

SOLICITATION, OFFER, AND AWARD	1. Caption DC Office of Planning Central Food Processing Facility Siting & Feasibility Study		Page of Pages	
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2. Contract Number	3. Solicitation Number Doc641894	4. Type of Solicitation <input type="checkbox"/> Sealed Bid (IFB) <input checked="" type="checkbox"/> Sealed Proposals (RFP) <input type="checkbox"/> Sole Source <input type="checkbox"/> Emergency	5. Date Issued 01/13/2023	6. Type of Market <input type="checkbox"/> Open <input checked="" type="checkbox"/> Set Aside (SBE/Only) <input type="checkbox"/> Open Market with Set-Aside CBE Designated Category
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7. Issued By Office of Contracting and Procurement 441 - 4 th Street, N.W., Suite 330 South Washington, D.C. 20001	8. Address Offer to: Office of Contracting and Procurement 441 - 4 th Street, N.W., Suite 330 South Washington, D.C. 20001
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NOTE: In sealed bid solicitations "offer" or "offeror" means "bid or "bidder"

SOLICITATION

9. Sealed offers in original and 1 copies for furnishing the supplies or services in the Schedule will via electronic format via the on-line solicitation software
 2:00 p.m. local time 02/02/2023
(Hour) (Date)

CAUTION: Late submission, Modifications and Withdrawals: See 27 DCMR chapters 15 & 16 as applicable. All offers are subject to all terms & conditions contained in solicitation.

10. For Information Contact	A. Name	(Area Code)	B. Telephone (Number)	(Ext)	C. E-mail Address
	Edrica Taylor	202	738-6149		edrica.taylor@dc.gov

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12. In conjunction with the above, the undersigned agrees, if this offer is accepted within 120 calendar days from the receipt of offers specified above, to furnish any or all items upon which prices are offered at the price set opposite each item, delivered at the designated point(s), within the time specified herein.

13. Discount for Prompt Payment	10 Calendar days %	20 Calendar days %	30 Calendar days %	___ Calendar days %
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14. Acknowledgement of Amendments (The offeror acknowledges receipt of amendments to the SOLICITATION):	Amendment Number	Date	Amendment Number	Date

15A. Name and Address of Offeror		16. Name and Title of Person Authorized to Sign Offer/Contract
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15B. Telephone (Area Code)	(Number)	(Ext)	<input type="checkbox"/> 15 C. Check if remittance address is different from above – Refer to section G	17. Signature	18. Date
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AWARD (TO BE COMPLETED BY GOVERNMENT)

19. Accepted as to Items Numbered	20. Amount	21. Accounting and Appropriation

2. Name of contracting Officer (Type or Print)	23. Signature of Contracting Officer (district of Columbia)	24. Award Date
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SECTION B: CONTRACT TYPE, SUPPLIES OR SERVICES AND PRICE/COST

B.1 The District of Columbia Office of Contracting and Procurement (OCP), on behalf of the District of Columbia Office of Planning (DCOP and/or the District) is seeking a consultant to provide DCOP with a comprehensive study including recommendations on the development of a Central Food Processing Facility (CFPF) siting and feasibility study.

B.2 The District contemplates award of a single fixed price agreement and reserves the right to order/award all or just some of the contract line items.

B.3 PRICE SCHEDULE

PRICE SCHEDULE (Table 1)

BASE YEAR		
Contract Line Item No. (CLIN)	Description of Services	Total Cost
0001	Project Management	\$ _____
0002	Literature Review	\$ _____
0003	Key Informant Discussions	\$ _____
0004	Feasibility Analysis	\$ _____
0005	Siting Analysis	\$ _____
0006	Engagement with the Study Advisory Board	\$ _____
0007	Prepare and Submit Study Outline	\$ _____
0008	Prepare and Submit Written Text Draft Study	\$ _____
0009	Draft Designed Study	\$ _____
0010	Final Designed Study	\$ _____
Total Fixed Price Amount		\$ _____

**FIXED PRICE CLIN COST BREAKDOWN
(Table 2)**

CLIN #			
Labor Category	Rate	Hours	Total
	\$		\$
	\$		\$
	\$		\$
Total Labor Cost			\$
Other Direct Costs			
			\$
			\$
CLIN # Total			\$

The Offeror’s price proposal shall support their approach and include a detailed cost breakdown by labor category, fully loaded hourly labor rate and other direct costs for all CLINs in the format provided above.

B.4 DESIGNATION OF SOLICITATION FOR THE SMALL BUSINESS SET-ASIDE MARKET ONLY

This solicitation is designated only for certified small business enterprise (SBE) offerors under the provisions of the “Small and Certified Business Enterprise Development and Assistance Act of 2014”, D.C. Official Code § 2-218.01 *et seq.*, as amended.

SECTION C: SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE:

DCOP and its partner agencies are seeking a well-qualified contractor to conduct research, analysis and provide a comprehensive study to include recommendations on the siting and feasibility of the development of a Central Food Processing Facility (CFPF) in the District of Columbia.

The siting and feasibility Study will be overseen by DCOP, through direction from the District of Columbia's Fiscal Year 2023 Budget Support Act of 2022, and with input from a District agency advisory board composed of representatives from District of Columbia Public Schools (DCPS), the Department of General Services (DGS), and potentially others.

This study will specifically seek to leverage the existing Assessment of a Central Food Processing Facility for Washington, DC 2021 study which analyzed the best practices from other jurisdictions in the implementation of a CFPF and determined recommendations and next steps for the District in establishing a CFPF. The requested study will analyze the benefits of a CFPF including how it can improve the nutritional quality of institutional foods, strengthen food resilience, support the local food economy, support workforce development and entrepreneurship, and support future emergency response activities. The goal of the Study is to analyze the economic feasibility of a CFPF and identify the type of property and location criteria a CFPF would require.

For more context on the strategic plan, working groups, and related legislation of the DCFPC, visit the website www.dcfoodpolicy.org.

C.2 APPLICABLE DOCUMENTS

The following documents, reports, legislation, and other material are applicable to this procurement and are hereby incorporated by this reference:

Report/Legislation	Summary	Link
Fiscal Year 2023 Budget Support Act of 2022	Commissions the CFPF Siting and Feasibility Study and lays out the legislatively required Study parameters. See page 14, Subtitle E.	https://lms.dccouncil.us/downloads/LIMS/49079/Signed_Act/B24-0714-Signed_Act.pdf
Full Assessment of a Central Food Processing Facility for Washington, DC	Best practices and recommendations for the creation of a CFPF in the District. Links for the Full Report and the Executive Summary are included. Researched and prepared by	https://dcfoodpolicycouncilorg.files.wordpress.com/2021/06/cpf_assessment_full_report_final.pdf https://dcfoodpolicycouncilorg.files.wordpress.com/2021/06/cpf_assessment_executive_summary_final.pdf

	Cureate and The Food Works Group.	
Central Food Processing Facility Factsheet	A quick reference guide and fact sheet on the Central Food Processing Facility created by the Summer M. Redstone Global Center for Prevention & Wellness at the Milken Institute of Public Health at The George Washington University in partnership with the FPC.	https://dcfoodpolicycouncilorg.files.wordpress.com/2022/01/cfpf-fact-sheet--redstone-fpc.pdf
The Green Food Purchasing Amendment Act of 2021	Requires the Department of Energy and Environment (DOEE) to develop a methodology to estimate greenhouse gas emissions that occur through the life cycle of certain foods and establish a baseline measurement of emissions associated with the District's food and beverage purchases; and create a reduction schedule to reduce overall greenhouse gas emissions.	https://lims.dccouncil.us/Legislation/B24-0018
The Cool Food Pledge	Signatory members commit to a target of reducing greenhouse gas emissions associated with the food they serve by 25% by 2030, relative to a 2015 baseline - in line with the Paris Climate Agreement. Support is given by the Cool Food Pledge Organization and annual reporting is tracked.	https://coolfood.org/pledge/
The Glasgow Food and Climate Declaration	A commitment by local and regional governments to tackle the climate emergency through integrated food policies in line with the UN Sustainable Development Goals.	https://www.glasgowdeclaration.org/ https://www.glasgowdeclaration.org/files/ugd/fef8dc_a8fc88f1372f4e198164f45986d6f74c.pdf
Metropolitan Washington Council of Governments/ Homeland Security and Emergency Management	The regional catastrophic preparedness grant is a federally funded program that is awarded to regions within the FEMA network. The District's regional grant builds on the food and water planning that has been ongoing in partnership with	Will be transmitted to the contractor upon publication.

Agency Regional Catastrophic Preparedness Grant Report	local jurisdictions and organizations and will result in a food and water resiliency study/assessment and a catastrophic preparedness plan.	
The Road Ahead: 2021 Update on Food Access & Food Security in the District of Columbia	The FPC's 2021 Annual Report and an update to the 2020 Food Access and Food Security report; discusses data on food insecurity, food programming, food access, and food investments in DC.	https://dcfoodpolicycouncilorg.files.wordpress.com/2021/12/food-security-progress-report-2021_final.pdf
Food Access & Food Security in the District of Columbia: Responding to the COVID-19 Public Health Emergency	The FPC's 2020 Annual Report which discusses food access and food security as a result of the COVID-19 public health emergency, steps taken within the food system by District government, and recommendations to address food access needs during and following the public health emergency.	https://dcfoodpolicycouncilorg.files.wordpress.com/2020/09/food-security-report-9-24-20.pdf https://dcfoodpolicycouncilorg.files.wordpress.com/2020/09/food-food-security-report-executive-summary-final.pdf
Healthy Schools Act of 2010 (D.C. Code Title 38, Chapter 8A)	Increased nutrition standards for school meals; provided free school breakfast for all students in DC public schools; required the development of a central kitchen; and more.	https://code.dccouncil.us/dc/council/code/titles/38/chapters/8A/#
Healthy Students Amendment Act of 2018	Commissions the Centralized Kitchen Study; increases reimbursement for school breakfast; strengthens school meal nutrition standards; establishes the Good Food Purchasing Program as a benchmark for school meals; and other amendments to the Healthy Schools Act of 2010.	http://lms.dccouncil.us/Download/38261/B22-0313-SignedAct.pdf
Food Policy in the District's Comprehensive Plan	An overview of how the District's Comprehensive Plan supports the food policy priorities of the DC Food Policy Council.	https://dcfoodpolicycouncilorg.files.wordpress.com/2019/12/food-systems-overview-for-comp-plan-crosswalk-final.pdf
Title IV, Subtitle K, FY 2020 Budget Support Act of 2019: Self-Operated School	Creates a pilot program for 10 DCPS schools to prepare meals in-house beginning in the 2020-21 school year. DCPS is growing its food service	http://lms.dccouncil.us/Download/42120/B23-0209-SignedAct.pdf

Food Service	operations team and evaluating the pilot program during the 2022-2023 school year.	
DC Food System Assessment 2018, Food Policy Council	The Food Policy Council's 1 st annual assessment of the District's food system.	https://dcfoodpolicycouncilorg.files.wordpress.com/2019/06/2018-food-system-assessment-final-6.13.pdf
2022 Food Policy Council Priorities	Outlines priorities for strengthening the District's food system, as identified by the Food Policy Council.	https://dcfoodpolicy.org/2022-dc-food-policy-priorities/
Contracting Out School Food Services Failed to Control Costs as Promised, Office of the District of Columbia Auditor	Describes the history of the District's decision to contract out school food services and the economic repercussions.	http://dcauditor.org/report/contracting-out-school-food-services-failed-to-control-costs-as-promised/
Rethinking School Lunch Oakland: Central Kitchen, Urban Farm, and Education Center, Center for EcoLiteracy and the Oakland Unified School District	Concept paper for a district-wide initiative in Oakland, CA to integrate school food and education innovations. This could be a helpful model for the Centralized Kitchen Study.	https://www.ousd.org/cms/lib/CA01001176/Centricity/Domain/118/OSD_CentralKitchen_ConceptPaper.pdf
Sustainable DC 2.0	Mayor Bowser's plan, updated in 2022, to make DC the healthiest, greenest, and most livable urban area in the nation.	https://sustainable.dc.gov/sdc2 https://sustainable.dc.gov/node/1456996
Milan Urban Food Policy Pact	In January 2018, Mayor Bowser signed Washington, DC on to the Milan Urban Food Policy Pact along with 200 other cities around the world committed to improving urban food systems.	http://www.milanurbanfoodpolicypact.org/
Center for Good Food Purchasing, Good Food Purchasing Program Core Values	Set of core values relate to food procurement that DC Public Schools have committed to work towards.	https://goodfoodpurchasing.org/
Make Food Work: A Strategy to Strengthen the DC Food Workforce	A strategy to create more career pathways and improve the quality and accessibility of jobs in the food industry.	https://dcfoodpolicy.org/reports/makefoodwork/
What Our Region	This report provides a	https://www.mwcog.org/documents/2019/0

