

REQUEST FOR TASK ORDER PROPOSAL (RFTOP) (THIS IS NOT AN ORDER) OFFEROR TO COMPLETE BLOCKS 8 & 29		1. THIS ACQUISITION IS <input type="checkbox"/> SET ASIDE SBE (_____ SBE Category) <input checked="" type="checkbox"/> SET ASIDE DCSS (MOBIS Schedule) <input type="checkbox"/> GSA SCHEDULE (_____ Schedule)		PAGE OF PAGES (incl. Cover) 1
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2. SOLICITATION NO. DCJA-2008-T-0006	3. DATE ISSUED September 24, 2008	4. REQUISITION NO.	5. CONTRACT NUMBER	6. OFFER DUE DATE October 6, 2008
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7A. ISSUED BY Office Of Contracting and Procurement 441 4th Street, NW., 700 South Washington, DC 20001	7B. SOLICITATION INFORMATION NAME: Jeanne Sheridan PHONE: 202-671-4466 FAX: 202-671-4469 E-MAIL: JEANNE.SHERIDAN@DC.GOV
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8A ADMINISTERED BY Department of Human Services Income Maintenance Administration 645 H Street NE, 5th Floor, Washington, DC 20002	8B DELIVER TO: SAME AS BLOCK 8A
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9. DELIVER BY (Date) See Section F of the RFTOP 9(a). <input type="checkbox"/> FOB DESTINATION 9(b). <input type="checkbox"/> OTHER (See Schedule)	10. PAYMENT WILL BE MADE BY Department of Human Services 64 New York Avenue NE 6th Floor Washington, DC 20002 Phone: 1(202) 671-4200
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11. OFFEROR 11(a) DUNS NO. _____ 11(b) FEDERAL TAX ID NO. _____	11(c) Certification (Check Appropriate Boxes) <input type="checkbox"/> Small <input type="checkbox"/> Local <input type="checkbox"/> Resident-Owned <input type="checkbox"/> Long Time <input type="checkbox"/> Enterprise Zone Certification No. _____
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IMPORTANT: If you are unable to provide a response, 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 offeror. Any representations and/or certifications attached to this Request for Task order Proposal must be completed by the offeror.

12. SCHEDULE (Include applicable Federal, State and local taxes)					
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
	FOOD STAMPE ERROR RATE REDUCTION --- SEE ATTACHMENT B - SUPPLIES OR SERVICES AND PRICE				

13. DISCOUNT FOR PROMPT PAYMENT	10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS
	%	%	%	%

14. NAME AND ADDRESS OF OFFEROR (Street, city, county, State and ZIP Code)	15. SIGNATURE OF PERSON AUTHORIZED TO SIGN OFFER	16. DATE OF OFFER
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17. NAME AND TITLE OF SIGNER (Type or print)	18. TELEPHONE NO. (Include area code)
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**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement**



TO: DC SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCJA-2008-T-0006
Caption: Food Stamp Error Rate Reduction

Issuance Date: September 24, 2008
Closing Date: October 6, 2008

The District of Columbia Government, Office of Contracting and Procurement (OCP), on behalf of the Department of Human Services (DHS), Income Maintenance Administration (IMA) is seeking a contractor to assist in achieving a reduction in the Food Stamp Error Rate in its caseload. The services shall include, but not be limited to, assessment of business practice and policies; analysis of findings; trainings; and an implementation of tools and/or business process/practice changes to address Food Stamp Error Rate requirement. (See Attachment B – Statement of Work).

The task order proposal should be prepared according to the instructions listed below.

1. Proposal Submission Requirements

The task order proposal shall consist of two parts, separately bound: Technical and Price, original and three (3) copies each. Each shall be submitted in a sealed envelope conspicuously marked: Task Order Proposal in response to Solicitation No. DCJA-2008-T-0006, "Food Stamp Error Rate Reduction."

All proposals must be submitted on 8.5" x 11" paper and typewritten. Telephonic and telegraphic proposals will not be accepted. Unless otherwise directed in writing.

