

GOVERNMENT OF THE DISTRICT OF COLUMBIA  
DEPARTMENT OF GENERAL SERVICES



Schools Conservation Outreach and Monitoring Services

DCAM-14-NC-0160

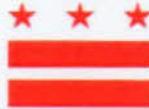
Addendum No. 3

Issued: July 31, 2014

This Addendum No. 3 is issued by e-mail on July 31, 2014. Except as modified hereby, the Request for Proposal (RFP) remains unmodified.

<b>Item #1</b>	<b>Section A.1 Type of Contract</b>	<p><b>Delete</b> “The Contractor will be awarded a Fixed Price Contract with a Not to Exceed “(NTE)” ceiling amount”</p> <p><b>Replace with,</b> “The Contractor will be awarded a fixed price contract with a cost reimbursement ceiling.”</p>
<b>Item #2</b>	<b>Section A.2 Compensation</b>	<p><b>Delete</b> “As stated in Section A.1 above, the Contractor will be awarded a Fix Price Contract with a NTE ceiling amount. Therefore the Contractor ‘s proposed lump sum price shall be adequate to cover all cost associated with providing this service including the cost for labor, overhead, general and administrative fees, insurance and profit.”</p> <p><b>Replace with</b> “The Contractor shall be paid a fixed price to cover all services required under Section B.3 Requirements, with the exception of the printing of outreach and communication materials. The Contractor will be compensated for those services on a cost reimbursement basis in an amount not to exceed the cost reimbursement ceiling set forth on Attachment A, the “Bid Form”.” The contractor shall not be paid for the cost of printing materials without explicit written and prior approval by the COTR.</p>

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|----------------|--------------------------------|--|
| <b>Item #3</b> | <b>Under Executive Summary</b> | Delete second sentence, paragraph 4,<br>“The period of performance is 10 months.”              |
| <b>Item #4</b> | <b>Section B.1 Background</b>  | Delete next to the last sentence in<br>Paragraph 2, “In addition this program<br>will include” |
| <b>Item #5</b> | <b>Bid Form</b>                | Delete the “Bid Form” in Attachment A<br>Replace with the attached revised Bid Form            |

**Item # 6**

**Questions and Answers.**

**Question #1:**

The RFP assumes DCPS staff will be available for meetings and will provide the required information. Is there a provision in the contract in case this does not happen and significant additional time is spent coordinating/getting required data? What contact information or introductions will be provided for contractor to communicate with schools?

**Answer:**

No there will not be a provision in the contract to address significant additional time needed to coordinate required data. However, DGS has informed relevant DCPS contacts about the program and will assist with scheduling meetings if needed. DGS will also provide initial introductions to relevant school staff.

The Contractor is expected to maintain updated contact information in their online system.

**Question #2:**

What is DGS’s process for approving the training plan?

**Answer:**

The Contractor will propose a training plan to the COTR for feedback. The COTR will provide feedback to the Contractor within 5 business days after receipt of the training plan. The Contractor shall, after receiving the feedback, incorporate it in their training plan and resubmit it to the COTR within 3 business days for approval.

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**Question #3**

What is the budget range for the proposal? There is a lot that could be included, so a range would be very helpful.

**Answer:**

\$350,000 - \$500,000

**Question #4**

Please provide a list of schools, student and faculty population size, addresses, and start-schedule for pricing.

**Answer:**

The start-schedule is at <http://dgs.dc.gov/page/healthy-schools> and enrollment data is available at <http://profiles.dcps.dc.gov/>. Faculty data by facility is unavailable.

**Question #5**

Is the printing of the educational materials a DGS cost or something that should be estimated in the proposal? If it is a cost assumed by DGS, what are the guidelines in terms of budget, material preparation, printing, timelines, and available printing options?

**Answer:**

The Contractor will be reimbursed for the cost of materials and printing cost. A cost-reimbursable line item has been added to the Bid Form. See Revised Attachment A.

**Question #6**

Are we to "supply inventories" - of what, who is buying, and how much at what price or cost, and from what source?

**Answer:**

The Contractor will be expected to conduct "supply inventories" meaning to collect data on the number of each type of recycling/trash supplies (bins, lids, labels, liners) in each school.

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**Question #7**

RFP requires regular “check “ins” - please define "regular".

**Answer:**

Regular “check ins” are expected to occur on a bi-weekly basis. The frequency of regular “check ins” will be adjusted according to the school-specific roll out plans.

**Question #8**

Assemblies and classroom presentations - how often, how long, when (specifically - are there times of day schools do assemblies? what are those time slots? this is needed for planning staffing resources required and scheduling)

**Answer:**

Assemblies and classroom presentations will need to be offered according to the needs and schedules of individual schools. For example, an assembly would usually be about 15 minutes long. Some schools have requested assemblies either at the beginning of the day or at lunch. Some schools also have regular “in-service” sessions for large numbers of students during the day. While DGS has developed some materials for classroom presentations, Fellows may need to adjust presentations according to the needs of different schools by working in partnership with school staff.

**Question #9**

What kind of information should we include in the 'history' of the company? Examples?

**Answer:**

The Offeror can provide information that includes, but is not limited to the founding date and founder, mission and vision, major projects and/or accomplishments.

**Question #10**

Is the compost hauling to be included as part of the proposal? Please clarify, is the actual collection of food wastes part of this bid?