Grows	‘snapshot’ of the state of the region’s agriculture, as well as the general food production and demand, and economic contributions.	1/18/what-our-region-grows-farmers-market-farming-urban-agriculture/
Zero Waste DC	DC Government initiative to divert 80% of solid waste away from landfills by 2032. The framework to achieve this goal, and others, is under development and final review by the Department of Public Works and its partner agencies.	https://zerowaste.dc.gov/zwdcplan
100 Resilient Cities	A global network of 100 cities that have committed to build resilience within the physical, social, and economic challenges within their jurisdictions. The network provides access to solutions, service providers, and partners from the private, public, and NGO sectors to support their resilience strategies and actions.	https://www.rockefellerfoundation.org/100-resilient-cities/

C.3 DEFINITIONS

These terms when used in this RFP have the following meanings:

1. **Siting Study** - the determination of what characteristics a physical location for building a Central Food Processing Facility will need to have, to make the location viable.
2. **Central Food Processing Facility** – a facility that conducts food processing and production for meal preparation for a network of smaller food outlets where that food is then served or sold for consumption. This facility also provides aggregation of local and/or regional foods, cold and dry storage, offers commercial kitchen space for lease, and offers co-manufacturing space for lease.
3. **Agency Advisory Board** – a group comprised of District government employees who are key stakeholders in the agencies identified in the Fiscal Year 2023 Budget Support Act of 2022 which commissions this Study. These individuals will lend their insight, expertise, and critical thinking to help guide the contractor’s work to ensure the final deliverables address the needs of the District as outlined in the scope of work.
4. **Food Resilience** – also referred to as food system resilience, is the ability to prepare for, withstand, and recover from a crisis, shock, or disruption to the food supply chain. A resilient system will ensure that there is a sufficient supply of appropriate and accessible food for all.
5. **Local Food Economy** – the combined economic sectors that play a role in the District’s food system. These can include food and beverage production, restaurants, bars,

- wholesalers, distributors, growers, producers, and consumers. All those employed in, or purchasing from, these individuals and businesses are part of the local food economy.
6. **DC Food Policy Council** – a coalition of public and government food leaders appointed by Mayor Muriel Bowser to create a just, healthy, equitable, and sustainable food system for all by engaging, empowering, and informing DC residents and effecting positive policy change.
 7. **Food Policy Team** – also referred to as the Food Policy Division, is comprised of the Food Policy Director and staff, which are based at the District of Columbia Office of Planning.
 8. **Citywide Strategy and Analysis Division** – is a division of the District of Columbia Office of Planning that is responsible for guiding the long-term (20 year) planning and policy decisions for the District. The division includes comprehensive planning of the city, geographic information systems and information technology, and the State Data Center which provides Census and other data for District agencies.
 9. **Emergency Response Activities** – actions related to addressing the District’s food needs in emergency or disaster situations. This can include food processing, preparation, production, distribution, and storage, amongst others.
 10. **Department of General Services** – a District government agency that is responsible to build, maintain, and sustain the District’s real estate portfolio. This includes fostering economic viability, environmental stewardship, and equity across all 8 wards.

C.4 BACKGROUND

In June 2021, an *Assessment of a Central Food Processing Facility for Washington, DC* was published by DCOP and the District of Columbia Food Policy Council (FPC); and the report was researched and prepared by the contractor team of Cureate and Food Works Group. The 2021 Study, required by the Healthy Students Amendment Act of 2018¹, is a comprehensive assessment of how the District could best use a CFPP to improve the nutritional quality of meals served in public institutions (such as schools, early learning centers, senior centers, recreation centers, and correctional facilities), support local food businesses, create career pathways in the food sector, and strengthen the District’s food resiliency in case of future emergencies. It provides 45 best practices and 57 recommendations for the creation of a CFPP in the District. Extensive research and interviews with local and national food systems experts, case studies of similar models in other jurisdictions, and research into the District’s food landscape informed the report and its analysis.

DCOP has the lead responsibility for planning the long-term growth of the District of Columbia (DC) and provides the vision, framework and principles that guide land use change, growth, and development of an equitable and vibrant city. DCOP undertakes citywide and neighborhood planning and engagement; urban design and development review; historic preservation; mapping and data analysis; and serves as the official Census State Data Center. DCOP is the steward of the District’s Comprehensive Plan, which advances housing, economic recovery, racial equity, resilience, and coordination of public resources and civic infrastructure.

The Food Policy team, led by the Mayor-appointed DC Food Policy Director, works to make the District’s food system more equitable, healthy, and sustainable. Through research, community engagement, and interagency collaboration, the Food Policy Division addresses challenges and

¹ D.C. Law L22-0240, the Healthy Students Amendment Act of 2018 (Section 2(g)), <http://lms.dccouncil.us/Download/38261/B22-0313-SignedAct.pdf>.

develops solutions to build the local food economy, increase food access and food security, enhance environmental sustainability, and address racial inequity in the local food system. As part of this work, the Food Policy team oversees the DC Food Policy Council, a Mayoral board and commission of the District of Columbia government. The FPC submits an annual report on the state of the District's food system to the Council and Mayor of the District of Columbia; the latest report was submitted in 2021.²

Most recently, the Food Policy team and FPC have worked with their agency partners to further the initiative goals that Mayor Muriel Bowser has signed to enhance food resiliency and sustainability, which include: the Sustainable the DC 2.0 plan, Zero Waste DC, the Milan Urban Food Policy Pact, the Cool Food Pledge, the Glasgow Food and Climate Declaration, the Good Food Purchasing Program, and 100 Resilient Cities. Additionally, the Food Policy team has supported the Homeland Security and Emergency Management Agency (HSEMA) in their planning of the National Capital Region's Regional Catastrophic Preparedness Grant Report which focuses on food and water resilience.

For more context on the FPC's accomplishments and current projects, visit www.dcfoodpolicy.org.

The DCOP project team for the Study will be led the Food Policy Director and Policy Analyst, in close consultation with DCOP Interim Director, and supporting staff from other OP divisions, particularly the Citywide Strategy and Analysis Division (CSAD). An advisory board will be established from key members (to be determined) of DCOP, DCPS, DGS, and other agencies as deemed relevant to inform the Study's direction and progress. Other key District agencies that may provide feedback to the DCOP project team include: the Executive Office of the Mayor (EOM), the Office of the Deputy Mayor for Planning and Economic Development (DMPED), the Office of the State Superintendent of Education (OSSE), Department of Aging and Community Living (DACL), DC Health, Department of Small and Local Business Development (DSLBD), Department of Parks and Recreation (DPR), Department of Human Services (DHS), Department of Corrections (DOC), and Department of Youth Rehabilitation Services (DYRS).

The purpose of this study is to engage and leverage a firm or firms with experience and expertise in institutional food procurements, local/regional food hubs and related infrastructure, and food operation business plan development and evaluation; to build upon the existing assessment of a CFPF for Washington, DC 2021 study and analyze the benefits and economic feasibility of a CFPF and identify the type of location it would require.

Overall, this project will consist of:

1. Establishment of a detailed work plan, meeting and deadline schedule, and project milestones.
2. Review of applicable documents, conduct research and analysis, and conduct interviews with key informants/ stakeholders (if needed), and other research as needed.
3. Engage with the Study Advisory Board to ensure all facets and nuances of the District's food system with regards to public procurement and production, use of federally

² DC Office of Planning and Food Policy Council. The Road Ahead: 2021 Update on Food Access & Food Security in the District of Columbia. Published December 2021. https://dcfoodpolicycouncil.org.files.wordpress.com/2021/12/food-security-progress-report-2021_final.pdf.

- provided foods, and private business operating needs have been considered.
4. Create market, technical, and financial analyses and/or models that address the needs of DCPS and District of Columbia Public Charter Schools (DCPCS) self-operation, food procurement by other schools and public institutions, and potential food businesses that would use storage or kitchen space, through a business plan.
 5. Share findings with Study Advisory Board members through monthly in-person and/or virtual meetings, presentations, and draft and final Study documents.
 6. Develop a draft Study that, at a minimum, meet the requirements of the Fiscal Year 2023 Budget Support Act of 2022 and this RFP.
 7. Develop a draft layout and final professionally designed, graphically oriented Study summarizing the work completed, key findings, and recommending a high-level strategy of next steps in developing a centralized kitchen facility in the District.
 8. Develop an accompanying PowerPoint presentation, and Social Media content (Twitter and Instagram).

C.5 REQUIREMENTS

Task 1 – Project Management

1. The contractor shall appoint a proven project manager to manage the consulting team and ensure that all aligned work products are delivered on-time, on-budget, and of premier quality. All written products shall be technically accurate, accessible, and reader friendly.
2. The contractor’s project manager shall report to DCOP’s Project Manager or designated representative who will retain ultimate direction and oversight responsibilities for the Study.
3. The contractor shall attend a kick-off meeting with DCOP to discuss the scope of services, tasks, and coordination, and to define a detailed schedule for deliverables and milestones.
4. The contractor shall provide a detailed project work plan, including a clear schedule with deadlines for all deliverables and project milestones.
5. The contractor shall also provide monthly project reports on the first of each month for services rendered and attend additional meetings with the Project Manager or designated representative(s) when requested.
6. The contractor shall lead monthly meetings with the Study Advisory Board to ensure that the project’s direction remains aligned with the needs of DCOP’s partner agencies, the guiding legislation, and the scope of work.

Deliverables:

1. Appoint a project manager.
2. Attendance at kick-off meeting with DCOP.
3. Detailed project work plan, including a clear schedule with deadlines for project milestones.
4. Monthly project reports.
5. Attend additional meetings with DCOP Project Manager or designated representative when requested.
6. Lead monthly meetings with the Study Advisory Board.

Task 2 – Literature Review of Current Government and Commercial Food Production Landscape

Given the complex landscape of the District’s food procurement and production – both government and private –the Study must reflect and build upon the 2021 Study.

1. The contractor shall, as it is vital, conduct a basic assessment of the current landscape to ascertain the changes that have occurred because of the COVID-19 public health emergency. This includes key pieces of legislation, District agency reports, and food procurement contracts currently in effect for District agencies that account for over \$75 million in annual spending.
2. The contractor shall thoroughly review the applicable documents listed in Section I of this RFP, in addition to any documents provided by DCOP and/or the Study Advisory Board.
3. The contractor shall also research the relevant infrastructure in the District and region, including, but not limited to, kitchen facilities in modernized DCPS schools, public charter schools, as well as current and planned food aggregation and distribution centers in the region, cold (refrigeration and freezer) and/or dry storage facilities, food processing facilities, commercial kitchen space, and other District agency kitchen facilities.
4. The contractor shall (after conducting the overview analysis of the current food procurement and production) provide a written assessment of the landscape which will inform the other aspects of this Study.
 - a. This assessment will be included in the final Study as background/context setting.

Deliverables:

1. Basic assessment of current landscape.
2. Thoroughly review applicable/relevant documents as provided by DCOP and the Study Advisory Board.
3. Research relevant District and region infrastructure.
4. Landscape written assessment.

Task 3 – Key Informant Discussions for Government Implementational Needs

1. The contractor shall identify the need for ascertaining further information from District government agency staff.
2. The contractor shall work with the DCOP Project Manager, and the Study Advisory Board as necessary, to identify the key informants for follow-up discussions.
 - a. This may include DCPS staff involved in self-operations; DCOP staff managing Public Development Review (PDR); DGS staff managing existing facilities, land, and buildout of new projects; and HSEMA involved in emergency food and supply chain planning.
 - b. The focus of these activities is to ensure a wide range of identified and potential beneficiaries of the CFPF are providing insight and input into the feasibility of such a facility.
3. The contractor shall (upon completion of the follow-up discussions) provide DCOP with a written, summary of the information gathered including emergent themes, and a copy of any recordings made.

Deliverables:

1. Identify the need for ascertaining further information.
2. Identify key informants for follow-up

3. Written summary of Government agency key informant discussions including emerging themes.
4. Copies of any recordings made, if applicable.