2. Technical Proposal

This section shall be submitted under a separate cover titled “**Technical Proposal**”. The technical portion shall, at a minimum:

Section 1 – Technical Approach

- Work Plan
- Sample work product

Section 2 – Technical Expertise

- Firm Description & Statement of Qualifications
- Personnel & Staffing
- Sound Fiscal Management
- References

2A. Section 1 Technical Approach:

Work Plan: State the proposed methodology for reviewing IMA’s business process as it related to the food stamp error rate. This should include a detailed outline of the proposed plan – including, but not limited to the assessment, method of analysis, provision of technical assistance and training, and follow up activities as they relate to addressing the food stamp error rate.

Sample Work Product: Provide a copy of similar services that were conducted by the offeror for another agency for services similar to those requested in this solicitation.

2B. Section 2 Technical Expertise:

Firm Description & Statement of Qualifications: Provide a brief description of the firm and its qualifications to undertake this project. The District is particularly interested in the firm’s staff experience and qualifications relevant to the Scope of Services and the specific roles they played in past similar projects. Also, provide a roster of board of director or listing of business owners.

Personnel & Staffing: Identify and provide resumes for all personnel who will have responsibility for performing the proposed Scope of Work. Indicate the level of effort each staff person shall have on case management services. Indicate the organization of the proposed staff. If the proposal involves a team submission, explain how the team will be organized to ensure adequate communication and performance among the firms in the team arrangement. Personnel performing case management services must have the following minimum qualifications:

Direct experience in working with other jurisdictions in reducing their respective food stamp error rates.

Sound Fiscal Management: Provide evidence of sound fiscal management and financial recordkeeping system.

References: Provide the address, phone number, and e-mail address of at least three (3) public agencies outside of the Government of the District of Columbia who have engaged the firm for related projects or services. Offerors shall have its client references complete Attachment J.1.4 – Past Performance Evaluation Form and return the form directly to Jeanne Sheridan via fax at (202) 671-4469 no later than October 6, 2008 by 2:00 PM (EST).

3. **Price Proposal**

This section shall be submitted under a separate cover titled **“Price Proposal”**. It shall include the total price for the entire project, and shall be broken down by the task activities or phases as set forth in the statement of work. Pricing shall be a firm fixed price and shall identify all costs. Unless otherwise directed in writing, the price shall, at a minimum include:

- a. The labor categories, and hourly labor rate.
- b. Identify the total number of hours and hourly rate for each category.
- c. Identify the total price, and include a summary of all items proposed.

The Offeror shall provide pricing that is in accordance to the DC Supply Schedule MOBIS Services.

The Offeror must submit its Certificate of Liability Insurance with the proposal.

4. **Hand delivery or Mailing of Solicitation**

Deliver or Mail to:

Office of Contracting and Procurement
64 New York Ave., NE,
Room 6120
Washington, D.C. 20002

5. **Proposal Submission Date**

The closing date for receipt of proposals is **Monday, October 6, 2008, by 2:00 PM (EST)** local time.

6. **Evaluation for Award**

The District intends to award a single contract as result of this Request for Task Order Proposal.

The contract will be awarded to one responsible offeror(s) 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 firm-fixed-price basis and technical standpoint.

7. Proposal Evaluation

The technical evaluation criteria set forth below has been developed by agency technical personnel and has been tailored to the requirements of this particular solicitation. The offeror is informed that the 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 Offerors’ technical proposal and price proposal shall be evaluated separately. Offers are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below.

Proposals will be evaluated based on the following technical evaluation factors listed in descending order of importance.

Technical approach	0-30 points
Technical expertise	0-30 points
Past performance	0-20 points

8. Evaluation Factors (80 Points)

Factor 1: Technical approach 30 Points

- Offeror has proposed an acceptable methodology and approach to accomplish the technical components of the requirements in Section C,

which demonstrates the offeror understands the objectives, scope, deliverables, and possesses an ability to comply with the schedule.

- Offeror has presented a work plan for delivery of services that is responsive to the project.

