


GOVERNMENT OF THE DISTRICT OF COLUMBIA REQUEST FOR TASK ORDER PROPOSALS <i>Offeror to complete blocks 4, 15, 18A, 22, 23, 24, 29A, 29B & 29C</i>				1. REQUISITION NUMBER		Page of Pages 1 of 16	
2. TASK ORDER AGREEMENT NO. <i>See Task Order After Award</i>		3. Award/Effective Date <i>See Block 30C of Task Order After Award</i>		4. CONTRACT NUMBER <i>Contractor's DCSS or GSA Contract</i>		5. Solicitation No. DCCB-2019-T-0014	
7. FOR SOLICITATION INFORMATION CONTACT: Janice.Watson@dc.gov 		A. NAME OAG.businessopportunities@dc.gov		B. TELEPHONE (No Collect Calls) 202.442.9882		6. SOLICITATION ISSUE DATE June 11, 2019	
9. ISSUED BY Office of the Attorney General Support Services Division/Procurement Unit 441 4th Street NW, Suite 1100 South Washington, DC 20001-2714		10. THIS ACQUISITION IS <input type="checkbox"/> UNRESTRICTED <input type="checkbox"/> SET ASIDE 100% OR <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> SMALL DISADV. BUS. <input type="checkbox"/> 8(A) <input checked="" type="checkbox"/> GSA <input checked="" type="checkbox"/> DCSS SIC: SIZE STANDARD:		11. DELIVERY FOB DESTINATION UNLESS BLOCK BELOW IS MARKED <input checked="" type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13. RESERVED		12. PAYMENT DISCOUNT TERMS Net 30 days _____% ____ days	
15. CONTRACTOR / OFFEROR <i>Completed by DCSS or GSA Contractor (Include name, address, phone, fax, email)</i>		16. PAYMENT WILL BE MADE BY Office of Finance and Resource Management Attn: Accounts Payable 441 4th Street NW, Suite 890 North Washington, DC 20001-2714					
15.A DUNS CODE		15.B TAX ID NO.					
17. DELIVER TO Office of the Attorney General Personnel, Labor & Employment Division 441 4th Street NW, Suite 1100 South Washington, DC 20001-2714		18. ADMINISTERED BY Same as Block 17					
18A. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER <input type="checkbox"/>				18.B SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 16 UNLESS BLOCK BELOW IS CHECKED <input type="checkbox"/> SEE ADDENDUM			
19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES			21. QUANTITY (Estimated)	22. UNIT	23. UNIT PRICE	24. AMOUNT (21X23)
	The Office of the Attorney General (OAG) for the District of Columbia is seeking an experienced contractor to perform classification and compensation review of its approximately 33 administrative professional positions titles in accordance with the Statement of Work (SOW) on pages 3-8.			SEE PRICE	SCHEDULE	ON	PAGE 2
25. ACCOUNTING AND APPROPRIATION DATA See FY19 or FY20 PO				26. TOTAL AWARD AMOUNT (For Govt. Use Only)			
26. Contractor is required to sign this document and return to the issuing office. Contractor agrees to furnish and deliver all items set forth or otherwise identified above and on any additional pages subject to the terms and conditions specified herein.				28. Award of contract: reference your offer dated _____ Your offer on solicitation (block 5) including any additions or changes which are set forth herein, is accepted as to items:			
29A. SIGNATURE OF OFFEROR /CONTRACTOR				30A. DISTRICT OF COLUMBIA (SIGNATURE OF CONTRACTING OFFICER)			
29B. NAME AND TITLE OF SIGNER (Type or Print)		29C. DATE SIGNED		30B. NAME OF CONTRACTING OFFICER (Type or Print)		30C. DATE SIGNED	

SECTION B: SERVICES, PRICES AND CONTRACT TYPE

The District contemplates award of a firm-fixed price contract with a labor hour component, as needed. The Offeror shall propose prices in the following schedule:

