GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement

Professional Services and Public Safety Cluster

REQUEST FOR TASK ORDER QUOTATION

TO: DCSS CONTRACTORS

Solicitation No.: DCHC-2010-T-0006

Caption: Temporary Staffing Services

Issuance Date: December 21, 2009

Bid Submission: December 29, 2009

Pre-Bid Conference: Not Applicable

The Government of the District of Columbia, the Department of Health (DOH), Office of Contracting and Procurement, on behalf of the Department of Health, seeks to procure the services of a qualified Contractor to provide staffing services on as-needed basis and in accordance with Section C.3 - Requirements. .

The District intends to award a firm fixed price Task Order Agreement resulting from this Request for Task Order Quotation to the responsible Contractor whose quotation, conforming to the solicitation, will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this Request for Task Order Quotation considered.

The District may award a Task Order on the basis of initial bids received, without discussion. Therefore, each initial bid should contain the Contractor's best terms from a standpoint of technical, cost/price and other factors.

The Task Order quotation should be prepared according to the instructions listed below:

1. Quotation Submission Requirements

The Price Quotation shall be submitted to the following address:

Office of Contracting and Procurement
Attention: Nicole Matthews

441 4th Street, N.W.
Suite 700 South, Bid Counter Room
Washington, D.C. 20001

The Task Order Quotation shall consist of one part only, Price, which shall include one (1) original and one (1) copy. It shall be submitted in a sealed envelope conspicuously marked: "Task Order Quotation in response to Solicitation No. DCHC-2010-T-0006, and titled: Temporary Staffing Services". The closing date for receipt of proposal is **Tuesday, December 29, 2009 by 2:00 p.m.**

2. Price Quotation

This section shall include the total price for the entire staff, and shall be broken down by the task; activities or class as set forth in the statement of work. Pricing shall be a firm fixed price basis as identified in SECTION B –SUPPLIES OR SERVICES AND PRICE and shall identify all costs. Unless otherwise directed in writing, the quotation price shall, at a minimum include:

a. Labor rate per hour for each category, if applicable.

b. Identify the total price quotation.

3. Tax Certification Affidavit

Bidders shall complete and return a Tax Certification Affidavit (Attachment B).

4. Selection for Award

Award shall be made from this request to the responsible Bidder whose Quotation is most advantageous to the District. The District reserves the right to reject any or all Quotations determined to be inadequate or unacceptable. The Contractor shall provide documentary evidence with its quotation attesting to the qualifications of the proposed staff in accordance with C.4.

5. Term of the Task Order

The term of this Task Order shall be from date of award cited on page one of the Task Order to one year thereafter on as needed basis. The contract may be extended. See F.2

6. CONDITIONS FOR AWARD

Price is the only determinant for award, and the lowest bidder will be considered for award provided the following conditions are met:

(a) Every bidder provides with its bid a copy of the page of its DCSS contract in the relevant commodity group, which shows the price schedule.

(b) Every bidder completes and returns with its bid a Tax Certification Affidavit (Attachment B).

(c) All bids must be submitted no later than 2:00 PM on 12/1/09 at the Bid Counter Room, located at the Office of Contracting and Procurement, 441 4th Street, NW, 703 S.

ALL INQUIRIES REGARDING THIS REQUEST FOR TASK ORDER QUOTATION SHOULD BE DIRECTED TO THE CONTRACT SPECIALIST:

Nicole Matthews
Contract Specialist
Office of Contracting and Procurement
202-724-2122
nicole.matthews@dc.gov

/s/
Elona Evans-McNeill
Contracting Officer

SECTION B.1 PRICE SCHEDULE (BASE YEAR)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
0001	General Clerk III	HR	$_____	1	1920	$_____
0002	Contract Specialist	HR	$_____	1	1920	$_____
0003	Administrative Assistant	HR	$_____	2	1920	$_____
0004	Executive Secretary III	HR	$_____	2	1920	$_____
TOTAL PRICE						$_____

SECTION B.2 PRICE SCHEDULE (OPTION YEAR 1)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
1001	General Clerk III	HR	$_____	1	1920	$_____
1002	Contract Specialist	HR	$_____	1	1920	$_____
1003	Administrative Assistant	HR	$_____	2	1920	$_____
1004	Executive Secretary III	HR	$_____	2	1920	$_____
TOTAL PRICE						$_____