Task 4 – Feasibility Analysis

To assess the economic feasibility of a CFPF within the District, the

1. The contractor shall undertake, at a minimum, a market, technical, and financial analysis of such a facility, to assess the economic feasibility of a CFPF with the District.
 - a. The Contractor shall:
 - Determine the demand for District government institutional food production, services for cold (refrigeration and freezer) and dry storage, locally and regionally produced food aggregation, commercial kitchen space, value-added and minimally processed food products, and food workforce training;
 - Develop the specifications of a CFPF that has the required inputs to meet the needs of the determined addressable market including facilities, equipment, materials, labor, and management; and
 - Create a preliminary financial estimate to include the start-up and operating costs, revenue generating potential, and the Return On Investment (ROI) (including estimated tax revenue from business/job creation and sales tax), and opportunities for financing through public and/or private sources (including federal grant funding and local/regional partnership funding models).
2. The contractor shall present a summary of this information to DCOP and the Study Advisory Board to ensure completeness and alignment with the Study’s goals and legislative requirements.

Deliverables:

1. Market, technical and financial analysis of CFPF facility
2. Written feasibility analysis.
3. Presentation of the feasibility analysis.

Task 5 - Siting Analysis

OP will be responsible for most of the on-the-ground community engagement of key stakeholders including Advisory Neighborhood Commissions, Business Improvement Districts, and civic associations. OP will work with these stakeholders, local news outlets and other communication channels to inform stakeholders and the public about the project.

1. The contractor shall review the facility and siting guidelines identified in the 2021 Study and integrate these recommendations with its own research to determine the type of property such a facility would need to be viable.
2. The contractor shall develop a list of characteristics that the CFPF will require for development and recommend them to the District as part of this report, based on the aforementioned criteria and discussions with District government personnel at impacted agencies and District government experts (DCOP, DGS, DCPS, HSEMA, etc.)

- a. These characteristics shall include considerations such as acreage, zoning and/or land use designation, highway and public transportation access, parking capacity, proximity to relevant infrastructure, and the potential co-location of agriculture and/or composting facilities.
3. The contractor shall recommend subsequent studies which need to be conducted to finalize a site for a CFPPF, including environmental and transportation impact studies, and specify the criteria to be included in each subsequent study.
4. The contractor shall present a summary of the siting analysis to DCOP and the Study Advisory Board to ensure completeness, adherence to District government processes, and alignment with the Study's goals and legislative requirements.

Deliverables:

1. Review facility and siting guidelines.
2. Develop Characteristics required for CFPPF.
3. Recommend subsequent studies needed for final CFPPF site.
4. Written siting analysis.
5. Presentation of the siting analysis.

Task 6- Engagement with the Study Advisory Board

The Study Advisory Board will be comprised of relevant experts from District agencies involved in food procurement and production in the District.

1. The contractor shall lead monthly meetings over the course of the project with the Board.
2. The contractor shall present at the monthly meetings on its project scope and progress, receive suggestions and feedback from the members on how to make the Study most useful to District stakeholders, and receive feedback on whether the contractor is adequately incorporating the goals of initiatives of Mayor Muriel Bowser related to food systems and sustainability.
3. The contractor shall, after each meeting, provide to the DCOP Project Director a written summary of suggestions and feedback received and how they will/will not be incorporated into the Study and why.

Deliverables:

1. Lead Monthly meetings with the Study Advisory Board.
2. Present project scope and progress at monthly meetings
3. Written summaries of suggestions and feedback provided during monthly calls and how it will/will not be incorporated into the Study and why following each meeting.

Task 7: Prepare and Submit the Outline for the Study

1. The contractor shall prepare and submit an outline for how to present the CFPPF Siting and Feasibility Study in a manner that: effectively and concisely conveys the research, addresses the legislatively mandated information, and is within the parameters included within this scope of work.
 - a. The outline must include: how a CFPPF will further the Mayor's priorities for sustainability and be formatted as a report to the District.
2. The contractor shall provide a report that at a minimum, must include:

- a. A comprehensive business plan for the development and operations of a CFPF which assesses the cost, ROI, and revenue generation potential of a CFPF, and incorporates the following:
 - o An analysis of the needs of a CFPF to support DCPS and DCPCS's in transitioning to in-house food services;
 - o An analysis of the scale of demand for food businesses to use incubator and cold (refrigeration and freezer)/dry storage space;
 - o A determination of which agency will manage a CFPF; and
 - o A list of possible aligned partners, both locally and regionally, that may be able to provide economic supports for revenue generation and purchasing.
2. The contractor shall provide a description of the characteristics and specific criteria for the location of a CFPF along with any land use and zoning requirements for consideration and a description of any transportation and environmental impact studies that would have to be completed.
3. The contractor shall incorporate all feedback received from DCOP and the Study Advisory Board, based on their review of the outline for the Study.

Deliverables

1. Written outline for the Study.
2. Provide report
3. Provide description of the characteristics and specific criteria for CFPF location and zoning requirement.
4. Updated outline incorporating DCOP and Board feedback.

Task 8: Prepare a complete, thoroughly edited written text draft of the Study

1. The contractor shall prepare a complete, thoroughly edited written text draft of the Study and submit it to DCOP.
 - a. The Study shall combine and synthesize research and insights from key informants and stakeholders collected by the contractor.
 - b. The Study shall include, at a minimum, a robust market and technical analysis, financial model, and siting report as scoped in Task 2.
 - c. The text draft of the Study will be reviewed by DCOP and the Study Advisory Board.
2. The contractor shall incorporate all feedback from OP and the Study Advisory Board.

Deliverables

1. Written, text-only, draft of the Study.
2. Updated draft incorporating DCOP and Board feedback.

Task 9: Prepare the Draft Designed Study

1. The contractor shall submit a professionally designed, graphically oriented draft Study to DCOP, including all data, graphs, infographics, maps, fonts, and other visualizations.
 - a. DCOP will circulate this draft to DMPED and the Office of Policy and Legislative Affairs, internal legal and technical review and other government and public partners as necessary to solicit feedback and edits.
2. The contractor shall respond to comments and incorporate all changes provided by DCOP into the draft Study.
 - a. DCOP will then share the updated Study with DMPED, the Office of Policy and Legislative Affairs, internal legal and technical review, and other government and public

partners, as necessary.

Deliverables

1. Professionally designed, graphically oriented draft of the Study.
2. Updated draft(s) incorporating DCOP and Board feedback (as needed).

Task 10: Prepare the Final Designed Study

1. The contractor shall submit a final professionally designed, graphically oriented Study to DCOP, including all data, graphs, infographics, maps, fonts, and other visualizations.
 - a. The final Study shall incorporate all feedback from DCOP and shall be suitable for presentation and online posting.
2. The contractor shall also prepare a professionally designed PowerPoint presentation and social media content highlighting the goals, process, and main findings of the Study.
 - a. Social media content will be formatted and optimized for Instagram (10 draft posts with graphics) and Twitter (10 draft posts), respectively.
3. The Contractor shall provide to DCOP all supporting resources in editable format, such as Word and Excel, and the complete and editable graphic design files for the final report in Adobe InDesign (or a format(s) as otherwise determined during this contract).
 - a. Final report documents shall be provided in full resolution pdf and web optimized pdf with a file size no larger than 10mb (or a format as otherwise determined during this contract).

Deliverables:

1. Professionally designed PowerPoint presentation and Social Media content (Twitter, Instagram, etc.).
2. All supporting resources in editable format, such as Word and Excel, and the complete and editable graphic design files for the final report in Adobe InDesign (or a format(s) as otherwise determined during this contract).
3. Final Study in full resolution pdf and web optimized pdf with a file size no larger than 10mb (or a format as otherwise determined during this contract).

SECTION D: PACKAGING AND MARKING

- D.1** The packaging and marking requirements for this contract shall be governed by clause number (2), Shipping Instructions-Consignment, of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION E: INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for this contract shall be governed by clause number five (5) Inspection of Supplies and clause number six (6), Inspection of Services of the Government of the District of Columbia's Standard Contract Provisions for use with Supplies and Services Contracts, dated July 2010. (Attachment J.1)

SECTION F: PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 TERM OF CONTRACT

The term of the contract shall be for a period of one year (12 months) from date of award.

F.2 OPTION TO EXTEND THE TERM OF THE CONTRACT

F.2.1 The District may extend the term of this contract for a period of one (1) one-year option period, or successive fractions thereof, by written notice to the Contractor before the expiration of the contract; provided that the District will give the Contractor 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.

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

F.2.3 The price for the option period shall be as specified in the Section B of the contract.

F.2.4 The total duration of this contract, including the exercise of any options under this clause, shall not exceed two (2) years.

F.3 DELIVERABLES

The Contractor shall perform the activities required to successfully complete the District's requirements and submit each deliverable to the Contract Administrator (CA) identified in section G.9 in accordance with the following:

Item	Deliverable	Quantity	Format/Method of Delivery	Due Date
1	Appoint a project manager (Task 1)	1	Email	As soon as possible
2	Attendance at Kick-Off Meeting with DCOP and Study Advisory Board (Task 1)	1	Virtual/In-person	No later than 2 weeks after issuance of contract
3	Detailed Project Work Plan, including a clear schedule for project milestones (Task 1)	1	Spreadsheet /Email	2 weeks after Kick-Off Meeting
4	Monthly Project Reports (Task 1)	1 for each month until completion of project	Microsoft Word document/Email	On the 1 st of every month until completion of project
5	Attend additional meetings	As needed	Virtual/In-	N/A

	with DCOP Project Manager or designated representative when requested (Task 1)		person	
6	Lead monthly meetings with Study Advisory Board (Task 1)	1 for each month until completion of project	Virtual/In-person	To be determined
7	Basic assessment of current landscape	1	Virtual/In-person	To be determined
8	Thorough review of applicable and relevant documents as provided by DCOP and the Study Advisory Board (Task 2)	1	Virtual/In-person	To be determined
9	Research relevant District and region infrastructure (Task 2)	1	Virtual/In person	To be determined
10	Written landscape assessment of the current food procurement and production capabilities/needs of District government agencies – focusing on DCPS self-operations – and the private food sector (Task 2.)	1	Microsoft Word document/Email	To be determined
11	Identify the need for ascertaining further information from District Government Agency Staff (Task 3)	1	Microsoft Word document/Email	To be determined
12	Identify key informants for follow-up (Task 3)	1	Microsoft Word document/Email	To be determined
13	Written summary of the discussions, including emerging themes. (Task 3)	1	Microsoft Word document/Email	To be determined
14	Copies of recordings (if applicable) (Task 3)	To be determined	To be determined	To be determined
15	Market, technical and financial analysis of CFPF facility (Task 4)	1	Microsoft Word document/Email	To be determined
16	Written feasibility analysis (Task 4)	1	Microsoft Word document/Email	To be determined
17	Presentation of feasibility analysis (Task 4)	1	PowerPoint	To be determined
18	Review facility and siting guidelines (Task 5)	1	Microsoft Word document/Email	To be determined

19	Develop characteristics required for CFPF (Task 5).	1	Microsoft Word document/Email	To be determined
20	Recommend subsequent studies needed for final CFPF site (Task 5)	1	Microsoft Word document/Email	To be determined
21	Written siting analysis (Task 5)	1	Microsoft Word document/Email	To be determined
22	Presentation of siting analysis (Task 5)	1	PowerPoint	To be determined
23	Lead monthly Study Advisory Board meetings (Task 6)	Monthly	Virtual/In-person	To be determined
24	Present monthly meeting project scope and progress (Task 6)	Monthly	Virtual/In person	To be determined
25	Written summaries of suggestions and feedback provided and how it will/will not be incorporated into the Study and why following each meeting (Task 6)	Monthly	Microsoft Word document/Email	Within 1 week after each meeting
26	Written outline for the Study (Task 7)	1	Microsoft Word document/Email	June 16, 2023
27	Provide Report (Task 7)	1	Microsoft Word document/Email	To be determined
28	Provide characteristic description and specific criteria for CFPF location and zoning requirements (Task 7)	1	Microsoft Word document/Email	To be determined
29	Updated Outline incorporating DCOP's feedback (Task 7)	1	Microsoft Word document/Email	June 30, 2023
30	Complete, thoroughly edited written text draft of the Study (Task 8)	1	Microsoft Word document/Email	July 14, 2023
31	Updated text draft incorporating DCOP/Study Advisory Board feedback (at least 1 round of revisions, depending on amount of feedback) (Task 8).	At least 1	Microsoft Word document/Email	Due 2 weeks after receiving feedback from OP
32	Complete, professionally designed, graphically oriented draft of the study (Task 9)	1	To be determined	July 31, 2023

33	Updated drafts incorporating DCOP and Board feedback (as needed) (Task 9).	1	To be determined	To be determined
34	Professionally designed PowerPoint presentation (Task 10)	1	To be determined	September 30, 2023
35	Social media content formatted for Instagram (10 each with graphics) and Twitter (10 each) (Task 10)	20 draft posts	To be determined	September 30, 2023
36	All supporting resources in editable format, such as Word and Excel, and the complete and editable graphic design files for the final report in Adobe InDesign (Task 10)	As needed	To be determined	September 30, 2023
37	Final Study in full resolution pdf and web optimized pdf with a file size no larger than 10mb - or another format as determined by DCOP (Task 10)	1	To be determined	September 30, 2023

F.3.1 The Contractor shall submit to the District, as a deliverable, the report described in section H.5.5 that is required by the 51% District Residents New Hires Requirements and First Source Employment Agreement. If the Contractor does not submit the report as part of the deliverables, final payment to the Contractor shall not be paid pursuant to section G.3.2.

