

**REQUEST FOR PROPOSALS  
(RFP No.: ODCA- RFP-2019-01)**

**Information Technology Services**

**Date:** October 2, 2018

**Questions Due by:** October 9, 2018

**Proposal Due Date:** October 15, 2018, 5 p.m. EST

**Contact:** Stacie Pittell  
Chief of Staff  
Office of the District of Columbia Auditor  
717 14<sup>th</sup> Street, NW, Suite 900  
Washington, DC 20005  
Email: [stacie.pittell@dc.gov](mailto:stacie.pittell@dc.gov)  
Telephone: (202) 727-3600

**ALL NOTIFICATIONS, RELEASES AND AMENDMENTS WILL BE POSTED AT:**  
[www.dcauditor.org](http://www.dcauditor.org)

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Tax Certification Affidavit (Attachment B)

Basic Business License Clean Hands Form (Attachment C)

District of Columbia government Basic Business License (Attachment D)

## **SECTION I—SUMMARY INFORMATION**

**Project Title:** Information Technology Services

**Issuing Agency:** Office of the District of Columbia Auditor

**Proposal due:** 5 PM EDT on October 15, 2018

**Submit proposals to:** Stacie Pittell, Chief of Staff  
Office of the District of Columbia Auditor  
717 14<sup>th</sup> St, NW 9<sup>th</sup> Floor  
Washington, DC 20005  
[stacie.pittell@dc.gov](mailto:stacie.pittell@dc.gov)

Submittals received after the stated time will be returned unopened and will not be considered. ODCA will select the proposal that shows the greatest ability to provide the best and most complete effort. The selection of a qualified proposal will be made no later than October 23, 2018.

**Schedule:** Public posting of Request for Proposal – October 2, 2018  
Proposals Due at ODCA – October 15, 2018, 5 PM EDT  
Selection – October 25, 2018

**Number of copies:** Two hard copies, one (1) digital PDF copy.

**Performance Schedule:** The actual schedule for performance of the project will be negotiated with the successful Proposer. ODCA wishes to hold as closely as possible to the following schedule:

### **Timeline:**

**Selection: October 25, 2018**

**Signed Contract in Place: October 31, 2018**

**Contract Term/Services Begin: November 1, 2018**

**Contract Term Ends: September 30, 2019**

## **SECTION II— BACKGROUND**

The mission of the Office of the D.C. Auditor is to support the Council of the District of Columbia by conducting performance audits that improve the economy, efficiency, and accountability of the D.C. Government. From time to time we contract with outside consulting firms for audits and evaluations. The agency has independent procurement authority and is not bound by the Procurement Practices Reform Act.<sup>1</sup> As part of a commitment to transparency and competitive contracting, we typically seek one or more proposals before entering into a contract

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<sup>1</sup> D.C. Code § 2-351.05(c)(10).

for consulting services. The agency has broad authority including “access to all books, accounts, records, reports, findings, and all other papers, things, or property belonging to or in use by” all sectors of the District government.

ODCA seeks to enter into an agreement with an IT vendor to provide services as described below, on call and as needed.

### **SECTION III—SCOPE OF WORK**

The vendor should have demonstrable skills and/or knowledge of the following:

1. Databases: MS SQL 2005, SQL 2008 R2, and SQL 2012
2. Software\*: Microsoft Office 2010 and Office 365, Vision 2007 and 2010, McAfee Endpoint Security, and ePO Server
3. Systems: Windows 7 Pro and Windows 10 Pro, Sharepoint, VMware (VDI platform), Solarwinds Network Performance Monitor, Server 2000, Server 2003, Server 2008 and 2008 R2, Server 2012
4. Website: Host and Maintain Website, and provide back-end support and occasional functionality upgrades
5. Switching and Routing Skills
6. Data migration
7. Help Desk Services (including but not limited to)
  - a. Email and network password reset
  - b. Account creation and deletion
  - c. VPN/VDI troubleshooting
  - d. Application installation and troubleshooting
  - e. Printer issues

\*Please note that ODCA uses CCH TeamMate, which is hosted and serviced by CCH TeamMate

Also note that Vendor will be expected to provide resolution of issues related to ODCA operating systems as they interface with other District of Columbia government Information Technology Systems, including systems maintained by the Office of the Chief Technology Officer (OCTO) and DC Net. Vendor also will liaise with OCTO and DC Net, as needed.

## **SECTION IV—FORMAT**

Proposers shall submit a signed original and copy, and an electronic copy in PDF format to [stacie.pittell@dc.gov](mailto:stacie.pittell@dc.gov) ODCA will not accept any proposals submitted via fax. Proposals shall be marked: “Proposal in Response to Solicitation No. **ODCA- RFP-2019-01.**”

### **Proposal Guidelines and Requirements:**

Each proposer must demonstrate in their proposal that they have the professional capabilities needed to complete this project.