SECTION B.3 PRICE SCHEDULE (OPTION YEAR 2)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
2001	General Clerk III	HR	$_____	1		
2002	Contract Specialist	HR	$_____	1		
2003	Administrative Assistant	HR	$_____	2		
2004	Executive Secretary III	HR	$_____	2		
TOTAL PRICE						$_____

SECTION C - STATEMENT OF WORK

C.1 SCOPE

C.1.1 The Department of Health (DOH) is seeking a contractor to provide temporary support staff services. The temporary support staff services will be provided to the DOH located at 825 North Capitol Street, N.W., Washington, DC to assist in administrating DOH's procurement requirements.

C.1.2 Definitions

C.1.2.1 Temporary Staff – Staff employed by the Contractor to perform services as specified in C.3 through C.4 below.

C.1.2.2 Procurement Automatic Support System (PASS): The District of Columbia's automated purchasing system based in the Ariba Buyer Module. PASS is a component of the District's Administrative Services Modernization Program (ASMP).

C.1.2.3 Department of Health (DOH): The District Agency that is charged with to promoting and protecting the health, safety and quality of life of residents, visitors and those doing business in the District of Columbia.

C.1.2.4 Office of Contracting and Procurement (OCP): The Office of Contracting and Procurement (OCP), under the direction of the Chief Procurement Officer, was established by DC law in 1997 and provides contracting services for selected agencies and offices in the District. The Mission of the Office of Contracting and Procurement is to provide contracting and procurement services and personal property management to District agencies so they can have the quality goods and services they need to accomplish their missions in a timely and cost-effective manner.

C.1.2.5 Administrative Services Modernization Program (ASMP): a district-wide business transformation project. More than simply a technology initiative, ASMP focuses on the processes, policies, organizational improvements and business areas within the 58 agencies of the District government.

C.1.3 Applicable Documents

Item No.	Document Type	Title	Date
1	Federal Law	Occupational Safety and Health Act (OSHA) http://www.osha.gov/comp-links.html	1970
2	Federal Law	Section 504, Rehabilitation Act of 1973 http://www.dol.gov/oasam/regs/statutes/sec504.htm	1973
3	Federal Law	American with Disabilities Act (ADA) http://www.usdoj.gov/crt/ada/pubs/ada.htm	1990
4	Federal Law	Health Insurance Portability and Accountability Act (HIPAA) http://aspe.hhs.gov/admnsimp/pl104191.htm	1996
5	DC Regulation	Title 27 of the District of Columbia Municipal Regulations, as amended, Contracts and Procurements http://os.dc.gov/	As amended to date.
6	DC Law	Procurement Practices Act http://www.dccouncil.washington.dc.us/	As of 2006

C.2 BACKGROUND

C.2.1 The Office of Contracting and Procurement (OCP), under the direction of the Chief Procurement Officer, was established by DC law in 1997 and provides contracting services for DOH. On behalf of DOH, OCP purchases goods and services necessary to accomplish DOH's mission by using the procurement process as required by District law.

C.3 REQUIREMENTS

C.3.1 All temporary staff shall:

C.3.1.1 Work forty (40) hours per week, Monday through Friday from 8:15 AM to 4:45 PM, excluding holidays and days appointed by the Mayor.

C.3.1.2 Be experienced in performing developmental and/or recurring assignments in support of procurement activity including, but not limited to procuring supplies or services primarily through formal advertising, or through limited use of negotiation techniques; reviewing requisitions to determine that proper specifications or purchase descriptions are included in solicitation documents; and/or evaluating bids or proposals for compliance with specifications or purchase descriptions and applicable clauses.

C.3.1.3 Be knowledgeable of the District's laws and regulations, including but, not limited to the Procurement Practices Act (PPA), and Title 27 of the District of Columbia Municipal Regulations.

C.3.1.4 Communicate effectively, both orally and in writing including ability to prepare high-level oral and written analytical reports;

C.3.1.5 Exhibit professional customer service skills, such as telephone etiquette, face-to-face communications with internal and external customers, and the like; and

C.3.1.6 Effectively operate office equipment such as, copies, facsimile machines, computers, printers, and the like.

C.3.2 The Contractor shall provide the following staff to perform work:

C.3.2.1 **General Clerk III**

C.3.2.1.1 Shall provide clerical assistance and administrative support to assist in completing program goals and objectives.