SECTION G: CONTRACT ADMINISTRATION

G.1 INVOICE PAYMENT

- G.1.1** The District will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.
- G.1.2** The District will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

G.2 INVOICE SUBMITTAL

- G.2.1** The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>
- G.2.2** The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in Section G.4.

To constitute a proper invoice, the Contractor shall enter all required information into the Portal after selecting the applicable purchase order number which is listed on the

G.3 FIRST SOURCE AGREEMENT REQUEST FOR FINAL PAYMENT

- G.3.1** For contracts subject to the 51% District Residents New Hires Requirements and First Source Employment Agreement requirements, final request for payment must be accompanied by the report or a waiver of compliance discussed in section H.5.5.
- G.3.2** The District shall not make final payment to the Contractor until the agency CFO has received the CO's final determination or approval of waiver of the Contractor's compliance with 51% District Residents New Hires Requirements and First Source Employment Agreement requirements.

G.4 PAYMENT

Unless otherwise specified in the contract, payment will be made on partial deliveries of services accepted by the District based upon sections B.3 (Price Schedule) and F.3 (Deliverables) if:

- a) The amount due on the deliverable warrants it; or
- b) The Contractor requests it and the amount due on the deliverable is in accordance with the following:
 - Payment will be made on completion an acceptance of each item (Section F.3) for which the price is stated in the schedule in Sections B.3 and F.3
- c) Presentation of a properly executed invoice

G.5 ASSIGNMENT OF CONTRACT PAYMENTS

- G.5.1** In accordance with 27 DCMR 3250, the Contractor may assign to a bank, trust company, or other financing institution funds due or to become due as a result of the performance of this contract.
- G.5.2** Any assignment shall cover all unpaid amounts payable under this contract, and shall not be made to more than one party.
- G.5.3** Notwithstanding an assignment of contract 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.6 THE QUICK PAYMENT ACT

G.6.1 Interest Penalties to Contractors

- G.6.1.1** The District will pay interest penalties on amounts due to the Contractor under the Quick Payment Act, D.C. Official Code § 2-221.01 *et seq.*, as amended, for the period beginning on the day after the required payment date and ending on the date on which payment of the amount is made. Interest shall be calculated at the rate of at least 1.5% per month. No interest penalty shall be paid if payment for the completed delivery of the item of property or service is made on or before the required payment date. The required payment date shall be:
 - G.6.1.1.1** The date on which payment is due under the terms of the contract;
 - G.6.1.1.2** Not later than 7 calendar days, excluding legal holidays, after the date of delivery of meat or meat food products;
 - G.6.1.1.3** Not later than 10 calendar days, excluding legal holidays, after the date of delivery of a perishable agricultural commodity; or
 - G.6.1.1.4** 30 calendar days, excluding legal holidays, after receipt of a proper invoice for the amount of the payment due.
- G.6.1.2** No interest penalty shall be due to the Contractor if payment for the completed delivery of goods or services is made on or after:
 - G.6.1.2.1** 3rd day after the required payment date for meat or a meat food product;
 - G.6.1.2.2** 5th day after the required payment date for an agricultural commodity; or
 - G.6.1.2.3** 15th day after any other required payment date.
- G.6.1.3** Any amount of an interest penalty which remains unpaid at the end of any 30-day period shall be added to the principal amount of the debt and thereafter interest penalties shall accrue on the added amount.

G.6.2 Payments to Subcontractors

G.6.2.1 The Contractor must take one of the following actions within seven (7) days of receipt of any amount paid to the Contractor by the District for work performed by any subcontractor under the contract:

G.6.2.1.1 Pay the subcontractor(s) for the proportionate share of the total payment received from the District that is attributable to the subcontractor(s) for work performed under the contract; or

G.6.2.1.2 Notify the CO and the subcontractor(s), in writing, of the Contractor's intention to withhold all or part of the subcontractor's payment and state the reason for the nonpayment.

G.6.2.2 The Contractor must pay any subcontractor or supplier interest penalties on amounts due to the subcontractor or supplier beginning on the day after the payment is due and ending on the date on which the payment is made. Interest shall be calculated at the rate of at least 1.5% per month. No interest penalty shall be paid on the following if payment for the completed delivery of the item of property or service is made on or before the:

G.6.2.2.1 3rd day after the required payment date for meat or a meat product;

G.6.2.2.2 5th day after the required payment date for an agricultural commodity; or

G.6.2.2.3 15th day after any other required payment date.

G.6.2.3 Any amount of an interest penalty which remains unpaid by the Contractor at the end of any 30-day period shall be added to the principal amount of the debt to the subcontractor and thereafter interest penalties shall accrue on the added amount.

G.6.2.4 A dispute between the Contractor and subcontractor relating to the amounts or entitlement of a subcontractor to a payment or a late payment interest penalty under the Quick Payment Act does not constitute a dispute to which the District is a party. The District may not be interpleaded in any judicial or administrative proceeding involving such a dispute.

G.6.3 Subcontract requirements.

G.6.3.1 The Contractor shall include in each subcontract under this contract a provision requiring the subcontractor to include in its contract with any lower-tier subcontractor or supplier the payment and interest clauses required under paragraphs (1) and (2) of D.C. Official Code §2-221.02(d).

G.6.3.2 The Contractor shall include in each subcontract under this contract a that obligates the Contractor, at the election of the subcontractor, to participate in negotiation or mediation as an alternative to administrative or judicial resolution of a dispute between them.

G.7 CONTRACTING OFFICER (CO)

Contracts will be entered into and signed on behalf of the District only by contracting officers. The contact information for the Contracting Officer is:

Edrica Taylor
Office of Contracting and Procurement – Government Operations
441 4th Street, NW, Ste.330S
Washington, DC 20001
Telephone: (202) 738-6149
E-mail address: edrica.taylor@dc.gov

G.8 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.8.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.8.2** The Contractor shall not comply with any order, directive or request that changes or modifies the requirements of this contract, unless issued in writing and signed by the CO.
- G.8.3** In the event the Contractor effects any change at the instruction or request of any person other than the CO, the change will be considered to have been made without authority and no adjustment will be made in the contract price to cover any cost increase incurred as a result thereof.

G.9 CONTRACT ADMINSTRATOR (CA)

- G.9.1** The CA is responsible for general administration of the contract and advising the CO as to the Contractor's compliance or noncompliance with the contract. The CA has the responsibility of ensuring the work conforms to the requirements of the contract and such other responsibilities and authorities as may be specified in the contract. These include:
 - G.9.1.1** Keeping the CO fully informed of any technical or contractual difficulties encountered during the performance period and advising the CO of any potential problem areas under the contract;
 - G.9.1.2** Coordinating site entry for Contractor personnel, if applicable;
 - G.9.1.3** Reviewing invoices for completed work and recommending approval by the CO if the Contractor's costs are consistent with the negotiated amounts and progress is satisfactory and commensurate with the rate of expenditure;
 - G.9.1.4** Reviewing and approving invoices for deliverables to ensure receipt of goods and services. This includes the timely processing of invoices and vouchers in accordance with the District's payment provisions; and
 - G.9.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.
- G.9.2** The address and telephone number of the CA is:

Tariq Sheriff
District of Columbia Office of Planning
1100 4th Street, NW, Suite E650
Washington, DC 20024
Telephone: (202) 724-4314
E-mail address: tariq.sheriff@dc.gov

G.9.3 The CA shall NOT have the authority to:

1. Award, agree to, or sign any contract, delivery order or task order. Only the CO shall make contractual agreements, commitments or modifications;
2. Grant deviations from or waive any of the terms and conditions of the contract;
3. Increase the dollar limit of the contract or authorize work beyond the dollar limit of the contract,
4. Authorize the expenditure of funds by the Contractor;
5. Change the period of performance; or
6. Authorize the use of District property, except as specified under the contract.

G.9.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the 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.

SECTION H: SPECIAL CONTRACT REQUIREMENTS

H.1 HIRING OF DISTRICT RESIDENTS AS APPRENTICES AND TRAINEES

H.1.1 For all new employment resulting from this contract or subcontracts hereto, as defined in Mayor's Order 83-265 and implementing instructions, the Contractor shall use its best efforts to comply with the following basic goal and objectives for utilization of bona fide residents of the District of Columbia in each project's labor force:

H.1.1.1 At least fifty-one (51) percent of apprentices and trainees employed shall be residents of the District of Columbia registered in programs approved by the District of Columbia Apprenticeship Council.

H.1.2 The Contractor shall negotiate an Employment Agreement with the Department of Employment Services (DOES) for jobs created as a result of this contract. The DOES shall be the Contractor's first source of referral for qualified apprentices and trainees in the implementation of employment goals contained in this clause.

H.2 DEPARTMENT OF LABOR WAGE DETERMINATIONS

The Contractor shall be bound by the Wage Determination No.2015-4281, dated December 27, 2022, issued by the U.S. Department of Labor in accordance with the Service Contract Act, 41 U.S.C. § 351 *et seq.*, and incorporated herein as Section J.2. The Contractor shall be bound by the wage rates for the term of the contract subject to revision as stated herein and in accordance with **clause 24 of the SCP**. If an option is exercised, the Contractor shall be bound by the applicable wage rates at the time of the exercise of the option. If the option is exercised and the CO 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 PREGNANT WORKERS FAIRNESS

H.3.1 The Contractor shall comply with the Protecting Pregnant Workers Fairness Act of 2016, D.C. Official Code § 32-1231.01 *et seq.* (PPWF Act).

H.3.2 The Contractor shall not:

(a) Refuse to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding for an employee, unless the Contractor can demonstrate that the accommodation would impose an undue hardship;

(b) Take an adverse action against an employee who requests or uses a reasonable accommodation in regard to the employee's conditions or privileges of employment, including failing to reinstate the employee when the need for reasonable accommodations ceases to the employee's original job or to an equivalent position with equivalent:

(1) Pay;

(2) Accumulated seniority and retirement;

(3) Benefits; and

(4) Other applicable service credits;

(c) Deny employment opportunities to an employee, or a job applicant, if the denial is based on the need of the employer to make reasonable accommodations to the known limitations related to pregnancy, childbirth, related medical conditions, or breastfeeding;

(d) Require an employee affected by pregnancy, childbirth, related medical conditions, or breastfeeding to accept an accommodation that the employee chooses not to accept if the employee does not have a known limitation related to pregnancy, childbirth, related medical conditions, or breastfeeding or the accommodation is not necessary for the employee to perform her duties;

(e) Require an employee to take leave if a reasonable accommodation can be provided; or

(f) Take adverse action against an employee who has been absent from work as a result of a pregnancy-related condition, including a pre-birth complication.

H.3.3 The Contractor shall post and maintain in a conspicuous place a notice of rights in both English and Spanish and provide written notice of an employee's right to a needed reasonable accommodation related to pregnancy, childbirth, related medical conditions, or breastfeeding pursuant to the PPWF Act to:

(a) New employees at the commencement of employment;

(b) Existing employees; and

(c) An employee who notifies the employer of her pregnancy, or other condition covered by the PPWF Act, within 10 days of the notification.

H.3.4 The Contractor shall provide an accurate written translation of the notice of rights to any non-English or non-Spanish speaking employee.

H.3.5 Violations of the PPWF Act shall be subject to civil penalties as described in the Act.