Factor 2: Technical expertise 30 Points

- Offer has demonstrated its experience and qualifications as described in Section C of the Solicitation.

- Offer has demonstrated sound fiscal management and financial recordkeeping system.

Factor 3: Past performance

20 Points

- Offeror has demonstrated its successful complete on of similar projects.

M.4.2 PRICE CRITERIA

(20 Points)

The price evaluation will be objective. The offeror with the lowest price will receive the maximum price points. All other proposals will receive a proportionately lower total score. The following formula will be used to determine each offeror's evaluated price score:

$$\frac{\text{Lowest price proposal}}{\text{of proposal being evaluated}} \times 20 \text{ points} = \text{Evaluated price score} \quad \text{Price}$$

TOTAL POSSIBLE POINTS:

Technical Approach	0-30 Points
Experience of Key Personnel	0-30 Points
Past Performance	0-20 Points
Price	<u>0-20 Points</u>
TOTAL	100 Points

9. Contract Type

This will be a Firm Fixed Price Contract.

10. Contract Term:

10.1 The contract term of any contract resulting from this request for task order proposal will be one (1) year from date of award.

11. OPTION TO EXTEND THE TERM OF THE CONTRACT

11.1 The District may extend the term of this contract for a period of one (1) year option 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 thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the contract.

- 11.2 If the District exercises this option, the extended contract shall be considered to include this option provision.
- 11.3 The price for the option period shall be as specified in the contract.
- 11.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

Questions may be referred to Jeanne Sheridan, Contract Specialist at (202) 671-4466.

Jeanne Sheridan
Contract Specialist

Attachments

- Attachment A – Section B – Supplies or Services and Price
- Attachment B – Section C – Description/Specifications/Work Statement
- Attachment C – Section F – Deliverables/Performance
- Attachment D – Section K- Representations, Certifications and Other Statements of Offerors
- Attachment E – Tax Certification Affidavit
- Attachment F – Past Performance Form

SECTION B: SUPPLIES OR SERVICES AND PRICE**B.1 - Base Year**

Contract Line Item No. (CLIN)	Item Description	Quantity	Unit	Total Price
0001 (See C. 3.1.1 – C.3.1.2)	Phase 1 – Review IMA’s existing business processes/Quality Control function/FY’07 Food Stamp cases and engage in a series of work sessions and observation to develop error reduction strategies	1	LOT	\$ _____
0002 (See C.3.2.1 – C.3.2.3)	Phase 2 – Report on findings on food stamp errors	1	LOT	\$ _____
0003 (See C.3.3.1 – C.3.3.2)	Phase 3 – Evaluate current monitoring/review practices and develop and provide tailored workshops for IMA workers/supervisors designed at reducing its food stamp error rate	1	LOT	\$ _____
0004 (See C.3.4)	Phase 4 – Implementation of tools to provide tracking of case reviews	1	LOT	\$ _____
0005 (See C.3.5 – C.3.5.2)	Phase 5 – Conduct follow-up review and assessments and provide a report and recommendation of any further process and training refinements	1	LOT	\$ _____

B.2 – Option Period One (1)

Contract Line Item No. (CLIN)	Item Description	Quantity	Unit	Total Price
1001 (See C.3.5 – C.3.5.2)	Phase 5 – Conduct follow-up review and assessments and provide a report and recommendation of any further process and training refinements	1	LOT	\$ _____

ATTACHMENT "B"

Section C – Description/Specifications/Work Statement

**Department of Human Services
Income Maintenance Administration
Food Stamp Error Rate Reduction
SCOPE OF WORK**

C.1 SCOPE

The District of Columbia Department of Human Services (DHS), Income Maintenance Administration (IMA) is seeking a contractor to assist in achieving a reduction in the Food Stamp Error Rate in its caseload. The services shall include, but not be limited to, assessment of business practice and policies; analysis of findings; trainings; and an implementation of tools and/or business process/practice changes to address Food Stamp Error Rate requirement.