PRICE SCHEDULE

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT (21X23)
	Classification and Compensation Review Services as described in the Statement of Work, SECTION C.				
0001	Information Gathering/Interviews of employees and managers for drafting of 33 updated position descriptions per Section C.5.2.1	33	Each		
0002	Draft Classification and Compensation Report per C.5.2.2 and C.5.2.3	One	Lot		
0003	Final Classification and Compensation Report per C.5.2.2 and C.5.2.3	One	Lot		
0004	Comprehensive Training of OAG HR Staff per C.5.2.2.9 and C.5.2.3.11	One	Lot		
0005	Maintenance Plan and System per C.5.2.2.8	One	Lot		
0006	Data and Reports per C.5.2.1.4	One	Lot	NOT SEPARATELY PRICED	
	OPTIONAL SERVICES	Estimated			
0007	Additional related services as needed (Option)	40	Hour		

ESTIMATED TOTAL PRICE \$ _____

SECTION C
STATEMENT OF WORK

C.1 SCOPE:

C.1.1 The Office of the Attorney General for the District of Columbia (OAG) requires the services of an experienced contractor to conduct a classification and compensation review of approximately 33 administrative professional position title classifications to modernize position descriptions and address changes in OAG operations, workload and staffing.

C.1.2 The primary objectives of the review are to:

- 1) Attract and retain qualified employees;
- 2) Ensure positions performing similar work with essentially the same level of complexity, responsibility, and knowledge, skills, and abilities are classified together;
- 3) Ensure salaries commensurate with assigned duties;
- 4) Clearly outline promotional and growth opportunities;
- 5) Provide justifiable pay differential between individual classes; and
- 6) Maintain a competitive position with other comparable government entities and private employers within the same geographic areas.

C.2 APPLICABLE DOCUMENTS

Anti-discrimination laws and policies, including but not limited to the following documents are applicable to this procurement and are hereby incorporated by this reference:

Number	Type	Name	Date/Version
1	Federal Standards	Title VII of the Civil Rights Act of 1964 as amended	Most Recent
2	District Standards	D.C. Whistleblower Reinforcement Act	Most Recent
3	Federal Standards	Americans with Disabilities Act	Most Recent
4	Federal Standards	Age Discrimination in Employment Act	Most Recent
5	Federal and District Standards	District of Columbia and Federal Family and Medical Leave Acts	Most Recent

Number	Type	Name	Date/Version
6	District Standards	District of Columbia Human Rights Act	Most Recent
7	Federal Source	Uniformed Services Employment and Reemployment Rights Act	Most Recent
8	Office Order	OAG Office Order 2018-06, Equal Employment Policy	Most Recent

C.3 DEFINITIONS

Offerors should be familiar with all human resource management professional terms/terminology within the Statement of Work and applicable law.

C.4 BACKGROUND

C.4.1 In December 2018, the Office of the Attorney General completed its initial four-year term as an independent District government agency led by an elected Attorney General with independent personnel authority. OAG employs attorneys or administrative professionals. Approximately 400 employees are classified as administrative professionals which are relevant to this project. Position descriptions in need of classification review are as follows.

No.	Position Title	Total Employees
1	Investigator	29
2	Legal Assistant	10
3	Paralegal Specialist	52
4	Program Analyst	11
5	Program Specialist	14
6	Staff Assistant	28
7	Support Enforcement Specialist	52
8	Case Coordinator	5
9	Case Manager	3
10	Clerical Assistant	9
11	Community Engagement Coordinator	1
12	Community Outreach Specialist	2
13	Contract Specialist	1
14	Customer Service Assistant	1
15	Data Analyst	1
16	Duplicating Equipment Officer	2
17	EEO Specialist	1
18	Executive Assistant	1
19	IT Specialists	8
20	Legal Administrative Specialist	2
21	Management Liaison Specialist	4

No.	Position Title	Total Employees
22	Motor Vehicle Operator	1
23	Office Automation Assistant	1
24	Operations Support Specialist	3
25	Program Support Assistant	14
26	Program Support Assistant (OA)	18
27	Policy Analyst	1
28	Public Affairs Specialists	2
29	Records Management Clerk	2
30	Statistician	1
31	Training Administrator	1
32	Training Coordinator	1
33	Victim Witness Program Specialist	8

C.4.2 The current classification and compensation system operated for the District Government by the DC Department of Human Resources is rooted in the Federal Classification System and General Schedule compensation methodology. A changing job market, modernization through automated technologies, agency realignments and dated position descriptions generate a need to update OAG's position descriptions. There is a need to ensure:

- a. Positions are consistently classified;
- b. Position titles are consistent;
- c. OAG uses the appropriate grade and step when compensating staff
- d. Consistently pays staff for the then current salary ranges considering market analysis; and
- e. OAG accurately determines and communicates the value of employment with the District.