H.4 UNEMPLOYED ANTI-DISCRIMINATION

H.4.1 The Contractor shall comply with the Unemployed Anti-Discrimination Act of 2012, D.C. Official Code § 32-1361 *et seq.*

H.4.2 The Contractor shall not:

(a) Fail or refuse to consider for employment, or fail or refuse to hire, an individual as an employee because of the individual's status as unemployed; or

(b) Publish, in print, on the Internet, or in any other medium, an advertisement or announcement for any vacancy in a job for employment that includes:

(1) Any provision stating or indicating that an individual's status as unemployed disqualifies

the individual for the job; or

(2) Any provision stating or indicating that an employment agency will not consider or hire an individual for employment based on that individual's status as unemployed.

H.4.3 Violations of the Unemployed Anti-Discrimination Act shall be subject to civil penalties as described in the Act.

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

Delete Article 35, 51% District Residents New Hires Requirements and First Source Employment Agreement, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Section **H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT** in its place:

H.5 51% DISTRICT RESIDENTS NEW HIRES REQUIREMENTS AND FIRST SOURCE EMPLOYMENT AGREEMENT

H.5.1 For contracts for services in the amount of \$300,000 or more, the Contractor shall comply with the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 et seq. (First Source Act).

H.5.2 The Contractor shall enter into and maintain during the term of the contract, a First Source Employment Agreement (Employment Agreement) with the District of Columbia Department of Employment Service's (DOES), in which the Contractor shall agree that:

- (a) The first source for finding employees to fill all jobs created in order to perform the contract shall be the First Source Register; and
- (b) The first source for finding employees to fill any vacancy occurring in all jobs covered by the Employment Agreement shall be the First Source Register.

H.5.3 The Contractor shall not begin performance of the contract until its Employment Agreement has been accepted by DOES. Once approved, the Employment Agreement shall not be amended except with the approval of DOES.

H.5.4 The Contractor agrees that at least 51% of the new employees hired to perform the contract shall be District residents.

H.5.5 The Contractor's hiring and reporting requirements under the First Source Act and any rules promulgated thereunder shall continue for the term of the contract.

H.5.6 The CO may impose penalties, including monetary fines of 5% of the total amount of the direct and indirect labor costs of the contract, for a willful breach of the Employment Agreement, failure to submit the required hiring compliance reports, or deliberate submission of falsified data.

H.5.7 If the Contractor does not receive a good faith waiver, the CO may also impose an additional penalty equal to 1/8 of 1% of the total amount of the direct and indirect labor costs of the contract for each percentage by which the Contractor fails to meet its hiring requirements.

- H.5.8** Any contractor which violates, more than once within a 10-year timeframe, the hiring or reporting requirements of the First Source Act shall be referred for debarment for not more than five (5) years.
- H.5.9** The contractor may appeal any decision of the CO pursuant to this clause to the D.C. Contract Appeals Board as provided in **clause 14 of the SCP, Disputes**.
- H.5.10** The provisions of the First Source Act do not apply to nonprofit organizations which employ 50 employees or less.

H.6 DIVERSION, REASSIGNMENT AND REPLACEMENT OF KEY PERSONNEL

The key personnel specified in the contract are considered to be essential to the work being performed hereunder. Prior to diverting any of the specified key personnel for any reason, the Contractor shall notify the CO at least thirty (30) calendar days in advance and shall submit justification, including proposed substitutions, in sufficient detail to permit evaluation of the impact upon the contract. The Contractor shall obtain written approval of the CO for any proposed substitution of key personnel.

- H.6.1** The District considers the following positions to be key personnel for this contract:

1. Project Manager

H.7 RESERVED

H.8 RESERVED

H.9 SUBCONTRACTING REQUIREMENTS

H.9.1 Mandatory Subcontracting Requirements

- H.9.1.1** For all contracts in excess of \$250,000, at least 35% of the dollar volume of the contract shall be subcontracted to qualified small business enterprises (SBEs).
- H.9.1.2** If there are insufficient SBEs to completely fulfill the requirement of paragraph H.9.1.1, then the subcontracting may be satisfied by subcontracting 35% of the dollar volume to any qualified certified business enterprises (CBEs); provided, however, that all reasonable efforts shall be made to ensure that SBEs are significant participants in the overall subcontracting work.
- H.9.1.3** A prime contractor that is certified by DSLBD as a small, local or disadvantaged business enterprise shall not be required to comply with the provisions of sections H.9.1.1 and H.9.1.2.
- H.9.1.4** Except as provided in H.9.1.5 and H.9.1.7, a prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 35% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be

with CBEs. A CBE prime contractor that performs less than 35% of the contracting effort shall be subject to enforcement actions under D.C. Official Code § 2-218.63.

- H.9.1.5** If the prime contractor is a certified joint venture and has been granted a bid preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, the CBE member of the certified joint venture shall perform at least 50% of the contracting effort with its own organization and resources and, if it subcontracts, 35% of the subcontracting effort shall be with CBEs. If the CBE member of the certified joint venture prime contractor performs less than 50% of the contracting effort, the certified joint venture shall be subject to enforcement actions under D.C. Official Code § 2-218.63.
- H.9.1.6** Each CBE utilized to meet these subcontracting requirements shall perform at least 35% of its contracting effort with its own organization and resources.
- H.9.1.7** A prime contractor that is a CBE and has been granted a proposal preference pursuant to D.C. Official Code § 2-218.43, or is selected through a set-aside program, shall perform at least 50% of the on-site work with its own organization and resources if the contract is \$1 million or less.

H.9.2 Subcontracting Plan

If the prime contractor is required by law to subcontract under this contract, it must subcontract at least 35% of the dollar volume of this contract in accordance with the provisions of section H.9.1 of this clause. The plan shall be submitted as part of the proposal and may only be amended after award with the prior written approval of the CO and Director of DSLBD. Any reduction in the dollar volume of the subcontracted portion resulting from an amendment of the plan after award shall inure to the benefit of the District.

Each subcontracting plan shall include the following:

- (1) The name and address of each subcontractor;
- (2) A current certification number of the small or certified business enterprise;
- (3) The scope of work to be performed by each subcontractor; and
- (4) The price that the prime contractor will pay each subcontractor.

H.9.3 Copies of Subcontracts

Within twenty-one (21) days of the date of award, the Contractor shall provide fully executed copies of all subcontracts identified in the subcontracting plan to the CO, CA, District of Columbia Auditor and the Director of DSLBD.

H.9.4 Subcontracting Plan Compliance Reporting

- H.9.4.1** If the Contractor has a subcontracting plan required by law for this contract, the Contractor shall submit a quarterly report to the CO, CA, District of Columbia Auditor and the Director of DSLBD. The quarterly report shall include the following information for each subcontract identified in the subcontracting plan:
- (A) The price that the prime contractor will pay each subcontractor under the subcontract;
 - (B) A description of the goods procured or the services subcontracted for;

- (C) The amount paid by the prime contractor under the subcontract; and
- (D) A copy of the fully executed subcontract, if it was not provided with an earlier quarterly report.

H.9.4.2 If the fully executed subcontract is not provided with the quarterly report, the prime contractor will not receive credit toward its subcontracting requirements for that subcontract.

H.9.5 Annual Meetings

Upon at least 30-days written notice provided by DSLBD, the Contractor shall meet annually with the CO, CA, District of Columbia Auditor and the Director of DSLBD to provide an update on its subcontracting plan.

H.9.6 Notices

The Contractor shall provide written notice to the DSLBD and the District of Columbia Auditor upon commencement of the contract and when the contract is completed.

H.9.7 Enforcement and Penalties for Breach of Subcontracting Plan

- H.9.7.1** A contractor shall be deemed to have breached a subcontracting plan required by law, if the contractor (i) fails to submit subcontracting plan monitoring or compliance reports or other required subcontracting information in a reasonably timely manner; (ii) submits a monitoring or compliance report or other required subcontracting information containing a materially false statement; or (iii) fails to meet its subcontracting requirements.
- H.9.7.2** A contractor that is found to have breached its subcontracting plan for utilization of CBEs in the performance of a contract shall be subject to the imposition of penalties, including monetary fines in accordance with D.C. Official Code § 2-218.63.
- H.9.7.3** If the CO determines the Contractor's failure to be a material breach of the contract, the CO shall have cause to terminate the contract under the default provisions in **clause 8 of the SCP, Default.**

H.10 FAIR CRIMINAL RECORD SCREENING

- H.10.1** The Contractor shall comply with the provisions of the Fair Criminal Record Screening Amendment Act of 2014, effective December 17, 2014 (D.C. Law 20-152) (the "Act" as used in this section). This section applies to any employment, including employment on a temporary or contractual basis, where the physical location of the employment is in whole or substantial part within the District of Columbia.
- H.10.2** Prior to making a conditional offer of employment, the Contractor shall not require an applicant for employment, or a person who has requested consideration for employment by the Contractor, to reveal or disclose an arrest or criminal accusation that is not then pending or did not result in a criminal conviction.
- H.10.3** After making a conditional offer of employment, the Contractor may require an applicant to disclose or reveal a criminal conviction.

H.10.4 The Contractor may only withdraw a conditional offer of employment, or take adverse action against an applicant, for a legitimate business reason as described in the Act.

H.10.5 This section and the provisions of the Act shall not apply:

(a) Where a federal or District law or regulation requires the consideration of an applicant's criminal history for the purposes of employment;

(b) To a position designated by the employer as part of a federal or District government program or obligation that is designed to encourage the employment of those with criminal histories;

(c) To any facility or employer that provides programs, services, or direct care to, children, youth, or vulnerable adults; or

(d) To employers that employ less than 11 employees.

H.10.6 A person claiming to be aggrieved by a violation of the Act may file an administrative complaint with the District of Columbia Office of Human Rights, and the Commission on Human Rights may impose monetary penalties against the Contractor.

H.11 DISTRICT RESPONSIBILITIES

RESERVED

SECTION I: CONTRACT CLAUSES

I.1 APPLICABILITY OF STANDARD CONTRACT PROVISIONS

The Standard Contract Provisions for use with District of Columbia Government Supplies and Services Contracts dated July 2010 (“SCP”) are incorporated as part of the contract. To obtain a copy of the SCP go to <http://ocp.dc.gov>, under Quick Links click on “Required Solicitation Documents”.

I.2 CONTRACTS THAT CROSS FISCAL YEARS

Continuation of this contract beyond the current fiscal year is contingent upon future fiscal appropriations.

I.3 CONFIDENTIALITY OF INFORMATION

The Contractor shall keep all information relating to any employee or customer of the District in absolute confidence and shall not use the information in connection with any other matters; nor shall it disclose any such information to any other person, firm or corporation, in accordance with the District and federal laws governing the confidentiality of records.

I.4 TIME

Time, if stated in a number of days, will include Saturdays, Sundays, and holidays, unless otherwise stated herein.

I.5 RIGHTS IN DATA

Delete Article 42, Rights in Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 42, Rights in Data) in its place:

A. Definitions

1. “Products” - A deliverable under any contract that may include commodities, services and/or technology furnished by or through Contractor, including existing and custom Products, such as, but not limited to: a) recorded information, regardless of form or the media on which it may be recorded; b) document research; c) experimental, developmental, or engineering work; d) licensed software; e) components of the hardware environment; f) printed materials (including but not limited to training manuals, system and user documentation, reports, drawings); g) third party software; h) modifications, customizations, custom programs, program listings, programming tools, data, modules, components; and i) any intellectual property embodied therein, whether in tangible or intangible form, including but not limited to utilities, interfaces, templates, subroutines, algorithms, formulas, source code, and object code.

2. “Existing Products” - Tangible Products and intangible licensed Products that exist prior to the commencement of work under the contract. Existing Products must be identified on the Product prior to commencement of work or else will be presumed to be Custom Products.

3. “Custom Products” - Products, preliminary, final or otherwise, which are created or developed by Contractor, its subcontractors, partners, employees, resellers or agents for the District under the contract.

4. “District” – The District of Columbia and its agencies.

B. Title to Project Deliverables

The Contractor acknowledges that it is commissioned by the District to perform services detailed in the contract. The District shall have ownership and rights for the duration set forth in the contract to use, copy, modify, distribute, or adapt Products as follows:

1. Existing Products: Title to all Existing Licensed Product(s), whether or not embedded in, delivered or operating in conjunction with hardware or Custom Products, shall remain with Contractor or third party proprietary owner, who retains all rights, title and interest (including patent, trademark or copyrights). Effective upon payment, the District shall be granted an irrevocable, non-exclusive, worldwide, paid-up license to use, execute, reproduce, display, perform, adapt (unless Contractor advises the District as part of Contractor’s bid that adaptation will violate existing agreements or statutes and Contractor demonstrates such to the District’s satisfaction), and distribute Existing Product to District users up to the license capacity stated in the contract with all license rights necessary to fully effect the general business purpose of the project or work plan or contract. Licenses shall be granted in the name of the District. The District agrees to reproduce the copyright notice and any other legend of ownership on any copies authorized under this paragraph.

