

REQUEST FOR TASK ORDER PROPOSAL (THIS IS NOT AN ORDER)				PAGE OF	PAGES
1. RTOP NO. DCTO-2008-T-0244		2. DATE ISSUED July 11, 2008	3. REQUISITION NO.	4. TYPE OF MARKET _ Open X Set Aside _ Open with Subcontracting Set Aside	
5A. ISSUED BY:  Government of the District of Columbia (District) Office of Contracting and Procurement Information Technology Group 441 4 <sup>th</sup> Street N.W., Suite 971 North Washington, D.C. 20001			6. DELIVERY <b>Immediately upon notification of contract award.</b>		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) Darlene D. Reynolds Phone (202) 727-8903, Fax (202) 727-1679 darlene.reynolds@dc.gov			7. DELIVERY METHOD  <input checked="" type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8A. TO: NAME AND ADDRESS, INCLUDING ZIP CODE, OF QUOTER  <b>ALL DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) VENDORS</b>			9. DESTINATION FOR DELIVERY OF GOODS OR SERVICES ORDERED  Office of the Chief Technology Officer 441 4 <sup>th</sup> Street, NW, Suite 1030 South Washington, DC 20001		
8B. TAX ID NO. OF QUOTER:					
10. PLEASE FURNISH QUOTATIONS ON OR BEFORE:  <b>Monday, July 21, 2008</b> <b>(BID ROOM ONLY) 441 4<sup>th</sup> Street. N.W.</b> <b>Suite 703 South</b>		11A. PLEASE STATE YOUR LSDBE CERTIFICATION NUMBER BELOW (Attach Copy)			
		11B. IF YOU HAVE A DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACT FOR THESE ITEMS, PLEASE ENTER THE CONTRACT NUMBER BELOW:			
12. INSTRUCTIONS TO QUOTERS AND TERMS AND CONDITIONS <b>Instructions to Quoters:</b> Please complete Blocks 8B, 11A, 11(B) if applicable, 13(E), 13(F), 14, 15, 16, 17, 18, as well as submission of technical and price quotations as outlined in this solicitation, submit one (1) original and three (3) copies of <u>signed</u> quotations to Office of Contracting and Procurement, 441 4 <sup>th</sup> Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the <u>only</u> authorized method of submitting a quotation for this RFQ. All quotations must be received no later than the date and time stated in block 10 of this RFQ.  <b>Terms and Conditions:</b> SEE ATTACHED.					
13. SCHEDULE (Include applicable Federal, State and local taxes and all delivery charges)					
ITEM NO. (A)	SUPPLIES/SERVICES (B)	ESTIMATED QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<b>See attached Statement of Work</b>				
0001	Senior Software Engineer/Help Desk Specialist –Base Period	640	Hours	\$ \$	\$ \$
1001	Option Year One (1)	2000	Hours	\$ \$	\$ \$
2001	Option Year Two (2)	2000	Hours	\$ \$	\$ \$
3001	Option Year Three (3)	2000	Hours	\$ \$	\$ \$
0002	Senior LAN/WAN Administrator (Systems Administrator) – Base Period	640	Hours	\$ \$	\$ \$
1001	Option Year One (1)	2000	Hours	\$ \$	\$ \$
2001	Option Year Two (2)	2000	Hours	\$ \$	\$ \$
3001	Option Year Three (3)	2000	Hours	\$ \$	\$ \$
TOTAL AMOUNT					\$ \$
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			15. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION (ELECTRONIC SIGNATURES <b>NOT</b> ACCEPTABLE)		16. DATE OF QUOTATION
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)

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



IT Related Equipment and Services  
Commodity Buying Group No. 2

**TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE (DCSS) CONTRACTORS**

**REQUEST FOR TASK ORDER PROPOSALS**

**Solicitation No.: DCTO-2008-Q-0244**  
**Caption: JUSTIS Staffing Support—(1) Senior Software Engineer/Help Desk Specialist and (1) Senior LAN/WAN Administrator (Systems Administrator)**

**Issuance Date: July 11, 2008**

**Due Date: July 21, 2008**

**The Office of Contracting and Procurement (OCP) on behalf of the Criminal Justice Coordinating Council (CJCC), is seeking one contractor to provide engineering, help desk and systems administration support to the JUSTIS system in accordance with Attachment A - Statement of Work (SOW) and your current District of Columbia Supply Schedule (DCSS) contract awarded under Information Technology Professional Services. The successful contractor shall be expected to provide services under a labor hour task order agreement.**

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: Technical and Price, five (5) copies each. Each shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCTO-2008-Q-0244, JUSTIS System Staffing Support."