C.1.3 APPLICABLE DOCUMENTS

Item No.	Title	Date	Location
	Food Stamp Act of 2008 as amended by P.L. 110-246	October 1, 2008	www.fns.usda.gov/fsp/rules/Legislation
	Food Stamp Act of 1977, 7 U.S.C §2011 <i>et seq.</i>	July 2, 2004	Same as above
	Food Stamp Regulations, 7 CFR §§ 273.1-273.32		www.fns.usda.gov/rules/Regulations
	FNS 310- Quality Control Handbook	FY2004	www.fns.usda.gov/fsp/qc

C.1.4 DEFINITIONS

C.1.4.1 See Food Stamp Program Quality Control Review Handbook -Chapter 130 for federal food stamp guidelines.

C.1.4.2 ACEDS: the Automated Client Eligibility Determination System which is the legacy system used by the District of Columbia for client eligibility and re-determination of public benefit programs.

C.1.4.3 Active case error: the reviewer determines that a household that received food stamp benefits during the sample month is ineligible or received an incorrect amount resulting in a dollar loss to either the customer or the government.

C.1.4.4 Negative case errors: the reviewer determines that the decision to deny, suspend, or terminate a household was incorrect.

C.2 BACKGROUND

C.2.1 IMA is the administration responsible for the implementation of the federal food stamp program. In FY06, the District carried an average of 44,058 cases, which served an average of 86,872 participants. Historically, the District has been very successful in achieving one of the highest participation rates in the nation among eligible participants. However, one unwanted byproduct of the high participation rate has been a high error rate, for which the District is penalized.

C.2.2 The United States Department of Agriculture Food and Nutrition Service penalized the District of Columbia because it exceeded the national average by more than 105%. The District, which has an Error Rate of 9.62% for FY 2006 was penalized \$377,035. In a Settlement Agreement with the Food and Nutrition Service, the District has committed to FNS that it will reinvest 50% of the penalty, with local funds, to improve the aforementioned error rate. This Reinvestment Plan, submitted to FNS and approved, lays out a series of steps that the District has agreed to take to reduce the error rate. This solicitation for contractor services to assist the District to analyze and reengineer the business process to reduce the payment error rate is a critical step toward achieving this objective.

C.2.3 To lift sanction status, thus providing better service to consumers and better management to the administration, IMA is seeking outside expertise in reducing its Food Stamp Error Rate. It is the goal of the District to have one of the best performing Food Stamp programs in the nation - not only in terms of participation, but also in terms of accuracy.

C.2.4 Based on the reporting cycle for Food Stamp Error Rates, a rapid and thorough execution of the scope of service is essential. If the District does not lower its error rate, the District may again be subject to sanction. Because of the compressed time-frame, and the ramification of its current sanction status, the District is seeking a Contractor with direct experience working with other States in correcting food stamp error rates.

C.3 REQUIREMENTS

The contractor shall provide the following requirements as reflected in section C.3.1 through C.3.5.

C3.1 (Phase 1) The Contractor shall review IMA's existing business processes for determining food stamp eligibility, and provide a comprehensive analysis of how errors are caused based on the current processes used to gather, review and analyze customer information and to disposition cases. The contractor shall also review DHS's Quality Control (QC) function to ensure that QC's eligibility review methods and error review approaches are consistent with the FNS requirements outlined in the FNS 310 Handbook. The Contractor shall review all of DHS's FY07 cases where errors were identified by the QC unit.