2. Custom Products: Effective upon Product creation, Contractor hereby conveys, assigns, and transfers to the District the sole and exclusive rights, title and interest in Custom Product(s), whether preliminary, final or otherwise, including all patent, trademark and copyrights. Contractor hereby agrees to take all necessary and appropriate steps to ensure that the Custom Products are protected against unauthorized copying, reproduction and marketing by or through Contractor.

C. Transfers or Assignments of Existing or Custom Products by the District

The District may transfer or assign Existing or Custom Products and the licenses thereunder to another District agency. Nothing herein shall preclude the Contractor from otherwise using the related or underlying general knowledge, skills, ideas, concepts, techniques and experience developed under a project or work plan in the course of Contractor’s business.

D. Subcontractor Rights

Whenever any data, including computer software, are to be obtained from a subcontractor under the contract, the Contractor shall use this clause, **Rights in Data**, in the subcontract, without alteration, and no other clause shall be used to enlarge or diminish the District’s or the Contractor’s rights in that subcontractor data or computer software which is required for the District.

E. Source Code Escrow

1. For all computer software furnished to the District with the rights specified in section B.2, the Contractor shall furnish to the District, a copy of the source code with such rights of the scope as specified in section B.2 of this clause. For all computer software furnished to the District with the restricted rights specified in section B.1 of this clause, the District, if the Contractor either directly or through a successor or affiliate shall cease to provide the maintenance or warranty services provided the District under the contract or any paid-up maintenance agreement, or if the Contractor should be declared insolvent by a court of competent jurisdiction, shall have the right to obtain, for its own and sole use only, a single copy of the current version of the source code supplied under the contract, and a single copy of the documentation associated therewith, upon payment to the person in control of the source code the reasonable cost of making each copy.

2. If the Contractor or Product manufacturer/developer of software furnished to the District with the rights specified in section B.1 of this clause offers the source code or source code escrow to any other commercial customers, the Contractor shall either: (1) provide the District with the source code for the Product; (2) place the source code in a third party escrow arrangement with a designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with a standard escrow arrangement acceptable to the District; or (3) will certify to the District that the Product manufacturer/developer has named the District as a named beneficiary of an established escrow arrangement with its designated escrow agent who shall be named and identified to the District, and who shall be directed to release the deposited source code in accordance with the terms of escrow.

3. The Contractor shall update the source code, as well as any corrections or enhancements to the source code, for each new release of the Product in the same manner as provided above, and certify such updating of escrow to the District in writing.

F. Indemnification and Limitation of Liability

The Contractor shall indemnify and save and hold harmless the District, its officers, agents and employees acting within the scope of their official duties against any liability, including costs and expenses, (i) for violation of proprietary rights, copyrights, or rights of privacy, arising out of the publication, translation, reproduction, delivery, performance, use or disposition of any data furnished under this contract, or (ii) based upon any data furnished under this contract, or based upon libelous or other unlawful matter contained in such data.

I.6 OTHER CONTRACTORS

The Contractor shall not commit or permit any act that will interfere with the performance of work by another District contractor or by any District employee.

I.7 SUBCONTRACTS

The Contractor hereunder shall not subcontract any of the Contractor's work or services to any subcontractor without the prior written consent of the CO. Any work or service so subcontracted shall be performed pursuant to a subcontract agreement, which the District will have the right to review and approve prior to its execution by the Contractor. Any such subcontract shall specify that the Contractor and the subcontractor shall be subject to every provision of this contract. Notwithstanding any such subcontract approved by the District, the

Contractor shall remain liable to the District for all Contractor's work and services required hereunder.

I.8 INSURANCE

- A. GENERAL REQUIREMENTS. The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a subcontractor for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

General liability, commercial auto, workers' compensation and property insurance policies (if applicable to this agreement) shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance (“CGL”) - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. (“ISO”) form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.
2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor’s commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers’ Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers’ Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer’s Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer’s liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by paragraphs 1,2 and 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and

penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability policy must be submitted to the Office of Risk Management (ORM) for compliance review.

5. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate, following the form and in excess of all liability policies. **All** liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

C. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- D. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.
- E. LIABILITY. These are the required minimum insurance requirements established by the District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor's liability under this contract.
- F. CONTRACTOR'S PROPERTY. Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- G. MEASURE OF PAYMENT. The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- H. NOTIFICATION. The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.
- I. CERTIFICATES OF INSURANCE. The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of

insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:
Edrica Taylor
Office of Contracting and Procurement – Government Operations
441 4th Street, NW, Ste.330S
Washington, DC 20001
Telephone: (202) 738-6149
E-mail address: edrica.taylor@dc.gov

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- J. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- K. CARRIER RATINGS. All Contractor’s and its subcontractors’ insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

I.9 EQUAL EMPLOYMENT OPPORTUNITY

In accordance with the District of Columbia Administrative Issuance System, Mayor’s Order 85-85 dated June 10, 1985, the forms for completion of the Equal Employment Opportunity Information Report are incorporated herein as Section J.3. An award cannot be made to any offeror who has not satisfied the equal employment requirements.

I.10 ORDER OF PRECEDENCE

The contract awarded as a result of this solicitation will contain the following clause:

ORDER OF PRECEDENCE

A conflict in language shall be resolved by giving precedence to the document in the highest order of priority that contains language addressing the issue in question. The following documents are incorporated into the contract by reference and made a part of the contract in the following order of precedence:

- (1) An applicable Court Order, if any
- (2) Contract document
- (3) Standard Contract Provisions
- (4) Contract attachments other than the Standard Contract Provisions
- (5) RFP, as amended
- (6) BAFOs (in order of most recent to earliest)
- (7) Proposal

I.11 DISPUTES

Delete Article 14, Disputes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following Article 14, Disputes, in its place:

14. Disputes

All disputes arising under or relating to the contract shall be resolved as provided herein.

- (a) **Claims by the Contractor against the District:** Claim, as used in paragraph (a) of this clause, means a written assertion by the Contractor seeking, as a matter of right, the payment of money in a sum certain, the adjustment or interpretation of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant

- (1) All claims by a Contractor against the District arising under or relating to a contract shall be in writing and shall be submitted to the CO for a decision. The Contractor's claim shall contain at least the following:
 - (i) A description of the claim and the amount in dispute;
 - (ii) Data or other information in support of the claim;
 - (iii) A brief description of the Contractor's efforts to resolve the dispute prior to filing the claim; and
 - (iii) The Contractor's request for relief or other action by the CO.
- (2) The CO may meet with the Contractor in a further attempt to resolve the claim by agreement.
- (3) The CO shall issue a decision on any claim within 120 calendar days after receipt of the claim. Whenever possible, the CO shall take into account factors such as the size and complexity of the claim and the adequacy of the information in support of the claim provided by the Contractor.
- (4) The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;

- (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and
 - (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (5) Failure by the CO to issue a decision on a contract claim within 120 days of receipt of the claim will be deemed to be a denial of the claim, and will authorize the commencement of an appeal to the Contract Appeals Board as provided by D.C. Official Code § 2-360.04.
- (6) If a contractor is unable to support any part of its claim and it is determined that the inability is attributable to a material misrepresentation of fact or fraud on the part of the Contractor, the Contractor shall be liable to the District for an amount equal to the unsupported part of the claim in addition to all costs to the District attributable to the cost of reviewing that part of the Contractor's claim. Liability under this paragraph (a)(6) shall be determined within six (6) years of the commission of the misrepresentation of fact or fraud.
- (7) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.
- (b) Claims by the District against the Contractor:** Claim as used in paragraph (b) of this clause, means a written demand or written assertion by the District seeking, as a matter of right, the payment of money in a sum certain, the adjustment of contract terms, or other relief arising under or relating to the contract. A claim arising under a contract, unlike a claim relating to that contract, is a claim that can be resolved under a contract clause that provides for the relief sought by the claimant.
- (1) The CO shall decide all claims by the District against a contractor arising under or relating to a contract.
 - (2) The CO shall send written notice of the claim to the contractor. The CO's written decision shall do the following:
 - (i) Provide a description of the claim or dispute;
 - (ii) Refer to the pertinent contract terms;
 - (iii) State the factual areas of agreement and disagreement;
 - (iv) State the reasons for the decision, including any specific findings of fact, although specific findings of fact are not required and, if made, shall not be binding in any subsequent proceeding;
 - (v) If all or any part of the claim is determined to be valid, determine the amount of monetary settlement, the contract adjustment to be made, or other relief to be granted;
 - (vi) Indicate that the written document is the CO's final decision; and

- (vii) Inform the Contractor of the right to seek further redress by appealing the decision to the Contract Appeals Board.
- (3) The CO shall support the decision by reasons and shall inform the Contractor of its rights as provided herein.
- (4) Before or after issuing the decision, the CO may meet with the Contractor to attempt to resolve the claim by agreement.
- (5) The authority contained in this paragraph (b) shall not apply to a claim or dispute for penalties or forfeitures prescribed by statute or regulation which another District agency is specifically authorized to administer, settle or determine.
- (6) This paragraph shall not authorize the CO to settle, compromise, pay, or otherwise adjust any claim involving fraud.
- (c) Decisions of the CO shall be final and not subject to review unless the Contractor timely commences an administrative appeal for review of the decision, by filing a complaint with the Contract Appeals Board, as authorized by D.C. Official Code § 2-360.04.
- (d) Pending final decision of an appeal, action, or final settlement, the Contractor shall proceed diligently with performance of the contract in accordance with the decision of the CO.

I.12 CHANGES

Delete clause 15, Changes, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 15, Changes in its place:

15. Changes:

- (a) The CO may, at any time, by written order, and without notice to the surety, if any, make changes in the contract within the general scope hereof. If such change causes an increase or decrease in the cost of performance of the contract, or in the time required for performance, an equitable adjustment shall be made. Any claim for adjustment for a change within the general scope must be asserted within ten (10) days from the date the change is ordered; provided, however, that the CO, if he or she determines that the facts justify such action, may receive, consider and adjust any such claim asserted at any time prior to the date of final settlement of the contract. If the parties fail to agree upon the adjustment to be made, the dispute shall be determined as provided in **clause 14 Disputes**.
- (b) The District shall not require the Contractor, and the Contractor shall not require a subcontractor, to undertake any work that is beyond the original scope of the contract or subcontract, including work under a District-issued change order, when the additional work increases the contract price beyond the not-to-exceed price or negotiated maximum price of this contract, unless the CO:

- (1) Agrees with Contractor, and if applicable, the subcontractor on a price for the additional work;
 - (2) Obtains a certification of funding to pay for the additional work;
 - (3) Makes a written, binding commitment with the Contractor to pay for the additional work within 30-days after the Contractor submits a proper invoice; and
 - (4) Provides the Contractor with written notice of the funding certification.
- (c) The Contractor shall include in its subcontracts a clause that requires the Contractor to:
- (1) Within 5 business days of its receipt of notice the approved additional funding, provide the subcontractor with notice of the amount to be paid to the subcontractor for the additional work to be performed by the subcontractor;
 - (2) Pay the subcontractor any undisputed amount to which the subcontractor is entitled for the additional work within 10 days of receipt of payment from the District; and
 - (3) Notify the subcontractor and CO in writing of the reason the Contractor withholds any payment from a subcontractor for the additional work.
- (d) Neither the District, Contractor, nor any subcontractor may declare another party to be in default, or assess, claim, or pursue damages for delays, until the parties to agree on a price for the additional work.

I.13 NON-DISCRIMINATION CLAUSE

Delete clause 19, Non-Discrimination Clause, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts and substitute the following clause 19, Non-Discrimination Clause, in its place:

19. Non-Discrimination Clause:

- (a) The Contractor shall not discriminate in any manner against any employee or applicant for employment that would constitute a violation of the District of Columbia Human Rights Act, effective December 13, 1977, as amended (D.C. Law 2-38; D.C. Official Code § 2-1401.01 *et seq.*) (“Act”, as used in this clause). The Contractor shall include a similar clause in all subcontracts, except subcontracts for standard commercial supplies or raw materials. In addition, the Contractor agrees, and any subcontractor shall agree, to post in conspicuous places, available to employees and applicants for employment, a notice setting forth the provisions of this non-discrimination clause as provided in section 251 of the Act.
- (b) Pursuant to Mayor’s Order 85-85, (6/10/85), Mayor’s Order 2002-175 (10/23/02), Mayor’s Order 2011-155 (9/9/11) and the rules of the Office of Human Rights, Chapter 11 of Title 4 of the D.C. Municipal Regulations, the following clauses apply to the contract:
 - (1) The Contractor shall not discriminate against any employee or applicant for employment because of actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act.