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:

- a) Provide a detailed resume for each candidate proposed to staff each of the positions described in the Scope of Work (Attachment A). Each resume should clearly identify areas/experiences in the candidates' background and qualifications that meet or exceed the requirements for each position.
- b) Describe the offeror's experience with providing this type of service to the District of Columbia or similar sized public organization. Provide at least three relevant references, including name, address, title, phone and fax numbers and email address.
- c) Describe which portions of the effort will be subcontracted, if any.
- d) Identify deliverables as specified in the Statement of Work.

### 3. Price Proposal

This section shall be submitted under a separate cover titled "**Price Proposal**". It shall include the regular and overtime hourly labor rate for each candidate proposed in the offeror's technical proposal. Pricing shall include base period and option years and be a firm fixed price. Unless otherwise directed in writing, the price proposal shall, at a minimum include:

- a) The skill category and hourly labor rate.
- b) Completed Price Schedule for option renewals.
- c) Copy of Offeror's DCSS Price Schedule.

Offerors shall also complete and return the Tax Certification Affidavit. (Attachment D)

### 4. Term of Contract

The term of the contract shall be from the date of award through one year thereafter. **Please note:** Purchase Orders are subject to the availability of funds and may be incrementally funded.

### 5. Option to Extend the Term of the Contract

The District may extend the term of this contract for a period of (3) three (1) one-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.

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

The price for the option period 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 three (3) years.

## **6. Hand Delivery or Mailing of Proposal**

### **Deliver or Mail to:**

Office of Contracting and Procurement  
Bid Counter  
441 4<sup>th</sup> Street, N.W., Suite 703 South  
Washington, D.C. 20001  
**Attention: Darlene D. Reynolds**

## **7. Proposal Submission Date**

The closing date for receipt of proposals is **Monday, July 21, 2008 by 2:00 p.m, EST.**

## **8. Evaluation for Award**

The contract(s) will be awarded to the responsible GSA contractor(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 fixed hourly labor rate basis and technical standpoint.

## **9. Proposal Evaluation**

The technical evaluation criteria set forth below have been developed by the program office and have been tailored to the requirements in this solicitation. The DCSS contractor 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 DCSS contractor must specifically address in complying with the requirement of this solicitation.

The offeror's technical proposal and price proposal shall be evaluated separately. Offerors are advised that the technical and price proposals will be evaluated by the District based on the criteria outlined below. Technical factors are more important than price.

### **Technical Evaluation Criteria**

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

- **Technical Capability (45 Points)** – The Offeror has proposed an acceptable technical approach that strengthens the offeror's capability to successfully provide candidates that

possess the capabilities, credentials and experience requirements described in the Statement of Work (Attachment A).

- **Offeror's Experience and Past Performance (25 Points)** – The Offeror has demonstrated that it has successfully provided similar services to similar clients. **Offeror must have the Past Performance Evaluation Form (Attachment B) completed by at least three (3) entities for whom similar services have been provided in the past. This form must be submitted directly from the Offeror's reference to Darlene D. Reynolds, Contract Specialist via fax at 202-727-1679 or via email at [darlene.reynolds@dc.gov](mailto:darlene.reynolds@dc.gov).**

#### 10. Determination of Points for Price

The price evaluation will be objective. Actual points assigned to each offeror in this category will be computed in accordance with the following formula. The offeror with the lowest average hourly labor rates will receive the maximum points. All other proposals will receive a proportionately lower total score, calculated in accordance with the following formula:

$$\frac{\text{Lowest Average Hourly Rate Offered}}{\text{Average Hourly Rate of Proposal Being Evaluated}} \times 30 = \text{Evaluated Score}$$

#### 11. Attachments

- Attachment A – Statement of Work
- Attachment B – Past Performance Evaluation

Questions may be referred to Darlene D. Reynolds, Contract Specialist, by email at [darlene.reynolds@dc.gov](mailto:darlene.reynolds@dc.gov). Questions regarding the solicitation must be received no later than 2:00 p.m. on Wednesday, July 16, 2008, in order to be considered.

