

TASK ORDER UNDER GENERAL SERVICES ADMINISTRATION (GSA) FEDERAL SUPPLY SCHEDULE CONTRACT				1. REQUISITION NUMBER		PAGE 1 OF 19		
2. CONTRACT NO.		3. AWARD/EFFECTIVE DATE	4. ORDER NUMBER		5. SOLICITATION NUMBER DCTO-2008-T-0353		6. SOLICITATION ISSUE DATE September 15, 2008	
7. FOR SOLICITATION INFORMATION CONTACT:		A. NAME Melford G. Brown		B. TELEPHONE (No Collect Calls) (202) 727-0229 Melford.brown@dc.gov		8. OFFER DUE DATE: 2:00pm September 18, 2008		
9. ISSUED BY DISTRICT OF COLUMBIA OFFICE OF CONTRACTING & PROCUREMENT 441 4 TH STREET, N.W., SUITE 930 SOUTH WASHINGTON, DC 20001			10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE %FOR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input type="checkbox"/> 8(A) <input checked="" type="checkbox"/> DCSS SIC: SIZE STANDARD:		11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED <input type="checkbox"/> SECTION F <input type="checkbox"/> 13a. RESERVED <input type="checkbox"/> 13b. RESERVED	12. PAYMENT DISCOUNT TERMS NET 30		
15. Instructions to Bidders: Please complete Blocks 17A , 29A and 29b, submit separate price and technical proposals, one (1) original and three (3) copies of signed quotations to Office of Contracting and Procurement, 441 4th Street, NW, Suite 703 (Bid Room), Washington, D.C. 20001. This is the only 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.								
17A. CONTRACTOR / OFFEROR			18A. PAYMENT WILL BE MADE BY ACCOUNTS PAYABLE OFFICE OF THE CHIEF TECHNOLOGY OFFICER 441 4 TH STREET, NW, SUITE 930 SOUTH WASHINGTON, D.C. 20001 Telephone: (202) 727-2277 Fax: (202)727-1216					CODE
CODE		FACILITY CODE						
17B. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>				18B. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18A UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/>				
19 ITEM NO.	20 SCHEDULE OF SUPPLIES/SERVICE			21 QUANTITY	22 UNIT	23 UNIT PRICE	24 AMOUNT	
SEE PAGE 2								
25. ACCOUNTING AND APPROPRIATION DATA					26. TOTAL AWARD (FOR GOVT. USE ONLY) \$			
27. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 3 COPIES TO THE ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL PAGES SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED HEREIN					28. AWARD OF CONTRACT; REFERENCE _____ OFFER DATED _____. YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:			
29A. SIGNATURE OF OFFER / CONTRACTOR X				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER)				
29B. NAME AND TITLE OF SIGNER (TYPE OR PRINT) X		29C. DATE SIGNED		30B. NAME OF CONTRACTING OFFICER (TYPE OR PRINT) ANNIE R. WATKINS		30C. DATE SIGNED		

Supplies or Service and Price

BASE PERIOD

ITEM	DESCRIPTION	UNIT	ESTIMATED HOURS	FIXED RATE	ESTIMATED AMOUNT
0001	Data Architect Consulting Service	Labor Hour	500		\$
	OPTION PERIOD 1				
1001	Data Architect Consulting Service	Labor Hour	1,000		\$
	OPTION PERIOD 2				
2001	Data Architect Consulting Service	Labor Hour	1,000		\$
	OPTION PERIOD 3				
3001	Data Architect Consulting Service	Labor Hour	1,000		\$
Total Amount					\$

STATEMENT OF WORK

1. SCOPE

The Office of the Chief Technology Officer (OCTO) is seeking a Data Architect to ensure that strategic goals are optimized through the use of enterprise data standards and the creation and maintenance of a centralized registry of metadata.

2 PRIMARY RESPONSIBILITIES

- A. Data ownership and stewardship.
- B. Setting up and running a data governance group.

3 SKILLS AND EXPERIENCE REQUIRED OF DATA ARCHITECT

- A. Ability to understand and articulate the multiple “legs” or disciplines of enterprise architecture.
- B. Demonstrated understanding of data ownership, data stewardship, and data policy.
- C. Experience setting up and running a data governance group.

- D. Ability to explain and defend various architectural strategies.
- E. Demonstrate an understanding of the issues around developing, marketing, and deploying an enterprise-wide architecture.
- F. Experience working with multiple business units to develop and deploy a sustainable, flexible, and adaptive enterprise architecture.
- G. Demonstrate expertise implementing and enterprise architecture in an organization of greater than 25,000 people.
- H. Demonstrated ability to elicit wide-spread adoption of data standards, practices, and policy.
- I. Command of multiple data repository tools.
- J. Demonstrated experience establishing metadata repositories.
- K. Experience writing data standards and policies.
- L. Ability to pick up work that has already been done and update and refine it to reflect both the District's current environment and the latest best practices.
- M. Work requires the user of Telelogic's "System Architect" to define and capture the architecture.
- N. Ability to provide examples and referenceable work in data architecture.