- C.3.1.1 The Contractor shall facilitate and engage in a series of work sessions and observation periods at each service center to gather information required to design and develop effective error reduction strategies. The contractor shall engage the QC unit intensively in its methods of review.
- C.3.2 (Phase 2) The Contractor shall conduct analysis of his or her findings and issue a report, which shall include, but not be limited to, a detailed data analysis of the causes of food stamp errors including:
- a. Worker-caused errors;
 - b. Customer-caused errors;
 - c. Errors caused by faulty policy;
 - d. Errors caused by incorrect policy understanding.
- C.3.2.1 The Contractor shall identify business process barriers (whether in IMA's QC process or in the eligibility determination process) that affect the error rate; and recommend solutions and an implementation plan.
- C.3.2.2 The Contractor shall identify errors in the implementation and interpretation of Food Stamp policies/procedures and provide recommendations;
- C.3.3 (Phase 3) The Contractor shall evaluate current monitoring and review practices, including quality control and peer review to ensure monitoring efforts are consistent with FNS requirements. The Contractor shall provide recommendations that address findings.
- C.3.3.1 The Contractor shall develop and provide up to twenty (20) tailored training/workshops on-site for IMA workers and supervisors designed at reducing its food stamp error rate based on the results of the analysis of information obtained through the efforts delineated in C.3.1; The trainings shall, at a minimum, be administered to the entire QC staff (25), as well as select Social Service Representatives, Supervisors (50) and Managers, based on the findings of the report (see section C.3.1.2).
- C.3.4 (Phase 4) The Contractor shall work with IMA's Division of Information Systems and Office of Quality Assurance to implement tools to provide efficient and effective tracking of case reviews. The core functions shall, at a minimum:
- a. Identify the scope of errors (i.e. worker, supervisor, unit, center-wide);
 - b. Identify the time in benefit processing at which errors are occurring (i.e. application, re-certification, mid-certification);
 - c. Identify the error elements
 - d. Identify root cause(s) of the errors;

- e. Monitor case and payment accuracy at the worker, supervisor, unit and center level; and,
 - f. Track corrective action for each case review.
- C.3.5 (Phase 5) The Contractor shall conduct both onsite and remote follow-up for a period of 12 months to 18 months. (Estimating 30 visits)
- C.3.5.1. Contractor shall conduct a follow-up review and assessment, which shall include an assessment of the effectiveness of change management strategies and its impact on reduction of the error rate.
- C.3.5.2. Contractor shall provide a report and recommendations of any further process and training refinements the District may need to consider.

SECTION F: DELIVERIES OR PERFORMANCE**F.1 TERM OF CONTRACT**

The term of the contract shall be for a period of one year from date of award specified on the cover page of the contract with one (1) year option period.

F.2 DELIVERABLES

All deliverables shall be submitted to the COTR at Department of Human Services, Income Maintenance Administration , 645 H Street NE, 5th Floor, Washington, DC 20002

DELIVERABLES

CLIN	Deliverable	Quantity	Format/Method of Delivery	Due Date	To Whom
0002	Phase 2 – Report on findings from Phase 1	1	One Hard Copy report with electronic version	December, 2008	Rita Wood -Hinton
0003	Phase 3 – Tailored Workshops	Up to 20 trainings/workshops	On-site training/workshops for all QC Staff (25 staff) as well as select SSRs, supervisors (up to 50) and managers, based on need determined by report.	June 30, 2009	Rita Wood -Hinton
0005 & 1001	Phase 5 - Phase 5 – Conduct follow-up review and assessments and provide a report and recommendation of any further process and training refinements	Up to 30 visits	In person	March 31, 2010	Rita Wood -Hinton

ATTACHMENT D

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

K.1 AUTHORIZED NEGOTIATORS

The offeror represents that the following persons are authorized to negotiate on its behalf with the District in connection with this request for proposals: (list names, titles, and telephone numbers of the authorized negotiators).

K.2 TYPE OF BUSINESS ORGANIZATION

K.2.1 The offeror, by checking the applicable box, represents that

(a) It operates as:

- a corporation incorporated under the laws of the State of: _____
- an individual,
- a partnership,
- a nonprofit organization, or
- a joint venture.