Annie R. Watkins  
Contracting Officer

## STATEMENT OF WORK

### C.1. SCOPE:

The Criminal Justice Coordinating Council (CJCC), which is an independent agency in the District of Columbia, plays a critical role within the criminal justice community as a resource and catalyst for system reform, institutional modification, program development and information-data analysis. Over the last four years significant technological development and advancement has been achieved under CJCC's purview to enhance the Justice Information Sharing System (JUSTIS).

To continue these advancements, CJCC seeks a vendor to provide the services of **two positions: 1. Senior Software Engineer / Help Desk Specialist and 2. Senior LAN/WAN Administrator (Systems Administrator).**

1). The **Sr. Software Engineer/Help Desk Specialist** position requires the following capabilities:

- Managing NET applications in a *Production and Test Environment*
- Developing code and programs in computer language, for example, C#, SQL, etc. for system integration
- Monitoring and tuning application infrastructure
- Providing architectural guidance to the application development team
- Developing reports using programs and databases for executive decision making
- Providing Level 1 and Level 2 helpdesk support for JUSTIS
- Modifying, updating and maintaining CJCC's website by uploading documents; creating presentations; modifying images, hyperlinks and web pages.
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2) **Senior LAN/WAN Administrator (Systems Administrator)** position must be responsible for the administration, maintenance and security of the network.

Both positions involve expertise in a wide variety of administrative and program methods in order to review, develop, recommend and disseminate pertinent information relative to the successful operation of the JUSTIS Phase IV program.

### C1.1 RESERVED

### C1.1 DEFINITIONS

**C1.2.1 OCP** – Office of Contracting and Procurement within the Government of the District of Columbia.

**C1.2.1 CJCC** – Criminal Justice Coordinating Council

### C.2 BACKGROUND

As more enhancements are developed for the JUSTIS application, it is imperative to constantly maintain these enhancements based on user feedback and

accommodate new use requests related to it. These two positions provide agency level technical direction and technical management of the District's Justice Information system (JUSTIS). This IT direction requires bold steps in IT infrastructures, implementing and managing technology assets, assisting the agency in developing strategic IT plans and assessing new and emerging technologies for application across the District's criminal justice system. Both positions are required to maintain the level of security and integrity expected of this information system as a valuable tool for the public safety agencies in the District. They are exclusive to the operation of JUSTIS with additional tasks as requested by the Agency Director.

### **C.3 REQUIREMENTS**

The following are a number of requirements and tasks that the vendor must fulfill as a part of the scope of work. The incumbent contractor works under the general supervision of the Information Technology Liaison Officer of CJCC.

**C.31.1.** The vendor must demonstrate expert knowledge of the mission, functions, organization, policies and requirements of the CJCC and its main application, JUSTIS. The vendor must demonstrate detailed knowledge and understanding of the JUSTIS Phase IV applications that have enhanced the JUSTIS system. The vendor must be able to ensure the continuity of the applications and modifications necessary to sustain JUSTIS.

**C.31.2 The Senior Software Engineer / Help Desk Specialist** must demonstrate the following::

- Knowledge of SQL Server Administration.
- Experience with server optimization and consolidation.
- Proven SQL tuning experience.
- Detailed knowledge of the windows Server platform.
- Four-year degree in Business Administration, Computer Science, mathematics or equivalent experience.
- Effective verbal communication skills and documentation skills in both business and technical areas.
- Strong organizational skills to handle changing priorities, tight schedules and correction of critical systems outside of normal working hours.
- Proven ability to maintain leading edge skills in a rapidly changing and fast-paced Information System environment.

- Experience with a systems development or project methodology.
- Experience working with remote teams.
- Proven ability with Fast Data Search and SONIC ESB processes.