The position requires a bachelor's degree in a related area. The candidate should be familiar with a variety of program management concepts, practices, and procedures and rely on experience and judgment to plan and accomplish goals. A wide degree of creativity and latitude is expected with coordination with the COTR.

5. 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. The Contractor shall identify labor rate(s) for the contracted period.

The period of performance shall be for five hundred (500) hours from the date of award with three (3) Option Periods for up to one thousand (1,000) hours each.

6. OPTION TO EXTEND THE TERM OF THE CONTRACT

The District may extend the term of this contract for a total of three (3) periods of one thousand (1,000) hours each or successive fractions thereof, by giving written notice to the Contractor before the expiration of the contract or previously executed option; provided that the District shall give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the contract or option expires. The preliminary notice does not commit the District to an extension. The exercise of an option is subject to the availability of funds at the time of the exercise of the option. The Contracting Officer may waive the thirty (30) day preliminary notices requirement by providing a written waiver to the Contractor prior to the expiration of the contract or previously executed option.

7. EVALUATION CRITERIA

OCTO/E-Gov will evaluate individual candidates for this position based on the following evaluation factors (listed in order of importance).

- A. Skills, Experience, and Knowledge (maximum of 70 points)
- Demonstrated understanding of and experience implementing data ownership, data stewardship, and data policy. (20 points)
 - Documented experience setting up and running a data governance group. (20 points)
 - Ability to understand and articulate the multiple “legs” or disciplines of enterprise architecture (10 points)
 - Documented experience working with multiple business units to develop and deploy a sustainable, flexible, and adaptive enterprise architecture (10 points)
 - Experience using Telelogic’s “System Architect” to define and capture the architecture (10 points)

B. Cost (maximum of 30 points)

C. Scoring

The weight percentages will be applied to each category score to derive the final candidate score.

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.

Proposal should include rate for onsite work where District provides space and supporting equipment (telephones, network, access, etc.) NOTE: Rate includes provision by contractor of laptop computer and all software necessary to carry out assigned tasks for the contractor staff member assigned to this contract. Contractor will also incur costs for public transportation as required by contractor staff member to attend meetings as needed. Travel is not reimbursable.

- Qualifications: Contractor shall provide resumes of no more than two (2) candidates for the open position. Resume should include supplementary information necessary to prove that proposed personnel meet the qualification requirements. Supplementary information should include detail regarding number of years of experience and level of mastery of key skills identified in the position’s responsibilities description.
- Change in Personnel: Contractor shall notify the District no less than 30 days in advance of any proposed change in personnel associated with this contract. The District reserves the right to review, interview and/or approve any proposed replacement candidates.
- Contractor Team and Project Management: The contractor shall provide administrative management and administrative support necessary for the work hereunder. This support shall be provided at no cost to the District.

9. ADMINISTRATIVE CONCERNS

- (a) The contractor will follow the procedures and rules of the Government of the District of Columbia, OCTO’s PO and additional procedures that the District representative may direct from time-to-time.
- (b) During performance of work and/or at completion of work, provide orderly hand-over of work products and deliverables to designated District representative.
- (c) The Contractor shall perform all tasks at 441 4th Street, NW, Washington DC, or at any other District locations as directed by OCTO.

- (d) 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 Deputy CTO.
- (e) Vendor may not incur additional subcontractor costs without consent of District.
- (f) 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.
- (g) All invoices will be submitted on a monthly basis for certification to the COTR.
- (h) All invoices shall be submitted The District will direct the contractor as to the normal business hours of operation and will adjust the hours as necessary during the contract period to meet business needs. The current normal hours of operations are Monday through Friday, excluding District holidays from 8:30AM to 5:30PM.

10. 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, pursuant to the government's right and obligation to inspect, accept or reject work, comply with such general direction of OCTO's duly authorized representative as is necessary to ensure accomplishment of the contract objectives.

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

11. ADMINISTRATIVE CONCERNS

Contracting Officer

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer for this requirement is:

Annie R. Watkins Contracting Officer
Office of Contracting and Procurement
Office of the Chief Technology Officer
441 4th Street NW, Suite 930 South
Washington, DC 20001
Telephone: 202-727-0084
Fax: 202-727-1679
E-mail: annie.watkins@dc.gov