C.3.2.1.2 Shall provides administrative support by processing reports, letters and Memoranda; review outgoing correspondence for proper format and conformance with procedural instructions; and compose correspondence on own initiative with supervisory approval and/or review.

C.3.2.1.3 Shall identify issues, problems, conditions and alternate solutions based on applicable rules, regulations and procedures.

C.3.2.1.4 Shall coordinate special events/meetings, including the development of agenda and scheduling speakers.

C.3.2.1.5 Shall respond to requests for information regarding office functions; prepare responses to correspondence or transmits to appropriate personnel for response.

C.3.2.1.6 Shall perform other related duties as assigned.

C.3.2.2 **Contract Specialist**

C.3.2.2.1 Shall be experienced in government procurement with a minimum of 7 years experience in Government contract administration.

C.3.2.2.2 Shall have the ability to analyze work processes, document findings, and make recommendations for changes to improve operations and to accommodate changing or new requirements.

C.3.2.2.3 Shall have earned at a minimum a Bachelor's degree in any field, or have successfully completed at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.

C.3.2.2.4 Shall have strong knowledge of a variety software application including, but not limited to Microsoft Office.

C.3.2.2.5 Shall have knowledge of price analysis, techniques and business practices sufficient to evaluate price data on the basis of comparative prices, standard price list or previous price

C.3.2.2.6 Shall perform pre-award, post-award and contract close-out functions for a variety of supplies and services contracts.

C.3.2.2.7 Shall initiate advance acquisition or contracting plans for projects.

C.3.2.2.8 Shall prepare and distributes award package consisting of awarded contracts and their attachments.

C.3.2.2.9 Shall maintain contract files.

C.3.2.2.10 Shall recommend issuance of stop work orders as necessary and negotiates equitable settlements for claims between the government and the contractor.

C.3.2.2.11 Shall coordinate contract completions/close-out including punch-list development and resolution, submission and acceptance of warranties, final inspection and acceptance as build drawings, release of claims, final payment, and construction contract evaluation. Analyzes and determines the data support needs of the office.

C.3.2.3 Administrative Assistant II

C.3.2.3.1 Shall have knowledge of a wide variety of administrative procedures dealing with all aspects of financial management and budgetary controls imposed on the Administration's operations in order to determine the extent to which State and local agencies utilize resources.

C.3.2.3.2 Shall have a basic foundation of administrative concepts and practices sufficient to enable incumbent to recommend changes in administrative policies, devise and install procedures and office practices, and foresee administrative problems and requirements.

C.3.2.3.3 Shall have general knowledge of Federal or District Government Procurement procedures needed to assist in the preparation and/or processing of appropriate documents to ensure accurate and processed in a timely manner.

C.3.2.3.4 Shall have general knowledge of current Windows Applications and knowledge of on-line computer operation (ability to enter system, search and print appropriate information and ability to input information e.g., vouchers, requisitions, actions, etc.

C.3.2.3.5 Shall have knowledge of the programs under the Department's control sufficient to obtain information.

C.3.2.3.6 Shall have the ability to communicate effectively, both orally and in writing.

C.3.2.3.7 Shall track documents that flow to the Program Manager for review and approval through use of a tracking system, preliminary review for completion, and identification of time sensitive documents.

C.3.2.3.8 Shall review pertinent administrative policies, rules, regulations and procedures to ascertain the need for modification.

C.3.2.3.9 Shall have the ability to disseminate information on new or revised policies or procedural issuance to affected staff and responds to inquiries regarding same.

C.3.2.3.10 Shall assist as needed in the preparation and format of various grant proposals, planning modification recommendations, etc. that are in the fiscal planning process.

C.3.2.3.11 Shall keep abreast of pertinent operational rules, regulations and procedures affecting agency programs as well as analyzing existing administrative policies and procedures to determine the need for new or modified procedural requirements.

C.3.2.3.12 Shall participate in and follows-up on special projects and assignments made to various managers in an effort to promote the flow of work and adhere to established timetables.

C.3.2.3.13 Must be proficient in Microsoft suite.

C.3.2.3.14 Perform other duties as assigned.

C.3.2.4 **Executive Secretary III**

C.3.2.4.1 Shall analyze facts and circumstances to solve office management and administrative problems within limits of acceptable practices.

