

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 12	
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 GSA Contract</i>		5. Solicitation No. DCCB-2020-T-0001	
6. SOLICITATION ISSUE DATE September 18, 2019		7. FOR SOLICITATION INFORMATION CONTACT: Janice.Watson@dc.gov		A. NAME OAG.businessopportunities@dc.gov		B. TELEPHONE (No Collect Calls) 202.442.9882	
8. OFFER DUE DATE: 10:00 A.M. October 2, 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 type="checkbox"/> GSA <input checked="" type="checkbox"/> DCSS SIC: SIZE STANDARD:		11. DELIVERY FOB DESTINATION UNLESS BLOCK BELOW IS MARKED <input type="checkbox"/> SEE SCHEDULE <input type="checkbox"/> 13. RESERVED	
12. PAYMENT DISCOUNT TERMS Net 30 days ____% ____ days		14. METHOD OF SOLICITATION <input checked="" type="checkbox"/> RFTOP <input type="checkbox"/> IFB <input type="checkbox"/> RFP <input type="checkbox"/> 2-STEP		15. CONTRACTOR / OFFEROR <i>Completed by GSA Contractor (Include name, address, phone, fax, email, DUNS code and Tax ID No.)</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 Immediate Office 441 4 th 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 Survey Services for its Cure the Streets (CTS) Violence Interruption Program in accordance with the Statement of Work (SOW) on pages 4-5.			SEE PRICE	SCHEDULE	ON	PAGES 2 AND 3.
25. ACCOUNTING AND APPROPRIATION DATA ENCUMBRANCE CODE: See FY20 PO _____					26. TOTAL AWARD AMOUNT (For Govt. Use Only)		
26. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN AN ORIGINAL AND 2 COPIES 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

The District contemplates award of a firm-fixed price Task Order Agreement with a labor hour component. The Offeror shall propose prices in the following schedule:

PRICE SCHEDULE

B.1 BASE YEAR

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT (21X23)
	Survey Services for OAG's Cure the Streets (CTS) Violence Interruption Program in accordance with the Statement of Work, SECTION C.				
0001	Survey Design, Planning and Development	One (1)	Lot		
0002	Implementation of First Round (BEFORE) Surveys				
0002AA	In-Person Surveys	One (1)	Lot		
0002AB	On-line Surveys	One (1)	Lot		
0002AC	Phone Surveys	One (1)	Lot		
0003	Survey Data and Analysis	One (1)	Lot		
0004	Optional: Additional Survey Consulting as required	120	Labor Hours		

BASE YEAR TOTAL FIRM-FIXED PRICE \$ _____

B.2 OPTION YEAR ONE

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT (21X23)
	Survey Services for OAG's Cure the Streets (CTS) Violence Interruption Program in accordance with the Statement of Work, SECTION C.				
1002	Implementation of Second Round (AFTER) Surveys				
1002AA	In-Person Surveys	One (1)	Lot		
1002AB	On-line Surveys	One (1)	Lot		
1002AC	Phone Surveys	One (1)	Lot		
1003	Survey Data and Analysis	One (1)	Lot		
1004	Optional: Additional Survey Consulting as required	120	Labor Hours		

OPTION YEAR ONE TOTAL FIRM-FIXED PRICE \$ _____

B.3 OPTION YEAR TWO

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT (21X23)
	Survey Services for OAG's Cure the Streets (CTS) Violence Interruption Program in accordance with the Statement of Work, SECTION C.				
2002	Implementation of Second Round (AFTER) Surveys				
2002AA	In-Person Surveys	One (1)	Lot		
2002AB	On-line Surveys	One (1)	Lot		
2002AC	Phone Surveys	One (1)	Lot		
2003	Survey Data and Analysis	One (1)	Lot		
2004	Optional: Additional Survey Consulting as required	120	Labor Hours		