**C.3.1.1 Senior LAN/WAN Administrator (System Administrator) Expert** must demonstrate the following:

- Degree preferred or equivalent experience in related field.
- Five years of experience in Windows Administration.
- **Extensive** experience in a large scale server environment.
- **High**-level knowledge of LAN/Server administration.
- **Experience** with Server Monitoring and Data Recovery.
- Knowledge of Configuration Management
- Proven IT Architecture Skills
- Knowledge of SQL Server Administration
- Working knowledge of MS Office Suite to include MS Visio and MS Project and PWA.
- Advanced Knowledge of Server and Network Security
- Experience in a wide area network
- General knowledge of SAN technology and solutions architecture
- Strong Problem Determination skills
- Must have a customer service background
- Excellent oral and written communication skills
- Must have attention to detail
- Planning and task management skills

- Knowledge of service-level, or cooperative agreements
- Knowledge of Data Redundancy and Fault Tolerance Skills

**C.1.1.2. Proposed Resource Submittal Responses:**

As a response to this proposal, the contractor shall provide no more than two (2) resumes as part of the response to this proposal. In addition, no resume shall be longer than three (3) pages in length. Each resume shall be submitted on corporate letterhead with identical font and formatting. Failure to comply with this requirement will result in an automatic disqualification

**D.1 EVALUATION CRITERIA**

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

**D.2 TECHNICAL CRITERIA (45 Points)**

**D.2.1 Technical Knowledge and Experience**

Points in this category will be awarded based on evaluation of the responder’s proposed resource that meets or exceeds the criteria outlined in sections C.3.1.1 through C.3.1.12 for their expertise and knowledge of JUSTIS Phase IV and all of the new applications; the **Senior Software Engineer / Help Desk Specialist**) and in sections C.3.1.1 through C.3.1.20 for the **Senior LAN/WAN Administrator (System Administrator)**. The points will be allocated after evaluating the vendor’s demonstration of their expertise in JUSTIS. Points will also be allocated for the resumes submitted as a part of this proposal that meet the following criteria:

The contractor’s **Senior Software Engineer / Help Desk Specialist**) shall have;

- At least 1 year of verifiable experience with the JUSTIS application.
- Hold a bachelors degree (or higher) in Computer Science or equivalent field of study (e.g.: Information Systems, Computer Information Management, etc), or hold a combination of industry certifications and professional experience equivalent to a bachelors degree.
- Have at least 5 years experience working with SQL Server with a strong preference in the production support role.
- Must demonstrate knowledge of SONIC ESB

- Have at least 1 year of verifiable experience with the FAST data search platform
- Have the ability to perform systems analysis, including the ability to capture and document system functional requirements.
- Hold advanced knowledge of MS SQL Server
- Hold excellent oral and written communication skills, including the ability to communicate technical subjects to non-technical persons.
- Have advanced Knowledge of the JUSTIS Phase IV system
- Have Advanced Knowledge of the FAST Data Search Platform

The contractor's **Senior LAN/WAN Administrator (System Administrator)** shall:

- Have at least 1 year of verifiable experience with the JUSTIS application.
- Shall hold a bachelors degree (or higher) in Computer Science or equivalent field of study (e.g.: Information Systems, Computer Information Management, etc), or hold a combination of industry certifications and professional experience equivalent to a bachelors degree.
- must have five (5) years of experience in Windows System Administration
- Must have strong customer service background
- Must have advanced server and network security background
- Have the ability to perform systems analysis, including the ability to capture and document system functional requirement
- Have knowledge of advanced Server and Network Security Systems
- Have excellent oral and written communication skills, including the ability to communicate technical subjects to non-technical persons

#### **D.4 PAST PERFORMANCE FOR THE COMPANY (25 Points)**

Three (3) verifiable references must be provided.

#### **D.5 PRICE CRITERIA (30 Points)**

The price evaluation will be objective. The responder 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 responder evaluated price score:

Lowest price proposal

$$\frac{\text{Price of proposal being evaluated}}{\text{score}} \times 30 \text{ weight} = \text{Evaluated price}$$