- (2) The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their actual or perceived: race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, genetic information, disability, matriculation, political affiliation, or credit information. The affirmative action shall include, but not be limited to the following:
 - (a) employment, upgrading or transfer;
 - (b) recruitment, or recruitment advertising;
 - (c) demotion, layoff or termination;
 - (d) rates of pay, or other forms of compensation; and
 - (e) selection for training and apprenticeship.
- (3) The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting agency, setting forth the provisions in paragraphs 19(b)(1) and (b)(2) concerning non-discrimination and affirmative action.
- (4) The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment pursuant to the non-discrimination requirements set forth in paragraph 19(b)(2).
- (5) The Contractor agrees to send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice to be provided by the contracting agency, advising the said labor union or workers' representative of that contractor's commitments under this nondiscrimination clause and the Act, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- (6) The Contractor agrees to permit access to its books, records, and accounts pertaining to its employment practices, by the Chief Procurement Officer or designee, or the Director of the Office of Human Rights or designee, for purposes of investigation to ascertain compliance with the Act, and to require under terms of any subcontractor agreement each subcontractor to permit access of such subcontractors' books, records, and accounts for such purposes.
- (7) The Contractor agrees to comply with the provisions of the Act and with all guidelines for equal employment opportunity applicable in the District adopted by the Director of the Office of Human Rights, or any authorized official.
- (8) The Contractor shall include in every subcontract the equal opportunity clauses, i.e., paragraphs 19(b)(1) through (b)(9) of this clause, so that such provisions shall be binding upon each subcontractor.
- (9) The Contractor shall take such action with respect to any subcontract as the CO may direct as a means of enforcing these provisions, including sanctions for noncompliance; provided, however, that in the event the Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the contracting agency, the Contractor may request the District to enter into such litigation to protect the interest of the District.

I.14 COST AND PRICING DATA

Delete Article 25, Cost and Pricing Data, of the Standard Contract Provisions dated July 2010 for use with District of Columbia Government Supplies and Services Contracts.

I.15 SPECIAL PROVISION RELATED TO CITY ADMINISTRATOR'S ORDER 2022-3

Contractors who provide goods or perform services in person in District of Columbia facilities or worksites ("On-site Contractors") shall ensure that each of their employees, agents, subcontractors, and supervised volunteers comply with City Administrator's Order 2022-3, Mask Requirements Inside Certain District Government Buildings and Offices, dated April 14, 2022, and all substantially similar mask requirements including any modifications to the Order, unless and until they are rescinded.

SECTION J: ATTACHMENTS

The following list of attachments is incorporated into the solicitation by reference:

Attachment Number	Document
J.1	Government of the District of Columbia Standard Contract Provisions for Use with the Supplies and Services Contracts (July 2010) available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.2	U.S. Department of Labor Wage Determination 2015-4281, dated 12/27/2022
J.3	Equal Employment Opportunity Employer Information Report and Mayor’s Order 85-85 available at available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.4	Department of Employment Services First Source Employment Agreement available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.5	Way to Work Amendment Act of 2006 - Living Wage Notice available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.6	Way to Work Amendment Act of 2006- Living Wage Fact Sheet available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.7	Tax Certification Affidavit available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.8	Subcontracting Plan (if required by law) available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”
J.9	First Source Initial Employment Plan (if contract is \$300,000 or more) available at http://ocp.dc.gov under Quick Links click on “Required Solicitation Documents”

SECTION K: REPRESENTATIONS, CERTIFICATIONS AND OTHER STATEMENTS OF OFFERORS

Bidder/Offeror Certification Form

available at <http://ocp.dc.gov>,
under Quick Links click on “Required Solicitation Documents”

SECTION L: INSTRUCTIONS, CONDITIONS AND NOTICES TO OFFERORS

L.1 CONTRACT AWARD

L.1.1 Most Advantageous to the District

The District intends to award a single contract resulting from this solicitation to the responsible offeror whose offer conforming to the solicitation will be most advantageous to the District, cost or price, technical and other factors, specified elsewhere in this solicitation considered.

L.1.2 SELECTION OF NEGOTIATION PROCESS

In accordance with 27 DCMR § 1632, after evaluation of the proposals using only the criteria stated in the RFP and in accordance with weightings provided in the RFP, the CO may elect to proceed with any method of negotiations, discussions or award of the contract without negotiations, which is set forth in subsections (a), (b), (c), or (d) of 27 DCMR § 1632.1. If the CO elects to proceed with negotiations under subsection (c) of 27 DCMR §1632.1, the CO may limit, for purposes of efficiency, the number of proposals in the competitive range to the greatest number that will permit an efficient competition among the most highly rated proposals.

L.2 PROPOSAL ORGANIZATION AND CONTENT

- L.2.1** This solicitation will be conducted electronically using the District’s Ariba E-Sourcing system. To be considered, an offeror must submit the required attachments via the Ariba E-Sourcing system before the closing date and time. Paper, telephonic, telegraphic, and facsimile proposals may not be accepted.
- L.2.2** All attachments shall be submitted as a .pdf file. The District will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered.
- L.2.3** The offeror must bill on all contract line items (CLINs) to be considered for this award. Failure to bid on all CLINs will render the proposal non-responsive and disqualify the Offeror.
- L.2.4** The District reserves the right to order/award all or just some of the CLINs.
- L.2.5** The offeror shall submit three (3) attachments in its electronic submittal: (1) a technical proposal (PDF), and (2) a price proposal (PDF) and (3) price proposal spreadsheets in MS Excel. **Please note that each attachment is limited to a maximum size of 25 MB.**
- L.2.6** The offeror shall label each attachment, i.e., “Technical Proposal”, “Price Proposal.”

1. PROPOSAL FORMAT

TECHNICAL PROPOSAL GUIDELINES

Section I – Technical Approach (10 pages maximum)

A comprehensive and detailed setting forth your approach for implementing and carrying out the objectives in the scope of work successfully. The proposed approach shall demonstrate how the Offeror intends to fulfill the requirements throughout the term of the engagement and complete all deliverables successfully. The Offeror's approach should draw upon previous experience providing similar services, industry standards and best practices.

Offerors must also submit a preliminary milestone plan illustrating the Offerors proposed process, schedule and associated milestones for completing all the requirements and deliverables successfully.

Section II – Team Member Technical Expertise (no page limit)

The Offeror's proposal shall contain a staffing plan with an organizational chart indicating the resources and individuals that are to be dedicated to the project. The staffing plan should include the entire team, names, capabilities, experience, and project role of the personnel to be assigned to the project.

The Offeror shall provide detailed information demonstrating the Offeror's individual team member's proven experience and past performance in providing similar services.

Offerors shall provide detailed resumes of all proposed team members (prime and subcontractors).

Section III – Relevant Past Performance and References (no page limit)

The Offeror shall provide three (3) case studies regarding previous contracts/projects for which the Offeror provided identical or similar work within the last five (5) years. The studies shall include: Name of Company/Entity; Title of Project; Contract Number; Dollar Amount; Period of Performance; Contact Person's Name; Title; Telephone Number and Email Address; provide a narrative that describes each project and highlight similarities between it and the scope of this solicitation.

The Offeror also shall provide a minimum of three (3) references, including at least one from a state or local government body that can comment on Offeror's ability to successfully achieve the objectives stated in the statement of work. The three (3) projects and references may be the same or do not have to be separate and distinct

3. PRICE PROPOSAL GUIDELINES

The price proposal shall include the total fixed price amount for the project and shall cover all the requirements set forth in the statement of work and shall be in accordance with Tables 1 and 2 (See Attachment B).

In summary and unless otherwise directed, in writing, the price proposal shall include the following:

- 1) Completed Price Schedules (Tables 1 and 2); and

2) Copy of price proposal in both PDF and MS Excel formats.

L.2.7 Offerors are directed to the specific proposal evaluation criteria found in Section M of this solicitation, Evaluation Factors. The offeror shall respond to each factor in a way that will allow the District to evaluate the offeror's response. The offeror shall submit information in a clear, concise, factual and logical manner providing a comprehensive description of program supplies and services and delivery thereof. The information requested for the technical proposal shall facilitate evaluation for all proposals. The technical proposal must contain sufficient detail to provide a clear and concise response fully reflecting the manner in which the offeror proposes to fully meet the requirements in Section C.

L.2.8 Offerors shall complete, sign and submit all Representations, Certifications and Acknowledgments as appropriate.

L.2.9 The District will reject any offer that fails to include a subcontracting plan that is required by law.

L.3 REQUIREMENT FOR AN ELECTRONIC COPY OF PROPOSALS TO BE MADE AVAILABLE TO THE PUBLIC

In addition to the proposal submission requirements in Section L.2 above, the offeror must submit an electronic copy of its proposal, redacted in accordance with any applicable exemptions from disclosure under D.C. Official Code § 2-534. Redacted copies of the offeror's proposal must be submitted by e-mail attachment to the contact person designated in the solicitation. D.C. Official Code § 2-536(b) requires the District to make available electronically copies of records that must be made public. The District's policy is to release documents relating to District proposals following award of the contract, subject to applicable Freedom of Information Act (FOIA) exemption under § 2-534(a)(1). Successful proposals will be published on the OCP website in accordance with D.C. Official Code § 2-361.04, subject to applicable FOIA exemptions.

L.4 PROPOSAL SUBMISSION DATE AND TIME, AND LATE SUBMISSIONS, LATE MODIFICATIONS, WITHDRAWAL OR MODIFICATION OF PROPOSALS AND LATE PROPOSALS

L.4.1 Proposal Submission

L.4.1.1 Proposals must be fully uploaded into the District's E-Sourcing system no later than the closing date and time. The system will not allow late proposals, modifications to proposals, or requests for withdrawals after the exact closing date and time.

L.4.1.2 Paper, telephonic, telegraphic, and facsimile proposals may not be accepted or considered for award.

L.4.1.3 It is solely the offeror's responsibility to ensure that it begins the upload process in sufficient time to get the attachments uploaded into the District's E-Sourcing system before the closing time. **You may use Microsoft Internet Explorer versions 6, 7, 8, 9, 10, or 11, Mozilla Firefox (esr 17 or esr 24), Safari (4 or 5), Mobile Safari (6 or 7), or Google Chrome 26 to upload the attachments.**

L.4.2 Withdrawal or Modification of Proposals

An offeror may modify or withdraw its proposal via the District's E-Sourcing system at any time before the closing date and time for receipt of proposals.

L.4.3 Late Proposals

The District's E-Sourcing system will not accept late proposals or modifications to proposals after the closing date and time for receipt of proposals.

L.4.4 Late Modifications

A late modification of a successful proposal, which makes its terms more favorable to the District, shall be considered at any time it is received and may be accepted.

L.5 EXPLANATION TO PROSPECTIVE OFFERORS

If a prospective offeror has any questions relating to this solicitation, the prospective offeror shall submit the question electronically via the District's E-Sourcing system's instructions. The prospective offeror should submit questions no later than **2:00 PM Wednesday, January 25, 2023**, for this solicitation. The District may not consider any questions received after **2:00 PM Wednesday, January 25, 2023**. The District will furnish responses via the District's E-Sourcing system's messaging process. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting offers, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the contract will not be binding.

L.6 RESTRICTION ON DISCLOSURE AND USE OF DATA

L.6.1 Offerors who include in their proposal data that they do not want disclosed to the public or used by the District except for use in the procurement process shall mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the District and shall not be duplicated, used or disclosed in whole or in part for any purpose except for use in the procurement process.

If, however, a contract is awarded to this offeror as a result of or in connection with the submission of this data, the District will have the right to duplicate, use, or disclose the data to the extent consistent with the District's needs in the procurement process. This restriction does not limit the District's rights to use, without restriction, information contained in this proposal if it is obtained from another source. The data subject to this restriction are contained in sheets (insert page numbers or other identification of sheets)."

L.6.2 Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal."

L.7 PROPOSALS WITH OPTION YEARS

The offeror shall include option year prices in its price/cost proposal. An offer may be determined to be unacceptable if it fails to include pricing for the option year(s).