OPTION YEAR TWO TOTAL FIRM-FIXED PRICE \$ _____

GRAND TOTAL BASE AND TWO OPTION YEARS \$ _____

STATEMENT OF WORK

C.1 SCOPE:

- C.3.1** The purpose of this procurement is to enlist survey development and implementation services required for the Office of the Attorney General's (OAG) Cure the Streets program. The results of the survey will be used by OAG to inform its work and to gauge the impact of the program.
- C.3.2** OAG will work with the Contractor to develop a survey instrument to capture community perceptions of the Cure the Streets program. Method of collection must include in-person surveys, but may also include online, phone, or some combination.
- C.3.3** The scope of work includes two rounds of surveys ("before" and "after") in the two existing sites as well as in each new expansion site. Round one will be completed no later than November 1, 2019, and round two will be completed approximately one year from the initial survey date.

C.2 BACKGROUND

- C.2.1** In 2018, with funding support from the Council of the District of Columbia, the Office of the Attorney General of the District of Columbia (OAG) launched "Cure the Streets"—a violence interruption pilot program that operates in two sites - one in Ward 5 and one in Ward 8 - with some of the highest rates of gun violence. Cure the Streets uses proven, public-health strategies that treat violence like a disease that can be interrupted, treated, and stopped from spreading. The CURE violence model has been used to reduce shootings and killings in more than 100 cities nationwide and globally and is data driven.
- C.2.2** Cure the Streets focuses on three main actions: (1) Interrupt potentially violent conflicts by preventing retaliation and mediating simmering disputes; (2) identify and treat individuals at the highest risk for conflict by providing support services and changing behavior; and (3) engage communities in changing norms around violence. In partnership with the National Association for the Advancement of Returning Citizens Cure the Streets (NAARC - CTS), and community leaders, OAG hired and trained credible District residents, or "violence interrupters," with deep ties to their neighborhoods to engage with warring camps, attempt to calm tense situations, and mediate between the sides to stop violence before it happens.
- C.2.3** OAG received additional funding from the Council of the District of Columbia for FY2020 in order to expand the program to additional sites. To help measure the community impact of the initial and expansion sites, OAG is seeking the services of an expert in survey development and implementation to capture information from the community regarding their perceptions of the Cure the Streets program.

C.3 REQUIREMENTS:

C.3.1 *Survey Design and Planning:* The Contractor shall have sufficient and capable staff to provide services in primary qualitative and quantitative data collection and analysis, including survey instrument design and implementation planning.

C.3.2 *Survey Implementation:* The Contractor shall have sufficient and capable staff to collect, compile and analyze survey data and experience with implementing surveys in an urban area with a diverse population, including, but not limited to the District of Columbia, and specifically in Wards 5, 7 and 8. The Contractor shall have and maintain relationships with District community-based partners and commit to identifying surveyors who are comfortable reaching out directly to residents in the identified wards and specific neighborhoods of the Cure the Streets program.

C.3.3 *Survey Analysis:* Analysis of the survey shall include provision of the survey data in a machine-readable format (e.g. csv).

C.3.4 The Contractor shall ensure active and timely communication to OAG liaisons to provide and/or receive information related to the survey. The Contractor shall provide name, email, and telephone number(s) for primary contacts for communication to the Contractor Administrator assigned in G.2.

C.3.5 The Contractor shall, at minimum:

- i. Participate in one in-person pre-survey planning meeting at OAG.
- ii. Provide a draft survey design and implementation plan to OAG no later than five business days after the initial meeting.
- iii. Provide background research that supports and explains the validity of the survey and implementation.
- iv. Participate in additional planning calls or meetings as needed to finalize the survey design and plan.
- v. Conduct pre-testing of the survey instrument.
- vi. Manage all aspects of survey design and implementation.
- vii. Implement the initial round of surveys no later than November 1, 2019, adhering to the agreed-upon survey design and implementation plan.
- viii. Provide preliminary results to OAG no later than 14 business days after implementation of the survey, with a final summary report due on December 1.
- ix. Implement the second round of surveys one year after the initial round, adhering to the agreed-upon survey design and implementation plan.
- x. Provide preliminary results to OAG no later than 14 business days after implementation of the second round of surveys, with a final summary report due 14 days after OAG acceptance of the preliminary results.

