating System
  - 3+ years of experience administering BO products in Microsoft Windows environments.
  - Experience administering Microsoft Windows operating systems.
  - Experience administering BO product in a Unix environment a plus but not required.
- Database
  - 3+ years of experience administering a BO repository in an Oracle environment; experience with SQL Server and Microsoft Access a plus but not required.
  - 5+ years of experience accessing, extracting and manipulating data using an Oracle relational database using SQL; experience with SQL Server and Microsoft Access a plus but not required.
- Other
  - Ability to translate business needs into technical solutions.
  - Ability to schedule, manage, facilitate, and document workgroup meetings.
  - Experience in working with industry accepted requirements methods and practices and tools.
  - Excellent writing skills, oral communication skills, strong process skills, and leadership ability.

**Required Skills and Experience:**

- Experience in relational and dimensional data modeling and database design concepts.
- Ability to translate business needs into technical solutions.
- Ability to schedule, manage, facilitate, and document workgroup meetings.
- Experience with technology in client-server and internet and intranet environments.
- Experience in working with industry accepted requirements methods and practices and tools.
- Qualified candidate must also possess excellent writing skills, excellent communication skills, strong process skills and leadership ability.
- Exceptional analytical skills necessary to identify and resolve technical issues or problems.
- Ability to multi-task and prioritize.
- Ability to work well in a challenging environment.
- Must be able to follow-through on tasks as assigned.
- Experience leading interviews and facilitated sessions with project stakeholders.
- Experience in conducting tool evaluations.

**Technical Skills:**

- Business Objects XI
- SQL
- Microsoft Office
- Microsoft Visio

**Minimum Required Education:**

- Bachelor's degree
- 3+ years Business Objects Administration and Development
- 3+ years experience in data warehouse / business intelligence development
- Minimum 3 Business Objects implementations, including Administration and Development

**6 Deliverable Requirements****6.1 Supervision:**

In fulfilling the requirements of this contract, the contractor shall

- Assure that the contractor's staff receives ongoing supervision of the work on this contract by contractor's senior management supervisor. The senior supervisor shall participate in periodic conferences with COTR and Program Manager in order to provide quality control of the contractor's work. Meetings with District shall be at least monthly, unless otherwise specified by the District. At such meetings, the contractor's senior supervisor shall report findings impacting achievement of project goals to District representative with proposed actions.
- Continuously monitor the status of work hereunder and update status, providing District management with timely information regarding possible problems and proposed action required to mitigate such problems.
- Continuously communicate status of the work relative to the approved schedule. This requirement may be fulfilled by timely filing of the weekly status reports by contractor's staff as required under the project management protocols. (see below)

- Assure that staff working under this contract provide weekly status report throughout the performance of the contractor's work, setting out current and upcoming activities, decisions required and issues of concern. [Note: Timely, complete, and satisfactory provision by the contractor to the District of such reports shall be a condition precedent to payment of the contractor.]
- Assure that every two weeks, staff working under this contract provide progress updates to the COTR that enable an updating of the project plan reflecting progress in completing scheduled work.
- Assure that District receives accurate, position-specific and timely filings regarding timesheets, billings and that the District is notified when the contract accruals reach the 80% of contract total or one month before the contract expiration.

## **7 Period of Performance and Level of Effort**

The services under this task order will be paid on a Labor Hour Contract basis, consistent with those rates provided in the Contractor's DC Supply Schedule Contract, GSA Supply Schedule, or proposal rate, whichever is lower.

## **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. The workday is considered to be 8 hours. The contractor will bill no more than eight (8) hours a day unless pre-approved by the District's Project Manager to work more than 8 hours a day.

Proposal should provide rate for onsite work where District provides space and supporting equipment (telephones, network access, etc.) NOTE: Rate includes provision of laptop computer by contractor for each contractor staff member assigned to the contract.

### **Contractor staff**

- **Senior Management Supervisor:** Contractor will assign a senior manager as the Contractor's chief representative for this contract. This representative shall have the authority to make binding decisions for the organization. This representative will be in charge of all members of the Contractor team assigned to the project and will be the main contact. All correspondence, conferences, meetings and questions concerning the project directed to the Contractor and its subcontractors will be through this person. This representative will be personally available at all times during working hours from the beginning of the work through its completion.

## **9 SELECTION**

### **Candidate Selection:**

1. Contractor acknowledges that the District may direct the contractor to remove any contractor staff that the District finds unacceptable, and the contractor shall immediately remove (and replace with new individual satisfactory to the District, if requested) such personnel.
2. The following score sheet will be used by the Project Evaluation Team in its evaluation:

**See RFTOP.**

Total points maximum = 100%

## **10 Administrative Concerns**

- (a) Contractor agrees to General Terms in Part 3 above.
- (b) The contractor will follow the procedures and rules of the Government of the District of Columbia, OSSE's PO and additional procedures that the District representative may direct from time-to-time.
- (c) During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- (d) Unless otherwise approved, work must be performed on District premises
- (e) Contractor shall be specifically responsible for assuring that personnel have laptops (see part 3 above) and necessary communication equipment.
- (f) Unless otherwise specified, contractor staff shall work onsite at the designated District site during normal business hours. Contractor shall also provide space, equipment, storage, personnel, and systems in the contractor's offices as necessary to provide administrative support for the work hereunder.
- (g) 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 COTR. Contractor must provide timely, necessary information to allow the District to calculate "earned value". (see part 3 above)
- (h) Vendor may not incur additional subcontractor costs without consent of District.
- (i) 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.
- (j) All invoices shall be submitted for certification to the COTR.
- (k) The COTR shall not supervise contractor employees, render final decisions, modify the terms and conditions of the contract, issue preliminary termination notices (show cause letters or cure notices), or terminate the contract. All such matters are under the authority of the Contracting Officer.

## **11 Option to Extend**

Upon the completion of the initial 1,000 hours, the District of Columbia shall have the option, but not the obligation, to extend the term of this contract for a period of four (4) one thousand (1,000) hour periods.