L.8 PROPOSAL PROTESTS

Any actual or prospective offeror or contractor who is aggrieved in connection with the solicitation or award of a contract, must file with the D.C. Contract Appeals Board (Board) a protest no later than ten (10) business days after the basis of protest is known or should have been known, whichever is earlier. A protest based on alleged improprieties in a solicitation which are apparent at the time set for receipt of initial proposals shall be filed with the Board prior to the time set for receipt of initial proposals. In procurements in which proposals are requested, alleged improprieties which do not exist in the initial solicitation, but which are subsequently incorporated into the solicitation, must be protested no later than the next closing time for receipt of proposals following the incorporation. The protest shall be filed in writing, with the Contract Appeals Board, 441 4th Street, N.W., Suite 350N, Washington, D.C. 20001. The aggrieved person shall also mail a copy of the protest to the CO for the solicitation.

L.9 UNNECESSARILY ELABORATE PROPOSALS

Unnecessarily elaborate brochures or other presentations beyond those sufficient to present a complete and effective response to this solicitation are not desired and may be construed as an indication of the offeror's lack of cost consciousness. Elaborate artwork, expensive visual and other presentation aids are neither necessary nor desired.

L.10 RETENTION OF PROPOSALS

All proposal documents will be the property of the District and retained by the District, and therefore will not be returned to the offerors.

L.11 PROPOSAL COSTS

The District is not liable for any costs incurred by the offerors in submitting proposals in response to this solicitation.

L.12 CERTIFICATES OF INSURANCE

Prior to commencing work, the Contractor shall have its insurance broker or insurance company submit certificates of insurance giving evidence of the required coverages as specified in Section I.8 to:

Edrica Taylor
Office of Contracting and Procurement – Government Operations
441 4th Street, NW, Ste.330S
Washington, DC 20001
Telephone: (202) 738-6149
E-mail address: edrica.taylor@dc.gov

L.13 ACKNOWLEDGMENT OF AMENDMENTS

The offeror shall acknowledge receipt of any amendment to this solicitation electronically via the District's E-Sourcing system's messaging process. The District must receive the acknowledgment by

the date and time specified for receipt of proposals. An offeror's failure to acknowledge an amendment may result in rejection of its offer.

L.14 BEST AND FINAL OFFERS

If, subsequent to receiving original proposals, negotiations are conducted under 27 DCMR § 1632.1(c), all offerors within the competitive range will be so notified and will be provided an opportunity to submit written best and final offers at a designated date and time. Best and final offers will be subject to the Late Submissions, Late Modifications and Late Withdrawals of Proposals provisions of the solicitation. After evaluation of best and final offers, the CO may award the contract to the highest-ranked offeror, or negotiate with the highest ranked offeror in accordance with 27 DCMR § 1634.

L.15 LEGAL STATUS OF OFFEROR

Each proposal must provide the following information:

L.15.1 Name, address, telephone number and federal tax identification number of offeror;

L.15.2 A copy of each District of Columbia license, registration or certification that the offeror is required by law to obtain. If the offeror is a corporation or partnership and does not provide a copy of its license, registration or certification to transact business in the District of Columbia, the offer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements; and

L.15.3 If the offeror is a partnership or joint venture, the names and addresses of the general partners or individual members of the joint venture, and copies of any joint venture or teaming agreements.

L.16 FAMILIARIZATION WITH CONDITIONS

Offerors shall thoroughly familiarize themselves with the terms and conditions of this solicitation, acquainting themselves with all available information regarding difficulties which may be encountered, and the conditions under which the work is to be accomplished. Contractors will not be relieved from assuming all responsibility for properly estimating the difficulties and the cost of performing the services required herein due to their failure to investigate the conditions or to become acquainted with all information, schedules and liability concerning the services to be performed.

L.17 GENERAL STANDARDS OF RESPONSIBILITY

The prospective contractor must demonstrate to the satisfaction of the District its capability in all respects to perform fully the contract requirements; therefore, the prospective contractor must submit relevant documentation within five (5) days of the request by the District.

L.17.1 To be determined responsible, a prospective contractor must demonstrate that it:

- (a) Has adequate financial resources, or the ability to obtain such resources, required to perform the contract;
- (b) Is able to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and government contract commitments;

- (c) Has a satisfactory performance record;
- (d) Has a satisfactory record of integrity and business ethics;
- (e) Has a satisfactory record of compliance with the applicable District licensing and tax laws and regulations;
- (f) Has a satisfactory record of compliance with the law, including labor and civil rights laws and rules, and the First Source Employment Agreement Act of 1984, as amended, D.C. Official Code § 2-219.01 *et seq.*;
- (g) Has, or has the ability to obtain, the necessary organization, experience, accounting, and operational control, and technical skills;
- (h) Has, or has the ability to obtain, the necessary production, construction, technical equipment, and facilities;
- (i) Has not exhibited a pattern of overcharging the District;
- (j) Does not have an outstanding debt with the District or the federal government in a delinquent status; and
- (k) Is otherwise qualified and is eligible to receive an award under applicable laws and regulations.

L.17.2 If the prospective contractor fails to supply the information requested, the CO shall make the determination of responsibility or non-responsibility based upon available information. If the available information is insufficient to make a determination of responsibility, the CO shall determine the prospective contractor to be non-responsible.

L.18 PRE-PROPOSAL CONFERENCE

A pre-proposal conference will be held via Cisco Webex on **Monday, January 23, 2023, at 3 PM**. Please use the following link for conference access:

<https://dcnet.webex.com/dcnet/j.php?MTID=m056b8c4434baf0d8d38a157753014b77>

Meeting number:

2303 933 6463

Password:

vhDMBZvB247

Prospective offerors will be given an opportunity to ask questions regarding this solicitation at the conference. The purpose of the conference is to provide a structured and formal opportunity for the District to accept questions from offerors on the solicitation document as well as to clarify the contents of the solicitation.

Impromptu questions will be permitted, and spontaneous answers will be provided at the District's discretion. Verbal answers given at the pre-proposal conference are only intended for general

discussion and do not represent the District's final position. All oral questions must be submitted in writing following the close of the pre-proposal conference. The District will furnish responses via the District's E-Sourcing system's messaging process. An amendment to the solicitation will be issued if the CO decides that information is necessary in submitting proposals, or if the lack of it would be prejudicial to any prospective offeror. Oral explanations or instructions given by District officials before the award of the contract will not be binding.

L.18 KEY PERSONNEL

L.18.1 The District considers the following positions to be key personnel for this contract:

1. Project Manager

SECTION M - EVALUATION FACTORS

M.1 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. Thus, while the points in the evaluation criteria indicate their relative importance, the total scores will not necessarily be determinative of the award. Rather, the total scores will guide the District in making an intelligent award decision based upon the evaluation criteria.

M.2 TECHNICAL RATING

M.2.1 The Technical Rating Scale is as follows:

Numeric Rating	Adjective	Description
0	Unacceptable	Fails to meet minimum requirements; e.g., no demonstrated capacity, major deficiencies which are not correctable; offeror did not address the factor.
1	Poor	Marginally meets minimum requirements; major deficiencies which may be correctable.
2	Minimally Acceptable	Marginally meets minimum requirements; minor deficiencies which may be correctable.
3	Acceptable	Meets requirements; no deficiencies.
4	Good	Meets requirements and exceeds some requirements; no deficiencies.
5	Excellent	Exceeds most, if not all requirements; no deficiencies.

M.2.2 The technical rating is a weighting mechanism that will be applied to the point value for each evaluation factor to determine the offeror's score for each factor. The offeror's total technical score will be determined by adding the offeror's score in each evaluation factor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good," then the score for that evaluation factor is 4/5 of 40 or 32.

If subfactors are applied, the offeror's total technical score will be determined by adding the offeror's score for each subfactor. For example, if an evaluation factor has a point value range of zero (0) to forty (40) points, with two subfactors of twenty (20) points each, using the Technical Rating Scale above, if the District evaluates the offeror's response as "Good" for the first subfactor and "Poor" for the second subfactor, then the total score for that evaluation

factor is 4/5 of 20 or 16 for the first subfactor plus 1/5 of 20 or 4 for the second subfactor, for a total of 20 for the entire factor.

M.3 EVALUATION CRITERIA

Proposals will be evaluated based on the following evaluation factors in the manner described below:

M.3.1 TECHNICAL CRITERIA (70 Points Maximum)

Technical Evaluation Factors

Technical Proposal	Points
Section I - Technical Approach	35
Section II - Team Member Technical Expertise	20
Section III - Relevant Past Performance	20
Total	75

Evaluation Criteria

An Offeror will be evaluated based on the following technical factors and criterion:

Technical Approach (35 Points Maximum)

1. The Offeror's proposed approach.
2. The Offeror's milestone plan.

Technical Expertise & Previous Experience (20 Points Maximum)

1. The Offerors staffing plan.
2. The Offerors team members' technical expertise and previous experience.

Relevant Past Performance (20 Points Maximum)

1. The Offeror's experience providing similar services.

M.3.2 PRICE CRITERION (25 Points Maximum)

The price evaluation will be objective. The offeror 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 offeror's evaluated price score:

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

M.3.3 PREFERENCE POINTS AWARDED PURSUANT TO SECTION M.5.2 (12 Points Maximum)

M.3.4 TOTAL POINTS (112 Points Maximum)

Total points shall be the cumulative total of the offeror's technical criteria points, price criterion points and preference points, if any.

M.4 EVALUATION OF OPTION YEARS

The District will evaluate offers for award purposes by evaluating the total price for all options as well as the base year. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option years. Quantities to be awarded will be determined at the time each option is exercised.

M.5. PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

Under the provisions of the "Small and Certified Business Enterprise Development and Assistance Act of 2014", D.C. Official Code § 2-218.01 *et seq.*, as amended ("Act", as used in this section), the District shall apply preferences in evaluating proposals from businesses that are certified by the Department of Small and Local Business Development (DSLBD) pursuant to Part D of the Act.

M.5.1 Application of Preferences

For evaluation purposes, the allowable preferences under the Act shall be applicable to prime contractors as follows:

- M.5.1.1** Any prime contractor that is a small business enterprise (SBE) certified by the DSLBD will receive the addition of three points on a 100-point scale added to the overall score.
- M.5.1.2** Any prime contractor that is a resident-owned business (ROB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score.
- M.5.1.3** Any prime contractor that is a longtime resident business (LRB) certified by DSLBD will receive the addition of five points on a 100-point scale added to the overall score.
- M.5.1.4** Any prime contractor that is a local business enterprise (LBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.
- M.5.1.5** Any prime contractor that is a local business enterprise with its principal offices located in an enterprise zone (DZE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.
- M.5.1.6** Any prime contractor that is a disadvantaged business enterprise (DBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.
- M.5.1.7** Any prime contractor that is a veteran-owned business (VOB) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.

M.5.1.8 Any prime contractor that is a local manufacturing business enterprise (LMBE) certified by DSLBD will receive the addition of two points on a 100-point scale added to the overall score.

M.5.2 Maximum Preference Awarded

Notwithstanding the availability of the preceding preferences, the maximum total preference to which a certified business enterprise is entitled under the Act is the equivalent of twelve (12) points on a 100-point scale for proposals submitted in response to this RFP. There will be no preference awarded for subcontracting by the prime contractor with certified business enterprises.

M.5.3 Preferences for Certified Joint Ventures

A certified joint venture will receive preferences as determined by DSLBD in accordance with D.C. Official Code § 2-218.39a(h).

M.5.4 Verification of Offeror's Certification as a Certified Business Enterprise

M.5.4.1 Any vendor seeking to receive preferences on this solicitation must be certified at the time of submission of its proposal. The CO will verify the offeror's certification with DSLBD, and the offeror should not submit with its proposal any additional documentation regarding its certification as a certified business enterprise.

M.5.4.2 Any vendor seeking certification in order to receive preferences under this solicitation should contact the:

Department of Small and Local Business Development
ATTN: CBE Certification Program
441 Fourth Street, NW, Suite 850N
Washington DC 20001

M.5.4.3 All vendors are encouraged to contact DSLBD at (202) 727-3900 if additional information is required on certification procedures and requirements.

M.6 EVALUATION OF PROMPT PAYMENT DISCOUNT

M.6.1 Prompt payment discounts shall not be considered in the evaluation of offers. However, any discount offered will form a part of the award and will be taken by the District if payment is made within the discount period specified by the offeror.

M.6.2 In connection with any discount offered, time will be computed from the date of delivery of the supplies to carrier when delivery and acceptance are at point of origin, or from date of delivery at destination when delivery, installation and acceptance are at that, or from the date correct invoice or voucher is received in the office specified by the District, if the latter date is later than date of delivery. Payment is deemed to be made for the purpose of earning the discount on the date of mailing of the District check.