C.3.2.4.2 Shall conduct research into matters of specific concern that effect the management of the office.

C.3.2.4.3 Shall maintain the director's calendar.

C.3.2.4.4 Shall coordinate data and special assignments from agency's senior managers related to meeting deadlines.

C.3.2.4.5 Shall maintain extensive contact with the public as directed.

C.3.2.4.6 Shall communicate regularly with executives, agency heads and other professionals for achievement of operational goals.

C.3.2.4.7 Shall review and evaluate correspondence; routes as appropriate, and provide correspondence control.

C.3.2.4.8 Shall mange the flow of documents, appointments, communications and information to the director and Chief Operating Officer.

C.3.2.4.9 Shall independently prepare replies to selected correspondence.

C.3.24.10 Shall maintain confidentiality exercise discretion and sound judgment in determining proper course of action to maintain smooth central office operations and high level of customer satisfaction.

C.3.2.4.11 Shall be able to comply with flexible non-traditional work hours based on needs of the Director's office.

C.3.2.4.12 Shall exercise independent judgment in prioritizing business and calls.

C.3.2.4.13 Shall maintain professional demeanor in all circumstances including times of high activity.

C.3.2.4.14 BA degree preferred

C.3.2.415 Must have at least three years experience in managing in an executive level office setting in a large organization or company.

C.3.2.4.16 Must have excellent interpersonal and administrative skills sufficient to meet the needs of an executive level office.

C.3.2.4.17 Must have the ability to express ideas effectively both orally and in writing.

C.3.2.4.18 Must be proficient in Microsoft suite.

C.3.2.4.19 Must possess excellent telephone etiquette and customer service skills.

C.3.2.4.20 Must be highly adaptable to changing circumstances.

C.3.2.4.21 Must work well in a high stress environment.

C.4 TEMPORARY EMPLOYEES RESUME'S

C.4.1 The Contractor shall submit resume's upon request by Department of Health.

SECTION D: PACKAGING

THIS SECTION IS NOT APPLICABLE.

SECTION E: INSPECTIONS AND ACCEPTANCE

THIS SECTION IS NOT APPLICABLE.

SECTION F: DELIVERIES OR PERFORMANCE

F.1 TERM OF CONTRACT

The term of the resulting Task Order Agreement shall be for a period of one (1) year from date of award specified on the cover page of the Task Order.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of the resulting Task Order Agreement for a period of three (2), one-year option periods, or successive fractions thereof, by written notice to the Contractor before the expiration of the Task Order Agreement; provided that the District will give the Contractor a preliminary written notice of its intent to extend at least thirty (30) days before the Task Order Agreement 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 Task Order Agreement.

F.2.2 If the District exercises this option, the extended Task Order Agreement shall be considered to include this option provision.

F.2.3 The price for the option period shall be as specified in the Task Order Agreement.

F.2.4 The total duration of this Task Order Agreement, including the exercise of any options under this clause, shall not exceed three (3) years.

F.3 DELIVERABLES

Deliverable	Quantity	Format and Method of Delivery	Due Date	To Whom
Weekly Time Sheets for each employee	Various	Paper Format	Due on Friday of each work week by 12:00 Noon	COTR- reference Section G.1.1

SECTION G - CONTRACT ADMINISTRATION

G.1 CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)

G.1.1 The COTR is responsible for general administration of the Task Order and advising the Contracting Officer as to the Offeror's compliance or noncompliance with the Task Order. In addition, the COTR is responsible for the day-to-day monitoring and supervision of the Task Order, of ensuring that the work conforms to the requirements of this Task Order and such other responsibilities and authorities as may be specified in the Task Order. The COTR for this Task Order is:

Name:	Renee' Withers
Title:	Staff Assistant
Agency:	DOH, OD/CPU
Address:	825 North Capitol Street, NE Suite 4300 Washington, DC 20002
Telephone:	(202) 442-9199 Facsimile (202) 442-4809

G.1.2 It is understood and agreed that the COTR shall not have the authority to make changes in the specifications/scope of work or terms and conditions of the Task Order Agreement

G.1.3 Contractor may be held fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer (CO), 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.

G.2 INVOICE PAYMENT

G.2.1 The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this Task Order Agreement, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this Task Order.

