

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

Information Technology Group



TO: DISTRICT OF COLUMBIA SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: DCTO-2009-T-0184
Caption: DCHR KoFax/FileNet Application Enhancements

Issuance Date: August 11, 2009

Due Date: August 19, 2009

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) on behalf of the Office of the Chief Technology Officer (OCTO), is seeking a Contractor to provide DCHR KoFax/FileNet Application Enhancements in accordance with Attachment A - Statement of Work (SOW) and your District of Columbia Supply Schedule contract. The successful contractor shall be expected to provide the requirements 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. Proposal shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to Solicitation No. DCTO-2009-T-0184, DCHR KoFax/FileNet Application Enhancements."

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, address the following:

- a. Describe the offeror's experience installing, configuring, and integrating, technology in the District or comparable organizations;
- b. Describe offeror's experience with business deployment associated with such technology project (e.g., governance, requirements, user acceptance);
- c. Describe offeror's expert experience working with the District's Enterprise Content Management (ECM) standards and tools, i.e., FileNet P8/KoFax Assent and KTM/SharePoint, as well as the supporting platform of Oracle and WebSphere in the District or a comparable environment.
- d. Describe offeror's experience and approach on technology projects involving the integration of multiple instances of FileNet/KoFax (a minimum of 3), where there are three unique implementation platforms (i.e., servers, storage, networks) and that have different business/functional configurations. This requirement is identified because this project involves integrating 3 Kofax/FileNet installations (DC Public Schools, DC Retirement Board, and the Office of the Chief Technology Officer) into a shared services or common platform. It is desired that offeror has experience with these District projects or expertise of similar integrations of this technology in Personnel Case File/Official Personnel Records projects in comparable organizations. NOTE: Demonstrated successful experience in projects of this scope is essential to successfully completing this project in the specified timeframe.
- e. Provide a detailed resume for each of the offeror's proposed staff. Each resume should clearly identify areas/experiences in the candidates' background and qualifications that meet or exceed the requirements for each position.
- c. Describe the offeror's experience with providing similar or like kind contracts during the past three (3) years. Provide at least three relevant references, including name, address, title, phone and fax numbers and email address.
- d. Describe which portions of the effort will be subcontracted, if any.
- e. 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 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 skill category and hourly labor rate.
- b. Completed Price Schedule, Attachment B.
- c. Copy of Offeror's District of Columbia Supply Schedule price list.

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

4. Term of Contract

The term of the contract shall be from the date of award through eight (8) weeks thereafter. **Please note:** Services beyond September 30, 2009, are Subject to the Availability of Funds.

5. Hand Delivery or Mailing of Solicitation

Deliver or Mail to:

Office of Contracting and Procurement
Bid Room/Bid Counter
441 4th Street, N.W., Suite 703 South
Washington, D.C. 20001

6. Proposal Submission Date

The closing date for receipt of proposals is **Wednesday, August 19, 2009, by 2:00 p.m.** local time.

7. Evaluation for Award

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 fixed price basis and technical standpoint.

8. 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 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 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.

Technical Evaluation Criteria

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

Knowledge and Experience	40 Points
Proposed Personnel	20 Points
Past Performance	15 Points
Price	25 Points

TOTAL POSSIBLE POINTS	100 Points
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9. Determination of Points for Price

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

$$\frac{\text{Grand Total of Lowest Proposal Price Offered}}{\text{Grand Total of Proposal Being Evaluated}} \times 25 = \text{Evaluated Price Score}$$

10. Attachments

- Attachment A – Statement of Work, Including:
- Attachment B – Price Schedule
- Attachment C – Tax Certification Affidavit

Questions may be referred to Lindel Reid, Contract Specialist, by email at lindel.reid@dc.gov. Questions regarding the solicitation must be received no later than 4:00 p.m. on Friday, August 14, 2009, in order to be considered.

Kenneth Morrow
Contracting Officer

Enclosures