C.4.3 Since transitioning from its longtime position as an agency subordinate to the Executive Office of the Mayor, OAG has naturally undergone organizational changes that resulted in operational, workload, and staffing shifts that highlight the need to modernize its position descriptions for administrative positions.

C.4.4 The District currently operates version 9.2 of PeopleSoft including the basic HRIS, performance management, time and attendance, recruitment, payroll and benefits components. In addition, the District currently uses all tables associated with tasks of compensation and classification including job code, position data, etc.

C.5 GENERAL REQUIREMENTS

C.5.1 All work will be done with regular involvement of the key OAG personnel as necessary. Regular presentations and meetings with these individuals or groups, incorporating their input into the process, are expected. Presentation to the Attorney General, Chief Deputy Attorney General and Chief Operating Officer upon completion of the project is also expected. The study shall evaluate the present classification and salary structure as compared to the specific job market for

comparable positions in the public sectors. The following results are expected:

- 1) A comprehensive evaluation of each administrative professional job within OAG to determine relative purpose within divisions for internal fairness and for the establishment of pay ranges and step progressions within the ranges.
- 2) Review of all current administrative job classifications, together with job specifications completed for OAG as part of a District-wide compensation and classification study; confirm, and recommend changes to streamline classifications using appropriate (federal and comparable) classification guidelines.
- 3) Establishment of appropriate benchmarking standards and conduct of salary surveys for similar positions with comparable municipalities.
- 4) Identification of potential pay compression issues and provision of potential solutions.

C.5.2 SPECIFIC REQUIREMENTS

C.5.2.1 Information Meetings – the Contractor shall:

- C.5.2.1.1** Schedule an initial meeting within 10 days of award with OAG’s Chief Operating Officer, Chief Administrative Officer, OAG HR Manager and Chief Counsel for OAG’s Personnel Labor and Employment Division, to discuss the process and tasks to be performed in the study to include reasonable dedication of key personnel.
- C.5.2.1.2** Meet with OAG Division, Section and Unit managers as well as designated union representatives to explain the study and process to be used.
- C.5.2.1.3** Work confidentially and collaboratively with OAG and its stakeholders, while maintaining control and objectivity in the conduct of the study. The Contractor shall ensure that all staff associated with the Contract sign a confidentiality agreement, prior to beginning contract work.
- C.5.2.1.4** Provide a project plan and bi-weekly updates to the Contract Administrator.

C.5.2.2 Classification Study - the Contractor shall:

- C.5.2.2.1** Review current classification grade methodology and propose recommended strategies for OAG divisions after consideration of job specifications completed for OAG administrative professional positions as part of the District-wide classification study.
- C.5.2.2.2** Conduct interviews and/or job audits as appropriate. Interviews and/or job audits may be conducted individually or in groups based upon classification.