At a minimum, the proposal should contain the following:

Prior experience and qualifications. The Proposer should demonstrate prior experience in performing similar services. The Proposer should provide at least two references, preferably clients for whom similar work has been performed, including contact information.

Cost Proposal: The cost proposal shall consist of the proposer’s best price. ODCA is open to different agreement types (fixed monthly cost, fee for service, etc.) Please structure your proposal to include your proposed cost and billing method.

The cost proposal shall include the following categories:

- Cost breakdown by item (1-7) as listed in the scope of work
- Expenses – Please indicate what items you propose expensing. ODCA will not reimburse for local travel costs. Expenditures will not be reimbursed without prior approval. Reimbursable expenses will be invoiced to ODCA on a monthly basis and include all supporting documentation. Expenses will be paid by ODCA to Company within 30 days of receiving invoice and complete documentation.

In addition, it is preferred but not required that proposals include a proposed cost and billing method for an extension of services on a month-to-month basis at the conclusion of this contract term (such as for October 2019), if needed.

Forms: Please submit signed copies of the following forms.

Certificate of Good Standing Request (Attachment A)

Tax Certification Affidavit (Attachment B)

Basic Business License Clean Hands Form (Attachment C)

District of Columbia government Basic Business License (Attachment D)

## **SIGNING OF PROPOSALS**

The Contractor shall sign the proposal and print or type its name on the Solicitation, Offer and Award form of this solicitation. Each proposal must show a full business address and telephone number of the proposer and be signed by the person or persons legally authorized to sign contracts. Erasures or other changes must be initialed by the person signing the proposal.

Proposals signed by an agent shall be accompanied by evidence of that agent's authority, unless that evidence has been previously furnished to the Contracting Officer.

All correspondence concerning the proposal or resulting contract will be mailed to the address shown on the proposal in the absence of written instructions from the proposer or contractor to the contrary. Any proposal submitted by a partnership must be signed with the partnership name by a general partner with authority to bind the partnership. Any proposal submitted by a corporation must be signed with the name of the corporation followed by the signature and title of the person having authority to sign for the corporation. Proposers shall complete and sign all Representations, Certifications and Acknowledgments as appropriate. Failure to do so may result in a proposal rejection.

## **LEGAL STATUS OF PROPOSER**

Each proposal must provide the following information:

- Name, address, telephone number, District of Columbia Business License Number, D-U-N-S number, federal tax identification number (W-9), and ARIBA number of proposer;
- A copy of each District of Columbia license, registration, or certification that the proposer is required by law to obtain. This mandate also requires the proposer to provide a copy of the executed “Clean Hands Certification” that is referenced in D.C. Official Code §47-2861 et seq., if the proposer is required by law to make such certification. If the proposer 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 proposer shall certify its intent to obtain the necessary license, registration or certification prior to contract award or its exemption from such requirements;
- Documentation showing that proposer attended the District of Columbia government e-invoice training; and
- If the proposer 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.

## **SECTION V—SELECTION CRITERIA**

Proposals will be evaluated and selection will be made in consideration of the following criteria:

### **Proposal Evaluation (maximum 150 points)**

- Proposer’s project team (including subcontractors) – overall knowledge, experience, expertise, and skills (35 points)
- Proposer’s experience with IT systems, software, and technology used by ODCA (35 points)
- Proposer’s response time and after-hours availability for various issues that may arise/assistance that may be needed (20 points)
- Proposer’s past experience with similar projects (20 points)

- Cost of proposal (30 points)
- Ability to respond to emergency/urgent IT needs on-site within one hour (60 minutes) of notification (10 points)

**Minimum Qualifications**

The Proposer must meet all the following minimum qualifications:

- Prior experience providing IT support services to organizations of comparable size, scope and complexity as that described in the Scope of Work.

**SECTION VI—GENERAL REQUIREMENTS**

**Single Point of Contact/Clarifying Information**

The sole point of contact for proposal questions and all other contractual matters relating to this RFP, as well as requests for clarifying information may be submitted in writing to:

**Name:** Stacie Pittell  
**Title:** Chief of Staff  
 717 14<sup>th</sup> Street, NW, Suite 900  
 Washington, DC 20005  
**Telephone:** 202-727-3600  
**Email:** [stacie.pittell@dc.gov](mailto:stacie.pittell@dc.gov)

In order to assure that no prospective Proposer may obtain a competitive advantage because of acquisition of information unknown to other prospective Proposer, answers to all written questions received will be posted on the Office of the District of Columbia Auditor’s website under RFP No.: ODCA-RFP-2019-01.