(b) If the offeror is a foreign entity, it operates as:

- an individual,
- a joint venture, or
- a corporation registered for business in _____
(Country)

K.3 CERTIFICATION AS TO COMPLIANCE WITH EQUAL OPPORTUNITY OBLIGATIONS

Mayor's Order 85-85, "Compliance with Equal Opportunity Obligations in Contracts", dated June 10, 1985 and the Office of Human Rights' regulations, Chapter 11, "Equal Employment Opportunity Requirements in Contracts", promulgated August 15, 1986 (4 DCMR Chapter 11, 33 DCR 4952) are included as a part of this solicitation and require the following certification for contracts subject to the order. Failure to complete the certification may result in rejection of the offeror for a contract subject to the order. I hereby certify that I am fully aware of the content of the Mayor's Order 85-85 and the Office of Human Rights' regulations, Chapter 11, and agree to comply with them in performance of this contract.

Offeror _____ Date _____

Name _____ Title _____

Signature _____

Offeror ___has ___has not participated in a previous contract or subcontract subject to the Mayor’s Order 85-85. Offeror___has ___has not filed all required compliance reports, and representations indicating submission of required reports signed by proposed subofferors. (The above representations need not be submitted in connection with contracts or subcontracts which are exempt from the Mayor’s Order.)

K.4 BUY AMERICAN CERTIFICATION

The offeror hereby certifies that each end product, except the end products listed below, is a domestic end product (See Clause 23 of the SCP, “Buy American Act”), and that components of unknown origin are considered to have been mined, produced, or manufactured outside the United States.

_____ EXCLUDED END PRODUCTS
_____ COUNTRY OF ORIGIN

K.5 DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION

Each offeror shall check one of the following:

_____ No person listed in Clause 13 of the SCP, “District Employees Not To Benefit” will benefit from this contract.

_____ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

K.6 CERTIFICATION OF INDEPENDENT PRICE DETERMINATION

(a) Each signature of the offeror is considered to be a certification by the signatory that:

- 1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any offeror or competitor relating to:
 - (i) those prices
 - (ii) the intention to submit a contract, or
 - (iii) the methods or factors used to calculate the prices in the contract.
- 2) The prices in this contract have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror or competitor before contract opening unless otherwise required by law; and

- 3) No attempt has been made or will be made by the offeror to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.
- (b) Each signature on the offer is considered to be a certification by the signatory that the signatory;
- 1) Is the person in the offeror's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
 - 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

(insert full name of person(s) in the organization responsible for determining the prices offered in this Contract and the title of his or her position in the offeror's organization);

As an authorized agent, does certify that the principals named in subdivision (b)(2) have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

- (c) If the offeror deletes or modifies subparagraph (a)(2) above, the offeror must furnish with its offer a signed statement setting forth in detail the circumstances of the disclosure.

K.7 TAX CERTIFICATION

Each offeror must submit with its offer, a sworn Tax Certification Affidavit, See Attachment E.

TAX CERTIFICATION AFFIDAVIT

Date _____, 2008

Name of Organization/Entity: _____

Address: _____

Principal Officers: Name Soc. Sec. No. Title

Business Telephone No.: - _____

Finance and Revenue Registration No.: _____

Federal Identification No.: _____

DUNS No.: _____ Contract No.: _____

Unemployment Insurance Account No.: _____

I hereby certify that:

- 1. I have complied with the applicable tax filing and licensing requirements of the District of Columbia.
- 2. The following information is true and correct concerning tax compliance for the following taxes for the past five (5) years:

District:	Current	Not Current
Sales and Use	()	()
Employment Withholding	()	()
Hotel Occupancy	()	()
Corporation Franchise	()	()
Unincorporated Franchise	()	()
Personal Property	()	()
Professional License	()	()
Arena/Public Safety Fee	()	()
Vendor Fee	()	()

- 3. If not current, as checked in item 2, I am in compliance with a payment agreement with the Department of Finance and Revenue.
 Yes No

Attach copy of the Agreement.

If outstanding liabilities exists and no agreement has been made, please attach a listing of all such liabilities.

The Department of Finance and Revenue also requires:

- (A) Copies of FR-532 (Notice of Registration) or a copy of an FR-500 (Combined Registration Form)
- (B) Copies of canceled checks for the last tax period(s) filed for each tax liability; i.e., sales and use, employer withholding, etc.