G.2.2 The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2.3 INVOICE SUBMITTAL

G.2.3.1 The Contractor shall submit proper invoices on a weekly basis. Invoices shall be prepared in duplicate and submitted to the agency Chief Financial Officer (CFO) with concurrent copies to the Contracting Officer's Technical

Representative (COTR) specified in Section G.1.1 above. The address of the CFO is:

Name: Wayman Scott
Address: 64 New York Avenue, NE, 6th Floor
Telephone: 202-671-4288

G.2.3.2 To constitute a proper invoice, the Contractor shall submit the following information on the invoice:

G.2.3.3 Contractor's name, Federal tax ID and invoice date (Offerors are encouraged to date invoices as close to the date of mailing or transmittal as possible.);

G.2.3.4 Task Order number and invoice number;

G.2.3.5 Description, price, quantity and the date(s) that the supplies or services were delivered or performed;

G 2.3.6 Other supporting documentation or information, as required by the Contracting Officer;

G.2.3.7 Name, title, telephone number and complete mailing address of the responsible official to whom payment is to be sent;

G.2.3.8 Name, title, phone number of person preparing the invoice;

G.2.3.9 Name, title, phone number and mailing address of the person to be notified in the event of a defective invoice; and

G.2.3.10 Authorized signature.

G.2.3.11 Provide along with invoices copies of all work orders and work completion verifications.

G.3 ASSIGNMENT OF CONTRACT PAYMENTS

G.3.1 In accordance with 27 DCMR 3250, the Contractor may assign funds due or to become due as a result of the performance of this Task Order to a bank, trust company, or other financing institution.

G.3.2 Any assignment shall cover all unpaid amounts payable under this Task Order, and shall not be made to more than one party.

G.3.3 Notwithstanding an assignment of Task Order payments, the Contractor, not the assignee, is required to prepare invoices. Where such an assignment has

been made, the original copy of the invoice must refer to the assignment and must show that payment of the invoice is to be made directly to the assignee as follows:

Pursuant to the instrument of assignment dated _____,
make payment of this invoice to _____
(Name and address of assignee).

G.4 PROGRESS PAYMENTS

Progress payments are not permissible under this Task Order Agreement.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 WAY TO WORK AMENDMENT ACT OF 2006

H.1.1 Except as described in H.1.8 below, the Contractor shall comply with Title I of the "Way to Work Amendment Act of 2006", D.C. Law 16-118, effective June 9, 2006, for contracts for services in the amount of $100,000 or more in any 12-month period.

H.1.2 The Contractor shall pay its employees and subcontractors who perform services under this contract no less than the current living wage published on OCP's website at http://www.ocp.dc.gov.

H.1.3 The Contractor shall include in any subcontract for $15,000 or more a provision requiring the subcontractor to pay its employees who perform services under the contract no less than the current living wage rate.

H.1.4 The Department of Employment Services ("DOES") shall adjust the living wage annually and the OCP will publish the living wage rate on its website at http://www.ocp.dc.gov.

H.1.5 The Contractor shall provide a copy of the fact sheet attached as J.9 to each employee and subcontractor who performs services under the contract. The Contractor shall post the notice attached as J.9 in a conspicuous place in its place of business. The Contractor shall include in any subcontract for $15,000 or more a provision requiring the subcontractor to post the notice attached as J.9 in a conspicuous place in its place of business.

H.1.6 The Contractor shall maintain its payroll records under the contract in the regular course of business for a period of at least three (3) years from the payroll date, and shall include this requirement in its subcontracts for $15,000 or more under the contract.

H.1.7 The payment of wages required under the Living Wage Act shall be consistent with and subject to the provisions of D.C. Official Code §32-1301 *et seq.*

H.1.8 The requirements of the Living Wage Act do not apply to:

(1) Contracts or other agreements that are subject to wage level determinations required by federal law;
(2) Existing and future collective bargaining agreements, provided, that the future collective bargaining agreement results in the employee being paid no less than the established living wage;
(3) Contracts for electricity, telephone, water, sewer or other services provided by a regulated utility;
(4) Contracts for services needed immediately to prevent or respond to a disaster or eminent threat to public health or safety declared by the Mayor;
(5) Contracts or other agreements that provide trainees with additional services including, but not limited to, case management and job readiness services; provided that the trainees do not replace employees subject to the Living Wage Act;
(6) An employee under 22 years of age employed during a school vacation period, or enrolled as a full-time student, as defined by the respective institution, who is in high school or at an accredited institution of higher education and who works less than 25 hours per week; provided that he or she does not replace employees subject to the Living Wage Act;
(7) Tenants or retail establishments that occupy property constructed or improved by receipt of government assistance from the District of Columbia; provided, that the tenant or retail establishment did not receive direct government assistance from the District;
(8) Employees of nonprofit organizations that employ not more than 50 individuals and qualify for taxation exemption pursuant to section 501(c)(3) of the Internal Revenue Code of 1954, approved August 16, 1954 (68A Stat. 163; 26 U.S.C. § 501(c)(3);
(9) Medicaid provider agreements for direct care services to Medicaid recipients, provided, that the direct care service is not provided through a home care agency, a community residence facility, or a group home for mentally retarded persons as those terms are defined in section 2 of the Health-Care and Community Residence Facility, Hospice, and Home Care Licensure Act of 1983, effective February 24, 1984 (D.C. Law 5-48; D.C. Official Code § 44-501); and
(10) Contracts or other agreements between managed care organizations and the Health Care Safety Net Administration or the Medicaid Assistance Administration to provide health services.

H.1.9 The Mayor may exempt a contractor from the requirements of the Living Wage Act, subject to the approval of Council, in accordance with the provisions of Section 109 of the Living Wage Act.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination (**2005-2103 Revision 8, 05/26/09***)*, issued by the U.S. Department of Labor in accordance with the Service Contract Act (41 U.S.C. 351 et seq.). The Contractor shall be bound by the wage rates for the term of the contract. If an option is exercised, the Contractor shall be bound by the applicable wage rate at the time of the option. If the option is exercised and the Contracting Officer obtains a revised wage determination, the revised wage determination is applicable for the option periods and the Contractor may be entitled to an equitable adjustment.

H.3 OFFEROR'S RESPONSIBILITIES

H.3.1 As specified in Sections C.3 and F.3 above.

Contractor staff shall supply their own equipment such as computers and office supplies for performing the required services.

H.4 DISTRICT'S RESPONSIBILITIES

DOH, OD will provide the Contractor's staff with a work station, computer and telephones access for work performance.

H.5 PROTECTION OF PROPERTY

The Contractor shall be responsible for any damage to the building, interior, or their approaches caused by or as a result of the Contractor's staff's negligence.

SECTION I: CONTRACT CLAUSES

I.1 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this Task Order Agreement beyond the current fiscal year is contingent upon future fiscal appropriations.

I.2 CONFIDENTIALITY OF INFORMATION

All information obtained by the Contractor relating to any employee or customer of the District will be kept in absolute confidence and shall not be used by the Contractor in connection with any other matters, nor shall any such information be disclosed to any other person, firm, or corporation, in accordance with the District and Federal laws governing the confidentiality of records.

I.3 DISCLOSURE OF INFORMATION

No information regarding the Contractor performance on the task order shall be disclosed by the Contractor to anyone other than District Government officials unless written approval is obtained in advance from the Contracting Officer.

I.4 CERTIFICATE OF INSURANCE

I.4.1 Contractor shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall submit a certificate of insurance giving evidence of the required coverages prior to commencing work. All insurance shall be written with responsible companies licensed by the District of Columbia's Department of Insurance, Securities and Banking. The Contractor shall require all subcontractors to carry the insurance required herein, or Contractor may, at its option, provide the coverage for any or all subcontractors, and if so, the evidence of insurance submitted shall so stipulate. All insurance provided by the Contractor as required by this section, except comprehensive automobile liability insurance, shall set forth the District as an additional named insured. In no event shall work be performed until the required certificates of insurance have been furnished. The insurance shall provide for 30 days' prior written notice to be given to the District in the event coverage is substantially changed, canceled or non-renewed. If the insurance provided is not in compliance with all the requirements herein, the District maintains the right to stop work until proper evidence is provided. See Attachment C - Appendix B

I.4.2 The Certificate of Insurance, under *Description of Operation/Locations/Vehicles/Exclusion Added by Endorsement/Special Provisions* of the Certificate of Insurance, shall include the following language: Those usual to the Insured's Operations. The District of Columbia is an Additional Insured and a Business Liability Waiver of Subrogation applies per the Business Liability Coverage Form SS0008, attached to the policy.