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: DELIVERIES OR PERFORMANCE

F.1 TERM OF TASK ORDER

The term of the task order agreement shall be for a period of one (1) year from the effective date specified on the cover page of the agreement.

F.2 OPTION TO EXTEND THE TERM OF THE TASK ORDER

F.2.1 The District may extend the term of this task order agreement for a period of one (12) one-year option period, 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. The preliminary notice does not commit the District to an extension. The exercise of this option is subject to the availability of funds at the time of the exercise of this option. The Contractor may waive the thirty (30) day preliminary notice requirement by providing a written waiver to the Contracting Officer prior to expiration of the task order agreement.

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

F.2.3 The price for the option periods shall be as specified in Section B of the task order agreement.

F.2.4 The total duration of this task order agreement, including the exercise of any options under this clause, shall not exceed two (2) years or 30 days after final delivery of the completed results of the survey and summary report, whichever is later.

F.3 DELIVERABLES

F.3.1 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.2 in accordance with the following:

No.	Deliverable	Quantity	Format/ Method of Delivery	Due Date
1	Pre-Survey Planning Meeting	One	In-person with OAG team	Within five (5) days after award
2	Draft Survey Design, Background research and Implementation Plan	One	PDF/Electronic to CA	10 business days after award
3	Final Survey Design and Plan	One	PDF/Electronic to CA	Within 20 days after award
4	Pre-Test of Survey Instrument	One	As agreed	Within 21 days after award
5	Initial Round of Surveys	One	PDF/Electronic to CA	No later than November 1, 2019
6	Preliminary Report of Initial Round of Survey Results	One	PDF/Electronic to CA	14 business days after initial surveys
7	Final Summary Report of Results of Initial Round of Surveys	One	PDF/Electronic to CA	December 1, 2019
8	Second Round of Surveys	As required	In person, Online, and Phone	One Year after Initial Round of Surveys
9	Preliminary Report of Second Round of Survey Results	One	PDF/Electronic to CA	14 business days after second round of surveys
10	Final Summary Report of Results of Second Round of Surveys	One	PDF/Electronic to CA	10 business days after OAG comments on preliminary report

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

G. CONTRACT ADMINISTRATION DATA

G.1 Contracting Officer (CO)

G.1.1 Contracts may be entered into and signed on behalf of the District only by contracting officers. The name, address and telephone number of the Contracting Officer is:

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

Email : oag.businessopportunities@dc.gov
Phone : 202-442-9882 Fax : 202-730-0484

G.1.2 The Contracting Officer is the only person authorized to approve changes in any of the requirements of this contract.

G.1.3 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 Contracting Officer.

G.1.4 In the event the Contractor effects any change at the instruction or request of any person other than the Contracting Officer, 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.2 CONTRACT ADMINISTRATOR (CA)

G.2.1 The CA is responsible for general administration of the contract and advising the CO as 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.2.1.1 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.2.1.2 Coordinating site entry for staffing personnel, if applicable;

G.2.1.3 Reviewing invoices for completed work and recommending approval by the CO if the Bidder's prices and costs are consistent with the contractual amounts and progress is satisfactory and commensurate with the rate of expenditure;

G.2.1.4 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.2.1.5 Maintaining a file that includes all contract correspondence, modifications, records of inspections (site, data, equipment) and invoice or vouchers.