The District of Columbia Government is hereby authorized to verify the above information with appropriate Government authorities. The penalty for making false statements is a fine of not more than \$1,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §22-2405. The penalty for false swearing is a fine of not more than \$2,500.00, imprisonment for not more than three (3) years, or both, as prescribed in D.C. Official Code §22-2404.

Signature of Person Authorized to Sign This Document Title

Print Name

Notary: DISTRICT OF COLUMBIA, ss:

Subscribed and sworn before me this _____ day of _____ Month and Year

Notary Public

My Commission Expires _____

ATTACHMENT F

PAST PERFORMANCE EVALUATION FORM

(Check appropriate box)

Performance Elements	<i>RATING (See Rating Guidelines on Page 2)</i>					
	5 – Excellent	4 – Good	3 – Acceptable	2 – Minimally Acceptable	1 – Poor	0 – Unacceptable
Quality of Services/Work						
Timeliness of Performance						
Cost Control						
Business Relations						
Customer Satisfaction						

1. Name of Contractor being Evaluated: _____
2. Name & Title of evaluator: _____
3. Signature of Evaluator: _____
4. Name of Evaluator's Organization: _____
5. Telephone Number of Evaluator: _____
6. Type of service received: _____
- i. Contract Number, Amount and period of Performance: _____
- ii. Remarks on Excellent Performance: Provide data supporting this observation.
(Continue on separate sheet if needed)

9. Remarks on unacceptable performance: Provide data supporting this observation.
(Continue on separate sheet if needed)

RATING GUIDELINES

Summarize Contractor performance in each of the rating areas. Assign each area a rating of 0 (Unacceptable), 1 (Poor), 2 (Acceptable), 3 (Good), 4 (Excellent), or ++ (Plus). Use the following instructions a guidance in making these evaluations.

	Quality Product/Service	Cost Control	Timeless of Performance	Business Relations
	<ul style="list-style-type: none"> -Compliance with contract requirements -Accuracy of reports -Appropriateness of personnel - Technical excellence 	<ul style="list-style-type: none"> -Within budget (over/ under target costs) -Current, accurate, and complete billings -Relationship of negated costs to actual -Cost efficiencies -Change order issue 	<ul style="list-style-type: none"> -Meet Interim milestones -Reliable -Responsive to technical directions -Completed on time, including wrap-up and contract administration -No liquidated damages assessed 	<ul style="list-style-type: none"> -Effective management -Businesslike correspondence -Responsive to contract requirements -Prompt notification of contract problems - Reasonable/cooperative -Flexible -Pro-active -effective contractor recommended solutions -Effective snail/small disadvantaged business Subcontracting program
0. Unacceptable	Nonconformances are comprises the achievement of contract requirements, despite use of Agency resources	Cost issues are comprising performance of contract requirements.	Delays are comprising the achievement of contract requirements, Despite use of Agency resources.	Response to inquiries, technical/ service/administrative issues is not effective and responsive.
1. Poor	Nonconformances require major Agency resources to ensure achievement of contract requirements.	Cost issues require major Agency resources to ensure achievement of contract requirements.	Delays require major Agency resources to ensure achievement of contract requirements.	Response to inquiries, technical/ service/administrative issues is marginally effective and responsive.
2. Minimally Acceptable	Nonconformances require minor Agency resources to ensure achievement of contract requirements.	Costs issues require minor Agency resources to ensure achievement of contract requirements.	Delays require minor Agency resources to ensure achievement of contract requirements.	Responses to inquiries, technical/ service/administrative issues is somewhat effective and responsive.
3. Acceptable	Nonconformances do not impact achievement of contract requirements.	Cost issues do not impact achievement of contract requirements.	Delays do not impact achievement of contract requirements.	Responses to inquires, technical/ service/administrative issues is usually effective and responsive.
4. Good	There are no quality problems.	There are no cost issues.	There are not delays.	Responses to inquiries, technical/ service/administrative issues is effective and responsive,
5. Excellent	The contractor has demonstrated an exceptional performance level in some or all of the above categories.			