- C.5.2.2.3 Update job descriptions to uniformly reflect the distinguishing characteristics, essential job functions, minimum qualifications (education/experience and knowledge/skills/abilities), working conditions (physical demands, work environment, and travel requirements), and certification/licenses/registrations requirements for classification as needed.
- C.5.2.2.4 Present proposed recommendations to OAG's designated management team for review prior to making any final classification determinations.
- C.5.2.2.5 Finalize class specifications and recommend appropriate classification for each employee, including correction of identified discrepancies between existing and proposed classifications. Ensure specifications meet legal and regulatory compliance, to include the Fair Labor Standards Act and Americans with Disabilities Act.
- C.5.2.2.6 Identify career ladders/promotional opportunities as deemed appropriate.
- C.5.2.2.7 Submit recommendations for appropriate implementation measures that OAG will need to take.
- C.5.2.2.8 Provide a straightforward, easily understood, maintenance system that OAG will use to keep the classification system current and equitable. The classification system should be provided in an electronic medium. Maintenance should include annual activities, as well as the process OAG would use in the review of the classification of individual jobs, as needed.
- C.5.2.2.9 Conduct a comprehensive training program for OAG, as outlined in its proposal to ensure that OAG staff can explain and administer the new system in the future.
- C.5.2.3 **Compensation Study – the Contractor shall:**
 - C.5.2.3.1 Review current compensation plan (salary grade levels and steps) and understand current challenges in recruiting and retaining employees.
 - C.5.2.3.2 Recommend and identify a consistent and competitive market position that the OAG can strive to maintain.
 - C.5.2.3.3 Recommend comparable labor markets, including both private and public sector employers for compensation survey.
 - C.5.2.3.4 Develop and conduct a comprehensive compensation and benefits survey, consistent with existing District salary schedules.
 - C.5.2.3.5 Recommend appropriate salary range for each position based on the classification plan, the District's salary schedules, the compensation survey results, and internal relationships and equality. Recommend new salaries to the extent necessary, meeting OAG's and the District's personnel standards based on the results of the survey and best practices.

- C.5.2.3.6** Develop guidelines to the extent necessary, to assist OAG's staff with determining the starting pay for new employees based on knowledge and experience above the minimum requirements of the position, how difficult the position is to fill, and market competitiveness.
- C.5.2.3.7** Recommend implementation strategies including calculating the cost of implementing the plan.
- C.5.2.3.8** Identify any extreme current individual or group compensation inequities and ~~to~~ provide a recommended corrective action plan and process to remedy these situations.
- C.5.2.3.9** Make recommendations and ~~to~~ provide implementation strategies related to other key compensation practices, based on market demands, including, promotional pay.
- C.5.2.3.10** Conduct a compression analysis to include any recommendations for implementation.
- C.5.2.3.11** Conduct a comprehensive training program, as spelled out in its proposal, to ensure that OAG staff can explain and administer the new system in the future.

SECTION D: PACKAGING AND MARKING

- D.1** The packaging and marking requirements for this Task Order 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.

SECTION E: INSPECTION AND ACCEPTANCE

- E.1** The inspection and acceptance requirements for this Task Order shall be governed by 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.

SECTION F. PERIOD OF PERFORMANCE AND DELIVERABLES

F.1 Term of Task Order

The term of the task order agreement shall be for up to six months from date of award/effective date specified on the cover page of the task order. All deliverables shall be delivered prior to the task order agreement end date.

F.2 Option to Extend the Term of the Task Order

The District may extend the term of this task order for a period of twelve (12) months or successive fractions thereof, by written notice to the Contractor before the expiration of the task order; provided that the District will give the Contractor preliminary written notice of its intent to extend at least thirty (30) days before the task order expires.

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.5 in accordance with the following:

CLIN/ Reference	Deliverable	Quantity	Format and Method of Delivery	Due Date
C.5.2.1.3	Confidentiality Agreement	One per Staff person	Electronic to CA	Prior to beginning of work
C.5.2.1	Informational Meeting	One	In-person presentation to OAG team	Within 15 days of award
C.5.2.1.4	Project Plan	One	Electronic to CA	Within 15 days after initial information meeting
C.5.2.1.4	Status Report/ Project Plan Updates	13	Electronic to CA	Bi-weekly beginning 30 days from submitting Project Plan
C.5.2.2 & C.5.2.3	Draft Classification and Compensation Study	One	In-person presentation & Electronic to CA	Three months after award
C.5.2.2.5	Draft Position Descriptions/Job Specifications	33	In-person presentation & Electronic to CA	Three months after award
C.5.2.2 & C.5.2.3	Final Classification and Compensation Report	One	Electronic to CA	Five months after award
C.5.2.2.5	Final Position Descriptions/Job Specifications	33	Electronic to CA	Five months after award

CLIN/ Reference	Deliverable	Quantity	Format and Method of Delivery	Due Date
C.5.2.2.9 & C.5.2.3.11	Comprehensive Training Program	One	On-site to all HR Staff	Six months after award
C.5.2.2.8	Maintenance Plan/System	One	Electronic to CA	Six months after award

SECTION G. CONTRACT ADMINISTRATION DATA

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

- a) The Contractor shall create and submit payment requests in an electronic format through the DC Vendor Portal, <https://vendorportal.dc.gov>.
- b) The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the executed task order.
- c) 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 Contractor's profile.

