

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



TO: GENERAL SERVICES ADMINISTRATION SUPPLY SCHEDULE CONTRACTORS

REQUEST FOR TASK ORDER PROPOSALS

Solicitation No.: RQ430964

Caption: Best Practices and IT Business Subscription

Issuance Date: October 15, 2008

The Government of the District of Columbia, Office of Contracting and Procurement (OCP) in support of the Office of the Chief Technology Officer (OCTO) has an immediate need for an Information Technology (IT) Best Practices and Business Subscription.

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, sent separately: Technical and Price. If sent via e-mail, the Subject shall be: "RQ430964 Proposal". If sent in hardcopy: each proposal shall be submitted in a sealed envelope conspicuously marked: "Task Order Proposal in response to RQ430964, IT Best Practices and Business Subscription."

If sent hardcopy, proposals must be submitted on 8.5" x 11" paper and typewritten or machine printed. Telephonic, handwritten and telegraphic proposals will not be accepted, unless otherwise directed in writing.

2. Technical Proposal must address all items listed under "Minimum Requirements" in the attached Statement of Need.

3. Price Proposal

- a. The all-inclusive firm, fixed price.
- b. Offerors shall submit pricing data and a certification that, to the best of the offeror's knowledge and belief, the pricing data submitted was accurate, complete, and current as of the date submitted with the proposal.

- c. Offerors shall also complete and return the Tax Certification Affidavit, attached.

4. **Hand delivery or E-Mailing of Proposals:**

Hand Deliver to:

Office of Contracting and Procurement
Bid Room/Bid Counter
441 4th Street, N.W., Suite 800S
Washington, D.C. 20001

Or E-Mail to:

bradley.hill@dc.gov in PDF format only. (File size may be limited by e-mail servers, so please, exercise good judgement in deciding what to include.)

5. **Proposal Submission Date**

The closing date for receipt of proposals is October 27, 2008 **by 12:00 noon** local time.

6. **Evaluation for Award**

The contract will be awarded to the lowest price responsible offeror whose proposal fulfills all minimum requirements of the Statement of Need. 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. **Questions** may be referred to Bradley Hill, Contract Specialist at (757) 869-6384 or bradley.hill@dc.gov.


Annie Watkins
Contracting Officer

Enclosures

STATEMENT OF NEED

The Office of the Chief Technology Officer requires access to information technology best practices research and data, along with executive level education for world-class public and private organizations. The solution sought must be available for all OCTO personnel to use, approximately 600 persons at various membership levels. (See below).

MINIMUM REQUIREMENTS: To be considered, bidders shall provide "member guided" research agenda to allow members to glean best practices in IT management and strategy from a comprehensive and cross-functional perspective. Bidder's proposed membership solution **must include all of the following features** to be considered.

Unlimited access to strategic research studies designated by the member IT executives;

Executive meeting series for sharing insights to strategic research;

Regional briefings for executives and managers on the subjects of strategic research;

Full access to custom project library of research;

Full access to management framework created from best practices identified at member organizations;

Unlimited, unrestricted on-line access to archived research, online networking tools and decision support tools for all OCTO full-time employees.

MEMBERSHIP LEVELS:

Chief Information Officers/Chief Technology Officers;

Applications Executives;

Infrastructure Executives;

Information Risk Management Executives;

PMO Executives;

Data Center Executives;

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: _____

Name of Organization/Entity: _____

Address: _____

Business Telephone No.: _____

Principal Officer: _____

Name: _____ Title: _____

Social Security No.: _____

Federal Identification 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:

	<u>Current</u>	<u>Not Current</u>	<u>Not Applicable</u>
District: Sales and Use	()	()	()
Employment Withholding	()	()	()
Ballpark Fee	()	()	()
Corporation Franchise	()	()	()
Unincorporated Franchise	()	()	()
Personal Property	()	()	()
Real Property	()	()	()
Individual Income	()	()	()