I.4.3 Copies of all certificates of insurance shall be submitted within five (5) days of the Task Order award and 14 days after award of each option year to:

Nicole Matthews, Contract Specialist
Professional Services and Public Safety Cluster
Office of Contracting and Procurement

441 4th Street, NW Suite 700 South
Washington, DC 20001
(202) 724-2122 (Direct) (202) 727-0245 (facsimile)
nicole.matthews@dc.gov

I.5 ORDER OF PRECEDENCE

Any inconsistency in this solicitation shall be resolved by giving precedence in the following order: The Offeror's DCSS Contract, the Supplies or Services and Price/Cost Section (Section B), Specifications/Work Statement (Section C), the Special Contract Requirements (Section H), the Contract Clauses (Section I.).

I.6 WORKING HOURS/VENUE

The Contractor's staff shall work basic business hours 9 – 5 or similar.

SECTION J - ATTACHMENTS

1. Attachment A – Section B.1- Pricing
2. Attachment B – Tax Certification Affidavit
3. Attachment C – Section F- Deliverables

SECTIONS K - THIS SECTION IS NOT APPLICABLE TO THIS REQUEST FOR TASK ORDER QUOTATION. THE TERMS AND CONDITIONS OF THE DCSS CONTRACT APPLIES.

SECTIONS L - THIS SECTION IS NOT APPLICABLE TO THIS REQUEST FOR TASK ORDER QUOTATION. THE TERMS AND CONDITIONS OF THE DCSS CONTRACT APPLIES.

SECTIONS M - THIS SECTION IS NOT APPLICABLE TO THIS REQUEST FOR TASK ORDER QUOTATION.

ATTACHMENT A

SECTION B.1 PRICE SCHEDULE (BASE YEAR)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
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SECTION B.2 PRICE SCHEDULE (OPTION YEAR 1)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
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1004	Executive Secretary III	HR	$_____	2	1920	$_____
TOTAL PRICE						$_____

SECTION B.3 PRICE SCHEDULE (OPTION YEAR 2)

Contract Line Item No.	Item Description	Unit	Unit Price	Quantity	Estimated maximum hours per year	Extended Price
2001	General Clerk III	HR	$_____	1		
2002	Contract Specialist	HR	$_____	1		
2003	Administrative Assistant	HR	$_____	2		
2004	Executive Secretary III	HR	$_____	2		
TOTAL PRICE						$_____

ATTACHMENT B- TAX CERTIFICATION AFFIDAVIT

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Office of the Chief Financial Officer

Office of Tax and Revenue

TAX CERTIFICATION AFFIDAVIT

THIS AFFIDAVIT IS TO BE COMPLETED ONLY BY THOSE WHO ARE REGISTERED TO CONDUCT BUSINESS IN THE DISTRICT OF COLUMBIA.

Date _____

Authorized Agent
Name of Organization/Entity
Business Address (include zip code)
Business Phone Number

Authorized Agent
Principal Officer Name and Title
Square and Lot Information
Federal Identification Number
Contract Number
Unemployment Insurance Account No.

I hereby authorize the District of Columbia, Office of the Chief Financial Officer, Office of Tax and Revenue to release my tax information to an authorized representative of the District of Columbia agency with which I am seeking to enter into a contractual relationship. I understand that the information released will be limited to whether or not I am in compliance with the District of Columbia tax laws and regulations solely for the purpose of determining my eligibility to enter into a contractual relationship with a District of Columbia agency. I further authorize that this consent be valid for one year from the date of this authorization.

I hereby certify that I am in compliance with the applicable tax filing and payment requirements of the District of Columbia. The Office of Tax and Revenue is hereby authorized to verify the above information with the appropriate government authorities.

Signature of Authorizing Agent _____ **Title** _____

The penalty for making false statement is a fine not to exceed $5,000.00, imprisonment for not more than 180 days, or both, as prescribed by D.C. Official Code §47-4106.

ATTACHMENT C

F.3 DELIVERABLES

Deliverable	Quantity	Format and Method of Delivery	Due Date	To Whom
Weekly Time Sheets for each employee	Various	Paper Format	Due on Friday of each work week by 12:00 Noon	COTR-reference Section G.1.1