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**Answer:**

No. The actual collection of food waste and compost hauling is not a service requested under this request for proposals. This request for proposals is for outreach and monitoring services only.

**Question #11**

If contractor is a CBE, and one of the sub-contractors is a DC based business, and the second is outside of DC, is there still a requirement to provide a subcontracting plan?

**Answer:**

Section C.4.3 of the RFP states that CBEs are not required to provide a subcontracting plan.

**Question #12**

How many waste audits would DGS like to have conducted for this project?

**Answer:**

DGS would like to have one waste audit conducted at each school per year.

**Question #13**

What is the “estimated” fellows’ pay grade?

**Answer:**

Since the Fellows will be employed by the Contractor and not by the DC Government, they do not have a predetermined “pay grade.” They should be compensated at the equivalent of an annual salary of up to \$40,000 pro-rated for the 10 month period that they are employed.

**Question #14**

How are fellows compensated? Are they W-2 or can they be 1099?

**Answer:**

The Contractor should propose compensation mechanism as part of the plan submitted to fulfill E.3.2. W-2 is expected.

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**Question #15**

Do they work for DC or for our company?

**Answer:**

They will work for the Contractor.

**Question #16**

Are they full time or part time?

**Answer:**

To fulfill the terms of the contract, they are expected to work full time, 40 hours a week that may include some weekend and evening events.

**Question #17**

Are they available to work during the day and not beholden to other obligations, including childcare, parole responsibilities, care taking for elders, siblings, family or other obligations that may inhibit their ability to engage in this work in a full-time fashion with complete reliability?

**Answer:**

The Contractor should determine reliability and availability before hiring.

**Question #18**

The RFP indicates that there is a list of pre-qualified Fellows. Can you please provide more information about their specific qualifications?

**Answer**

The pre-qualified Fellows were pre-screened from a very competitive pool of candidates that responded to the job description described in Attachment I to the RFP. The pre-qualified Fellows are the candidates that best matched the requirements of the job description.

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**Question #19**

The RFP states that transportation is to be provided to the fellows. If we are to provide vehicles for the fellows, most options will require that they are driving. The RFP states that they will have driver's licenses. If we are providing the transportation and employing these individuals in our company as W-2 employees, for insurance and safety purposes, we will need to know their age, have a full and current driving record (which must be clean) from the MVA/DMV, a criminal background check and drug test, and applicants will need to pass our safe driving exam.

**Answer:**

Any requirements that the Fellows will need to fulfill in order to ensure they qualify for the resources needed to perform their responsibilities (e.g. transportation) can be included in the plan submitted E.3.2. The job description the Fellows responded to specified that they must have a valid driver's license and be willing to submit to a criminal background check.

Public transportation is an attractive option for transportation to many, although not convenient for all.

**Question #20**

Will fellows need to be provided cell phones?

**Answer:**

The Fellows will need to have communications technology to perform their responsibilities, which could be fulfilled by providing cell phones.

**Question #21**

Will they be accessible for communication & coordination during days, evenings, and weekends?

**Answer:**

They are expected to work 40 hours a week and be accessible as needed to fulfill their responsibilities which is reasonably expected to include communication and coordination during days as well some evenings and weekends. They are not expected to be regularly required to work evenings and weekends.

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**Question #22**

How is it handled if a fellow no-shows or drops out, or has any trouble with other team members or DC staff? What is the process for hiring fellows and for replacing fellows who do not work out for some reason?

**Answer:**

If a Fellow no-shows or drops out the Contractor can replace with an alternate pre-qualified Fellow or hire a replacement subject to DGS's approval.

**Question #23**

Who assumes responsibility for liabilities incurred by the fellows, including but not limited to theft, vandalism, and intentional or accidental destruction of property? Will DGS indemnify and hold harmless the contractor for actions of the fellows?

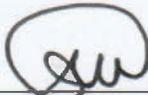
**Answer**

The Fellows are Contractor personnel. Therefore all responsibility for liabilities should be handled in accordance with the Contractor's policy and procedures for its employees.

**Item #7**

**Attachment**

Attachment A - Bid Form

  
\_\_\_\_\_  
JW Lanum  
Associate Director/Contracting Officer

7/31/14  
Date

- End of Addendum No. 3 -

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**ATTACHMENT A**

Schools Conservation Outreach and Monitoring Services

\_\_\_\_\_

Company Name

**BID FORM**

**Base Year**

Item Description	Unit Price	Quantity	Unit	Extended Price
Conservation Outreach and Monitoring Services-	\$	12	months	\$
Cost Reimbursement Ceiling for Outreach and Training Materials	NTE \$10,000.00	1	Fee	\$10,000.00

**Option Year 1**

Item Description	Unit Price	Quantity	Unit	Extended Price
Conservation Outreach and Monitoring Services-	\$	12	months	\$
Cost Reimbursement Ceiling for Outreach and Training Materials	NTE \$10,000.00	1	Fee	\$10,000.00

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**Option Year 2**

Item Description	Unit Price	Quantity	Unit	Extended Price
Conservation Outreach and Monitoring Services-	\$	12	months	\$
Cost Reimbursement Ceiling for Outreach and Training Materials	NTE \$10,000.00	1	Fee	\$10,000.00

Grand Total Lump Sum Price \$ \_\_\_\_\_

X \_\_\_\_\_

Signature and Title