G.2.2 The address and telephone number of the CA:

Seema Gajwani
Special Counsel for Juvenile Justice Reform
Chief, Restorative Justice Section
Office of the Attorney General for the District of Columbia
One Judiciary Square
441 4th Street NW., 10th Floor
Washington, D.C. 20001

Office 202-442-9755 Mobile: (202) 257-4495
Email: Seema.Gajwani@dc.gov

G.2.3 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.2.4 The Contractor will be fully responsible for any changes not authorized in advance, in writing, by the Contracting Officer.

G.4 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.5 DISTRICT RESPONSIBILITIES

- G.5.1** The District will provide workspace 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.
- G.5.2** 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 Section C.3 above.

H. PROPOSAL INSTRUCTIONS

- H.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-2020-T-0001, Survey Services for OAG's Cure the Streets Violence Interruption Program."**
- H.2** 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. NOTE: Each part shall be limited to 10 pages.

H.3 TECHNICAL PROPOSAL

The technical proposal shall at a minimum, contain sufficient detail to provide a clear and concise demonstration fully reflecting the manner in which the Offeror proposes to address the requirements of the Statement of Work given the evaluation factors in Section F. 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.

H.4 PRICE PROPOSAL

- H.4.1** This section shall be submitted on the Price Schedule on pages 2 and 3 of this solicitation. Pricing shall be at firm fixed rates that shall include all direct and indirect costs for providing the required services. Unless otherwise directed in writing, the price proposal shall also include a copy or a link to the Offeror's GSA Price Schedule and its CBE certification number, if applicable.
- H.4.2** OAG requires a detailed and itemized proposal that will establish processes to meet the survey needs of this project. The Contractor will ensure that all rates are appropriately applied for a tax-exempt government entity.
- H.4.3** Offerors' proposed prices may be lower than its GSA Federal Supply Schedule if the Offeror provides evidence that it has met the Services Contract Act requirements and Way to Work Act of 2006. The Contractor shall use the prices for a comparable labor category as the basis of its offer price.

H.5 SUBMISSION OF PROPOSALS

Proposals shall be sent to OAG.businessopportunities@dc.gov electronically to be received by 10:00 a.m. October 2, 2019.

I. EVALUATION CRITERIA

The District intends to award a single contract 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.

I.1 TECHNICAL CRITERIA (80 Points Maximum)

I.1.1 DEMONSTRATED EXPERIENCE (20 Points)

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

I.1.2 PROJECT PLAN AND CAPABILITY (20 Points)

I.1.2.1 OAG will evaluate the offeror's plan to develop a survey instrument and implementation plan, including survey sample size and method of collection.

I.1.2.2 OAG will evaluate the offeror's plan and capability to provide sufficient, culturally competent, and qualified staff to collect data in designated neighborhoods.

I.1.3 STAFF QUALIFICATIONS (20 Points)

I.1.3.1 OAG will evaluate the offeror's ability to provide personnel with broad-based experience in survey development and implementation.

I.1.3.2 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.

I.1.4 PAST PERFORMANCE (20 Points)

OAG will assess the Contractor's past performance, determined to be relevant, to assess (listed in descending order of importance):

- (1) Technical, including quality of service delivery and consistency in meeting project goals and objectives.
- (2) Schedule, including the timeliness in completing contract requirements, meeting

project milestones and delivery schedules, and timely completion of administrative requirements (e.g., efforts that contribute to or affect the schedule variance).

- (3) 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 (to include timely identification of issues in controversy), customer satisfaction, timely award and management of subcontracts, as well as cooperative attitude in remedying problems.

I.2 PRICE EVALUATION – 20 POINTS

I.2.1 The price evaluation will be objective. The offeror with the lowest realistic price for each line item will receive the maximum price points (20 Points). All other proposals will receive a proportionately lower price score.

I.2.2 Example:

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

I.3 PREFERENCES FOR CERTIFIED BUSINESS ENTERPRISES

I.3.1 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.

I.3.2 A prime contractor that is a CBE shall perform at least 50% of the work with its own organization and resources.

I.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. Services to be awarded will be determined at the time each option is exercised.