G.3 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:

Janice Parker Watson
Associate Contracting Officer
Support Services Division
Office of the Attorney General
441 4th Street NW, Suite 1100 South
Washington, DC 20001

(202) 442-9882 (Phone)/(202) 730-0484 (Fax)
Email: Janice.Watson@dc.gov

G.4 AUTHORIZED CHANGES BY THE CONTRACTING OFFICER

- G.4.1** The CO is the only person authorized to approve changes in any of the requirements of this contract.
- G.4.2** 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.4.3** 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.5 CONTRACT ADMINISTRATOR (CA)

- G.5.1** 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.5.1.1** 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.5.1.2** Coordinating site entry for Contractor personnel, if applicable;
 - G.5.1.3** 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.5.1.4** 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.5.1.5** Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoices or vouchers.
- G.5.2** The address and telephone number of the CA is:

Anika N. Harris
Supervisory Human Resources Management Liaison Officer
Personnel, Labor & Employment Division
Human Resources Section
Office of the Attorney General
441 4th Street, N.W., 1100S
Washington, DC 20001
Phone: 202-724-5467

Cell: 202-702-7305

Fax: 202-715-7762

A.Harris@dc.gov

G.5.3 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.5.4 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 PROVISIONS

H.1 DISTRICT RESPONSIBILITIES

H.1.1 The District will provide workspace at OAG offices located at 441 4th Street NW, Washington, DC 20001, for the Contractor's staff who need to be onsite in order to properly carry out the Contractor's contractual responsibilities.

H.1.2 The District will provide the Contractor's staff access to all required documentation, files, and automated systems for the purpose of performing the requirements set forth in Sec. C.5 above.

I. PROPOSAL FORMAT AND INSTRUCTIONS

I.1 The task order proposal shall consist of two separate parts: Technical and Price and marked: **“Task Order Proposal in response to Solicitation No. DCCB-2019-T-0014, Classification and Compensation Review of OAG Administrative Positions.”**

I.1.1 All proposals must be formatted on 8.5” by 11” paper, typewritten and submitted electronically by email in PDF format to oag.businessopportunities@dc.gov no later than the date specified in block 8 on page 1 of this solicitation.

I.1.2 Note that each proposal part is limited to a maximum size of 25 MB.

I.2 TECHNICAL PROPOSAL

I.2.1 Offerors are directed to the specific proposal evaluation criteria found below in Section 5 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 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 the Statement of Work.

I.2.2 The technical proposal shall be entirely separate from the cost proposal and the offeror must not include cost information in the contents of the technical proposal. The technical proposal shall be organized by the technical evaluation criteria listed below:

I.2.2.1 DEMONSTRATED EXPERIENCE

The offeror shall provide information that demonstrates the offeror’s experience in performing all the classification and compensation requirements in the Statement of Work.

I.2.2.2 PROJECT PLAN AND CAPABILITY

- 1) The Offeror shall submit a plan to optimize utilization of existing studies and reports to complete the work on schedule.
- 2) The Offeror shall clearly outline its plan to complete OAG staff training requirements.
- 3) The Offeror shall demonstrate its capability and capacity to complete the work within six months.

I.2.2.3 STAFF QUALIFICATIONS:

- 1) The offeror shall demonstrate its ability to provide personnel with broad-based experience in public sector classification and compensation.
- 2) The offeror shall provide resumes and evidence of the professional qualifications of the proposed staff who will be assigned to the task order.

I.2.2.4 PAST PERFORMANCE

- 1) The offeror shall provide at least three (3) references the offeror has contracted with within the last five (5) years who can provide information regarding the quality of the offeror's past performance at performing work similar to the work described in the subject proposal. The most relevant indicators of the quality of the offeror's past performance is the most recent and relevant contracts under which the offeror performed work of a similar nature to the work described in the Statement of Work. The offeror must provide contact information including the names, telephone and email addresses of reference sources who can provide information on the quality of the offeror's past performance. OAG will directly contact the references sources to obtain information on the offeror's past performance.
- 2) OAG recommends that the Offeror alert the contact references to let them know their names have been submitted as reference sources and to authorize them to provide past performance information to OAG when OAG requests it.