**RFP Availability**

The request for proposals will be published on the Office of the District of Columbia Auditor’s website at [www.dcauditor.org](http://www.dcauditor.org). A proposal also may be obtained by written request to:

**Name:** Stacie Pittell  
**Title:** Chief of Staff  
 717 14<sup>th</sup> Street, NW, Suite 900  
 Washington, DC 20005  
**Telephone:** 202-727-3600  
**Email:** [stacie.pittell@dc.gov](mailto:stacie.pittell@dc.gov)

**APPLICABILITY OF STANDARD CONTRACT PROVISIONS**

The following document is hereby incorporated by reference and made a part of this solicitation and any resulting contract: Standard Contract Provisions for use with District of Columbia Government Supply and Services contracts (March 2007) (Attachment A). These Provisions may be found here:

[http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP\\_Channel%20202\\_9%20Solicitation%20Attachments\\_standard\\_contract\\_provisions\\_0307.pdf](http://ocp.dc.gov/sites/default/files/dc/sites/ocp/publication/attachments/OCP_Channel%20202_9%20Solicitation%20Attachments_standard_contract_provisions_0307.pdf)

**DISTRICT EMPLOYEES NOT TO BENEFIT CERTIFICATION**

Each Proposer shall check one of the following:

\_\_\_\_\_ No person listed in Clause 13 of the SCP, “District Employees Not to Benefit” will benefit from this contract.

\_\_\_\_\_ The following person(s) listed in Clause 13 may benefit from this contract. For each person listed, attach the affidavit required by Clause 13 of the SCP.

\_\_\_\_\_  
\_\_\_\_\_

**CERTIFICATION OF INDEPENDENT PRICE DETERMINATION**

(a) Each signature of the proposer is considered to be a certification by the signatory that:

1) The prices in this contract have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any proposer or competitor relating to:

- (i) those prices
- (ii) the intention to submit a contract, or
- (iii) the methods or factors used to calculate the prices in the contract.

2) The prices in this Contract have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before Contract opening unless otherwise required by law; and

3) No attempt has been made or will be made by the proposer to induce any other concern to submit or not to submit a contract for the purpose of restricting competition.

(b) Each signature on the proposal is considered to be a certification by the signatory that the signatory:

- 1) Is the person in the proposer's organization responsible for determining the prices being offered in this contract, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- 2) Has been authorized, in writing, to act as agent for the following principals in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above:

***(insert full name of person(s) in the organization responsible for determining the prices offered in this contract and the title of his or her position in the proposer's organization);***

As an authorized agent, does certify that the principals named in subdivision (b)(2) above have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and

As an agent, has not participated, and will not participate, in any action contrary to subparagraphs (a) (1) through (a) (3) above.

- (c) If the proposer deletes or modifies subparagraph (a) (2) above, the proposer must furnish with its proposal a signed statement setting forth in detail the circumstances of the disclosure.

## **FAMILIARIZATION WITH CONDITIONS (SERVICES)**

Proposers 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. Proposers 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.

## **WITHDRAWAL OR MODIFICATION OF PROPOSALS**

A proposer may modify or withdraw its proposal upon written or email notice if received at the location designated in the solicitation for submission of proposals, but not later than the exact time set for opening of proposals.

## **SECTION VII—SPECIAL PROVISIONS**

### **Preference for Certified Business Enterprises Operating in the District of Columbia**

Under the provisions of the “Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005;” effective October 20, 2005 (D.C. Law 16-33; D.C. Code §§ 2-218.01 *et seq.*); 27 DCMR § 800 *et seq.* [DC Law 12-268 (repealed)]; preferences shall be given to Proposers that are certified by the Department of Small and Local Business Development (DSLBD) as being a Certified Business Enterprise. There are six categories of certification: Local Business Enterprise (LBE), a Small Business Enterprise (SBE), Disadvantaged Business Enterprise (DBE), Resident Owned Business (ROB), Longtime Resident Business (LRB), and Local Business Enterprise with Principal Offices Located in an Enterprise Zone (DZE). (A copy of the certification acknowledgment letter must be submitted with the Proposer’s submission and, if applicable, the Technical Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating a Proposer’s/s’ proposal (Proposers may qualify for more than one of these categories, and no CBE is entitled to more than 12 points.):

| <b>CBE Category:</b>              | <b>Points</b> |
|-----------------------------------|---------------|
| Small Business Enterprises        | 3             |
| Resident Owned Business           | 5             |
| Longtime Business Enterprise      | 10            |
| Local Business Enterprise         | 2             |
| Enterprise Zone                   | 2             |
| Disadvantaged Business Enterprise | 2             |

**SECTION VIII—ATTACHMENTS**

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Attachment A  
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**Attachment D**  
**District of Columbia Basic Business License**