I.3 PRICE PROPOSAL

I.3.1 The price proposal shall be submitted on the price schedule on page 2 of this solicitation. Pricing shall be a firm fixed price for each CLIN that shall include all direct and indirect costs for providing the required services, including travel expenses, a "not to exceed" amount for the work described in scope of work; a rate schedule for computing any extra work not specified in the contracted scope of work; and an amount to be deducted from total cost estimated because Offeror is conducting (or has conducted in the past six (6) months) salary surveys of comparable jurisdictions, the data from which can be shared rather than independently gathered. Unless otherwise directed in writing, the price proposal shall also include a copy of Offeror's GSA or DCSS Price Schedule* and CBE certification.

I.3.2 Offerors' proposed prices may be lower than its GSA or DCSS Price Schedule if the Offeror provides evidence that it has met the Services Contract Act requirements and Way to Work Act of 2006. If the contractor does not have a labor category listed in this RFTOP in its GSA or DCSS Price Schedule, the contractor shall use the price for a comparable labor category as the basis of its offer price.

I.4 SUBMISSION OF PROPOSALS

Proposals shall be submitted by email to OAG.businessopportunities@dc.gov by 10:00 a.m. June 24, 2019.

J. EVALUATION FACTORS

J.1 OAG intends to award a single task order agreement resulting from this RFTOP to the responsible Offeror whose offer is most advantageous to the District considering proposed prices, technical and other factors in this solicitation. The evaluation criteria below will be used to conduct the technical evaluation of proposals submitted in response to this RFTOP. The District reserves the right to reject any or all proposals determined to be inadequate or unacceptable. The District may award a task order based on initial offers received without discussions. Therefore, each initial offer should contain the offeror's best terms from a fixed price basis and technical standpoint.

J.2 Resumes shall only be submitted for individuals that are available to perform the work. Offerors will not be asked to submit additional resumes after the solicitation closes unless a suitable candidate is not identified based on the resumes submitted from all offerors.

J.3 TECHNICAL EVALUATION CRITERIA

J.3.1 DEMONSTRATED EXPERIENCE (25 Points)

OAG will evaluate the extent to which the offeror demonstrates experience in meeting the requirements in the Statement of Work.

J.3.2 PROJECT PLAN AND CAPABILITY (25 Points)

- 1) OAG will evaluate the offeror's plan to optimize use of existing studies and reports to complete the work.
- 2) OAG will evaluate the Offeror's training plans.
- 3) OAG will evaluate the offeror's capability and capacity to complete the work within six months.

J.3.3 STAFF QUALIFICATIONS (20 Points):

- 1) OAG will evaluate the offeror's ability to provide personnel with broad-based experience in public sector classification and compensation.
- 2) OAG will evaluate the submitted resumes and professional qualifications of the proposed personnel to determine the extent to which they possess the qualifications and relevant experience to successfully meet the requirements in the Statement of Work.

J.3.4 PAST PERFORMANCE (10 Points):

OAG will assess the Contractor's past performance, determined to be relevant, to assess:

- a. Technical, including quality of service delivery and consistency in meeting project goals and objectives.
- b. Schedule, including the timeliness in completing contract requirements, meeting project milestones and delivery schedules, and timely completion of administrative requirements.
- c. Management or business relations, addressing the history of professional behavior and overall business-like concern for the interests of the customer, including the offeror's history of reasonable and cooperative behavior.

J.4 PRICE EVALUATION – 20 Points

J.4.1 The price evaluation will be objective. The offeror with the lowest realistic price will receive the maximum price points (20 Points). All other proposals will receive a proportionately lower price score.

J.4.2 Example:

$$\frac{\text{Grand total of lowest proposal price offered}}{\text{Grand total of proposal being evaluated}} \times 20 = \text{Evaluated Price Score}$$

J.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.

J.6 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 period. Evaluation of options shall not obligate the District to exercise them. The total District's requirements may change during the option periods. Services to be awarded will be determined at the time each option is exercised.